

MANAGER'S REPORT

NOVEMBER 2024

SOUTHEASTER, INC.

MEETINGS

The Annual Members Meeting and Budget Meeting were held on November 9, 2024.

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Cleaned walkways B, C, D & E buildings
 - Replaced a hose on B building street side
 - Replaced two (2) lights turtle lights
 - Extra water grass from hurricane damage
 - Replaced US Flag
 - Cleaned rec room and set up for the annual meeting
 - Back washed north and south pools
 - Scum lines north and south pools
 - Performed weekly and monthly maintenance tasks (maintaining and keeping 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 – Replaced two turtle light fixtures and 2nd entrance flood light fixture
 - Coleman Plumbing – Repaired D building men's bathroom toilet
 - Coleman Plumbing – Cleared sewer backup in the D laundry room
 - A-Action – Cleanup D laundry room after sewer backup
 - Heape Handyman Services LLC – Replaced electric door hardware on B and E buildings and rebuilt shuffleboard benches – both repairs due to hurricane damage
 - United Engineering – Milestone Inspection Report 2024
 - United Engineering – Provide required engineering services for concrete repairs
 - Custom Reserves, LLC – Structural Integrity Reserve Study 2024

UPCOMING/IN PROGRESS

- There will be a Board of Directors Special Assessment meeting scheduled sometime in December 2024 or early January 2025 to cover concrete repairs based upon the required milestone inspection report results. This will be scheduled as soon as we have an estimated cost for the concrete repairs. The next regular Board of Director's Meeting will be held on Saturday, February 8, 2025, at 9am in the recreation room.
- Items being addressed by the board:
 - Concrete Repairs
 - Building Paint
 - Roof Replacement

GROUPS

- Terra Scape – Performed sprinkler and irrigation system inspection and made some minor adjustments and repairs, cleanup property after the hurricane.

MANAGER'S NOTES

- The annual membership meeting was held on November 9, 2024. The board of directors and their positions are as follows:

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|----------------|-----------------|
| President | Skip Jewett |
| Vice President | Linda Breum |
| Secretary | Keith Ellis |
| Treasurer | Rob Schwarz |
| Director | Frank Melton |
| Director | Eric Miller |
| Director | Steve Howard |
| Director | Jerry Rauterkus |
| Director | Blake Thomas |

Committees are as follows:

| | |
|----------------------|---------------|
| Landscape | Keith Ellis |
| Budget | Rob Schwarz |
| Architectural Review | Blake Thomas |
| Insurance | Luann Fanelli |

- Hurricane Season ended November 30, 2024.
- The final installment for the Roof Replacement and Building Paint special assessment in the amount of \$6250 is due by all owners of record on December 15, 2024. There will be a late fee of \$25 if received after January 1, 2025.
- The board approved the 2025 budget at the November 9, 2024, meeting. Due to the new requirements for fully funding reserves, our monthly dues have increased from \$750 to \$925. Please make this change beginning with your payment on January 1, 2025.
- Beach stair replacement will begin the first week of December. The timeframe to complete the stairs will depend on the tides.
- Southeaster now has a website. I recently sent the website instructions to the owners. I have downloaded budgets, minutes, agendas and manager's reports from 2019 to the current year. Also, on the website you will find the financial audit, owners list, By-laws and Rules & Regulations. There is also a category for contracts. That is where you will find the Milestone Inspection Report and the Structural Integrity Reserve Study. Contact me if you have trouble navigating the website.
- 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 the 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, guests 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 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 2024 monthly maintenance fee is \$750.
 - **The monthly maintenance fee for 2025 will be \$925.**
 - There were no closings in November.

VIOLATIONS

- No Violations.