

DOUGLAS PLACE

MONTHLY NEWS

A Newsletter for the Residents of the Douglas Place Condominium Association



Volume 2 Issue 12

September 2012

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

ASSOCIATION OFFICERS

President..... Luis Limongi
TreasurerJuan 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.

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Equipment Inside Units

It is owners' responsibility for properly maintaining and performing regular maintenance on washing, dryers machine A/C system and any other equipment inside units. **Never leave appliances unattended while in use.** please check appliances often while it is in use to verify that they are functioning properly. This is to prevent any accidents that might occur and can damage your apartment and/or common areas. Negligence to do so can result in major damage and very expensive repairs. For information on servicing companies, please contact the management office.

Owners! Protect your units by obtaining insurance coverage inside your units from any insurance company .

Disposal of Cigarettes and Cigars

Please note that throwing cigars, cigarette butts or ashes in any part of the property- including elevators, balconies, pool and parking areas represents a hazard and is strictly prohibited. It does not only look dirty, but may cause a fire. It is also an inconvenience and dangerous for individuals to find ashes and butts on their vehicles. This is a community and we have to respect our neighbors. Please properly dispose of your cigarette ashes/butts.

Pet Policy Reminder

Some residents are not picking up after their pets, especially in front of Douglas (25th Street side near the restaurant). Kindly pick up after your pets and properly dispose of waste. Thank you for your cooperation!

Licensed Contractors

Protect yourself and your property, by only using licensed and insured contractors. Make sure anyone you hire are licensed and carry general liability & worker's compensation insurance. Do not use contractor's that have exemption's for worker's compensation. For additional information, please contact front-desk. Any owner performing work inside their unit must be coordinated with the manager. There is an application for modification of property that must be completed prior to starting work. Please understand these policies are in place and enforced to protect our community.



Hurricane Season Important Notice

We are hoping that Hurricane Season does not come our way. However, we must be as prepared as possible. When preparing, please remember to keep the following in mind:

- Make sure the Association has your updated contact information.
- Stock up on plenty of water & food, at least for several days.
- **Clear balcony areas of all items, such as planters, tables and chairs as they may become dangerous flying objects during high winds.**
- Windows are high-impact, but if we endure heavy rains you should protect your windows and sliding glass doors from leaks and damage by placing sandbags along the bottom.
- Fill your gasoline tank, since many stations may be closed due to the hurricane.
- Lock all doors and windows to your unit as some aspects of the building security (i.e., gates, etc.) may be disabled.

- If you are out of town, please arrange to have a neighbor to look out for your unit, and provide them with keys to do so.
- 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. 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 should put the sandbags, as well as decreasing the depth of the pool.

- **Generator will be activated for emergency lighting in hallways, stairwells and elevator function in case of a power failure. ONLY FOR 1 ELEVATOR!**

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 the elevator. 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!

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









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Maintenance Corner

Smoke Detectors-If you hear your smoke detector beeping, please replace the battery. Is imperative to have all smoke detectors in working order.

Dryers- Please clean your dryer lint on a regular basis.

Bathrooms- Please clean the drains of your bathtub on a regular basis. If the water is not draining properly, please contact a plumber immediately to clear out the line. Also, please check the grout in your bathroom around the bathtub. If you notice it is worn out in some areas, please re-grout. This may cause water leaking into the hallway and neighboring units, resulting in property damage.

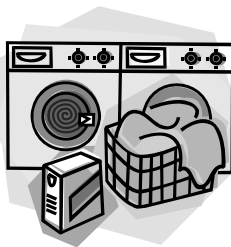
Balconies -Please remember not to hang towels or clothing from balconies. Only items allowed in balconies/terraces are pool type furniture and plants.

Let's Conserve- Please turn off lights when exiting gym and restroom areas.

Carpet Cleaning - PLEASE DOUBLE BAG YOUR TRASH BAG, ESPECIALLY IF IT CONTAINS LIQUIDS... IT IS UP TO THE RESIDENTS ALSO TO MAINTAIN THE CARPETS CLEAN.

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.

Here's something to **SMILE** about!

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

Pool Etiquette

Summer is here.... Please remember the following when enjoying the community pool:

- No lifeguard is on duty, so swim at your own risk.
- No smoking is allowed in pool area.
- No glass containers are allowed in pool area.
- No loud music is allowed. *Music must be kept at a level, so that only you can hear it.* Please take into consideration that not everyone enjoys the same type of music & many people come to the pool to relax without listening to music.
- Children under the age of 18 must be supervised by an adult.
- No running or diving allowed in pool area.
- Pets are not allowed in pool area.

Storage

All items in building storage closet must be labeled with name, unit # and contact information. Any items that cannot be identified may/will be removed by association.

Guests Parking Policy:

Please note that this guest parking is only a temporary parking. (30 minutes maximum). You will be towed if you continue to park in the guest parking spaces. Guests of Residential Units may park in your assigned space, if available. If not, they will have to park outside in a safe place or in the meters.

Bulky Trash

Please do not leave boxes or other large items outside of the trash receptacles in basement or the 25th 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 25th street entrance). Thank you for your cooperation!



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.



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 Newsletters

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



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.



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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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.**
 - o **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!**