

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

**MEETINGS**

The Annual Members Meeting and Budget Meeting were held on November 6, 2021.

**BUILDING MAINTENANCE**

➤ Maintenance performed the following:

- Painted shuffleboard benches and tables
- Painted yellow lines on bottom of all stair landings
- Painted rust stains on tennis court walls
- Painted rust stains on buildings B, C & D
- Painted towel racks
- Painted landing to the office/recreation room
- Painted knee wall in front of A101 parking lot side
- Pressure washed parking wall and sidewalks B building
- Painted parking bumpers C and D buildings
- Secured south fence from storm damage
- Pressure washed wall between Southeaster and Ocean Club South
- Repaired sink hole C building courtyard
- Replaced two (2) lights in flower bed courtyard
- Put up Christmas decorations
- Replaced US Flag
- Trimmed around all deck lights
- 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:

- Two Dolphins Services – Replaced photocell A& B buildings
- Uline – Purchased new bike rack
- Coleman Plumbing – Replaced leaking cast iron pipe D building
- Michael Alekish – Drywall repair from cast iron pipe repair
- Purchased new sofa and loveseat recreation room
- All Florida Plumbing – New pool thermometer

**UPCOMING/IN PROGRESS**

- The next Board of Director's Meeting will be held on Saturday, February 12, 2021 at 9am in the recreation room.
- Items being addressed and/or to by the board:
  - To be Determined

## GROUPS

- Terra Scape – Performed sprinkler and irrigation system inspection and made some minor adjustments and repairs.

## MANAGER'S NOTES

- **The annual membership meeting was held on November 6, 2021. The board of directors and their positions are as follows:**

|                       |                     |
|-----------------------|---------------------|
| <b>President</b>      | <b>Skip Jewett</b>  |
| <b>Vice President</b> | <b>Linda Breum</b>  |
| <b>Secretary</b>      | <b>Diane Vinson</b> |
| <b>Treasurer</b>      | <b>Mark Chase</b>   |
| <b>Director</b>       | <b>Frank Melton</b> |
| <b>Director</b>       | <b>Tom Smith</b>    |
| <b>Director</b>       | <b>Steve Howard</b> |
| <b>Director</b>       | <b>Keith Ellis</b>  |
| <b>Director</b>       | <b>Blake Thomas</b> |

### **Committees are as follows:**

|                             |                     |
|-----------------------------|---------------------|
| <b>Landscape</b>            | <b>Keith Ellis</b>  |
| <b>Budget</b>               | <b>Mark Chase</b>   |
| <b>Architectural Review</b> | <b>Diane Vinson</b> |
| <b>Insurance</b>            | <b>Steve Howard</b> |

- **Hurricane Season ended November 30, 2021.**
- 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 December and January will be 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 monthly maintenance fee for 2021 will be \$545.**
- There were no closings in November.

## VIOLATIONS

- No Violations.