

**MANAGER'S REPORT
JUNE 2020
SOUTHEASTER, INC.**

MEETINGS

There were no Meetings in June

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Pressure washed all building walkways
 - Replaced south pool sump pump
 - Replaced hose and hose bibs several areas
 - Replaced water valve beach shower
 - Cleaned up broken glass seawall deck
 - Blow off all walkways from storm
 - Planted Hibiscus plants around B building parking lot side
 - Replaced 4 turtle lights
 - Replaced light sensor for C building exterior lights
 - Picked up overflow trash both dumpster
 - **Dumpster dived B building dumpster to remove household items to avoid overage**
 - Filled in sink hole along seawall
 - Continue to disinfect and sanitize patio furniture and common areas as needed due to COVID-19
 - Back washed north and south pools
 - Scum lines north and south pools
 - Performed weekly and monthly maintenance tasks (maintain and keep clean the pools, laundry rooms, storage rooms, bike rooms, tennis courts, stairs, walkways, handrails, door locks, bathrooms and recreation room)
- Vendors/Contractors performed the following:
 - Terra Scape – Fencing repairs north tennis court
 - Harrison Electric – Installed pool drain shut off valves covers

UPCOMING/IN PROGRESS

- There will be a Board of Director's Meeting held on Saturday, September 5, 2020 at 9:00 a.m. in the recreation room.
- Luann Fanelli, Manager, Vacation September 19 – 28.
- Items being addressed and/or to be addressed by the board:
 - **Tennis Court Resurfacing Scheduled to be completed the 2nd week in July**

GROUNDS

- Terra Scape – replaced 1 rotor, 1 popup and 1 sprinkler sensor. Repairs to north tennis court fence.
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MANAGER'S NOTES

- **Hurricane Season is June 1 – November 30. During Hurricane Season please bring in all items from your patios, including your patio furniture, when you are not here. This will help Ray and I when we are preparing for a storm.**
- **A Security Guard will be on property every Saturday and Sunday 11am – 6pm through July. Please make sure your family and guests are provided a parking pass. The guard has been instructed to tow any vehicle that does not have an owner sticker or guest pass. Two cars were towed during Memorial holiday weekend and one car was towed the following Saturday, May 30, 2020.**
- **The recycle container has been replaced with a garbage container. The Southeaster will now have three garbage dumpster. PLEASE DO NOT DISPOSE ANY CONSTRUCTION OR HOUSEHOLD ITEMS IN ANY OF THE DUMPSTERS!**
- **Sea turtle nesting season is May 1st through October 31st. Lights adjacent to the beach MUST NOT BE VISABLE FROM THE BEACH. Please help us protect the turtles and comply with local lighting regulations. The regulations are strictly enforced by fines for violations. Keep balcony and porch lights turned off during the nesting season. Also, draw your drapes or blinds at night if your room is lighted. These few simple steps will greatly increase the chance that baby turtles will safely reach the ocean this summer and keep us in COMPLIANCE. Thank you for your understanding and cooperation.**
- **THE CPA FIRM OF CHARLES BELOTE & ASSOCIATES HAVE COMPLETED THE ASSOCIATION'S 2019 FINANCIAL AUDIT. THE FINANCIAL AUDIT IS AVAILABLE UPON REQUEST. PLEASE CONTACT THE OFFICE IF YOU WOULD LIKE A COPY.**
- **IF YOU HAVE NOT TAKEN ADVANTAGE OF THE FREE WIFI PLEASE CONTACT SPECTRUM TO UPDATE YOUR ACCOUNT. THE ASSOCIATION'S CONTRACT NOW PROVIDES EACH UNIT WITH 3 HD CABLE BOXES AND WIFI BUT YOU MUST CONTACT SPECTRUM TO UPDATE YOUR ACCOUNT. SPECTRUM 833-697-7328.**
- **PLEASE KEEP YOUR PETS OUT OF THE COURTYARD AREA! THEY ARE NOT ALLOWED IN THE POOL EITHER! NO PETS ARE ALLOWED IN THE COURTYARD/POOL AREA OR ON THE GRASS IN FRONT OF YOUR UNIT.**
- **Please contact the non-emergency number for the Sheriff's Department if you suspect any suspicious activity or trespassers. The number is 386-736-5999 ext. 1.**
- **Reminders:**
 - **Please remember that you must submit an architectural request form before replacing windows and doors. Permits must also be pulled when required by the county.**
 - **Please make sure your bicycles are clearly tagged with your unit number. All bicycles should be in working order. Untagged and non-functional bicycles are subject to removal.**
 - **Please do not dispose of furniture in the dumpster. Please contact Habitat for Humanity for furniture pickup 386-428-5010 or Sam's Recycle & Disposal 386-444-1066.**
 - **Please make sure your family, guest and renters have the proper parking passes. All vehicles without a valid parking pass are subject to being towed. *The proper parking pass for July will be blue.***

- Collection Policy- All monthly maintenance fees are due on the first of each month. All payments received after the 10th may be subject to a \$25.00 late fee. Each month an invoice will be sent to all owners via email as a reminder.
- The maintenance fee for 2020 will be \$495.
- **There were four closings in June, Richard and Maria Hale B216; Simon and Kelly Wiseman F207; Eddie and Leisa Corbett B209 and Brian and Brittany White C206**

VIOLATIONS

- No Violations.