

# DOUGLAS PLACE

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# MONTHLY NEWS

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



Volume 1 Issue 6

March 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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**Important Notes**

- The Board is still working on gathering proposals to have the leaking over parking area repaired. The repair work is more extensive than originally expected. This is the reason for the delay.
- If you are interested in having your window caulked, please contact management office. So far 12 units are interested. If more sign-on, the price will be reduced.
- Elevators will be reprogrammed so that when in idle mode, it will stop on lobby level.
- 2010 Year End Financials sent to all owners on March 3, 2011.

Our community is proud to announce....a recycling bin has been placed inside the trash room. Please clean recyclable items & bring them down to trash area.



**Commingled Recyclables**

- **PAPER**
  - Newspaper
  - Printer/copier paper (white & colored)
  - Shredded paper OK in bags
  - Manila file folders, envelopes, post-it notes
- **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:
- **ALUMINUM**
  - Beverage cans (i.e., beer, soda, etc.)
  - Plates & Forks
  - Aluminum foil & pie tins
- **GLASS**
  - Includes clear, green, brown (i.e., bottles, jars, etc.)
- **OTHER ITEMS:**
  - Flattened cardboard
  - Brown paper bags
  - Junk mail
  - Magazines
  - Glass bottles & jars
  - Phone books
  - Steel cans & aerosol cans
  - Cardboard products: milk cartons, cereal boxes, etc.



## Dates To Remember

### MARCH 2011

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



### APRIL 2011

- April 1<sup>st</sup> Maintenance Fees Due! *Credit Card Payments accepted online- [www.sheltonmanagementgroup.com](http://www.sheltonmanagementgroup.com). Click on the left for Online Payments.*
- April 1<sup>st</sup> Gallery Night @ Coral Gables Downtown
- April 18<sup>th</sup> Passover Begins at Sundown
- April 17<sup>th</sup> Palm Sunday
- April 22<sup>nd</sup> Earth Day/Good Friday
- April 24<sup>th</sup> Easter Sunday
- April 29<sup>th</sup> Arbor 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.**

## Community Newsletters

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



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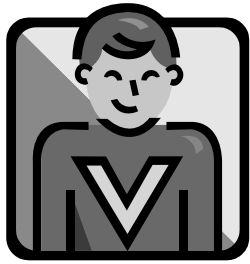
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# Volunteer Services

Take an active role in your community.... Please contact the manager if you are interested in serving your community and your building!



As previously posted in newsletters, as of January 2011, Vertex/NWP was canceled.

The last payment due will be December, 2010.

If you have an outstanding balance, please send payment directly to Vertex/NWP.

**Please be considerate of your neighbors when waking early in the morning or staying up late. Noise is transmitted from floors & walls.**



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**ALL-STATES**  *We will make it happen!*

**AUTO TRANSPORT**

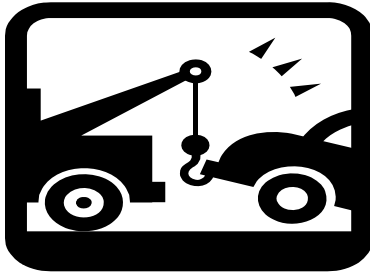
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**If tenants continue to park in visitor parking area, vehicles will receive a violation sticker or may be towed at owners' expense.**



**Want to earn extra cash?**

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

**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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✓ Can't Refinance?  
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✓ Past Due on Homeowner's Fees or Real Estate Taxes?  
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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 Assoc., 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.**

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 calling 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.**



- **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

- **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 Village Academy**  
*"Where your children will start young & finish strong!"*

Infant - Kindergarten School  
 After School Programs  
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 Swimming & Music Lessons  
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**Ms. Claudia's is open on ALL teacher planning days, some holidays, spring break and, of course, all summer for our 6th Annual 2011 Summer Camp!**




**Ms. Claudia's Village Academy**  
 8661 NE 2<sup>nd</sup> Ave., El Portal, FL 33138  
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Since 2001 Coastal Group Publications, Inc. has been bringing South-Florida communities and businesses together through our Community Newsletter services. We are now proud to introduce you to our latest community-minded service where the emphasis is always on **Saving Residents' Money** and **SUPPORTING LOCAL BUSINESSES!**

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**We're doing our part by negotiating deals on your behalf.**

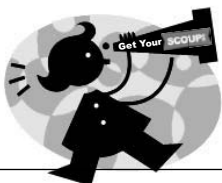
*Now we need anyone who is interested in getting these deals to show their interest by registering at **SCOUPONline.com**.*

**SO HOW DO YOU GET YOUR SCOUPON?**

**1.** Go to **SCOUPONline.com** to register to receive email notifications for the deals. We promise less than 1 minute. Come launch time, we'll begin emailing you the **SCOUPON** the day.



**2.** When you see a deal you want, just click "Buy Now" and you'll be able to purchase the **deal** quickly and securely & will receive the **SCOUPON** via email within 24 hrs.



**3.** Feel free to encourage everyone you know to register at **SCOUPONline.com**. *The more people we are exposing to the deals, the steeper discounts we'll be able to collectively achieve!*

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

**WE ARE VERY CLOSE TO LAUNCHING! Register before our launch and get \$5 in SCOUPON Bucks!** *As if the amazing deals are not enough incentive, we're adding \$5 to everyone's SCOUPON account who registers before our launch. SCOUPON buck can be used in the future purchase of any deal.*