

HOMEOWNERS ASSOCIATION AT SUNCOAST LAKES, INC.

Management Report

February 8 2011

(January 12, 2011 – February 8, 2011)

NOTICE:

- Notice of the February 8, 2011 Annual Membership Meeting and Board of Directors Organizational Meeting was mailed to all owners on January 7, 2011.

LEGAL:

- The spreadsheet showing 2010 delinquent collections is included for your review and does not include a column reflecting any amounts that have been written off per the attorney. When directed by your attorney to write off fees due to a mortgage foreclosure or other legal action, the Board does not need to make a motion or approve that action.
- Emailed legal correspondence to Board.
- Followed up with collection attorney, Robert Tankel.
 - I emailed Robert Tankel to schedule a meeting regarding 'trying to collect rent' to pay assessments. Curt advised that Tankel's office proposed it a year ago but feels nothing is being done.
 - 1/21/11 - Emailed Robert Tankel's office requesting meeting as well as clarification on collecting rent.
 - Tankel responded via email that his letters to the Board have a sentence in them that asks the Board if the property is rented or owner occupied.
 - Emailed Tankel follow up to see if rent can be collected on houses with a Lien or just houses under Foreclosure.
 - 12/10/10 provided signed Foreclosure Authorizations to accounting to annotate account then forward all to Robert Tankel for follow up for past due assessments.
 - Communicated between Board and Attorney for follow up and clarification on collecting rent on properties that are past due in assessments.
 - Rentals (with past due assessments) were identified by the Board and sent to me for follow by the attorney.
- Followed up with violations enforcement attorney Marielle Westerman.
 - 1/27/11 Sent email to Attorney requesting she attend the Annual Meeting to answer any general questions regarding violations enforcement.
 - Attorney will be attending another meeting first, then will head to the Suncoast Lakes meeting about 45 minutes late. Board requested she still try attend, even if running late. Emailed attorney with Board's request.
 - Sent email to attorney on 1/13/11 with signed 'Authorization To Proceed' spreadsheet which included the following:

FINANCIAL:

- The January 2011 financials will be emailed to the Board when ready.
- Contacted accounting, per the Board's request, to bring the reserve up to \$100,000 and then hold off on monthly transfers until the amount is met.

1. Helen Parkhill set it up so we transfer that amount in Jan and hold off until the \$5,051.73 is metin May we will transfer \$178.27 to catch up to the budgeted amount, and proceed with \$1046 monthly after that.

- 1/19/11 sent Board history of WREC payment made in September 2010 that was late which caused and \$11 late fee to be added to the bill.
 1. Contacted WREC to see if they will give a longer time frame between the invoice date and the 'pay by' date.
- 1/27/11 Accounting mailed 84 reminder letters and 2 small balance letters.

VIOLATIONS:

- Identified vacant homes on violation list during property inspections weekly.
- The Violation List was delivered to the 2011 Board along with this management report. Violations that have been remedied are moved to the 'corrected tab' of the violations report spreadsheet and new violations are added after each property inspection.
- Violation letters will be sent to the owner of record as well as the 'resident' if the owner's mailing address is outside the community.
- 1/13/11 emailed the Board section 24 of the deed restrictions detailing placement of play equipment; specifically, basketball goals.
- 1/19/11 property inspection identified some vacancies as well as street trees that need trimmed. Additional violations were noted and current violations were followed up on.

ARCHITECTURAL:

- The current ACC list was delivered to the 2011 Board with this report.
- Had email communications with the ACC Chairman, Bob Yanity.
- Sent out violation letters when requested by ACC and Board members.
- 1/12/11 emailed D.R. Horton (per the ACC) to inform them that the ACC application and plans submitted for 10703 Ribbon Fern (Wisteria II with a 3 car garage) are not approved plans. I asked them to resubmit. Ongoing communications with ACC and D.R. Horton lasting more than a week on this issue.

PONDS:

- Blue Water Aquatics treated the ponds during the month.
 1. Aquatics working to treat unknown algae problem in Lake #23. A Professor at USF is being contacted by BWA to get more information on how to control the algae.

