

HOMEOWNERS ASSOCIATION AT SUNCOAST LAKES, INC.

Management Report

March 8, 2011

(February 8, 2011 – March 8, 2011)

NOTICE:

- Notice of the March 8, 2011 reconvening of the Annual Membership Meeting and Board of Directors Organizational Meeting was mailed to all owners.

LEGAL:

- The spreadsheet showing 2010 / 2011 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 violations enforcement attorney Marielle Westerman.
 - 2/11/11 Sent email to Attorney requesting legal opinion on 'face book comments' forwarded to the board.
 - Sent email to attorney on 2/9/11 with signed 'Authorization To Proceed' spreadsheet which included the following:
 - Attorney to draft and send 11 'lawn' letters to those properties already at the attorney's office.

FINANCIAL:

- The January 2011 financials will be emailed to the Board when ready.
- Bank signature cards hand-delivered on site for board member signatures. Forms returned to Helen Parkhill in accounting for follow up on the transfer of funds to money market.
- Followed up on questions regarding invoices. Responses sent to the board on 2/9/11.

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.
- Drafted 'post card' notice as an option to send to owners giving until April 30, 2011 to correct their lawn issues. Board to advise if they would prefer attorney sends letter or if they want the HOA to send a post card type notice.

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.

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.
- Received bids for irrigation repairs and mulch at playground.

POOL:

- 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.
- Delivered owner list and blank proxies to Curt Zeigler on 2/15/11.
- Followed up on website inquiries.
- Contacted SWFWMD regarding notice received requesting 'statement of completion' and 'as built' on permit #44023968.004.
 - Received completed paperwork on this permit. It is now in compliance.
- Coded bills twice monthly and contacted vendors and the Board with any questions.
- Mailed check to Word of Life Church to cover cost of using the meeting room for the February 8th Annual Meeting.
- Followed up with ADT to inquire about credit due. At the time of refund of \$508.25, a balance was due of \$192.50. ADT will be forwarding a refund check to my attention for roughly \$315.65.
- Communicated with D.R. Horton regarding items dumped in the wash out bin. D.R. Horton to look into fining individuals for dumping as the HOA cannot determine who is illegally dumping.

Janet MacNealy, CAM
Greenacre Properties, Inc.