

MANAGER'S REPORT

MARCH 2020

SOUTHEASTER, INC.

MEETINGS

There were no meetings scheduled in March

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Repaired shuffle board bench
 - Re-secured loose handrail C building
 - Performed inspection on all roofs with no issues observed
 - Installed material on all roofs to keep birds away
 - Sanitize patio furniture and railings as needed due to coronavirus epidemic
 - Sanitize restrooms daily due to coronavirus epidemic
 - Replaced 3 turtle lights and 1 turtle light cover F building
 - Replaced two lamp post fixtures B building parking lot
 - Washed down all walkways
 - Repaired fill valve north pool
 - Replaced tube on chemical feeder north pool
 - 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:
 - Coomber Construction – Replaced bottom half of beach stairs due to rough surf
 - Terra Scape – Replaced south tennis court net
 - ProServe Pools – Replaced main drain grates in both pools pursuant to new pool requirements. Pool light repairs and adjustments both pools

UPCOMING/IN PROGRESS

- There will be a Board of Director's Meeting held on Saturday, May 23, 2020 at 9:00 a.m. in the recreation room.
- Ray Halas, Maintenance vacation to be determined based upon COVID-19
- Luann Fanelli, Manager vacation to be determined based upon COVID-19
- Items being addressed and/or to be addressed by the board:
 - To be determined

GROUNDS

- Terra Scape – Checked all sprinklers and adjusted accordingly.

MANAGER'S NOTES

- **DUE TO THE COVID-19 PANDEMIC VOLUSIA COUNTY BEACHES WILL CLOSE AT 12:01 AM FRIDAY, APRIL 3, 2020 FOR 30 DAYS. THE CLOSURE INCLUDES BEACH RAMPS, BEACH DRIVING, BEACH PARKING AND ANYONE CYCLING, WALKING OR SWIMMING. LIFEGUARD TOWERS WILL NOT BE STAFFED AND VOLUSIA COUNTY BEACH SAFETY OCEAN RESCUE'S 54 OFFICERS WILL PATROL THE BEACH. VIOLATORS OF THE BEACH CLOSURE ARE PUNISHABLE BY A SECOND-DEGREE MISDEMEANOR INCLUDING A \$500 FINE. THE SOUTHEASTER WILL BE CLOSING OUR ACCESS TO AND FROM THE BEACH THIS MORNING. WE WILL ALSO BE CLOSING OUR SWIMMING POOLS TODAY. THESE CLOSURES ARE FOR THE SAFETY AND HEALTH OF ALL RESIDENTS. IT IS HIGHLY RECOMMENDED THAT WE ALL STAY HOME AS MUCH AS POSSIBLE AND TO LIMIT STAY AT SOUTHEASTER TO FAMILY MEMBERS THAT LIVE IN YOUR HOME. ALL RENTALS HAVE BEEN CANCELLED AND OWNER GUESTS SHOULD BE LIMITED DURING THIS TIME FOR THE SAFETY AND HEALTH OF OUR RESIDENTS.**
- **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 April and May will be pink.***
- **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 no closings in March.**
- **There are two units for sale F207 for \$449,000 and B216 for \$435,000. You can contact the office for more details.**

VIOLATIONS

- No Violations.