

DOUGLAS PLACE

MONTHLY NEWS

A Newsletter for the Residents of the Douglas Place Condominium Association



Volume 1 Issue 10

July 2011

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

ASSOCIATION OFFICERS

President..... Cristina Herrera
Vice President Luis Limongi
TreasurerJuan Brandt
Secretary.....Carlos Sarmiento
Director Open Position

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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Security

Please make sure that the front-door is always maintained closed/locked. When door is propped open, it places the safety of residents and property at risk. Upon entering, please make sure door properly closes behind you. Thank you.

Carpeting

The new carpet has been installed & it looks beautiful!



Please take care of new carpet... pet owners, please carry your pets when walking in hallways. Our cute little pets track in dirt.

Moving

Please make all the necessary precautions to keep your family and neighbors safe. Thank you for your cooperation.



The following Rules and Regulations will be enforced by the Board of Directors:

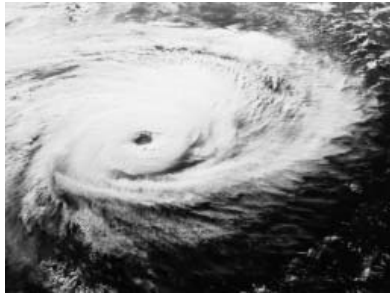
Move-in, move-out, and furniture deliveries:

- Shelton Management needs to be notified of the date and time of the move-in or move-out 48 hours before the receive date so it can be scheduled.
- This allows enough time that the management and the maintenance can arrange to properly prepare the elevator. (Padding needs to be placed inside the elevator by Maintenance Personnel, as well as be present to supervise.)
- A deposit of \$100 is required for the moving of furniture.
- The moving of furniture and furnishings are allowed: Mon-Fri 9 am-5 pm.
- Moves are not permitted at any other time or during the weekends.

Hurricane Season

Hurricane Season is officially here. We must be as prepared as possible. When preparing, please remember to keep the following in mind:

- Stock up on plenty of water & food, at least for several days.
- Clear balcony areas of all items, such as planters, tables, chairs, etc. when a warning has been issued.
- Fill your gasoline tank, since many stations may be closed due to the hurricane.
- Do not use the Hurricane Warning to “spring clean” your unit: although you must clear the balcony, we also need to keep the outside of the building clear. Do not place garbage or disposables you have removed from your balcony outside of the building. Refer to the bulk trash pickup policy and schedule. We must keep the outside areas of the building clear for the safety of Douglas Place as well as our neighbors.
- If you will be parking your car(s) outside the building, please try and park in an area that does not have too many trees.
- Common areas, such as terraces and the perimeter of the building will be checked and cleared.
- The garage gates will be left open in case of evacuation. Once the storm has passed, the gates will be closed.



Pool furniture will be properly secured (to be coordinated with Board). When a warning is announced we will put the sandbags on the second level, as well as decreasing the depth of the pool.

DURING A POWER FAILURE: Although the generator runs some common elements, including the elevator, it uses diesel fuel and only lasts so long. Please conserve power by limiting use of elevators. In the event the generator no longer functions, and following loss of power in individual units.

- Do not use elevators
- Practice entering/exiting building with your family.
- Have a cooler prepared to store ice. Empty ice dispenser in your refrigerator/freezer to prevent leakage and damage to your floor and other units.
- Spoiled food should be disposed of by placing in bags and disposed of properly.

Please check www.Weather.Com for regular updates!

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.



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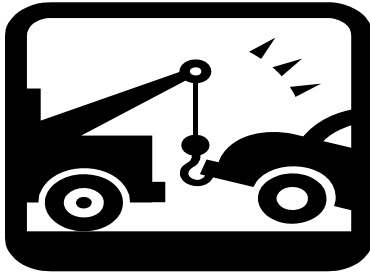
SCoupon Miami

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

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.



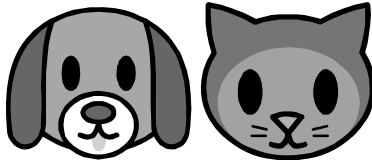
Community Newsletters

In order to view community newsletters, you can visit www.cgpnewsletters.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.*



Pet Policy

Pets shall be kept on a leash at all times or hand carried through the common elements of the Condominium Property. Pets allowed included: One (1) cat or one (1) dog, which may not weigh in excess of 25 pounds, fish in a fish tank or small cage bird. No other pets are permitted. **TENANTS OR GUESTS ARE NOT PERMITTED TO KEEP ANY PETS. It is the responsibility of pet owner to maintain vaccination records updated.**



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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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 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. 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!**

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Ms. Claudia's Village Academy
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 305-999-7223 (PACE)

Dates To Remember

JULY 2011

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

July 1st- Gallery Night @ Coral Gables Downtown

July 4th- Independence Day

July 28th Fumigation Scheduled



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AUGUST 2011

August 1st- 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.

August 5th- Gallery Night @ Coral Gables Downtown

August 25th- Fumigation Scheduled

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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