

# *Oak Shores Community Association, Inc.*

## Manager's Report

April 19, 2008

1. **Restated CC&Rs**

Adams Kessler has filed the Petition for Amendment of the CC&Rs with the court. We are awaiting notification from the court on the date of the hearing. Once we receive notice of the hearing date, written notice of the court hearing will be sent to all members of the Association and to the County.

**INFORMATIONAL ONLY – NO ACTION REQUIRED**

2. **2008 Asphalt Road Work**

The asphalt overlay project is going well and according to schedule. The main marina parking and overflow parking lots, Shoreline, Pine Ridge, Lakeview, and Captains Walk streets were all paved this week. The utilities and manholes will be raised on Monday and Tuesday next week. The new curbing will be installed on Tuesday and Wednesday of next week, completing the entire project by the end of the week. An acceptance walk will be completed the following week and a punch list of any items requiring correction will be delivered to Granite Construction.

**INFORMATIONAL ONLY – NO ACTION REQUIRED**

3. **Fuel Storage & Transportation**

Our current Policy on Fuel Storage (Board Policy 5115 – dated 1/18/82) limits storage of fuel to a maximum of 5 gallons. Bob Sutherland has confirmed that our policy is consistent with County code. Bob has compiled a lot of information on fuel transportation and storage and he will be preparing updates to the existing policy for presentation to the Board at the April Meeting. Additionally, the Fire Chief will be attending the April Board meeting to discuss fuel storage and safety issues with members.

**TO BE DISCUSSED UNDER OLD BUSINESS**

4. **Request from Doug Levine (381-109) 8224 Bass Point**

The formal written request received from Doug Levine for an easement to lay a cable across the greenbelt area adjacent to his lot (Lot 381-109) for the placement of a private dock was postponed at the last meeting. **Confidential note:** This owner's account is severely delinquent and he is also in foreclosure with his mortgage company.

**TO BE DISCUSSED UNDER OLD BUSINESS**

5. **Proposal from Deborah Mills to have a hot dog stand at the Marina**

Deborah Mills and Anthony Esquivel's proposal to have a hot dog cart located in the main marina parking lot during the peak season was included with last month's packet. Deborah will be attending the meeting to provide the Board with an update on County restrictions on concessions, business license, insurance requirements, and location of cart.

**TO BE DISCUSSED UNDER OLD BUSINESS**

6. **2007 Audit Report**

Diane Taylor and Randy Gillenwater have approved the *draft* audit report. The *final* audit report will be sent to the Board electronically for review and approval at the April 19<sup>th</sup> Board meeting. Once the Board approves the *final* Audit report, a report summary will be mailed to all owners in accordance with Civil Code.

**TO BE DISCUSSED UNDER NEW BUSINESS**

7. **Hours of Mini-Golf Course**

The Association does not currently have any hours set for usage of the mini-golf course. We have recently experienced incidents of vandalism at the course. Additionally, there is no lighting for nighttime golfing and our quiet hours begin at 10:00 p.m. Therefore, my recommendation is that the Board adopts a rule defining the mini-golf course hours as open daily from 7:00 a.m. to 10:00 p.m.

**TO BE DISCUSSED UNDER NEW BUSINESS**

8. **Financial Statements**

January and February 2008 financial statements were sent to the Board on April 5, 2008. March 2008 financials are included in this packet. A **training class** on reading and understanding the financial statements has been scheduled for **Friday, April 18, 2008 at 1:00 p.m.** The March financial reports will be reviewed in great detail. January through March financials are on the April Board Meeting agenda for review and approval.

**TO BE DISCUSSED FOLLOWING THE TREASURER'S REPORT**

9. **Delinquency Status Report**

Enclosed is an Aged Receivable Report as of 4/11/08. Final warning letters were sent out to 54 members in March. As a result of these letters being sent and the administration staff making phone calls to all delinquent owners, all except 16 members have paid their past due amounts. Final attempt to collect debt letters are being sent *certified mail* to all remaining 16 owners. If we do not receive payment by April 18<sup>th</sup>, the accounts will be turned over to collection.

The total balance of delinquencies as of 4/11/08 is \$262,869.68. This amount includes \$168,531.46 of Special Assessment receivables that are being collected under authorized Special Assessment payment arrangements. Therefore, the true total delinquency balance as of 4/11/08 is \$94,338.22, which consists of several owners that have made various payment arrangements (i.e. monthly, quarterly, etc.).

The eight (8) properties reported as being in collections with Sunrise Assessment Services last month remain in collections. One of the eight properties was recently foreclosed on and three other properties' files are on hold due to senior foreclosure and bankruptcy filings.

**INFORMATIONAL ONLY – NO ACTION REQUIRED**

10. **Pool Maintenance and Opening**

The handrail in the pool was repaired last week. The new shade structure will be completed next week. The Recreation Committee is having a *Pool Opening Celebration and Volunteer Appreciation Potluck* on the day of the Board meeting, April 19<sup>th</sup> from 5:00 to 9:00 p.m. We will have a ribbon-cutting ceremony and volunteer recognition at 10:00 a.m. on April 19<sup>th</sup>, prior to beginning the business portion of the Board meeting.

**INFORMATIONAL ONLY – NO ACTION REQUIRED**

11. **Maintenance Update**

We have enclosed a *Work Order History* report in your packets that shows all work orders issued since the last Board meeting and the status of each work order.

Maintenance completed the clean up behind the maintenance building project that I recently asked them to begin.

Maintenance has completed installation of a small retaining wall and a new cedar picket fence around the playground. The fence will be stained in the next couple of weeks.

Maintenance provided traffic control during the paving project. There were a few challenges they had to deal with but nothing insurmountable.

**INFORMATIONAL ONLY – NO ACTION REQUIRED**