

# DOUGLAS PLACE

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# MONTHLY NEWS

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



Volume 2 Issue 2

November 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** ..... 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.*

**INSIDE THIS ISSUE**

Homeowners Insurance.....	2
Equipment Inside Units.....	2
Repair Work Update .....	2
Recycling Reminder.....	2
Dates to Remember.....	3
A/C Reminder .....	4
Community Updates .....	5
Maintenance Schedule .....	5
Community Newsletters.....	6
Let's Keep our Building Clean .....	6
For Rent .....	6

**2012 Board of Directors**

Election of Directors is not required because the number of nominees is equal to the number of vacancies to be filled. The 2012 Board of Directors will be the same. There are now Two Open positions, so if you are interested and would like to serve on the Board please contact the Manager.



**Annual Meeting**

The Annual Meeting is scheduled for Thursday, December 8, 2011 @ 6:30 P.M. in the Recreation Room (1<sup>st</sup> Room).

The Second Notice of Annual Meeting will be mailed out by November 23, 2011.

No less than 33 1/3% of all Association Members must be present, in person or by proxy, at the Annual Meeting, in order for business to be conducted. **SO IF YOU CANNOT ATTEND IN PERSON, PLEASE SEND IN YOUR PROXY.**



**Carpet Cleaning**

Carpet cleaning is scheduled for November 23rd. Please try and walk along the edge of carpet when it is being cleaned or drying. Also, please carry your pets when walking them in hallways. They tend to track in dirt from the outside.

Thank you!

### Homeowners Insurance

All owners and tenants are strongly encouraged to purchase homeowners' insurance for the interior of unit.

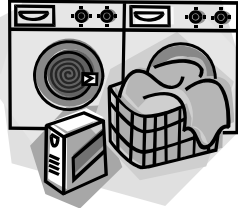
If there is a water leak and your unit is affected, you would be responsible for repairing the interior of your unit, as well as affected areas.



For insurance agents information, please contact the front-desk.

### Equipment Inside Units

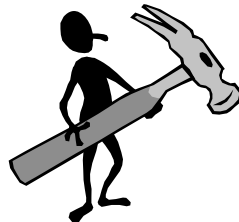
It is owners' responsibility for properly maintaining and performing regular maintenance on washing machine Dryers, A/C system and any other equipment inside unit. Negligence to do so can result in major damage and very expensive repairs.



For information on servicing companies, please contact the management office.

### Repair Work Update

- The motor of gate on 25<sup>th</sup> Street has been replaced and is working properly.
- Elevators have been repaired.
- Fire Alarm Smoke Detectors have been repaired.
- Common Area Restoration: Lobby ceiling and gym ceiling repaired. Office repairs to be completed by November 21, 2011.



Thank you for your patience & cooperation!

### 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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## Dates To Remember

### NOVEMBER 2011

November 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](http://www.sheltonmanagementgroup.com). Click on the left for Online Payments.*

November 4<sup>th</sup>- Gallery Night @ Coral Gables Downtown. For additional information on Gallery Night, please visit <http://www.greatgables.com/CoralGables/GalleryStroll.html>

November 11<sup>th</sup>- Veteran's Day  
November 24<sup>th</sup> - Thanksgiving Day

November 29- Fumigation Day



### DECEMBER 2011

December 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](http://www.sheltonmanagementgroup.com). Click on the left for Online Payments.*

December 2<sup>nd</sup> - Gallery Night @ Coral Gables Downtown. For additional information on Gallery Night, please visit <http://www.greatgables.com/CoralGables/GalleryStroll.html>

December 7<sup>th</sup>- Pearl Harbor Day  
December 20<sup>th</sup>- Hanukkah Begins at Sundown  
December 22<sup>nd</sup>- First Day of Winter  
December 24<sup>th</sup>- Christmas Eve  
December 25<sup>th</sup>- Christmas 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 [douglasplace@sheltonmanagementgroup.com](mailto:douglasplace@sheltonmanagementgroup.com).**



## Ms. Claudia's Village Academy Infant thru Kindergarten Day School

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- K-12 Individualized Tutoring
- After School Programs
- Winter, Spring, Summer Camps
- Swimming & Music Lessons
- Transportation Services



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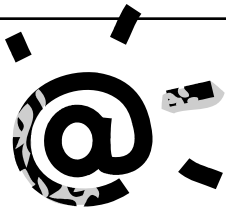
# A/C Reminder

It is the responsibility of resident to upkeep air conditioning units.

- ✓ A/C Filter must be changed on a monthly basis.
- ✓ A Clorox tablet or capful of bleach should be placed in the tray in order to prevent clogging.
- ✓ Complete maintenance to the system, including coil cleaning, should be performed every couple of years.



Failure to properly maintain your a/c system will result in higher electric bills & repair costs. If your a/c is not working properly, it will cause leaking in the parking area. If repairs are not made and leaking continues, the association will be left with no option, but to disconnect your unit because the leaking poses a liability issue for the association. Please feel free to contact front-desk for assistance.



## 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.**
  - 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!**

### Maintenance Schedule

Please see Building Maintenance person, George's schedule below...

**Monday-Friday  
8:00 A.M. – 1:00 P.M.**

These are the only times he is available. For any maintenance issues that need our attention, please contact the office. Thank you.

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



### 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.



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**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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