

Agent Report: November/December 2007

Prepared by Benchmark Community Management

AGENT ACTION ITEMS:

- **Agent informed Mr. Rick Nelson that the newsletter was printed and distributed by Capture Media Inc. free to the neighborhood.**
- **Agent prepared a delinquency letter to homeowners late on their 2007 HOA assessment payments. Letters were mailed to the XXX.**
- **Contacted Joe from Republic Trash to procure a bid for trash pick in Williamson Run. Bid was forwarded to Board.**
- **Sent Board 2008 Budget for approval. Board approved 2008 budget.**
- **Informed Bob Hilgenberg that per the CC&R's, that driveways constructed of stone pavers are allowed.**
- **Pool cover for the baby pool was ordered and installed on Saturday, December 8. Cost of custom pool cover - \$1725, this included installation.**

COMMON AREA:

- **Reported lawn damaged in front of the clubhouse by snow plows to City of Carmel Streets department on December 13, 2007. City repaired damage.**
- **Agent visited AT&T office after we were unable to contact them by phone. Service trucks are parking on the grass next to the AT & T junction box along 106 Street. The trucks have destroyed the lawn in front of the neighborhood. Craig Cullison Manager of installation and repair (#317-265-2599) is working with the city to install a concrete parking pad adjacent to the junction box so that AT&T trucks no longer park on the lawn. He also committed to repairing the existing damage.**

HOMEOWNER ISSUES:

- **Received an e-mail from homeowners at XX Gould Drive reporting a car break in over the Thanksgiving weekend. Homeowners GPS system was stolen. A police report was filed.**
- **Homeowner Mark Tidd needed information on where to buy replacement grids for his windows. Agent supplies him the number to Butz Lumber 849-5005. They carry Jeld-Win products which were previously Caradco windows.**

CLUBHOUSE:

- **Agent contacted Ski Landscaping in December to have them cut back dead decorative grasses in front of clubhouse. Ski performed the work.**
- **Toilet in women's restroom failed during a December rental. Benchmark replaced the fill valve. Toilet is now running properly.**
- **Snow needed to be removed from the clubhouse parking lot and stairs before a rental on December 8.**

LAKES:

- **Work has been completed on the feed pipes from the Carmel creek to Neva Lake. A gas powered auger was used to clean out the materials causing the clog in the feed pipes.**

MISCELLANOUS:

- **August Board meeting minutes and August/September Agent report has been posted on the WR web-site.**
- **The Thanksgiving Turkey trot was a success. Approximately 45 residences from Briar Estates and Williamson Run participated. Several bags of can good were donated and given to the Hamilton County pantries.**