

MANAGER'S REPORT NOVEMBER 2020 SOUTHEASTER, INC.

MEETINGS

The Annual Members Meeting and Budget Meeting were held on November 7, 2020.

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Painted entrance (hallway) to recreation room
 - Hung 2 new rule signs in recreation room
 - Cleaned patio pavers
 - Removed broken table and 2 chairs
 - Picked up grounds from high winds (several times)
 - Raked seaweed from beach stairs (several times)
 - Replaced 7 up lights in courtyard
 - Replaced 2 turtle lights
 - Replaced three light sensors
 - Clean north and south pool filters
 - 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:
 - Volusia Patio – Repaired 2 loungers, 1 chair and 2 table tops
 - W Davis Roofing – Repaired area on A building roof
 - New Camera and Pet Waste Signs

UPCOMING/IN PROGRESS

- The next Board of Director's Meeting will be held on Saturday, February 6, 2021 at 9am in the recreation room.
- Items being addressed and/or to by the board:
 - To be Determined

GROUNDS

- Terra Scape – Performed sprinkler and irrigation system and made some minor adjustments and repairs.

MANAGER'S NOTES

- The annual membership meeting was held on November 7, 2020. The board of directors and their positions are as follows:

President	Skip Jewett
Vice President	Linda Breum
Secretary	Diane Vinson
Treasurer	Mark Chase
Director	Frank Melton
Director	Tom Smith
Director	Steve Howard
Director	Gabe Miller (Co-Treasurer)
Director	Blake Thomas

Committees are as follows:

Landscape	Tom Smith
Finance	Gabe Miller
Architectural Review	Diane Vinson
Insurance	Mark Chase

- A special assessment in the amount of \$600 is due by all owners of record on January 1, 2021. There will be a late fee of \$25 if received after January 15, 2021. **INVOICE ATTACHED.**
- **Hurricane Season ended November 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**
- **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 December and January will be yellow.***

- 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 monthly maintenance fee for 2020 is \$495. The monthly maintenance fee for 2021 will be \$545.**
- There were no closings in November.

VIOLATIONS

- No Violations.