

# **MANAGER'S REPORT**

## **April 2025**

### **SOUTHEASTER, INC.**

#### **MEETINGS**

There were no Board Meetings held in April.

#### **BUILDING MAINTENANCE**

- Maintenance performed the following:
  - Clean D E and F walkways
  - Repaired overflow issue in the north pool
  - Changed filter AC rec room
  - Replaced four (4) turtle lights
  - Replaced south tennis court gate latch
  - Extra water lawns
  - Replaced battery pool vacuum
  - 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:
  - Harrison Electric – Replace conduit on A and B buildings from concrete repairs; replace electric box for flagpole
  - Heape Handyman Services, cover exposed pipes from concrete repair F building
  - A Action – repairs from leaks C building
  - Lucky Ducts - duct cleaning from concrete repairs F building
  - Last Key Locksmith – replace door handles to all common area bathrooms and key to the common key
  - Summit Fire & Security – Fire Extinguisher inspection 85 extinguishers
  - Volusia Patio – 28 new chair straps and 1 new table
  - Proserve Pools – Drained north kiddie pool to treat algae bloom

#### **UPCOMING/IN PROGRESS**

- The next regular Board of Director's Meeting will be held on Wednesday, May 21, 2025, at 3pm in the recreation room.
- Luann Fanelli, Manager, will be on vacation May 7 and will return on Wednesday May 14, 2025.
- Items being addressed by the board:
  - Concrete Repairs
  - Building Paint
  - Roof Replacement

## **GROUNDS**

- Terra Scape – Performed the monthly sprinkler check. Repaired a broken irrigation pipe at entrance and replaced three popup sprinklers. Adjusted all zones for better coverage,

## **MANAGER'S NOTES**

### **➤ Roof Project:**

Roofs C and D should be completed by the end of April. The C and D parking lots are open. They will begin the roof tear off on Building E starting Thursday May 1st. Please make sure you park away from building E. They will have an area coned off.

### **➤ Concrete:**

They are finishing up concrete repairs on building A parking lot side. They are working on concrete repairs on building B parking lot side and will probably be there for most of May. There will be areas of B parking lot coned off.

### **➤ Paint:**

They will begin painting the B building parking lot side after the B building concrete repairs are completed.

- 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. All unit owners have paid the 1<sup>st</sup> installment. 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**

- Southeaster Condominium Association has a website. I previously 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 2024 CPA 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.  
Website: southeastercondo.com. The password is SECONDO (all caps).
- 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 May 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 2025 will be \$925.**
- There were no closings in April.

#### **VIOLATIONS**

- No Violations.