

DOUGLAS PLACE

MONTHLY NEWS

A Newsletter for the Residents of the Douglas Place Condominium Association



Volume 2 Issue 1

October 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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URGENT

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

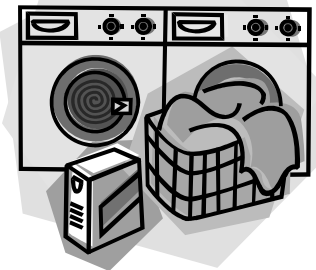
If there is a water leak and your unit is affected, you would be responsible for repairing the interior of your unit, as well as your personal property.

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

Equipment Inside Units

It is owners' responsibility for properly maintaining and performing regular maintenance on washing machine and 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.



Be on the look-out for the next board meeting notice. All owners are encouraged to attend!

Staying well informed is important.



Water Leaks

After recent water leak coming from a washing machine, there are several areas of the community that are damaged. As per our insurance agent, these repairs must be put on hold until the insurance adjuster comes out to inspect.

Halloween in Miami

By Dawn Muench-Pace, About.com Guide. *Photo copyright History.com*



HALLOWEEN FUN FOR KIDS. House of Horror Amusement Park

September 29 - October 31, 2011. The largest haunted house in South Florida also features carnival rides, kiddie rides, carnival acts, and musical performances.

Little Farm Pumpkin Patch. *October 8-31, 2011.* Visit Little Farm in Homestead for a gorgeous pumpkin patch, pony rides, a petting farm, scarecrow kits and harvest decorations.

Voices of the Past - Ghost Story Tours. *October 20, 2011 from 7-9 pm.* Visit Deering Estate and learn about ghost sightings and experiences there and at other South Florida spots.

Spooky Event at Gold Coast Railroad Museum. *October 21, 22 & 29, 2011 from 6-9 pm.* Trick-or-treating, train rides, and more on these special evenings at the train museum.

Not So Scary Halloween. *October 23, 2011 from 1-6 pm.* Come to Miami Children's Museum for some family fun. This event will feature a haunted house, trick or treating, crazed crafts and food.

Monster Splash Nighttime Bash at Miami Seaquarium. *October 28-31, 2011 from 5-10 pm.* Several nights of Halloween themed animal shows, haunted houses, roaming skeletons, fireworks and more. Candy stations and other cool surprises will be set up around the park for trick-or-treaters in costume.

Halloween Spooktacular at Jungle Island. *October 29-30, 2011 from 10 am - 5 pm.* From trick-or-treating through the Jungle to themed animal shows, kids of all ages will enjoy a family friendly, fun-filled time. Everyone can enter the annual costume contest.

Howl-o-Ween at Fairchild. *October 30, 2011 from 9:30 am - 4:30 pm.* A special Halloween outing just for dogs (and their fans), at Fairchild Tropical Botanic Garden.

Family Halloween Party at Cocowalk. *October 31, 2011 from 1-6 pm.* Trick-or-treating, costume contests, live entertainment and more at the CocoWalk Family Halloween Party.

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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Dates To Remember

OCTOBER 2011

October 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.



October 7th- Gallery Night @ Coral Gables Downtown

October 25th- Fumigation Scheduled

NOVEMBER 2011

November 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.

November 4th - Gallery Night @ Coral Gables Downtown

November 6th - Daylight Savings Time Ends

November 8th - Election Day

November 11th - Veteran's Day

November 23rd - Fumigation Day

November 24th - Thanksgiving Day

*If you have important dates to add to our calendar, please feel free to send via email douglasplace@sheltonmanagementgroup.com.

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

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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.

A/C Reminder

It is the responsibility of resident to up-keep 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. 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. 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.*



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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