

MANAGER'S REPORT JANUARY 2025 SOUTHEASTER, INC.

MEETINGS

There was a Board of Directors Special Assessment Meeting held on January 9, 2025.

BUILDING MAINTENANCE

- Maintenance performed the following:
 - Replaced a hose on C building
 - Cleaned walkways on B building
 - Repaired valve to control overflow in north kiddie pool
 - Replaced two (2) lights in laundry room D
 - Replaced three (3) turtle lights
 - 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 – Replaced damaged entry door keypad F building
 - Edgar Betran – Paint hallway between bike room and D storage room
 - Purchase new shuffleboard disks
 - Harrison Electric – Install new electrical conduit between buildings D & E

UPCOMING/IN PROGRESS

- The next regular Board of Director's Meeting will be held on Saturday, February 22, 2025, at 9am in the recreation room.
- Items being addressed by the board:
 - Concrete Repairs
 - Building Paint
 - Roof Replacement

GROUNDS

- Terra Scape – Monthly sprinkler check.

MANAGER'S NOTES

- **We are working on completing concrete repairs based upon the Milestone Inspection Report. They are currently completing repairs between the E & D building breezeway, a repair on the entrance ceiling to the D laundry and mailroom and the entrance ceiling to the bike and D storage rooms. All repairs on the D building should be complete by the first week of February.**
- **The building paint will begin on D building parking lot side once the D building concrete repairs are complete.**

- We are working on the roof replacement for the B building roof. They have completed the tear off and dry-in for the first half, east end of building B. They began the tear off on the second half, west end of building B on Monday January 20th.
- We finally received the permit for the beach stair replacement. The contractor began construction of the beach stairs on January 28th. The timeframe to complete the stairs will depend on the weather conditions and the tides.
- The flagpole rope and pulley were damaged by strong winds last week. Unfortunately, the repairs will require a lift. Our flagpole contractor is scheduling the lift and the repairs. We hope to get the flag back up soon.
- The Board Approved a Special Assessment due from all owners of record for the purpose of covering concrete repairs and deck coating as listed below. The Special Assessment in the amount of \$9000 will be due and payable in two installments the first installment of \$4500 will be due on February 15, 2025. The second installment in the amount of \$4500 will be due on April 15, 2025. The items covered in the assessment are as follows.

Concrete Repairs:

Current concrete reserve account in the negative:	\$ 57,000
F Building Column Replacement (2):	\$ 53,900
Milestone Inspection Concrete Repairs:	\$171,750
Milestone Mobilization Cost:	\$ 21,000
D Building Storage Room Repair:	\$ 46,660
Engineering Inspections for all Repairs:	\$ 20,000
Concrete Change Order Estimate:	\$ 75,000
B&C Walkway Support Beam Replacement:	\$ 85,000

Deck Coating:

Walkways:	\$ 98,250
Patio/Balconies:	\$ 64,810

Total Assessment required \$9,000 per unit x 77 = \$693,000

- 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 January through March 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 January.

VIOLATIONS

- No Violations.