

# PINE RIDGE HAPPENINGS

PRCUOA  
Phone: 330-878-9211

671 Pine Ridge Parkway  
Strasburg OH 44680

February 2021



## **FROM THE BOARD:**

**DECEMBER TREASURER REPORT:** Attached for your information is a copy of the December 2020 Treasurer Report. When we return to conducting monthly in-person Board meetings, we will once again include an overview of the monthly Treasurer Report with the monthly Board meeting minutes. In the interim, we will periodically include the Treasurer Report in the monthly Newsletter and these Reports remain available for pick up at the Community Center office for all Pine Ridge owners/residents.

**NEW MANAGER CANDIDATES:** Although it will be very difficult to find another Manager as capable and admired as Jim Armstrong, the Board is in the midst of seeking new managerial candidates and conducting interviews for this open position. If you know of any capable and skilled candidates who you think would be a good fit for this position, please contact one of the Board members or simply have the candidate drop his resume off at the Community Center office. We are accepting resumes through mid-February with the hope of having the new manager in place by mid-March after completion of the interview process. Attached is a list of Managerial Duties that was developed when Jim was hired and may be of assistance to you when recommending a candidate.

**REMINDER - ASSESSMENT FEES FOR SPEEDING AND STOP SIGN VIOLATIONS:** The PRCUOA Rules and Regulations Handbook, page 20, cites: "The speed limit on all roads throughout Pine Ridge is 15 mph. Residents are required to observe the speed limit as well as stop at all stop signs. At the Board's discretion, violators may be subject to an enforcement assessment."

Multiple attempts have been made in the past by the Board to remedy these continuing issues, and instead of reinstalling the speed bumps, a few months ago the Board invoked its option to levy reasonable enforcement assessments against violators. We will continue to issue infraction letters containing assessed fines of \$50 for the first occurrence and \$100 for each occurrence thereafter. Although the Board is not acting on this option at this time, we are also considering printing the names of violators in the monthly newsletter.

Any resident who witnesses a driver speeding excessively or failing to come to a complete stop may submit a Communications Worksheet to the Board stating as much information as possible (i.e., violation date and time of day, make and color of vehicle, license plate number and location of where violator was headed (if known)). After the violation letter is sent, the violator has 30 days to remit the fine to the Association office and all collected assessments are donated to the local Food Bank. The violator does, however, have the right within 10 days to request a hearing before the Board to contest the assessment.

## **MISCELLANEOUS...**

**CALENDAR:** A February calendar is not attached this month because large group activities are still indefinitely suspended at the Community Center. Please note the following February dates:

February 14 – Valentines Day

February 15 – Presidents Day

February 17 – Ash Wednesday

## **HAPPY BIRTHDAY TO:**

February 1 – Bonnie Wolfe

February 11 – Judith Gritzen

February 18 – Eleanor Scott

February 23 – Mary Ervin

## **ANNIVERSARIES:**

February 6 – Cappy & Deb Capobianco

February 28 – Todd & Nancy Taylor

## **GET WELL:**

Brent Johnson

Irene Baker

## **SYMPATHY:**

Caryn Wagner (Loss of Mother)

Lois Alsept (Resident)

Suzie Armstrong (Loss of Husband, Jim)



2020		PRCUOA Treasurer Report:				December
*** (as reported, but subject to final bank reconciliation)						
					<u>MONTHLY</u>	<u>Current</u>
<b>P&amp;L Performance</b>					<u>December-20</u>	<u>YTD</u>
						<u>Yearly Budget</u>
	Total Income				\$23,718	\$290,887
	Total Expenses				\$26,675	\$241,011
			Gain / (Loss):		(\$2,957)	\$49,876
						\$52,708
<b>Balance Sheet</b>					<u>Current</u>	
<u>Assets</u>					<u>Month End</u>	
**635	SSB Operational Checking				\$18,519	
**059	SSB Operational Savings				\$40,491	
			Total Operating Cash:		\$59,011	
**058	Reserves SSB Money Market				\$252,217	<u>Reserves</u>
**681	Reserves Unified Money Market				\$252,515	<u>Yearly Budget</u>
	Other Bank ?				\$0	\$42,000
			Total Reserves:		\$504,733	
			<b>Total CASH Assets:</b>		<b>\$563,743</b>	
<u>Other Assets</u>						
	Lot Value				\$40,000	
			<b>Total Assets:</b>		<b>\$603,743</b>	
<u>Liabilities</u>						
	Payroll Taxes				\$167	
	Charity Donations				\$50	
	Pre-paid Association Dues				\$19,685	
	Funds Set Aside & Owner Deposits					
	Community Center Key Deposits				\$1,675	<b>Net Total Equity:</b>
	Community Center Rent Deposits				\$0	<b>\$581,166</b>
	Storage Units Escrow Liability				\$1,000	
			<b>Total Liabilities:</b>		<b>\$22,577</b>	

## PRCUOA Manager Duties

Manager (Contractor) duties to be performed include, but are not limited to:

### Property Needs and Requests:

- Review and manage submitted Communications Worksheet(s).
- Prioritize and complete Communication Worksheet requests.
- Proactively identify and correct property needs.

### Vendors:

- Review yearly vendor contracts with Board prior to final approval.
- Coordinate grounds maintenance activities with vendor including mowing, mulching, landscaping, etc.
- Coordinate snow management activities with vendor including plowing, ice melt, etc.
- Review, approve and submit vendor invoices for timely payment.

### Purchasing:

- Maintain inventory of commonly used maintenance items (bulbs, siding, etc.).
- Purchase needed/requested property maintenance materials with PRCUOA credit card or established vendor account.

### Meetings:

- Attend PRCUOA Board Executive Work Sessions, Board Meetings and Annual Meeting as needed.
- Provide PRCUOA Board with reports, updates and feedback, as needed, regarding project(s) status.

### Budgeting:

- Participate in yearly budgeting process.
- Request Board approval for any over budget item or project.

### Payroll:

- Approve subcontractor(s) timesheets, if needed.

### Certificate of Insurance:

- Manager (Contractor) will provide yearly Certificate of Insurance (COI) to the PRCUOA Board by February 1.

### Miscellaneous:

- Manager (Contractor) will work with the PRCUOA Board and Administrative Assistant as needed regarding questions and advice on prior Association needs and history.

### Charges to PRCUOA for Services Rendered by Manager (Contractor):

- PRCUOA will make payments to Manager (Contractor) by the 10<sup>th</sup> of each month for services rendered the previous month.
- Manager (Contractor) will be paid a monthly flat fee of \$\_\_\_\_\_ for all services performed.
- Contract service period is from \_\_\_\_\_ to \_\_\_\_\_.