

# MANAGEMENT REPORT

## SEPTEMBER 2006

### COMMON AREAS

PBC Road and Bridge Department and PBC School Board have been contacted regarding moving the bus stop to the end of Pheasant Way. Neither the Road Department or the School Board have a problem with moving the bus stop. Once the Board gives us the direction to move forward, we will begin with notifying the owners and any other steps that need to be taken.

I have contacted Andy Hartman, PBC Engineer regarding options for Pheasant Way. My experience tells me that the County will not remove the existing sidewalk and construct one on the north side at their expense. Further, I do not believe that constructing anything in the county right of way will be permitted as it will not meet the safe-set-back requirement of 15 feet. Mr. Hartman should get back to me next week.

I have received two bids to clean the sidewalk on Military Trail and Pheasant Way as follows:

Schuessler Services, Inc.	\$3857
Pat Smith Pressure Cleaning & Painting	\$4134

I also received a bid to pressure clean and paint the fences on Pheasant Walk as follows:

Pat Smith Pressure Cleaning and Painting	\$21,730
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Allstate Resource Management was not able to get to Pheasant Walk to inspect the lake prior to this packet going out. Therefore, I will not have a bid for lake maintenance until next month.

### ADMINISTRATIVE

The monthly newsletter was mailed on August 31<sup>st</sup>.

Covenant violation letters were sent on or about August 28<sup>th</sup>. Please see the attached list.

A letter to Katzman and Korr has been sent regarding the proper mailing address.

I have spoken with Terry Verner of PBC Code Enforcement and a notice of violation has been sent to XXX. The owners have until September 29<sup>th</sup> to comply with county zoning. Further, a letter was sent certified mail from our office requesting a copy of the county permit and completed architectural request form.

I have created guidelines for the Board of Directors and Committees for the Board's review which are in a separate package as well as the State Statutes.

I have included language for Document Review for the Board to adopt.

Files are being prepared for each individual lot in order to keep copies of all architectural requests, approvals and correspondence.

### FINANCIAL STATEMENTS

I have yet to receive any financial information from Pointe Management. Doris has promised to give me everything on Monday, September 11<sup>th</sup>.

Once I have received all of the financial records, I will contact your auditor to ensure the completion of your 2005 audit.

Once I have received the financial records, a letter will go out to each owner to verify their balance.

I recommend that the association move their operating account to First Southern and set up for a nightly sweep of all money over \$50,000.