

Agent Report: January/February 2007

Prepared by Benchmark Community Management

- **Contacted City of Carmel Streets Department regarding erecting a “No Outlet” sign on the corner of Vail and Randall. Sign installed as of January 29, 2007.**
- **Agent contacted Vicki at State Farm Insurance regarding the legal necessity for warning signs at lakes and nature trails. For liability reasons signs are required. Approximately three vandalized signs need to be replaced.**
- **Work to open pool for the 2007 season will commence on May 18, 2007.**
- **Contacted Arvin Masonry regarding bid acceptance for brick work at pool, bridge and 106th entrance. Work will begin as soon as weather permits.**
- **Thank you letter sent to homeowners at XXXX for repairing their post light.**
- **Welcome letter sent to new homeowners at XXX**
- **2006 tax information sent to Tax Accountant.**
- **Agent noticed Waste Management employee dumping recycle material in their regular garbage truck. Waste Management was contacted. Driver was instructed to stop this practice.**
- **On January 25, a City of Carmel snow plow ripped off a large area of grass in front of the clubhouse while plowing snow. The Street Department was notified and they will be out to repair the damage to lawn and sprinkler heads.**
- **City of Carmel Zoning department was contacted regarding the unsightly condition of the property on Randall Drive. The City promised to contact the owners to have the property cleaned up.**
- **Workmen’s Compensation Insurance certificates have been received from all 2007 vendors.**
- **Twelve homeowners are delinquent on the January installment of their HOA dues. A \$50.00 late fee was assessed to these homeowners. All have been sent late notices.**
- **Agent received approximately 40 phone calls on February 14, regarding snow removal for side streets in Williamson Run. Agent informed callers that snow removal is the responsibility of the City not the Homeowners Association and provided them with a contact number for the City of Carmel Street Department (733-2001). The sub-division was not plowed until 6:00 p.m. Wednesday, February 14, 2007.**
- **There were no clubhouse rentals in February.**
- **One clubhouse rental is scheduled in March.**
- **Agent met with Gardens of Growth regarding the three phase landscape renewal program. Gardens of Growth will present phase one plans at the next Board Meeting.**

- **Agent has received several phone calls from homeowners concerned with children playing on frozen ponds. Biggest culprits are children from outside the neighborhood.**
- **Due to the heavy snow, the clubhouse parking lot and sidewalks needed to be plowed. Costs have exceeded the budgeted amount.**
- **Agent reprogrammed the thermostat in the clubhouse in an attempt to lower heat expenses.**
- **Contractors have been contacted regarding repainting pool bathroom floors. Bids will be received in March.**