

**MANAGER'S REPORT
MARCH 2021
SOUTHEASTER, INC.**

MEETINGS

There were no meetings scheduled in March

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Replaced 4 hose reels
 - Replaced foot wash valve at seawall
 - Replaced north and south pool safety lines
 - Removed 4 broken umbrellas and put up 4 new umbrellas
 - Repaired sink hole at seawall
 - Replaced exhaust fan in men's room D laundry
 - Replaced nine (9) turtle lights
 - Pressure washed B, E & F walkways
 - 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:
 - ProServe Pools – Installed new pool chemical feeder
 - Harrison Electric – Replaced 2 burnt outlets C202 (Association Unit)

UPCOMING/IN PROGRESS

- There will be a Board of Director's Meeting held on Saturday, May 29, 2021 at 9:00 a.m. in the recreation room.
- Luann Fanelli vacation May 8 – 18, 2021.
- Items being addressed and/or to be addressed by the board:
 - To be determined

GROUNDS:

- Terra Scape – Replaced two popup sprinklers and adjusted several for better coverage. Checked all sprinkler zones for proper coverage.

MANAGER'S NOTES

- **THE SOUTHEASTER HAS RECENTLY LOST THREE OF OUR ORIGINAL OWNERS. ELSIE FACUNDUS, E201; DR. WALT MILLER, E204 AND DR. FRANK CORKER, C102. WE WANT TO EXPRESS OUR DEEPEST SYMPATHY TO ALL OF THEIR FAMILIES AND LOVED ONES. RAY AND I WILL MISS THEM ALL VERY MUCH!**
- IF YOU HAVE NOT TAKEN ADVANTAGE OF THE FREE WIFI PLEASE CONTACT SPECTRUM TO UPDATE YOUR ACCOUNT. THE ASSOCIATION'S CONTRACT NOW PROVIDES EACH UNIT WITH 3 HD CABLE BOXES AND WIFI BUT YOU MUST CONTACT SPECTRUM TO UPDATE YOUR ACCOUNT. SPECTRUM 833-697-7328.
- 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 April is 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 maintenance fee for 2021 is \$545.**
- There were no closings in March.

VIOLATIONS

- No Violations.