

**Manager's Report
For
January 2011**

I am very pleased to report that December and January have been a great push forward in many areas. These areas include the office, the staff, the Lakes, the pool(s) and other issues. I will update you in this report and at our Board Meeting on the 26th.

Budget for 2011

The budget has been distributed to all Board Members prior to the workshop on January 13th. Academy Accounting, Omah (owner) made a presentation at that workshop which included accounting procedures such as invoice review, check production and related issues.

Contracts and Service Agreements

All contracts are all being reviewed and are subject to being re-solicited. Any vendor contract/agreement will be sent a letter putting them on a month-to-month basis. This letter will allow us to re-bid targeted vendors whose contract/agreement expires within the next 90 days. A draft of this letter is in your meeting package for Board approval. If approved, it will be mailed this week, both certified with return receipt requested and regular mail. This will prevent any vendor denying they received our notice. A list of these vendors is attached to this letter as contracts/agreements we need to re-bid, re-negotiate, terminate or leave alone.

The Lakes and Wetlands

I conducted a detailed inspection of all Lakes and Wetlands with Louis from Palm Beach Aquatics on January 11th, 2011. This inspection was conducted by golf cart and on foot. We both agreed that the chemical treatments and hand removal of dead algae are working well. We all know the real test will come over the hot summer months to come. We have applied for a permit to stock the Lakes with algae eating fish. This permit costs the Association nothing. However, if we do not obtain a permit, we cannot consider stocking the Lakes with fish. So, once we have an approved permit by all interest concerned, we will consider a proposal to stock the Lakes and put in barriers where mandated by Fish and Game guidelines. We will need to discuss the financing as well. A long range plan of fish, maintenance and replanting will have to be researched by management, Ross Shillingford, Director, experts from Fish and Game along with Palm Beach Aquatics. Please see the report, pictures, email information from Palm Beach Aquatics in your meeting package.

The Pools and Pool Heaters

The pool(s) and their heaters are working perfectly. We are maintaining temperatures as expected. We have had to replace some other equipment, as when put into full operation failed. This equipment was very old and had never been maintained properly. Now that we have fully operational equipment, the pool temperature is consistently better. However, this is due to all 8 (?) heaters running probably resulting in a much higher FPL bill, which we will know at the end of this month.

Meeting Rooms

This project is complete as planned.

Landscape

Landscaping in general is in great shape. Several small projects need to be considered to make specific repairs and improvements. Bids are being received and will be presented for approval.

Lighting

No problems to report other than an occasional light going out or a suspect old fixture going bad. These items can be re-placed in-house once business accounts are put in place. These accounts will have tough procedures and a P.O. system to approve all purchases. These purchases will be for minor items only. All major purchases will be approved at Board level before purchase. Again, another procedure we are working on.

Main Entrance

This area has been cleaned and all repairs made.

Irrigation

This is an on-going expensive issue. (*State the specific problems. What actions do you recommend?*) A long range goal would be to bring these repairs in-house.

Staff

We have hired Dianne Gasc as an Assistant Manager. She has been with us for 3 ½ weeks. I know with time and training, she will be an asset to your Association. Your staff is learning to keep the clubhouse looking good under Fred's supervision. We will continue with this effort. There are other issues regarding scheduling that we will address in the next few months, as our staffing situation stabilizes.

Office Operations

Office operations are improving, but it will take some additional time and effort to get it well organized and efficient. One of our primary improvement efforts is to define and document important operational procedures. This has not been done, before. Only the ARC procedures have been documented, to date. A lot of work needs to be done, here. Also, the filing system and the computer system need considerable work. We expect to have most of this done by April and are confident that the Association's operations will be much more efficient and effective, at that time.

Insurance

The Association's insurance is up to date and premiums are being paid on time. There will be no lapse in coverage.

Other Business

New Board Orientation Workshop

I thought the workshop was very encouraging and helped everyone understand many operational issues, myself included. All Parking Lot items will be addressed in the coming months.

Summation

This report covers many subjects which are all very important. If I have missed anything or did not include it in this report, please bring it to my attention. Any legal issues or employee matters are not in this report as a matter of Board policy.

Respectfully submitted,

Mike Quinn
Property Manager