

**MANAGER'S REPORT  
MARCH 2019  
SOUTHEASTER, INC.**

**MEETINGS**

There were no Meetings held in March

**BUILDING MAINTENANCE**

- Maintenance performed the following:
  - Laid 1750 square feet of sod around patios and courtyard areas
  - Planted two wild flower gardens by both entrances
  - Cut bushes back F building
  - Pick up and installed two new pool safety rings and rope
  - Repaired five sink holes along A building seawall
  - Mulch and lay brick between E and F gate
  - Sprinkler repair northeast corner of F building
  - Pressure washed patio furniture seawall
  - Breakdown boxes put in recycle bin on several occasions. Owners not breaking down boxes so bin fills up and we have to close it off. Garbage also being thrown in recycle container.
  - Replaced two (2) turtle lights
  - Replaced five (5) deck lights
  - Washed down all walkways
  - 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:
  - Harrison Electric – Replace LED in storage room C building
  - Davis Brothers – Serviced 2ndd AC unit rec room

**UPCOMING/IN PROGRESS**

- There are no meetings scheduled at this time.
- Luann Fanelli will be on vacation May 11 – 21 and September 13 - 20.
- Ray Halas will be on vacation May 19 – May 24.
- Items being addressed and/or to be addressed by the board:
  - To be Determined

**GROUNDS:**

- Terra Scape – Replaced main irrigation water line courtyard.

## MANAGER'S NOTES

- **PROFESSIONAL PAVER AND PATIO FURNITURE CLEANING SCHEDULED FOR MAY 6 AND 7. PAVER CLEANING SCHEDULED FOR MONDAY MAY 6 AND FURNITURE AND SIDEWALK CLEANING SCHEDULED FOR TUESDAY MAY 7.**
- **THE RECYCLE CONTAINER AT THE FIRST ENTRANCE WILL BE REPLACED WITH A REGULAR GARBAGE DUMPSTER ON MONDAY APRIL 8. BOTH DUMPSTERS AT FIRST ENTRANCE WILL BE FOR GARBAGE. WE CONTINUE TO GET CHARGED CONTAMINATION FEES BECAUSE THE RECYCLE CONTAINER IS BEING USED FOR GARBAGE SO WE ARE REMOVING IT. ALSO NO FURNITURE OR CONSTRUCTION ITEMS ARE ALLOWED IN ANY OF THE GARBAGE DUMPSTERS.**
- **REMINDER: THE 2019 MAINTENANCE DUES ARE \$495. PLEASE MAKE THAT ADJUSTMENT.**
- **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. ALL PETS MUST BE TAKEN OUT PAST THE TENNIS COURTS.**
- **PLEASE DO NOT DUMP YOUR OLD MATTRESSES IN OR AROUND THE DUMPSTER. WE HAVE HAD TO PAY TO HAVE THEM PICKED UP ON THREE DIFFERENT OCCASSIONS (APPROXIMATELY \$150 PER PICKUP). ALSO DO NOT PUT LARGE BOXES OR FURNITURE ITEMS IN THE DUMPSTER. PLEASE BREAK DOWN BOXES AND PUT THEM IN THE RECYCLE DUMPSTER LOCATED AT THE FIRST ENTRANCE. WE HAVE BEEN CHARGED OVERAGE FEES FROM THE GARBAGE COMPANY DUE TO LARGE BOXES AND FURNITURE ITEMS TAKING UP ALL OF THE SPACE IN THE DUMPSTERS (APPROXIMATELY \$200 PER OVERAGE FEE).**
- **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.****
  - **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 April and May is pink.***

#### COLLECTIONS/CLOSINGS

- 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.
- **Please remember that the maintenance fee for 2019 is \$495.**
- There were no closings in March.
- **B201 is for sale and listed for \$387,900.**

#### VIOLATIONS

- No Violations.