

Agent Report: March/April 2009

Prepared by Benchmark Community Management

AGENT ACTION ITEMS:

- **Re-sent HOA lien collection letter to XXX.**
- **On March 30, 2009, filed lien against homeowner's XXX and XXX unpaid HOA dues.**
- **Neva Savings was invested in a 1.75% six month CD at Chase Bank.**
- **Procured bid from Lowe's for repair of clubhouse windows. Bid will be discussed at April board meeting.**

ARCHITECTURAL:

- **Approval was given to homeowners at 3767 Simmerman Court for installation of a limestone fountain.**
- **Request from homeowner at 3782 Shafer Court for landscape renewal is pending.**

COMMON AREA:

- **Agent repaired the East Side light (corroded wire) but the West Side fixture appears to have a bad ballast. Agent is researching cost of whole new fixture vs. ballast replacement. After comparing prices, ballast was replaced.**
- **All overgrown shrubs have been removed for the 106th Street entrance.**
- **Irrigation system was opened on April 13. Back flow tests were performed at that time and all documentation was mailed the Viola Water by B & B. Several heads that broke over the winter were replaced on April 17.**
- **Opening of the irrigation system at the 106th Street entrance will be postponed until after all work on the water line project has been completed by the city.**
- **Contacted Ski Landscaping requesting mulching of the 106th Street entrance be postponed until after the water line project has been completed.**
- **Contacted John Duffy from the City of Carmel asking for an approximate date of when the work on the 106th Street bike path will be completed. Per John, City is not sure when the work will be completed. John will keep WR informed.**
- **Requested bid from F.E. Harding Asphalt Company for re-paving clubhouse parking lot.**

- **Per Bob Hilgenberg, several shrubs that were planted during the fall have not survived. Agent supplied Bob with receipts for the plants and Bob will be remove dead shrubs and replace them with new ones.**

HOMEOWNER ISSUES:

- **Received partial lien payment from homeowners at XXXWilliamson Parkway. XXX owe \$1394.00. Payment sent \$820.00. Per Jay Mercer, payment needs to be returned to the XXX explaining to them that in order to release the lien, payment must be for the full amount.**
- **Received request for Board nomination form from homeowner, Kurt Hargens. Form was e-mailed and returned.**
- **Scheduled meeting with Board and XXX for Thursday, April 23 to discuss their privacy fence.**

CLUBHOUSE:

- **One clubhouse rental in April and one scheduled in May.**
- **Jeff Bergstedt installed motions detector light switches in the downstairs restrooms. Jeff's total expense for the project was \$34.26. Jeff has been reimbursed.**
- **Clubhouse carpets are scheduled to be cleaned on April 29. After the carpets are cleaned, the cleaning person will complete a through clubhouse cleaning.**
- **Tennis nets were installed on April 16.**
- **Replaced in-op smoke detector on clubhouse ceiling.**

POOL:

- **2009 Pool Rules and schedule hours were sent to Jennifer Cassidy for publishing in the May Runner.**
- **Fire extinguisher certification is scheduled for April 29.**
- **An emergency kit has been order to replace the one currently used by lifeguards.**
- **Pool water testing has been scheduled. First test will be performed on May 19.**
- **Several potential lifeguards have been interviewed. Ian Diebert has been hired as a part time guard. The remaining hours will be filled by guards scheduled to return from last year.**
- **Talked with Michelle Hilgenberg regarding her duties at the pool. Last year Michelle served as lead over the pool operations. This year the position will be shared among all experienced guards.**
- **Jimmy Rizkalla and Joseph Lim have been offered a sub-position as a lifeguard this summer.**

LAKES:

- **Hoosier Aquatics has inspected the lakes and no treatment is required at this time.**

COMMITTEE INFORMATION: None

MISCELLANEOUS:

- **February/March 2009 Agent Report and approved February 2009 Board Meeting minutes have been sent to Kurt Snyder for web-site posting.**
- **Re-sent Kurt 2009 Clubhouse contract for web-site posting. Updated contract has been now been posted.**
- **Pool Rules and pool schedule was sent to Kurt Snyder for web-site posting.**
- **Title information was requested on property 3702 Doty Lane. Closing date for sale is April 13, 2009.**
- **Benchmark was notified by the City of Carmel that the 106th Street/Keystone project will be completed on April 18. This information was e-mailed to all WR residents.**
- **Jeff Bergstedt is organizing a neighborhood garage sale on May 2, 2009. Fliers were prepared by Greg Goldstein. Copies were made and distributed to the neighborhood by Terry and Jeff Burget.**
- **Prepared timeline to show progress of events for the privacy fence at XXX.**
- **E-mailed Bob Hilgenberg homeowner at XXX Parkway phone number. Bob is in the process of setting up a meeting between the Board and the XXX to discuss the condition of their garage door and transom window. Bob attempted to call XX and was unable to talk to him. Bob is planning a visit to the XXX house.**
- **March Financial information mailed to Board on April 15.**
- **Due to very low interest rates, no interest was posted this month to the operating checking account.**
- **Neighborhood was e-mailed a copy of the WR Garage Sale flier.**

CC & R VIOLATIONS COMPLIED w/ REQUEST:

- **Shafer Circle – Toys/woodpile/junk stored on drive**
- **Power Drive- Tools stored on side of house**
- **Power Drive – Covered trailer parked in drive**
- **Shafer Circle – Wood pile stored in driveway**