

# HOMEOWNERS ASSOCIATION AT SUNCOAST LAKES, INC.

## Management Report

January 2011

(December 14, 2010 – January 11, 2011)

### NOTICE:

- Notice of the January 11, 2011 Board of Directors meetings was posted on property.

### WELCOME LETTERS / POOL ACCESS CARDS WERE MAILED TO NEW OWNERS:

### 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.
  - Attorney sent email to CAM (forwarded to Board) on 12/14/10 asking if anyone knows of a different mailing address for the owners. Board does not have further information. Attorney's office will now publish a Notice of Action in a local newspaper so they can move forward legally.
- Followed up with collection attorney, Robert Tankel.
  - 12/13/10 emailed Robert Tankel requesting Legal Status Report be emailed to me the first week of each month.
    - Received 1/4/11 and included in Board packet.
  - 12/13/10 emailed Robert Tankel requesting memo by 12/24/10 to be mailed with Annual Meeting Notice.
    - Collection memo received from Attorney on 12/16/10. Emailed to board for review.
    - Sent Master Collection and Foreclosure Representation Agreement from Robert Tankel to Marielle Westerman for review.
  - 12/13/10 emailed Robert Tankel requesting a copy of the written fee agreement.
    - Attorney emailed fee agreement 12/16/10 and it was forwarded to board for review.
  - 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.
  - Emailed Robert Tankel on 12/13/10 asking that his office provide me with hard copies of any documentation that needs to go to the board or that needs filed in Association files. The 'username & password' system he uses is cumbersome.
    - Attorney advised via email on 12/16/10 that his office will send communications directly to me and not through his online system.
- Followed up with violations enforcement attorney Marielle Westerman.
  - Contacted Attorney for clarification on voting process (secret ballot) per the deed restrictions.

- December 13, 2010 emailed attorney her Violation Enforcement Legal Status Report with hand-written updates after drive through of property.
  - Requested updated Violation Enforcement Legal Status Report. Will provide to board when received.

### **FINANCIAL:**

- The December 2010 financials will be emailed to the Board when ready.

### **VIOLATIONS:**

- The Violation List was emailed to the 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.
- The Forced Mow spreadsheet was emailed to the Board along with this report.
- 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.

### **ARCHITECTURAL:**

- The current ACC list was emailed to the Board with this report.
- Had email communications with the ACC Chairman, Bob Yanity.
- Sent out violation letters when requested by ACC and Board members.
- Received the December ACC minutes via email and converted them to a WORD document. They are emailed with this report.

### **PONDS:**

- Blue Water Aquatics treated the ponds during the month.
  1. Notified by Blue Water Aquatics that there is an 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.
  1. Force Mows scheduled on December 17, 2010.

### **CLUBHOUSE RENTAL RESERVATIONS:**

- Reservations are made through GPI.

### **POOL:**

- Put in invoice for \$500 to Curt Zeigler for reimbursement of deposit to Leaders Furniture for tables for pool area. Mailed check on 1/4/11.
- Put in invoice for \$65 to Leaders Furniture for delivery fee of tables.
- Put in invoice for \$462 to Leaders Furniture for balance due on purchase of tables for pool area.
- Emailed Ed Cardona any updates to the pool card access including cards issued to new owners.

**GENERAL:**

- Communicated with Board members, homeowners, vendors, realtors, and D.R. Horton daily via telephone calls and email.
- Sent updates to the website administrator.
- December 1, 2010 - Contacted Pasco Sheriff's Office (Kenneth Gregory) to request a speed trailer be installed on Burning Bush adjacent to the clubhouse.
  - A deputy will be assigned to work the problem in Suncoast Lakes and will put in a request for the speed trailer.
  - 1/4/11 sent email to Officer Gregory to request status of speed trailer request.
- Mailed \$100 check made payable to Michelle Etman on behalf of the Social Committee for the purchase of holiday decorations.
- Christmas tree recycling information emailed to the board on December 15, 2010.
- Contacted SWFWMD regarding notice received requesting 'statement of completion' and 'as built' 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.
- 12/14/10 emailed Joseph with D.R. Horton regarding the concrete water box and lack of lot upkeep on Ribbon Fern.
- Coded bills twice monthly and contacted vendors and the Board with any questions.
- 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 online checks being approved so the electric company received the check after the due date.

Janet MacNealy, CAM  
Greenacre Properties, Inc.