

November 20, 2012
Board Meeting
Canyon Club Condominiums Owners Association
7:00 p.m. Canyon Club Clubhouse

AGENDA

- I. Call to Order**
 - Introduction of Attendees
 - Board Roll Call

- II. Approval of September 2012 Board Meeting Minutes**

- III. President's Report**

- IV. Budget Report**

- V. Committee Reports**
 - a. Architectural /Landscape
 - b. Maintenance Report

- VI. Old Business**

- VII. New Business**

- VIII. Adjournment**

**Canyon Club Homeowner's Association
Board Meeting
September 25, 2012**

Attending BOARD Members:

Lofton Petty – President
Susan Schubert – Vice President
Bea Fittler-Totth – Secretary
Jeff Sterkel – Member at Large

The meeting was called to order at 7:03 pm by President Lofton Petty.
Introductions were made by attendees and the BOARD.

Approval of July 2012 Board Minutes, July Resident Vehicle Meeting and the August Budget Meeting

Minutes from the July 17, 2012 Board Meeting, the July Resident Vehicle Meeting and the August Budget Meeting were not read, but provided in the meeting packet. A motion was made, seconded and all minutes were approved by the Board as written for the July 17, 2012 Board Meeting, the July Resident Vehicle meeting and the August Budget Meeting.

Approval of Long Term Budget Draft

Lofton gave a brief overview of the Long Term Reserve plan. A motion was made, seconded and the Long Term Reserve plan was approved.

Reports

Presidents Report – Lofton Petty

The past couple months have been busy. July 31st we had a Special Board meeting to discuss The Rules and Regulations regarding the type of vehicles that we would allow and the criteria. After much discussion a committee was formed and Norm Early volunteered to chair this committee. They have come up with some revisions, which will be reviewed after things are settled on the roofs.

The Budget Committee along with several homeowners had a couple meetings to work on the up coming fiscal year budget. I would like to say “Thank You” to Sandy Redman for heading up this task and to everyone else whom participated. A Board meeting was held on August 21st where the committee suggested a 3 percent increase, the Board voted and approved.

Annual insurance renewal is due this month. The Board has been working with our agent for the past several months trying to obtain additional insurance quotes however, because of the shake shingle roofs, everyone has declined. Therefore, our renewal will increase \$14,000 with exclusions for wind and hail damage or anything driven by wind. The annual premium will be paid monthly until the roofing project is finished. When the roofing project is complete, the exclusions for the roofs will be lifted and we will be able to obtain other quotes at that time.

That brings us to the subject of roofs. