

MANAGER'S REPORT DECEMBER 2024 SOUTHEASTER, INC.

MEETINGS

There were no meetings held in December.

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Cleaned walkways B, C, D & E buildings
 - Re-hang scoreboards shuffleboard court
 - Painted shuffleboard court benches after repairs
 - Touch up paint rec room
 - Replaced four (4) turtle lights
 - Extra water grass from hurricane damage
 - Back washed north and south pools
 - Scum lines north and south pools
 - Performed weekly and monthly maintenance tasks (maintaining and keeping 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:
 - Last Key Locksmith – Repaired door handle rec room door
 - Coleman Plumbing – Moved under ground plumbing for F building column replacement
 - Coleman Plumbing – Emergency after hours call for backup in A building
 - Heape Handyman Service – Replaced door to the irrigation room
 - Integrity Gas – Repaired pool heater
 - Proserve Pools – Plumbing and valve repair pool pump room
 - TerraScape – Mulch inside courtyard and on parking lot side beds

UPCOMING/IN PROGRESS

- There will be a Board of Directors Special Assessment meeting on January 9, 2025, via Zoom. The next regular Board of Director's Meeting will be held on Saturday, February 8, 2025, at 9am in the recreation room.
- Items being addressed by the board:
 - Concrete Repairs
 - Building Paint
 - Roof Replacement

GROUNDS

- Terra Scape – Mulch around entire property. Monthly sprinkler check.

MANAGER'S NOTES

- We are working on completing concrete repairs on the E and F buildings based upon the Milestone Inspection Report. These repairs should be completed this week. Once E and F repairs are complete, they will move to the D building for some minor repairs. There is a repair in the ceiling above the door to the bike and D storage room that will require this area to be closed off from January 20 – February 3.
- We are working on completing the painting on the parking lot side of Buildings E and F. They will be moving to the D building parking lot side once the D building concrete repairs are complete.
- We are working on the B building roof. They are currently completing the tear off at the east end of building B. They will then put the first layer of new roof on this area and move to the next section of the B building for tear off.
- We are still waiting for a permit for the beach stair replacement. According to the building department, we should have a permit soon. The timeframe to complete the stairs will depend on the weather conditions and the tides.
- The final installment for the Roof Replacement and Building Paint special assessment in the amount of \$6250 was due by all owners of record on December 15, 2024. There will be a late fee of \$25 if received after January 1, 2025.
- The board approved the 2025 budget at the November 9, 2024, meeting. Due to the new requirements for fully funding reserves, our monthly dues have increased from \$750 to \$925. Please make this change beginning with your payment on January 1, 2025.
- Southeaster now has a website. I recently sent the website instructions to the owners. I have downloaded budgets, minutes, agendas and manager's reports from 2019 to the current year. Also, on the website you will find the financial audit, owners list, By-laws and Rules & Regulations. There is also a category for contracts. That is where you will find the Milestone Inspection Report and the Structural Integrity Reserve Study. Contact me if you have trouble navigating the website.
- 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 the 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. Sam's Recycle & Disposal 386-444-1066.
 - Please make sure your family, guests 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 blue.***

- 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 2025 will be \$925.**
- There were no closings in December.

VIOLATIONS

- No Violations.