

# DOUGLAS PLACE

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# MONTHLY NEWS

*A Newsletter for the Residents of the Douglas Place Condominium Association*



Volume 2 Issue 7

April 2012

**DOUGLAS PLACE**  
**Condominium Assoc., Inc.**  
 2501 SW 37<sup>th</sup> Avenue  
 Miami, FL 33133

**ASSOCIATION OFFICERS**

**President**..... Luis Limongi  
**Treasurer** .....Juan Brandt  
**Secretary**..... Cristina Herrera

**PROPERTY STAFF**

**Manager** ..... Omy Merchan, CAM  
 douglasplace@sheltonmanagementgroup.com

**IMPORTANT NUMBERS**

**Office/Fax** ..... 305-447-1010

**OFFICE HOURS**

**Monday, Wednesday & Friday**  
 9:30 AM - 12:30 PM  
*please stop by or call with any issues during this time.*

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**Maintenance Employee**

**Monday thru Friday from 8:00 a.m. to 1:00 p.m.**

Please use these times to schedule any moves or deliveries. Comcast installations/service must be scheduled during the Maintenance Employee's schedule in order to have the meter room open. Please refrain from knocking on the door of Board Members or other Residents. Thank you for your Cooperation!



**Are You Ready for Hurricane Season?**

Hurricane season is almost here.... Now is the time to review your insurance coverage. Be sure and ask your insurance agent for reductions you may be eligible for. Our building has fire sprinklers throughout and fire alarm system.

There may be additional factors that can greatly reduce your insurance premium. So ask, ask, and ask your agent!!

**Expecting a Delivery????**

Please require signatures for any/all packages you expect to receive. Packages being delivered to you by UPS, Fedex, or any other carriers should not be left outside your door. If you will not be home to accept, reschedule for a specific time or have package(s) delivered to another location. The association cannot be liable for items being left unattended in the common areas. Thank you for your cooperation!



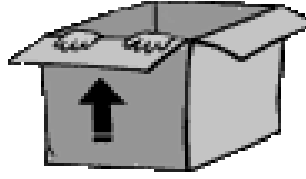
**Newsletter**

Any ideas for enhancing our newsletter.... We are open to suggestions. If you would like to submit information or write an article, please contact manager. Thank you!



## Storage

All items in building storage closet must be labeled with name, unit # and contact information. Any items that cannot be identified may/will be removed by association.



## Licensed Contractors

Protect yourself and your property, by only using licensed and insured contractors. Make sure anyone you hire are licensed and carry general liability & worker's compensation insurance. Do not use contractor's that have exemption's for worker's compensation. For additional information, please contact front-desk.



Any owner performing work inside their unit must be coordinated with the manager. There is an application for modification of property that must be completed prior to starting work.

Please understand these policies are in place and enforced to protect our community.

## Message from the Management

We would like to remind you Douglas Place Condominium Association's Rules and Regulations for tenants and guests as follows:

1. The Association/Board of Directors cannot approve applications for tenants with pets. Rule #15 which states: "A unit owner may keep one (1) cat or one (1) dog, which may not weigh in excess of 25 pounds, fish in a fish tank or small caged birds. No other pets are permitted. Lessees, Tenants, or guests are not permitted to keep any pets."
2. Screening Background fee is \$100.00 per adult made payable to Douglas Place Condominium. If individuals are married it is only \$100.00 for both. One (1) completed application for each adult occupying unit is required.
3. Minimum rental period: 6 Months nor more than 3 years without the approval of the Association. (Art #15.1 Declaration of Condominium).
4. Moving in/out policy: Form provided by Management must be submitted 48 hours prior to the move In/Out. Along with the form, a \$100.00 refundable deposit must be submitted. Check must be made payable to Douglas Place Condominium. Moves In/Out can only be scheduled from Monday to Friday between 9:00 a.m. to 4:00p.m excluding holidays.

Please inform your realtors & prospective tenants of these rules in order to avoid delays in the approval process or rental of your unit.









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## Dates to Remember:

### APRIL 2012

April 1<sup>st</sup>- Maintenance Fees Due! *Credit Card Payments accepted online- [www.sheltonmanagementgroup.com](http://www.sheltonmanagementgroup.com). Click on the left for Online Payments.*

April 6<sup>th</sup>- Good Friday/Passover Begins at Sundown

April 6<sup>th</sup> - Gallery Night @ Coral Gables Downtown.... Visit [www.greatgables.com](http://www.greatgables.com) for a complete listing of Coral Gables Events.

April 8<sup>th</sup>- Easter Sunday

April 22<sup>nd</sup>- Earth Day

April 26<sup>th</sup>- Fumigation Scheduled

April 27<sup>th</sup>- Arbor Day



### MAY 2012

May 1<sup>st</sup>- Maintenance Fees Due! *Credit Card Payments accepted online- [www.sheltonmanagementgroup.com](http://www.sheltonmanagementgroup.com). Click on the left for Online Payments.*

May 4<sup>th</sup>- Gallery Night @ Coral Gables Downtown. Visit [www.greatgables.com](http://www.greatgables.com) for a complete listing of Coral Gables Events. You can also find trolley map on that site as well.

May 13<sup>th</sup>- Mother's Day

May 19<sup>th</sup>- Armed Forces Day

May 25<sup>th</sup>- Fumigation Scheduled

May 28<sup>th</sup>- Memorial Day


**\*Because the newsletter gets delivered by the 22<sup>nd</sup> of each month, we will be including important dates for the upcoming month as well.**

**\* Check community bulletin boards for upcoming Board Meeting information.**

**\*If you have important dates to add to our calendar, please feel free to send via email [douglasplace@sheltonmanagementgroup.com](mailto:douglasplace@sheltonmanagementgroup.com).**

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## Equipment Inside Units

It is owners' responsibility for properly maintaining and performing regular maintenance on washing machine Dryers, A/C system and any other equipment inside unit. Negligence to do so can result in major damage and very expensive repairs. For information on servicing companies, please contact the management office.



**Thinking about renting your unit... Rental prices in the area/building have gone up! Make sure your realtor provides you with the comparables of most recent rentals in the neighborhood. Make sure you are renting your unit for MAX prices.**



## Ms. Claudia's Village Academy

### *Infant thru Kindergarten Day School*

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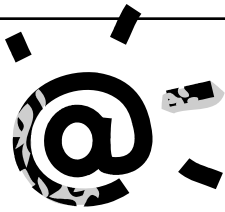
**Published monthly at no cost for the Douglas Place Condominium by Coastal Group Publications, Inc.  
 Contact CGP at (305) 981-3503 or [info@cgpnewsletters.com](mailto:info@cgpnewsletters.com)  
 to advertise in one of our newsletters or to get a free newsletter for your property.**

### Bulky Trash

Please do not leave boxes or other large items outside of the trash receptacles in basement or the 25<sup>th</sup> street entrance.

If any item is too large to fit inside, it should be broken down as much as possible and place inside blue waste container (enter the large door next to the 25<sup>th</sup> street entrance).

Thank you for your cooperation!



### Staying Connected Via Email

Please make sure management has your updated email & contact information. Regular email reminder & community updates will be sent.

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### Community Newsletters

In order to view community newsletters, you can visit [www.cgpnnewsletters.com](http://www.cgpnnewsletters.com). Click on Property Newsletters and then select Douglas Place. Please note that because the newsletters are delivered on the 22<sup>nd</sup> of each month, we have included important dates for the upcoming month as well. We want to make sure important dates are not missed.



**If tenants continue to park in visitor parking area, vehicles will receive a violation sticker or may be towed at owners' expense.**



### Let's Keep our Building Clean

Let's work together to maintain our building clean:

- Rules 12 & 13, specifically address garbage issues. Please remember to place garbage/trash in the appropriate receptacle.
- Do not leave items outside the trash chutes or next to the trash bins.
- Be considerate and properly dispose of your items.



### Recycling Reminder

A recycling bin has been placed inside the trash room. Please clean recyclable items & bring them down to trash area. Be sure and clean containers before placing in recycling bin. **Recycling has been so successful; pick up has been INCREASED TO TWICE PER WEEK - Tuesdays & Fridays**



#### Commingled Recyclables

- **PAPER**
  - Newspaper
  - Printer/copier paper (white & colored)
  - Shredded paper OK in bags
  - Manila file folders, envelopes, post-it notes
- **ALUMINUM**
  - Beverage cans (i.e., beer, soda, etc.)
  - Plates & Forks
  - Aluminum foil & pie tins
- **GLASS**
  - Includes clear, green, brown (i.e., bottles, jars, etc.)
- **PLASTICS**
  - Common items include: Coke/soda bottles, plastic cups, microwave meal trays, strawberry containers, peanut butter jars, cooking oil bottles, milk jugs, soap/detergent bottles
  - Look for recycle imprint on bottom of container:
- **OTHER ITEMS:**
  - Flattened cardboard
  - Brown paper bags
  - Junk mail
  - Magazines
  - Glass bottles & jars
  - Phone books
  - Steel & aerosol cans
  - Cardboard products: milk cartons, cereal boxes, etc.



### BLINDS & SHADES

**FREE SHOP AT HOME SERVICE**

**WE BEAT ANY ESTIMATE BLINDS, SHADES, SHUTTERS**

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## Community Updates

### - **On-Line Payments:**

The On-Line system is up-and-running. Owners can submit payment via [www.sheltonmanagementgroup.com](http://www.sheltonmanagementgroup.com). Select On-Line Payments and follow instructions. You will be asked to type in the first five letters of your community. When you type in DOUGL, Douglas Place Condominium will appear. The street address will not match because it will be the Management Company address. Please contact Shelton Management at 305.448.7765 if you have any questions.



- **Maintenance Payments:** Owners may continue to leave payments in the Management Office. If you will be mailing your payment, please make check payable to Douglas Place Condo & send to:

**Douglas Place Condominium Association, Inc.**  
**2501 Douglas Road**  
**Miami, Florida 33133**

### **PAYMENTS MAY ALSO BE LEFT IN THE ASSOCIATION MAIL SLOT.**

- **Maintenance Emergency:** For emergencies after 6:00 p.m., please call 305.662.0334. There is a Shelton Management Operator that will assist you in resolving your problem or contact the on-call Manager 24 hours a day. For all other issues, please contact Manager during the time she is at the property, or during business hours you may call the Shelton office 305.448.7765.
- **Parking/Storage:** ONLY BICYCLES CAN BE PLACED IN THE AREA IN FRONT OF VEHICLES.
- o **There is a storage space in the garage, where residents may place items.**
  - o **If you need assistance, please contact the manager.**
- **Rules & Regulations:** The Board of Directors will be enforcing the Rules & Regulations. For a copy

of the Rules & Regulations, please contact the Management Office.

- **Inspections:** Generator & Fire Sprinkler Annual Inspections performed.
- **Owner Suggestions/Complaints:** The Manager is on-site to assist all owners and residents. Any complaints or suggestions for improving community living can be submitted to the Manager. Forms available.
- **Residents:** All occupants/residents of Douglas Place community must have gone through the application/screening process.

- **Cigarette Butts:** Please properly dispose of cigarette butts & ashes. Do not ash or leave butts on common areas.



- **Moving In-Out:** 48 hour notice must be given prior to moving in or out, and a Form must be filled out and given to the Management Office. Please be aware that when moving in or out, the Dumpster in the Garage is not to be used for Boxes, they take up too much space. Please have the Movers take these Boxes for you.
- **Towing:** If there is another car parked in your parking space; try to have it removed by the Owner of the vehicle before call the Towing Company. If the Towing Company needs to be called, please let the Management Company know so we can keep track of the situation. The Owner of the towed vehicle will be responsible for any costs associated with the towing. **SO PLEASE MAKE SURE NOT TO PARK IN ANY SPACE OTHER THAN YOURS.**
- **Trash:** For larger trash items that do not fit in the chute, please DO NOT leave on the floor. Please place items in the trash area outside (garbage door can always be opened).
- **General Cleaning:** Please contact the Manager if you notice anything that needs our attention. **Please help us keep our community clean!**