

HOMEOWNERS ASSOCIATION AT SUNCOAST LAKES, INC.

Management Report

March 29, 2011

(March 8, 2011 – March 29, 2011)

NOTICE:

- Notice of the March 29, 2011 reconvening of the Annual Membership Meeting and Board of Directors Organizational Meeting was announced at the March 8, 2011 meeting as well as posted on property and on the website.

WELCOME LETTERS WERE SENT TO NEW 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.
 - Communicated between Board and Attorney for follow up and clarification on collecting rent on properties that are past due in assessments.
 - 3/25/11 Attorney emailed that \$4100 is on its way; however, no further information was offered.
- Followed up with violations enforcement attorney Marielle Westerman.
 - 3/9/11 Emailed attorney requesting 'process' she takes when sending out a letter including the approximate cost.
 - 3/14/11 Emailed attorney's response to the Board.
 - 3/9/11 Requested website administrator remove all financial information from the website, per the Board of Directors. Emailed him agendas and management reports to be uploaded to the website. Requested the March 29th annual meeting date/time be posted on the website.
 - 3/15/11 & 3/29/11 Requested Legal Status Report.
 - Emailed attorney with updates on violations after property inspections.

FINANCIAL:

- The February 2011 financials were emailed to the Board by GPI accounting.

VIOLATIONS:

- The Violation List is included in the Board packet 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.

- Per the Board, a 'post card' notice was sent to owners and tenants giving them until April 30, 2011 to correct their lawn issues. Board to advise on next step after the April 30th deadline.

ARCHITECTURAL:

- The current ACC list is included in the Board packet.
- Had email communications with the ACC members.
- Sent out violation letters when requested by ACC and Board members.

PONDS:

- Blue Water Aquatics treated the ponds during the month.

GROUNDS/IRRIGATION:

- Communicated with BayCut throughout the month.

CLUBHOUSE / RENTAL RESERVATIONS:

- Answered calls from owners regarding clubhouse reservations. Provided owners with reservation forms & clubhouse rules as needed. Confirmed reservations & mailed out clubhouse cards for any pending reservation.

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.
- Sent updated proxy list to the Board.
- Followed up on website inquiries.
- Coded bills twice monthly and contacted vendors and the Board with any questions.
- Emailed information to Board members almost daily as needed.

Janet MacNealy, CAM
Greenacre Properties, Inc.