

**MANAGER'S REPORT
SEPTEMBER 2020
SOUTHEASTER, INC.**

MEETINGS

There was a Board of Director's Meeting held on September 5, 2020.

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Re-striped yellow on all stair landings
 - Cleanup from northeasterly storm (walkways, seawall & pools)
 - Pressure washed buildings B, E and F
 - Fill in sink hole B building courtyard
 - Replaced 3 turtle lights
 - Rebuilt north and south chemical pool pumps
 - 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:
 - W Davis Roofing – Roof repairs A building.
 - Terrascape – South tennis court fence repairs
 - ProServe Pools – Re-installed pool light north pull
 - Harrison Electric – Installed emergency shutoff relays both pool pumps
 - Davis Brothers – AC service rec room AC
 - Ultra Security Services – Security guard service Labor Day weekend.

UPCOMING/IN PROGRESS

- The Annual Members Meeting and Budget Meeting will be held on Saturday, November 7, 2020 at 9am in the recreation room. Owners are encouraged to attend.
- Items being addressed and/or to be addressed by the board:
 - **To be determined**

GROUNDS

- Terra Scape – Replaced 4 sprinkler risers, 1 rotor nozzle and 1 rotor sprinkler.

MANAGER'S NOTES

- 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 Ray and I when we are preparing for a storm.
- 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.**
- **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 October will be pink.***
- 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 on closing in September, B201 to James and Courtney Thompson.**

VIOLATIONS

- No Violations.