

Manager's Report

Pine Ridge Property Owners Association, Inc.

To: The Board of Directors

From: Gail A. Denny, AMS, CMCA, LCAM

Date: February 22, 2019

1. Maintenance continues to care for the common facilities and has taken over all aspects of the landscape at the Community Center Complex; US Lawns provides landscape services, and irrigation checks for the 491 and 486 entrances. **Maintenance:** Painted the newly placed safety fence, initiated repairs within the tennis courts, community center kitchen, pastures, fencing and maintaining a schedule of clean up in the county ROW. Currently the team is working on replacement of the upper and lower tennis court light bulbs, fence post replacements in the pasture, equipment maintenance and pressure washing with germicide application on those surfaces that are in need. Unfortunately, we had vandalism at the playground during the hours of 11pm to 3 am; the cameras show the vehicles involved but we do not have clear data. Additional measures are being taken monitor the area. The community center ceiling process will begin on March 4th and the center will remain closed until Sunday March 10th. The conference room will remain available. However, use will require staff to provide entry.

2. We are actively collecting on delinquent accounts through the coordinated efforts of this office and the associations' attorney; currently we are pending release of one property that was in lien or lien foreclosure, have one payment arrangement and several payoff requests pending payment. The total outstanding accounts receivable including dues, fines, finance charges, late fees, miscellaneous and non-legal costs as of 2.22.19 which includes past collections in the amount of \$86,741.69 out of this total 38 accounts are in collection that total \$32,118.20; we sent out over 400 reminder statements last week.

3. The audit is complete and is pending review by the treasurer so that I may release the report to the board. The office continues to work on daily processes i.e. deed changes, estoppels, guidance with ADC Applications and more. As for the annual meeting and board election, I will be working with Brenda Roberts to train the team that will count this year. The Barn Manager Diane Plath continues to do an excellent job; we have two openings.

4. We are actively working on 8 properties with single or multiple violations. I have (3) on tracking and one in legal.

Projects Pending and updates:

1. Wash rack drainage- Cost approved in budget and the amount of this repair is on walkway placement for the shed project.
2. Storage Shed and walkway – Bid in the board packet
3. Horse Crossing Replacement/Repair- 2019 phase per budget is in progress
4. Community Center Ceiling project – Approved with a start date of 3.5.19