

# **MANAGER'S REPORT**

## **September 2023**

### **SOUTHEASTER, INC.**

#### **MEETINGS**

There was a Board of Directors Meeting held on September 2, 2023.

#### **BUILDING MAINTENANCE**

➤ Maintenance performed the following:

- Replaced broken sprinkler drip line F building.
- Coned off A building parking lot for roof material delivery.
- Replaced hose reel C building.
- Repair hose reel and hose E building.
- Repaired hose bib and replaced the hose on seawall stairs.
- Washed down all building walkways.
- Installed new lights on seawall stair railings.
- Replaced twelve (12) deck lights and replaced eight (8) deck light canisters.
- Replaced six (6) turtle lights and one (1) lamp post light.
- 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

- A building roof replacement is starting this week. Materials were delivered. Construction will begin on Thursday.
- The bottom half of the beach stairs should be back up in the next two weeks depending on the tide.
- Front entrance sign has been ordered and should be delivered and installed in the next three to four weeks.
- 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.
- Sea turtle nesting season is May 1<sup>st</sup> through October 31<sup>st</sup>. 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.
- 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 and November 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 September.

## VIOLATIONS

- No Violations.