

DOUGLAS PLACE

MONTHLY NEWS

A Newsletter for the Residents of the Douglas Place Condominium Association



Volume 1 Issue 3

December 2010

DOUGLAS PLACE
Condominium Assoc., Inc.
 2501 SW 37th Avenue
 Miami, FL 33133

ASSOCIATION OFFICERS

President..... Cristina Herrera
Vice President ... Isabel Martinez
TreasurerJuan Brandt
Secretary.....Carlos Sarmiento
Director Albert Casares

PROPERTY STAFF

ManagerPatsy Prats-Shelton, CAM
 pprats@sheltonmanagementgroup.com

IMPORTANT NUMBERS

Office/Fax 305-447-1010

OFFICE HOURS

Monday-Friday..... 11 AM - 2 PM

Wednesday..... 8 AM - 11 AM

please stop by or call with any issues during this time.

2010 ACCOMPLISHMENTS:

This year the new Board of Directors has worked diligently at reducing expenses and improving living within our community. Below you will find some of these accomplishments:

- Hired Management Company and professional CAM to handle association affairs
- Reviewing & Renegotiating contracts: Elevator, Pest Control, Waste Services
- Aggressively pursue owners with delinquent accounts
- Keeping a tight control on association spending, even taking on additional responsibilities as Board Members in order to reduce expenses
- Updated/Revised all contact information for owners
- Community Newsletter & Google Groups have been implemented to improve communication between Board Members & Community Members
- Looking into installing security cameras throughout property
- Initiating community events to bring neighbors together



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PROPER ATTIRE:

PLEASE REMEMBER THAT WHEN LIVING WITHIN A COMMUNITY, PROPER ATTIRE MUST BE WORN. WHEN IN COMMON AREAS: Shoes & shirt must be worn at all times. Please refrain from wearing boxer shorts or other “indecent” pieces of clothing that may be offensive to others. Thank you.



Second Notice of Annual Meeting and Notice of Board of Directors Meetings of Douglas Place Residential Condominium Association, Inc.

To all members:

On **December 22, 2010, at 7:00 p.m., at the recreation room – (2501 Douglas Road, Miami, FL 33133)**, the Annual Meeting of the Association will be held for the purpose of conducting the lawful business of the Association. An identification of agenda items is as follows:


1. Certifying Quorum - Call to order.
2. Proof of Notice of Meeting.
3. Reading and disposal of unapproved minutes.
4. Reports of Officers.
5. Unfinished Business.
6. New Business.
7. Adjournment.

NO LESS THAN THIRTY THREE AND ONE THIRD PERCENT (33-1/3%) of all Association Members (a “quorum”) must be present, in person or by proxy, at the annual meeting, in order for the business to be conducted. It is **VERY IMPORTANT** that you either **attend** or **provide a proxy** in order to conduct business at this Annual Meeting.

Pursuant to Florida law, an election of the directors of this Association is not required, since the number of persons wishing to run for the Board was less than or equal to the number of vacancies to be filled. Accordingly, the names of the New Board Members shall be announced at the Annual Meeting.



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Alina Gascon, Director

Do You Have Things In Storage???

All personal items placed in community storage must be labeled with name and unit #. Items that are not labeled by **January 1, 2010** will be donated to the Salvation Army.

Because space is limited, we want to make sure that items in storage are not of individuals that have moved out of the building. Thank you.



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FREE Consultation

William C. Lewis, Jr., Esq.
Michael Marquez, Esq.

Get more information about us at: lawbrickell.com

Dates to Remember



- December 1st Maintenance Fees Due! **Submit before the 10th to avoid late fee. Credit Card Payments accepted online- www.sheltonmanagementgroup.com. Click on the left for Online Payments.*
- December 1st Hanukkah begins at sundown
- December 3rd Gallery Night @ Coral Gables Downtown
- December 21st Winter begins & Deadline to bring an unwrapped toy down for Toys-For-Tots!
- December 22nd Annual Meeting & Holiday Party @ 7:00 P.M.
- December 25th Christmas Day
- December 31st New Year's Eve

Tis' The Season To Celebrate With Your Neighbors!

PLEASE JOIN US for a HOLIDAY PARTY

Date: December 22, 2010
Time: 7:30 p.m.

**Immediately following the Annual Meeting*
Where: Recreation Room

Bring your favorite dish & beverage.

Google groups

Please contact Manager for detailed instructions on how to join. Important Memos and information will be sent via Google Groups.

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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. 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 Assoc, Inc.
2501 Douglas Road
Miami, Florida 33133**

**PAYMENTS MAY ALSO
BE LEFT IN THE ASSO-
CIATION 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. **There is a storage space in the garage, where residents may place items. If you need assistance, please contact the manager.**

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.

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.

Water Fee:

As of January 2011, Vertex will be canceled. The last payment due will be December, 2010.

Parking:

Please do not use the Guest Parking in the front of the building. There are only four spaces and are to be used only by Guests of the Residents. If you have a parking space that is not being used, please let us know. There are Residents who are

interested in renting them. **IF TENANTS CONTINUE TO PARK IN VISITOR PARKING AREA, VEHICLES WILL RECEIVE A VIOLATION STICKER OR MAY BE TOWED AT OWNERS' EXPENSE.**

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!**

Ms. Claudia's Preparatory School After School Program

NEW Classes, Location & Structure

Monday: **Math Rules**
(New Class)

Tuesday: **Dance**
(New Class)

Wednesday: **Language**
Sept. - Dec. 2010: Spanish
Jan - June 2011: Italian,
French or Mandarin (TBA)

Thursday: **Mad Science**
Sept 2010 - Dec 2010
How the Sun Makes Our Day
Jan 2011 - June 2011
Budding Botanists

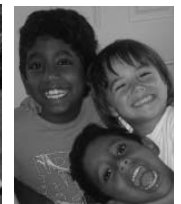
Friday: **Art by Winsome**
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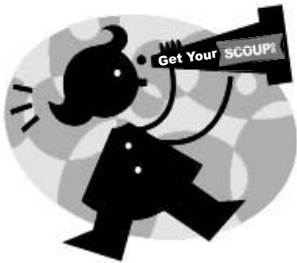
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If you are one of the many who have already registered...



FIRSTLY, "THANKS"!!! The response we have received has helped us negotiate some incredible deals.

SECONDLY, we will be updating the site with the official SCOUPON platform very soon! We've been working hard to ensure its ease-of-use and security (and we are very proud of the results). Shortly after the software has been uploaded to the site, registered users will receive an email with your login info. Please login to your account to update your account password and to ensure you received your \$5.00 in "SCOUPON" bucks.

THIRDLY, WE'RE ALMOST READY FOR TAKE OFF! Our official launch, when we will begin to offer a new deal every day is coming soon! Be sure to keep an eye on your inbox so as not to miss out on these spectacular local savings on the best Miami has to offer.

FINALLY, Once you've had a taste of SCOUPON, we are asking you to spread the word! As if the kudos you'll receive on sharing your find are not enough, we will be giving each user **\$5.00 in SCOUPON bucks for EACH and EVERY person they refer** – no limit! Share the love - you'll be thanked for it!

IF YOU HAVE NOT YET REGISTERED
WHAT ARE YOU WAITING FOR?

*We will not be able to help you once a deal
has come and gone & you missed out*

Get your \$5.00 in SCOUPON bucks just for
registering before our official launch!

GO GET YOUR



For more information as a consumer or a business that would like to offer a **SCOUPON**, feel free to visit the site at: **www.SCOUPONline.com** or contact us at: **info@SCOUPONline.com** or call: 305-981-3503