



# COASTLINE MANAGEMENT LLC

Your Property, **Our Priority**

## *Coastline Management Moves Locations!*

After finding the perfect office space centrally located in Gulf Shores, Alabama there was nothing left to do than make the jump. Coastline Management decided to start 2021 off with a "Big Bang" by moving office locations. Renovations were completed just in time to get our team up and running in our new location by the beginning of the year.

You can now find us at **253 Professional Lane, Gulf Shores, Alabama 36542**. We are very excited and proud of our new space and hope to be able to share more of it with you all in the near future.

We are now able to offer a nice meeting area for our Board of Directors to come in and meet in person with their Association Manager in our office.

We do still have our location in Orange Beach as well, which is located at **25011 Perdido Beach Blvd., Orange Beach, Alabama 36561**.

If you are out and about looking for us, but aren't quite sure how to find us just give us a quick call at 251-948-7001 and we will be sure to steer you in the right direction.

We are excited for the future, and see bright things ahead as we move forward in this new adventure!

- Coastline Management

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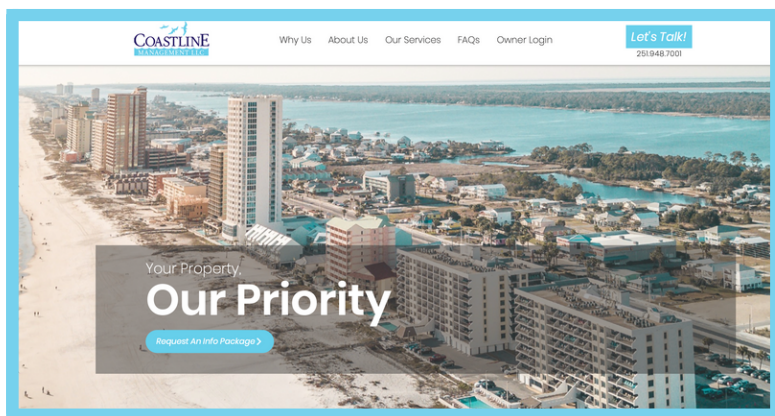
Contact Page



# New & Improved Coastline Website

We are excited to *FINALLY* announce that we have launched our new and improved Coastline Management Website! You can view it here [www.coastlinemgmt.com](http://www.coastlinemgmt.com).

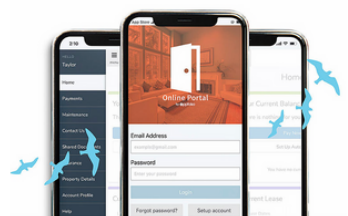
We have spent a great amount of time working on the design and content of this new website to bring you the information you need the most in the most efficient format.



## NEW Web Portal

Communication and technology is such a huge part of the world we live in today, so we figured it was time to update the way we communicate and relay information to our Board of Directors and Owners of the Associations we manage.

We are excited to announce that the software that we have so diligently been working on the last several months to launch is finally about to be the FUTURE of Coastline Management!



You can now find all of our services online, and put your eyes on our highly-experienced, extremely enthusiastic, exceptionally knowledgeable Coastline Management Team including:

- executive team
- Gulf Shores and Orange Beach Association Management team
- accounting team
- support services team.

We hope you like the updates we've made and the information we are providing you with!

We chose AppFolio for all of the features that the portal offers including:

- Online Payments
- 100% Mobile with an app available for download
- Automatic/Scheduled Payments
- Ability to Submit Architectural Reviews Online
- Ability to Submit/ Track Maintenance Request Online
- Access to all important association documents

We can't wait to see the positive impacts AppFolio will have for our Association Management company as a whole!

## UPCOMING HOLIDAYS/EVENTS:

**March 14th**  
Daylight Savings Time

**March 17th**  
St. Patty's Day

**March 26**  
Epilepsy Awareness/  
Purple Day

**April 1st**  
April Fools Day

**April 2nd**  
Good Friday

**April 4th**  
Easter

**April 7th**  
National Beer Day

**April 14th**  
National Gardening Day

**April 15th**  
Tax Day

**April 22nd**  
Earth Day

**April 30th**  
National Arbor Day

**May 4rd**  
National Teacher Day

**May 5th**  
Cinco de Mayo

**May 6th**  
National Tourist  
Appreciation Day

**May 9th**  
Mother's Day

**May 10th**  
National ShrimpDay

**May 28th**  
National Sunscreen Day



# COASTLINE MANAGEMENT EMPLOYEE SPOTLIGHTS



*Nancy Wood*

*Gulf Shores Area Association Manager*

Nancy Wood founded Coastline Management in 2006, and is still a huge part of our team today. She has around 40 years of experience in real estate and property management and brings a wealth of knowledge to Coastline as a whole. Nancy serves Coastline as the Gulf Shores Area Association Manager where she works with and assists our other Association Managers and their assigned associations making sure all of the needs of the Associations are met, and everyone is satisfied. Not only does she assist our other managers; Nancy still manages many properties herself. She says she enjoys all parts of her job, but most of all she likes to be out and about checking her properties, interacting with people, and even working with developers. She spends her time away from work at church, she says that is her happy place when she's not working.

Nat Pruitt brings a wealth of knowledge and good information to our Coastline Management team with over 25 years of experience in the Homeowner Association business. As our Orange Beach Area Association Manager, Nat oversees a variety of Associations helping to maintain the properties all while keeping the Owners and Board Members happy and satisfied. When he isn't at work Nat enjoys painting and watching Alabama football!



