

## **MANAGER'S REPORT SEPTEMBER 2021 SOUTHEASTER, INC.**

### **MEETINGS**

There was a Board of Directors Meeting held on September 4, 2021

### **BUILDING MAINTENANCE**

- Maintenance performed the following:
  - Removed shrubs to locate missing water shutoff valves in F building
  - Spread new mulch around missing shrubs in F building courtyard
  - Replaced broken light sensor for courtyard deck lights
  - Trimmed around all deck lights
  - Replaced 3 deck light canisters and replaced 14 deck lights
  - Set up for board meeting
  - Pressure washed walkways all buildings
  - Painted shuffleboard benches
  - Replaced five (5) turtle lights
  - Replaced pool filters
  - 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:
  - Terra Scape – Replaced the north and south tennis court gates, gate to A building electrical room and gate by carwash
  - Volusia Patio – Delivered 10 new umbrellas and replaced 52 chair and lounge straps and replaced 4 chairs
  - Coleman Plumbing – Install water shutoff valves C building
  - American Leak Detection – Locate leak in Unit A102
  - Coleman Plumbing – Repair broken pipe in A102
  - Harrison Electric – Replace broken electrical breaker in south pool pump room

### **UPCOMING/IN PROGRESS**

- The Annual Members Meeting and Budget Meeting will be held on Saturday, November 6, 2021 at 9:00 a.m. in the recreation room. The Organizational Meeting of the Board will be held immediately following the Members Meeting.
- Luann Fanelli, Manager, Vacation October 4 - 7.
- Items being addressed and/or to be addressed by the board:
  - Rules & Regulations Committee to discuss updates

### **GROUNDS**

- Terra Scape – Checked all sprinklers and adjusted accordingly.

## MANAGER'S NOTES

- 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 and I when we are preparing for a storm.
- PLEASE DO NOT DISPOSE ANY CONSTRUCTION OR HOUSEHOLD ITEMS IN ANY OF THE DUMPSTERS!
- 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.
- 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 October 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 maintenance fee for 2021 is \$545.
- There were no closings in September

## VIOLATIONS

- No Violations.