

# DOUGLAS PLACE

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# MONTHLY NEWS

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



Volume 2 Issue 4

January 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.*

**INSIDE THIS ISSUE**

Dates to Remember.....	2
Recycling Reminder.....	2
Equipment Inside Units.....	3
Bulky Trash.....	4
Staying Connected Via Email.....	4
Community Updates .....	5
Community Newsletters.....	6
Let's Keep our Building Clean .....	6
For Rent .....	6

**Building Staff Hours**

**On-Site Manager:**  
 Monday, Wednesday and Friday  
 from 9:30 a.m. to 12:30 p.m.

**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!



**Thank you to the board members for working on behalf of our community!**

**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!



## Dates To Remember

### JANUARY 2012

January 1st- Maintenance Fees Due! \*A *Late Fee of \$25.00 will be posted to your account on the 16<sup>th</sup> of each Month if payment is not posted in the bank on the 15<sup>th</sup>*. Credit Card Payments accepted online-[www.sheltonmanagementgroup.com](http://www.sheltonmanagementgroup.com). Click on the left for Online Payments

January 6<sup>th</sup>- Gallery Night @ Coral Gables Downtown. For additional information on Gallery Night, please visit <http://www.greatgables.com/CoralGables/GalleryStroll.html>

January 16<sup>th</sup> – Martin Luther King, Jr. Day

January 26<sup>th</sup>- Fumigation Day

### FEBRUARY 2012

February 1<sup>st</sup>- Maintenance Fees Due! \*A *Late Fee of \$25.00 will be posted to your account. Credit Card Payments accepted online- www.sheltonmanagementgroup.com. Click on the left for Online Payments.*

February 2<sup>nd</sup>- Ground Hog Day

February 3<sup>rd</sup> - Gallery Night @ Coral Gables Downtown. For additional information on Gallery Night, please visit <http://www.greatgables.com/CoralGables/GalleryStroll.html>

February 14<sup>th</sup>- St. Valentine's Day

February 20<sup>th</sup>- President's Day

February 22<sup>nd</sup>- Ash Wednesday

February 27- Orthodox Lent Begins

February 28<sup>th</sup>- Fumigation 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 [douglasplaca@sheltonmanagementgroup.com](mailto:douglasplaca@sheltonmanagementgroup.com).

## 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

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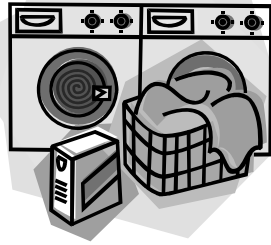
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# Equipment Inside Units

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.



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Contact CGP at (305) 981-3503 or info@cgpnewsletters.com

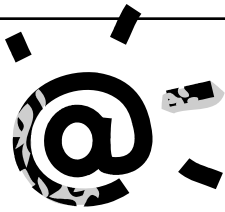
to advertise in one of our newsletters or to get a free newsletter for your property.

### 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 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.
    - Bike hooks were installed in front of each parking space on the ground floor. Please lock your bicycles.
  - **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 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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### 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.*



### 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.



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



**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.**



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