

Manager's Report

Pine Ridge Property Owners Association, Inc.

To: The Board of Directors

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

Date: September 17, 2024

1. Maintenance continues to care for the Community Center Complex and all other areas, including mowing, buildings, and cleanup of the grounds. US Lawns provides landscape services, pest control and irrigation review and repairs at the 491 & 486 entrances. All other common maintenance items are cared for, and other projects are on schedule. The 486 entrance columns with signage continue to be held up by the sign permit, and the permit was filed, but the columns are ready. Maintenance has done a fantastic job on the trail maintenance and there is more to come. At this time Costa Mesa access trail is under request to have a survey done, once done we can get bids to clear the trail. Dead trees were removed for the safety of the horses, and community complex amenities.
2. We continue to collect through this office and the associations' attorney; currently there are three accounts pending release of funds from legal, and one tax deed to bid on in October. The A/R owner balances inclusive of fees, and interest as of September 17, 2024, is \$22,910.62 this includes past delinquent accounts, and the monthly report shows a decrease from my last report in August, and this is due to the collection efforts by the team.
3. The office is busy working with new and current owners 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. Welcome packets go out twice per month and are mostly sent electronically. We have transitioned to all electronic estoppel communications, requests are completed and transmitted electronically as well as stored in a file for follow up as needed. An electronic plea went out encouraging sign up to those who have not done so, a button also added to the SIT communications for member portal sign up. We encourage the title companies to assist us with the forms for communication and electronic sign up. A partial community review was done on September 18, 2024, as well as follow on open matters. The next phase of this process is scheduled for Thursday September 26, weather permitting. The professional reserve study is complete, and a copy will be placed into the drop box and emailed to the Board. The 2025 proposed budget is underway and will be ready for our annual meeting with the President and Treasurer.
4. We have 3 openings in the barn and the return list has 2 horses, 14 total horses reside at the facility as of September 17, 2024, with two pending October 1 entry to make it 16. Libby Mank, Barn Manager and Amanda Taylor Assistant Manager continue to do a great job; we appreciate their hard work!
5. Projects:
 - A. 486 Sign Replacement with in & out bound columns with decorative signs ~pending permit for signs at county.
 - B. Equestrian Trails- Letters and Signs placement
 - C. Storage Room~ Ceiling tiles and Drywall replacement ~ bids to be taken for drywall work