

# **MANAGER'S REPORT**

## **June 2025**

### **SOUTHEASTER, INC.**

#### **MEETINGS**

There were no meetings held in June.

#### **BUILDING MAINTENANCE**

- Maintenance performed the following:
  - Put bunting flags along the pool fence
  - Installed solar lights on beach stairs
  - Setup table and umbrella for guard
  - Placed stakes and flags along grass for no parking during holiday
  - Fresh water rinse B,C,D,E and F building walkways
  - Cleaned patio furniture
  - Replaced fifteen (15) deck lights and ten (10) deck light fixtures
  - Replaced two (2) turtle lights
  - Installed several pieces of sod and dirt F courtyard
  - 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:
  - Coleman Plumbing – Clear clog men's toilet D laundry room
  - Coleman Plumbing – Clear clog common pipe in E building
  - Martineau's Drywall – Drywall repair F building from leak
  - Proserve Pools – Replaced drain plate south kiddie pool
  - Expert Insurance Appraisals – Updated insurance appraisal required by statute every 3 years.
  - Heape Handyman – Replaced loose brackets on exterior fence gates between D and E and F gates.
  - Security Center – New DVR for camera system.

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

- The next regular Board of Director's Meeting will be held on Saturday, August 30, 2025, at 9am in the recreation room.
- Allen Ebaugh, Maintenance will be on vacation July 13 – 24. Luann Fanelli, Manager, will be on vacation August 14 -19.
- Items being addressed by the board:
  - Concrete Repairs
  - Building Paint
  - Roof Replacement

## **GROUND**

- Terra Scape – Performed the monthly sprinkler check. Adjusted all zones for better coverage. Repaired pickets in pool fence gate.

## **MANAGER'S NOTES**

- **There are new locks on both tennis courts. The code to both courts is 0305.**
- **Roof Project:**  
Buildings A, B, C & D roofs are complete. E and F are in progress and are expected to be completed by July 15, 2025.
- **Concrete:**  
A and B parking lot side concrete repairs are complete. We are still waiting for the engineering drawings and pricing for column replacement. They will begin replacing the columns at the east end of building B (4 columns) once we get the drawings and pricing. This is estimated to begin in the middle of July.  
We received the engineering and pricing for replacing the steel plates on the B and C walkways. The cost is based on sections. The 4' sections on the C building are \$9225 per section and there are seven sections for a total cost of \$64,575. They have completed one section on the C building walkway and will continue replacing the remaining six sometime in mid-to-late July. We budgeted \$85,000 for the special assessment for B & C walkways so we will have the funds on hand to do the C building walkways. These are the only ones that we are required to do at this time based upon the Milestone Report. We will eventually need to replace the sections in building B but should be able to put them on a five-year plan or on an as needed basis. The 8' sections on the B building are \$12,825 per section and there are 14 sections for a total of \$179,550.
- **Paint:**  
They have completed painting building B parking lot side. They will move to building C parking lot side once the concrete repairs are completed on building C.
- **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 items covered in the assessment are as follows.**

### **Concrete Repairs:**

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



**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 throw away furniture or household items in the dumpsters. Garbage only!! Call Sam's Recycle & Disposal 386-444-1066 if you need furniture or household items removed.**
- **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 July will be 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 monthly maintenance fee for 2025 will be \$925.**
- **There were no closings in June. There are two units listed for sale at the Southeaster, E206 and C201. D202 is also for sale but not listed in MLS. For information about any of these units you can contact me in the office.**

**VIOLATIONS**

- **No Violations.**