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# **Property Manager Report**

## **March 24th, 2024**

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**Sea Coast Condominium**  
**Authored by: John Denton**

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## **Overall**

St Patrick's Day was enjoyed by our Winter rental community.

Spring Break has started but with little visible impact here.

No progress this week on the drainage field and sprinkler system installation and a slow start to the beach steps.

Currently 4 Units are still for sale (111,210, 412 & 517) which will hopefully attract new owners to the condominium.

## **Financials**

Audit is now being scheduled after engaging the accountants Joseph Michalak  
QuickBooks reports sent for both the Association and the Rental operation.

## **OPERATIONS**

### **Administration**

We have updated and verified documents needed by Owners and Real Estate agents.  
Attended a webinar regarding Association Management and will be closely looking for updates now that the Florida Legislative session has ended.

The new computer for the Clubhouse has been received well by the Winter rentals and is far more efficient than what we had.

Responded to an Owner request for access to official Association records.

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## **Maintenance**

There are many projects ongoing, but there will be increased need and urgency for completion as the Sea Wall is completed.

President and Vice President of the BOD volunteered and painted the stacks on the Clubhouse roof.

## **Housekeeping**

Housekeeping teams are preparing for major cleaning operations at the end of the month. New Laundry suppliers are being approached to replace our current provider.

## **Landscaping**

This will need to be an urgent focus as soon as the work on the Sea Wall is completed.

## **Security and Safety**

Guards have been arranged for Spring Break weekends for three weekends and are assisting in maintaining the integrity of the property.

New Stop signs have been placed at the exits from the property.

We have improved the fencing preventing access to the beach and the “in progress” beach steps.

## **Communication**

Currently confirming with Owners their status regarding rental operations and periods retained for their own use in 2024/25.

## **RENTAL OPERATIONS**

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New Rental Agreements have been forwarded to Owners who rent and advised of the new enforcement of the RSF requirements.

The majority of Winter renters have rebooked for next year and understand the need for payment 60 days in advance of their stay whether for 1, 2 or 3 months.