

# Southbay Condominium Association, Inc

## PROPERTY MANAGER'S REPORT --MAY 2024--

### ⌘ BUILDING MAINTENANCE ⌘

- Villas – Paul ordered more villa paint.
- The 122C-132C villa sign split in half and a new one has been ordered. The new sign will be mounted on plexiglass to prevent that from happening in the future.
- Paul has started the painting project for the villa parking spots and will continue, weather permitting, over the next few weeks.
- The office was notified of a wasp nest on a resident balcony, the office is contacting the owner for permission to enter their premises to spray it.

### ⌘ LANDSCAPING ⌘

- Paul trimmed the palm tree in front of 125C-126C.
- The palm trees are scheduled for August 1<sup>st</sup> in preparation of hurricane season. The schedule may be moved up to an earlier date if necessary.
- Paul is ordering new filters for the irrigation system; this should help with the reclaimed water pressure.

### ⌘ EQUIPMENT SERVICE/INSPECTIONS ⌘

- E bldg parking garage – there was a leak to the East side of the mailroom from one of the three pipes grouped together. James with DMS determined that there was a clog in the main condensate line for the 02 stack.
- If you notice a leak, please notify the office immediately so that we may properly document it for our records. Any delay in reporting leaks/water damage could result in mold and unit damage.
- If your condo is going to be vacant for more than 48 hours be certain to shutoff the main water valve.
- D bldg – 3<sup>rd</sup> floor trash chute door not closing properly, a battery was stuck in the doorframe.
- E bldg – the common area a/c was not working; it was determined that there was a short in the thermostat electrical wiring. The electrician replaced the wiring and the a/c company put in a new thermostat.
- E bldg – the common area a/c is not working again, the a/c company is due out this afternoon.
- D & E bldg – Paul cleaned the elevator pits and tested the sump pumps in preparation of hurricane season.

### ⌘ POOL/DOCK ⌘

- If you see someone trespassing at the pool or dock, please contact a board member if the office isn't open.
- Replaced the dock flag for Memorial Day weekend.

### ⌘ ADMINISTRATIVE ⌘

- **Please remember that it is 15 mph on the lane and 5 mph on the property.**
- The Milestone Study and SRIS has been scheduled for July 18<sup>th</sup>.
- There is a new email address for the office, and I am working on building a new Southbay website.
- If you see anybody trespassing on the property late at night, please contact the police immediately.
- The office landline has been ported to Google Workspace so the office can now send and receive text messages.
- Please be aware that there is a lost & found box in the office so if you have misplaced something please feel free to contact the office.
- Please do not contact Paul directly on his personal cellphone or knock on his door, all maintenance requests must come through the office.
- Met with a T-Mobil rep and engineer to discuss the possibility of bringing fiber optic internet to the property. This will give residents another option for their wifi.
- There will be a Southbay 4<sup>th</sup> of July party, notices are posted on the bulletin boards.