

# MANAGER'S REPORT

## NOVEMBER 2019

### SOUTHEASTER, INC.

#### MEETINGS

The Annual Membership Meeting, Board of Director's Budget Meeting and Board of Director's Organizational Meeting was held on Saturday, November 9, 2019.

#### BUILDING MAINTENANCE

- Maintenance performed the following:
  - Performed roof inspection with roof contractor on all buildings
  - Replaced ten (10) ground lights
  - Replaced three (3) lights in courtyard beds
  - Replaced four (4) turtle lights
  - Prepped exterior landscape beds for mulch installation
  - Pressure washed buildings D, E & F
  - 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:
  - Ace Enterprises – Concrete repairs under master windows F204 and F207.
  - Coleman Plumbing – Completed sewer line project E building.
  - Coomber Construction – Repaired beach stairs and railings from storm.
  - Terry's Lock Service – Replaced door hardware on surfboard room

#### UPCOMING/IN PROGRESS

- The next board of director's meeting is scheduled for Saturday, February 8, 2020 at 9:00am in the recreation room
- Luann Fanelli will be on vacation December 12 - 16.
- Items being addressed and/or to be addressed by the board:
  - To be Determined

#### GROUNDS:

- Terra Scape – Mulched all exterior landscape beds around property from sewer project.

#### MANAGER'S NOTES

- **SEWER PIPE PROJECT UPDATE:** Coleman Plumbing has completed all sewer line pipe replacement and installed popups on all units in the B, D and the E buildings. Coleman Plumbing will be starting on the C building this week and buildings A and F the week of December 16th.

## MANAGER'S NOTES (Continued)

- The annual membership meeting was held on November 9, 2019. The board of directors and their positions are as follows:

|                |              |
|----------------|--------------|
| President      | Linda Breum  |
| Vice President | Skip Jewett  |
| Secretary      | Diane Vinson |
| Treasurer      | Gabe Miller  |
| Director       | Frank Melton |
| Director       | Tom Smith    |
| Director       | Steve Howard |
| Director       | Mark Chase   |
| Director       | Sean Wulff   |

### Committees are as follows:

|                      |              |
|----------------------|--------------|
| Landscape            | Tom Smith    |
| Finance              | Gabe Miller  |
| Architectural Review | Diane Vinson |
| Insurance            | Steve Howard |

- 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 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 December & January is green.***

#### COLLECTIONS/CLOSINGS

- Collection Policy- All monthly maintenance fees are due on the first of each month. All payments that are 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 2020 is \$495.**
- There were no closings in November.

#### VIOLATIONS

- No Violations.