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# **Property Manager Report**

## **September 10th, 2023**

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**NOVEMBER 22<sup>TH</sup>2023**

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

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## **Overall**

Just watched an amazing launch from the Space Centre in Port Canaveral, reminding what a pleasure it is to be working on the Beach where the views are unbeatable.

A relatively quiet week with few owners and guests after a busy Labor Day weekend.

We will commemorate 9/11 by flying the Flag at half-staff on Monday.

## **Financials**

We are still in the process of ensuring accuracy in the financial reporting as Doug and Becky continue to “clean up” the accounts. I had a four-hour phone call with Doug where he asked me to assist with his endeavors. I explained that initially I was going to wait until he issued a clean bill of health for the numbers, however it is evident that I need to help finalize matters as soon as possible.

Dan seems at odds with Doug in many areas and I am assisting him with answers to queries he puts forward.

## **OPERATIONS**

### **Administration**

Key audit and relocating the keys into a new key cabinet is completed.

Looking to find out when the last triennial balcony inspection was done to ensure we are complying.

### **Maintenance**

David has not achieved much on our project list, and I have modified his work schedule to work 5 days straight rather than 4 days with 2 ½ days, as I believe we will achieve more on his daily/weekly/ monthly task lists as well as starting to attack some of the identified areas of opportunity.

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The South elevator is currently out of order until at least tomorrow as Elcon needs to install a new sensor to prevent the door from closing prematurely.

The Pool will be closed on Monday and Tuesday for an urgent need to dispose of the black algae in both the main pool and the Kiddies' pool.

The Sea Wall repair is currently scheduled to start on Friday.

### **Housekeeping**

A very quiet week regarding occupancies .

### **Landscaping**

PurCor completed their monthly lawn treatment .

### **Security and Safety**

New Fire Exit signs are on order to ensure compliance with the recent Fire Safety inspection.

### **Communication**

Ensuring Owners are kept up to date with any changes to normal operations as they occur.

## **RENTAL OPERATIONS**

Great to attend and participate in a Sea Coast Rentals Board Meeting.

This was a good opportunity to have discussions on many aspects of the operation and to float some ideas and possible changes in the operation.

A follow up meeting is to be arranged soon to possibly agree some action and changes in areas discussed.

Donna has already informed Owners who rent of upcoming detailed Fall unit inspections and started planning for a Winter Activities schedule.

I have requested a copy of the 2023 Rental Operations budget and would appreciate some guidance in this area.

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I have updated VRBO to ensure all units in the rental pool are being advertised on the platform and am addressing other challenges in Escapia to make sure all information is accurate.