

# DOUGLAS PLACE

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# MONTHLY NEWS

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



Volume 1 Issue 5

February 2011

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

**ASSOCIATION OFFICERS**

**President**..... Cristina Herrera  
**Vice President** ..... Luis Limongi  
**Treasurer** .....Juan Brandt  
**Secretary**.....Carlos Sarmiento  
**Director** ..... Isabel Martinez

**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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**Some Important Notes**

- The Board is gathering proposals to have the leaking over parking area repaired
- If you are interested in having your window caulked, please contact management office
- Purchasing industrialized carpet cleaning machine
- Initiating and enforcing new restrictions on prospective buyers and renters
- Reviewing Association Services and interest rates being offered by local banks to ensure Association funds are in the best place
- Recycling Program will begin in the upcoming month. Be on the lookout for Notices regarding recycling details.

**Do You Have Things In Storage?**  
**or items in front of parking spaces (other than bikes)?**  
*Deadline Extended.... February 25th.*

All personal items placed in community storage must be labeled with name and unit #. Items that are not labeled by February 25, 2011 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.

\*Items in front of parking spaces (other than bikes) will also be donated.



**Want to earn extra cash?**  
**Please contact the management office if you are interested in renting out a parking space.**



# Dates to Remember

## FEBRUARY 2011

- February 1 Maintenance Fees Due! *\*A Late Fee of \$25.00 will be posted to your account if payment not received. Credit Card Payments accepted online- [www.sheltonmanagementgroup.com](http://www.sheltonmanagementgroup.com). Click on the left for Online Payments.*
- February 4 Gallery Night @ Coral Gables Downtown
- February 14 St. Valentine's Day
- February 21 President's Day
- February 25 Viernes Culturales (Cultural Friday) @ Little Havana (8<sup>th</sup> Street)



## Community Newsletters

In order to view community newsletters, you can visit [www.cgpnewsletters.com](http://www.cgpnewsletters.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.*



## MARCH 2011

- March 1 Maintenance Fees Due! *Credit Card Payments accepted online- [www.sheltonmanagementgroup.com](http://www.sheltonmanagementgroup.com). Click on the left for Online Payments.*
- March 4 Gallery Night @ Coral Gables Downtown
- March 9 Ash Wednesday
- March 13 Daylight Saving Time Begins
- March 17 St. Patrick's Day
- March 20 First Day of Spring

**\*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.**

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### Staying Connected Via Email...

Google Groups was not as effective as we had hoped, so mass emails will be going out regularly informing owners of association business. Please make sure management has your updated email information.



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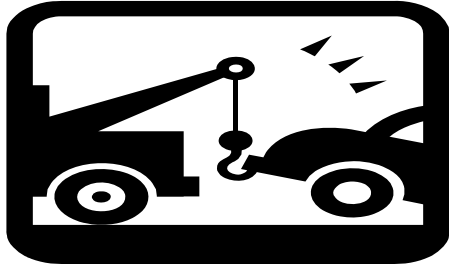
Call the Law Office of  
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**If tenants continue to park in visitor parking area, vehicles will receive a violation sticker or may be towed at owners' expense.**



## Don't Forget... Spring Forward...Fall Back...

Beginning in 2007, Daylight Saving Time was extended one month and begins for most of the United States at 2 a.m. on the **Second Sunday in March** and lasts until 2 a.m. on the **First Sunday of November**. Be sure to set your clocks ahead one hour at 2 a.m. on Sunday, March 13<sup>th</sup>. This is also a great time to change the batteries in your smoke and carbon monoxide detectors. Many fire departments encourage people to change their batteries in these detectors when they change their clocks, because it can be so easy to forget otherwise. "A working smoke detector more than doubles a person's chances of surviving a home fire," says William McNabb of the Troy Fire Department in Michigan. More than 90 percent of homes in the United States have smoke detectors, but one-third are estimated to have worn-out or missing batteries.

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to advertise in one of our newsletters or to get a free newsletter for your property.

## 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.
  - **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.

- **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 THANK 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!**

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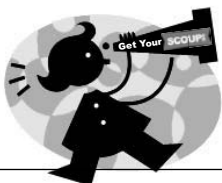
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