

# MANAGER'S REPORT

## OCTOBER 2023

### SOUTHEASTER, INC.

#### MEETINGS

There were no Board of Director Meetings held in October.

#### BUILDING MAINTENANCE

- Maintenance performed the following:
  - Setup area for roof replacement A building
  - Replaced missing baluster on F building gate
  - Replaced three bent balusters on pool fence
  - Replaced flag and flag clips on rope
  - Re-organized and cleaned maintenance room
  - Sanded and painted post for new front entrance sign
  - Hung new front entrance sign
  - Filled in sink holes by seawall F building
  - Replaced four (4) deck lights and replaced two (2) deck light canisters.
  - Replaced four (4) turtle lights and one (1) lamp post light.
  - Replaced six (6) solar lights on pool fence and beach stairs
  - Extra water in dry areas of courtyard.
  - Acid etched the north pool.
  - Cleaned out sump room both south and north pools.
  - Back washed north and south pools.
  - Scum lines north and south pools.
  - Cleaned filters 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:
  - Coleman Plumbing – Replaced broken shut off and broken hose bib F building.

#### UPCOMING/IN PROGRESS

- There will be a Board of Directors Meeting held on Saturday, November 4, 2023 at 9:00 a.m. in the recreation room for the purpose of approving the 2024 budget. The annual meeting will be held immediately following the Board of Directors meeting. The organizational meeting of the new board will be held immediately following the annual meeting.
- Items being addressed and/or to be addressed by the board:
  - Concrete Repairs
  - Front Entrance Sign
  - Building Maintenance
  - 2024 Budget

#### GROUNDS:

- Terra Scape – Checked all sprinkler zones for proper coverage and replaced several sprinkler heads.

#### MANAGER'S NOTES

- **Construction began on the A building roof replacement. Roof construction should be complete by the middle of November.**
- **The beach stairs are complete.**
- **The new front entrance sign has been installed (pictures attached).**
- **Hurricane Season is June 1 – November 30. During Hurricane Season please bring in all items from your patios, including your patio furniture, when you are not here. This will help maintenance and I when we are preparing for a storm.**
- **Turtle season ended October 31, 2023.**
- 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 November and December is 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 2023 is \$610.**
- There were no closings in October.

#### VIOLATIONS

- No Violations.