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# **Property Manager Report**

## **September 8th, 2024**

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

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## **Overall**

A quiet week here at Sea Coast with Labor Day not busy from a rental perspective but many Owners and their guests enjoying their condos.

Sea Turtle nesting season is here, and we are following code ordinances awaiting an inspection for compliance.

Hurricane Preparations are in place as the season is here

Property looking good with some items to be finalized over the next few weeks, including the fencing, parking lot and some landscaping.

An issue with some subsidence by the newly installed drainage on the boardwalk to be addressed by Coastal this week.

Currently 5 Units are still for sale (203, 204, 210, 307 & 517).

2<sup>nd</sup> Notices have been sent out for the Annual Meeting and Electronic voting has started.

## **Financials**

Engagement letters have been signed with the Auditor and we provide any information they require.

Initial Draft planning budgets are being constructed.

August financials are included.

## **OPERATIONS**

### **Administration**

Attended several webinars regarding Association Management and shared with the BOD.

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## **Maintenance**

Greg Miles has accepted the position of Grounds and Maintenance Operative and has started work.

Fermin Vargas will be working 2 days per week to cover Greg's days off.

Several pool companies have been approached for estimates on resurfacing.

Estimates have been obtained for shuffleboard courts.

Urgent need recognized for replacement of several concrete steps on the East side of the building.

The plumber will be addressing drainage lines on the South side as well as installing new spigots for the walkways to replace the ones not working.

## **Housekeeping**

Housekeeping teams are performing to expectations.

We are considering options for laundry suppliers.

## **Landscaping**

Urgent need for new sod to cover the bare patches of the lawns.

Cunninghams still has some work to complete regarding the sprinkler system.

We have obtained quotes from some landscaping companies for consideration.

## **Security and Safety**

No issues encountered on Labor Day.

## **Communication**

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Currently reviewing and updating the improved website with mandated documents according to the new statute.

### **RENTAL OPERATIONS**

Projections for the year show a 5% decline in revenues versus 2023 with a decline of 1.2% in occupancy.

NSB Code compliance are inspecting some units and Owners are taking appropriate action to comply.

Several areas are still being discussed regarding the rental operations.