

DOUGLAS PLACE

MONTHLY NEWS

A Newsletter for the Residents of the Douglas Place Condominium Association



Volume 1 Issue 4

January 2011

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 Luis Limongi

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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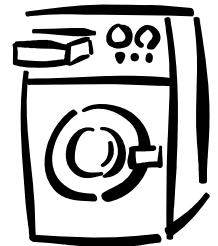
2011 Upcoming Projects:

The Board of Directors is working on the following:

- Gathering proposals to have security cameras installed throughout the common areas
- Finalizing new contract for Elevator & Waste Services
- 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

Reminders

Please do not leave washing machine or dishwasher on when you are not in the apartment. There was recently a flooding incident, which was very costly for the resident that left the washing machine on.



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.

Want to earn extra cash?

Please contact the management office if you are interested in renting out a parking space.



Dates to Remember

JANUARY 2011

- January 1st Maintenance Fees Due! *A Late Fee of \$25.00 will be posted to your account if payment not received by the end of the month. Credit Card Payments accepted online- www.sheltonmanagementgroup.com. Click on the left for Online Payments.
- January 7th Gallery Night @ Coral Gables Downtown
- January 28th Viernes Culturales (Cultural Friday) @ Little Havana (8th Street)



FEBRUARY 2011

- February 1st Maintenance Fees Due! *A Late Fee of \$25.00 will be posted to your account if payment not received by the end of the month. Credit Card Payments accepted online- www.sheltonmanagementgroup.com. Click on the left for Online Payments.
- February 4th Gallery Night @ Coral Gables Downtown
- February 14th St. Valentine's Day
- February 21st President's Day
- February 25th Viernes Culturales (Cultural Friday) @ Little Havana (8th Street)
- February 25th Deadline to label items in storage

*Check community bulletin boards for upcoming Board Meeting information.

Community Newsletters

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



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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.

Do you have things in storage?

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. Thank you.



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2011 Approved Budget

The 2011 Approved Budget was mailed out to all owners early in the month. The Board was able to maintain association dues as is for the upcoming year. Please submit maintenance fees in a timely manner.

Parking

The Guest Parking continues to be an issue.... 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.

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



Bridge Across the Water

On New Year's Day, 1914, a fellow called Tony Janus started the world's first passenger-carrying airline when he flew from St. Petersburg, Florida, to Tampa, just 19 miles across Tampa Bay. Since the plane, a flying boat, flew only 15 feet above the water, his only fare-paying passenger got a real bird's eye view of the bay! That passenger was prominent citizen of the area, George Gandy. Today there is a bridge named after him across Tampa Bay, which raises the inevitable question: did Mr. Gandy really enjoy his flight?



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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. 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 con-

tact 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.

- **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 knows 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
Transportation Available



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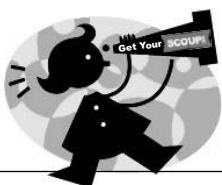
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