*Nat Pruitt*

*Orange Beach Area Association Manager*



*Kathy Greathouse*

*Accounting Specialist*

Kathy Greathouse is a key piece of the property management puzzle with her accounting background spanning over 30 years. Since joining Coastline Management over 2 years ago, Kathy has worked tirelessly to ensure property accounting practices for the Associations she works with. With a customer service attitude, Kathy goes above and beyond her duties to assist Board Members and Owners with their accounting questions. In her free time, Kathy enjoys traveling and spending time with her family.

# *We're Here To Help!*

Coastline Management has a variety of add-on services that can be requested at any given time, and we will be happy to get a quote to you!

Whether you have little odd and in jobs that need to be done, or you have big jobs that you just don't have the time, or equipment for be sure to keep Coastline in mind.

We offer a many services that can be tailored to you and your home and needs including but not limited to:

- **Construction**

- sheetrock work
- painting interior & exterior
- installation of flooring
- tiling & backsplash
- installing new boardwalks and repairing existing ones

- **Maintenance**

- Appliance repairs (all major brands except LG & Samsung)
- Pool Cleaning & Maintenance
- Repairs & preventative maintenance

- **Land Services**

- Landscaping
  - mowing
  - hedging & edging
  - weeding flowers
  - spreading fertilizer
  - irrigation
- **Land Clearing**
  - Use of skid steer, mini excavator, dump truck, & tractor
  - Debris clean up
  - Stump Removal
- **Beach Clean Up**
  - Sand removal
  - Debris clean up

- **Electrical**

- Residential
- Commercial
- Specializes in LED Conversions

We are excited to bring all of these services to you and your Association, and we hope that you will give us a call next time you are in need of construction, maintenance, electrical, or land services!

Visit our website for more information about our services at [www.coastlinemgmt.com/new-add-on](http://www.coastlinemgmt.com/new-add-on).





# PREPARING THE EXTERIOR OF YOUR HOME FOR SPRINGTIME

## *Exterior Home Spring Check Lists:*

### Roof & Gutters Checklist

#### **Clean Gutters & Downspouts**

- Clear any debris out of the gutters & make sure the downspouts are directed away from your house

#### **Check Gutters for Damage**

- Check for holes or cracks

#### **Check for Roof Damage**

- Check for any damaged/missing shingles. You may also want to inspect your attic for any signs of leaks or moisture

### Air Conditioning System Checklist

#### **Inspect The Unit's Panels**

- Inspect the panels that enclose and protect the electrical system making sure they're still secured properly and haven't sustained damage

#### **Clear Away Debris**

- Remove leaves, twigs, and other vegetation that may be on or around the A/C unit. You may also want to check the inside of the unit for any debris

#### **Change The Air Filter**

- It's always a good idea to put in a new air filter before turning your A/C on for the season and maintain it by changing it out regularly

### Home Exterior Maintenance Checklist

#### **Siding**

- Take a walk around your home and look for any siding damages. Be sure to repair/replace any extremely weathered or cracked pieces. For wood siding, peeling or loose paint should be scraped, sanded and repainted

#### **Windows**

- Check for peeling or cracked caulk around the seals. Repair or replace any screens with holes to prevent bugs

#### **Deck**

- Consider resealing your deck if it's showing a lot of age. HomeAdvisor recommends retreating wood decks every 6 years.

#### **Foundation**

- If you have a brick home, inspect the mortar and see if any crack need to be repaired.

#### **Landscaping**

- Trim back shrubs and trees away from your home after winter ends and throughout spring. This will help keep the siding on your home from getting scratched or damaged.



# PREPARING THE INTERIOR OF YOUR HOME FOR SPRINGTIME

## *Interior Home Spring Check Lists:* **General Cleaning (ALWAYS DUST FIRST)**

- Dust Light Fixtures
- Dust Light Switches / Electrical Outlets
- Dust/ Clean Baseboards
- Replace Light Bulbs
- Replace Batteries in Alarms / Detectors
- Clean Window Sills, Blinds, & Curtains
- Sweep, Mop, & Vacuum all floors

## **Kitchen + Dining Cleaning**

- Clean Out Refrigerator / Pantry
  - Throw away all perishable / non-perishable foods & spices that have expired or will expire soon
- Deep Clean Appliances
- Sweep Underneath Appliances

## **Living Area Cleaning**

- Dust Flat Surfaces
- Dust / Wipe Down Decor
- Wash Throw Blankets & Pillows
- Clean Beneath Couch Cushions
- Move Furniture & Clean Underneath

## **Bedroom Cleaning**

- Wash Bedding
- Flip/ Rotate Mattress
- Change Out Winter Clothes for Spring/Summer Clothes
- Organize Clothing & Storage

## **Bathroom Cleaning**

- Throw Away Empty Bottles / Canisters
- Clean Out & Organize Drawers / Cabinets
- Clean Mirror
- Clean Sink & Cabinet
- Clean Toilet Inside and Out
- Clean Tub, Shower Walls, Faucet, & Shower Head
- Deep Clean Tile Grout & Reseal If Needed
- Wash Bath Mats and Curtains
- Clean Shower Liner

# Thanks For Choosing Coastline Management

## Let's Keep In Touch!

251.948.7001

[info@coastlinemgmt.com](mailto:info@coastlinemgmt.com)

### Social Media



@CoastlineMgmt



Coastline Management, LLC



Accounting | Association Management | Construction  
Maintenance | Land Services | Electrical | Security