
Property Manager Report

September 17th, 2023

NOVEMBER 22TH 2023

Sea Coast Condominium
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Overall

A relatively quiet week with few owners and guests on property.
We have relocated and numbered the parking spaces which needed to be moved to accommodate the contractors for the Sea Wall repairs.

Financials

We are apparently moving closer to Doug completing the 2022 Financials and I am in the process of ensuring 2023 is accurately recorded.

All bank accounts are being closed at Wells Fargo and funds being transferred to SouthState bank.

I had calls with both Doug and Dan to discuss the financial operations.

OPERATIONS

Administration

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

Maintenance

The South elevator is repaired.

The Pool has been treated for the black algae in both the main pool and the Kiddies' pool.

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

I have met with MWQ Restorations to obtain a proposal for the tiling that needs to be done around the property.

Housekeeping

A very quiet week regarding occupancies .

Landscaping

Regular lawn maintenance.

Security and Safety

New Fire Exit signs are being installed 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.
Had a good and productive meeting with the Board President and the Building and Grounds committee.

RENTAL OPERATIONS

A meeting is to be arranged soon to possibly agree some action and changes in areas discussed.
Donna has already started detailed Fall unit inspections and started planning for a Winter Activities schedule.

