

# **Agent Report: April/May 2009**

**Prepared by Benchmark Community Management**

## **AGENT ACTION ITEMS:**

- **Second notices were mailed to homeowners not in compliance with covenants and have already received first notices.**
- **First notices were mailed to homeowners in violation of CC & R's.**
- **E-mail was sent to WR residents asking for two volunteers to serve on the Board of Directors.**
- **Contacted The McKnight Building Group informing them that their bid was accepted to repair clubhouse windows. Mr. McKnight ordered window replacement parts and work is scheduled to begin in the middle of May. Crew and Josh Liesing were notified that their bid was not accepted.**
- **Agent requested Pyle's pools add a non skid strip to the steps in the main pool.**

## **ARCHITECTURAL:**

- **Approval was given to homeowner at 10512 Williamson Parkway for exterior paint.**

## **COMMON AREA:**

- **Requested bid from F.E. Harding Asphalt Company for re-paving clubhouse parking lot. Bid was quoted at \$14,493.00 Issue will be on next months board meeting agenda.**

## **HOMEOWNER ISSUES:**

- **After several meetings and much correspondence the BOD delivered a proposal to homeowners at XX Hannah Court regarding their privacy screen/fence. Board will allow the Peters to keep the screen/fence until July 2009 provided the fence is maintained and the height brought down to 6 feet. XX are out of the country until August.**
- **Letter was received from unknown homeowner complaining about the number of homes storing items on driveways. Issue to be discussed at the May Board meeting.**
- **Letter was received from Mr. & Mrs. XX who received a second notice for mailbox post replacement. Post and mailbox was replaced after Agent did drive by. Agent responded to the XX apologizing for the error and thanking them for replacing their mailbox and post.**

- Letter was mailed to XXX regarding the partial check received for payment against their HOA dues lien. Agent request payment in full is made to remove the lien. No response from the XXX.
- BOD requested that Agent delay mailing landscaping violation letter to Mr. XXX. Mrs. XX became ill and was taken to the hospital.
- Neighbors adjacent to XX Doty offered to help homeowner with their landscaping. Mr. Yudovich accepted the offer and Bill Palmer and Greg Hammes trimmed bushes, trees and cleared flower beds.
- Angee Grogan has resigned from the Board of Directors creating a third opening.

#### **CLUBHOUSE:**

- One clubhouse rental is scheduled in May no rentals in June.
- Clubhouse was thoroughly cleaned by Pam Burilson on April 30.
- Clubhouse carpets were cleaned on April 29.
- Tennis nets were disconnected by unknown vandals. Benchmark re-installed the nets.
- Gum was found in the carpet after rental on April 27. Homeowner was notified and the gum was removed.
- Bid has been received to repair brick work on fountain. Bid will be discussed at the May meeting.

#### **POOL:**

- Fire extinguishers were certification on April 29.
- An emergency kit was purchased to replace the ten year old one currently used by lifeguards.
- Pool was painted on May 11.
- Baby pool will receive a new pump to comply with the Virginia Graeme Baker Pool and Safety Act.
- Jake Smith and Sydney Burget were interviewed and hired to help clean pool before swim team practices each week day. This position will last for approximately six week.
- All chemicals have been ordered and will be delivered the week of May 18.
- Pool permits were received for this season.
- Chad Cummings has offered to organize the Masters Swim program this summer.
- Eight guards attended a work/guard meeting on May 3. Deck was cleaned, pool furniture set out, windows and restrooms were cleaned and guard room organized.

**LAKES:**

- **Lakes have been treated several times over the past month.**

**COMMITTEE INFORMATION:**

- **Pool Committee met to discuss the 2009 season. Committee members are: Angee Grogan, Melissa Young, Laura Witucki and Jill Young. No changes were made to the 2009 Pool Rules.**
- **Pool Committee suggested allowing homeowners to use the clubhouse grill for a small fee. Melissa Young has written a procedure for using the grill which will be e-mailed to homeowners on May 22, 2009. Issue is on the May agenda.**
- **Contacted Erik Young regarding setting up a sign up/reservation procedure for community tennis courts. Erik was given Al Silver's number who suggested a program be in place.**

**MISCELLANEOUS:**

- **March/April 2009 Agent Report and approved March 2009 Board Meeting minutes have been sent to Kurt Snyder for web-site posting.**
- **April Financial information mailed to Board on May 11, 2009.**
- **Symphony Checking account was closed and remaining funds (\$176.00) were deposited into the Chase checking account.**
- **Federal and State Taxes have been filed.**
- **Welcome letter sent to new homeowners at 3702 Gould Drive, Mr. and Mrs. Elder.**

**CC & R VIOLATIONS COMPLIED WITH:**

- **xx Doty Lane - Landscaping –**
- **xx Doty Lane - Siding in need of repair**
- **xx Simmerman - Mail box post needs to be replaced**
- **xx Doty Lane - Bricks stored on drive**
- **xx Simmerman - Mail box post needs to be replaced**
- **xx Hannah Ct - Mail box post needs to be replaced**
- **xx Doty Lane - Bricks stored on drive  
Brick project in backyard – no approval**
- **xx Power Dr. - Woodpile stored in woods**
- **xx Doty Lane - Broken post light**