

# **MANAGER'S REPORT MARCH 2022 SOUTHEASTER, INC.**

## **MEETINGS**

There were no Board of Directors Meeting held in March

## **BUILDING MAINTENANCE**

- Maintenance performed the following:
  - Pressure washed all building walkways
  - Cleaned out storage unit room C building
  - Put together new bike rack
  - Prep wall between Southeaster and Ocean Club South for painting
  - Replaced two (2) turtle lights
  - Replaced seven (7) pool deck lights
  - Replaced flag
  - 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:
  - Volusia Patio – Purchased 2 new umbrella stands
  - Smyrna Signs - New pool rule added to 3 signs pursuant to county inspector

## **UPCOMING/IN PROGRESS**

- There will be a Special Board of Directors Meeting held on Friday, April 8, 2022 at 9:00 a.m. to discuss our recent Volusia County Violation and a regular Board of Directors Meeting held on Saturday, May 28, 2022 at 9:00 a.m. in the recreation room.
- Luann Fanelli, vacation May 9 – 17.
- Items being addressed and/or to be addressed by the board:
  - Seawall Violation
  - Concrete Repairs
  - Building Maintenance

## **GROUNDS:**

- Terra Scape – Checked all sprinkler zones for proper coverage.

#### MANAGER'S NOTES

- **The Board of Directors approved a Special Assessment in the amount of \$1800 due from all owners of record for the purpose of covering budget shortfalls and concrete repairs. The Special Assessment is due April 1, 2022 with a late fee of \$25 if received after April 15, 2022.**
- 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 2022 is \$545.**
- There were no closings in March.

#### VIOLATIONS

- No Violations.