

MANAGER'S REPORT

MAY 2020

SOUTHEASTER, INC.

MEETINGS

There was a Board of Director's Meeting on May 23, 2020

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Painted the rec room pool table area. The rec room TV area and bathrooms are scheduled to be painted in June
 - Put new barstool cushions on all bar stools and high top chairs in Rec room
 - **Dumpster dived B building dumpster to remove household items to avoid overage before Memorial Holiday (owner disposed of bedding and household items right before a holiday)**
 - Cleaned rec room and setup for board meeting
 - Filled in sink hole along seawall
 - Repaired screen window C storage
 - Continue to disinfect and sanitize patio furniture and common areas as needed due to COVID-19
 - Power washed all patio furniture pool area and seawall
 - Re-sodded in front of courtyard patio D building
 - Put up new umbrellas pool area
 - Washed down all walkways
 - Replaced fill valve north pool
 - Repaired chemical line south pool feeder
 - 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:
 - Smyrna Signs – 2 new guarded parking signs at both entrances
 - Harrison Electric – Installed pool drain shut off valves

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 in June (date to follow)

21 GROUNDS

- Terra Scape – Checked all sprinklers and adjusted accordingly.

MANAGER'S NOTES

- **Hurricane Season is June 1 – November 30. A Hurricane Preparedness Guide is attached. 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 June will be pink and 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 was one closing in May to Michael and Beth Spraggins, C203.
- There are 4 pending sales B209, B216, C206 and F207.

VIOLATIONS

- No Violations.