

MANAGER'S REPORT OCTOBER 2022 SOUTHEASTER, INC.

MEETINGS

There were no Board of Directors Meeting held in October

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Repaired north and south tennis court fences – storm damage
 - Repaired/rebuilt four shuffleboard benches – storm damage
 - Repaired irrigation valve on seawall – storm damage
 - Installed new pool pumps north and south – storm damage
 - Put patio furniture back out at seawall and pool areas after storm
 - Re-painted yellow safety lines on all stair landings
 - Pressure washed all walkways after storm
 - Replaced seven (7) turtle lights
 - Spread dirt/fertilizer in bad areas of lawn
 - Cleaned out sump room both south and north pools
 - 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:
 - Total Solar – Solar panel maintenance and repairs – storm damage
 - Terra Scape – Cleanup debris – storm damage
 - Allen Shuffleboard Co. – Two new score boards for shuffleboard court – storm damage
 - A Action – Water cleanup and mold remediation B building under the floor pipe break
 - Coleman Plumbing – Pipe repair/replacement B building pipe break

UPCOMING/IN PROGRESS

- There will be a Board of Directors Meeting held on Saturday, November 5, 2022, at 9:00 a.m. and the Annual Meeting will be held immediately following the Board of Directors Meeting in the recreation room.
- Items being addressed and/or to be addressed by the board:
 - Concrete Repairs
 - Building Maintenance

GROUNDS:

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

MANAGER'S NOTES

- **Beach stairs scheduled to be installed the week of November 14, 2022.**
- **Cable railing for seawall update: Permitting complete and approved. Material being fabricated. Estimated to be installed the week of November 14, 2022.**
- **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, Allen and I when we are preparing for a storm.**
- 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 November and December is 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 2022 is \$545.**
- There were no closings in October

VIOLATIONS

- No Violations.