GROUNDS/IRRIGATION:

- Communicated with BayCut throughout the month.

CLUBHOUSE / RENTAL RESERVATIONS ARE SCHEDULED THROUGH GPI.

POOL:

- Emailed Ed Cardona any updates to the pool card access including cards issued to new owners.
- Contacted electrician to look at breaker box that was tripping and appeared to have some burned wires as reported by Positive Pool during regular maintenance day. Electrician

noted that it may be a bad pool pump. Positive Pool is scheduled to look at the pool pump on 1/19/11.

- Coordinated with vendor to meet with Curt Zeigler on property to look at pool pump breaker box as well as to discuss the approved proposal for the replacement of 2 areas of sidewalk.
- Electrician was out and wanted Positive Pool to test the pump. Positive Pool couldn't test the pump without knowing the electric was ok. Corporate Solutions was back on property on 1/24/11 and will be submitted proposals to fix the wiring.
 - 1/25/11 Board approved proposal for \$485 to repair wiring/electrical problem at breaker box. Faxed approval to Corporate Solutions. Work scheduled for 8:30 a.m. January 28, 2011.
 - Notified by Robert Heath that additional wiring was not needed so an amended invoice will be sent.

GENERAL:

- Communicated with Board members, homeowners, vendors, realtors, and D.R. Horton daily via telephone calls and email.
- Sent updates to the website administrator.
- Contacted homeowner and business owner, Dean Alfonsi, on 1/12/11 to let him know another vendor was selected to do the sidewalk repairs. Notified Mr. Alfonsi that the Board has approved links to vendor websites (owner only) can be added to the website. Mr. Alfonsi provided his business information and I emailed it to the website administrator.
- Contacted Corporate Solutions (Robert Heath) on 1/12/11 to inform him that the Board approved his bid of \$1,000 plus tax to repair/replace 2 areas of sidewalk that need replaced.
- Contacted Pasco Sheriff's Office via email on 1/12/11 to see if the speed trailer can be relocated to Princewood next.
 - Sheriff has put in a request.
- Emailed Kelly Garner to see if he has a copy of the 2010 Annual Meeting minutes. Emailed Board on 1/19/11 requesting copy of 2010 minutes. Sent email to 2009 secretary to see if he has access to 2010 Annual Meeting minutes.
- 1/19/11 Met with Curt Zeigler at the clubhouse to discuss the 'to do' list.
- Contacted Robert Tankel to set up informal meeting with him at GPI for the week of 1/14/11.
 - Followed up on communications between collection's attorney and Board.
 - Forwarded emails from attorney to the board.
- Contacted SWFWMD regarding notice received requesting 'statement of completion' and 'as builts' on permit #44023968.004.
 - Requested an extension to research the request and get the necessary paperwork filed.
 - SWFWMD gave 60 day extension until February 13, 2011.
 - Contacted Florida Design Consultants as they were listed as the original consultant on the project.
 - Charlie Boldt is researching and will follow up with me asap.

- Documentation was received by Charlie Boldt and he has forwarded the paperwork to Ohio for signature then it will be returned for Curt Zeigler to sign.
- 1/12/11 emailed Joseph with D.R. Horton regarding the concrete water box and lack of lot upkeep on Ribbon Fern.
 - Concrete chunks were put in wash out bin.
- Coded bills twice monthly and contacted vendors and the Board with any questions.
- Hand-delivering check to Word of Life Church to cover cost of using the meeting room for the February 8th Annual Meeting.
- Requested accounting to look into \$11 late fee on last electrical bill. Will follow up as soon as I receive the information.
 - There was a delay one month in 2010 in online checks being approved so the electric company received the check after the due date.
- Contacted Allied Signs to get a proposal for 6 signs to install on way to Annual Meeting.
 - 1/25/11 emailed Board cost information of \$84 plus tax. Board approved and signs were ordered 1/25/11. Delivered signs to the clubhouse on 2/7/11.

Janet MacNealy, CAM
Greenacre Properties, Inc.