

## Manager's Report

**Pine Ridge Property Owners Association, Inc.**

**To: The Board of Directors**

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

**Date: March 20, 2023**

1. Maintenance continues to care for the Community Center Complex and all other areas, including mowing, building issues and cleanup of the grounds. US Lawns provides landscape services, pest control and irrigation review and repairs at the 491 & 486 entrances. US Lawns will hard prune the wall at 491 to bring back regrowth, weed and feed, will cut back hedges and trim grasses as is done in the Spring. 486 & 491 mulch bids were rendered to the Board, both specified as maintenance, and I am working on a new bid from another company. 491 Landscape bid was rendered to the board and specified as a maintenance update, also not approved and I am looking for another bid. The 486 columns and sign designs and quotes were given to the Board, painting for the barn aisle and the bars on the stalls was completed by staff, the team did an amazing job with what they had to work with; several stall grates need removal as the rust into the same cannot be repaired. The electrical upgrade is expected to start within the next two weeks. Maintenance has also been working in the security room on the update project and assisted the company with the shredding project to make space within the same.
2. We continue to collect through this office and the associations' attorney; currently one account is pending release from legal, and no tax deed surplus requests pending payment. The A/R owner balances inclusive of fees, and interest as of March 20, 2023, is \$56,404.58 this includes past delinquent accounts. The monthly report shows a decrease from my last report due to continued payments, and legal cases closed.
3. The office is busy working with new owners, sending welcome packets, and assisting current residents regarding guidance with their projects and general questions. We continue to help guide with ADC applications for review and do our best with collecting the check lists for a smooth review process. The staff and I continue to promote the use of electronic process and encourage the title companies to assist us with the forms for communication and electronic sign up. We are working with owners to get registered on all electronic processes, to include making payments, voting and to be informed with the stay in touch communications. The Spring semiannual newsletter and postcard are in process, postcards are expected to go out soon. The Newsletter has been posted on the Pine Ridge website. On Monday April 3, 2023, we will process demand letters for delinquent accounts, as well as suspension of use rights.
4. We have no openings in the barn and a waiting list in place now that has 6 horses waiting on the new entry list and 6 on the return, 17 total horses reside at the facility. Libby Mank continues to do a great job; we appreciate her hard work!
5. Projects:
  - A. Barn Electrical ~ In Progress
  - B. Security Room A/C system ~ In Progress
  - C. Concrete Stairs from parking lot to Security Room/Access to Equestrian Mtg. Rm. ~ Approved
  - D. 486 & 491 Landscape updates ~ Pending a new bidder
  - E. 486 Sign Replacement with in & out bound columns with decorative signs ~ Pending a new bidder.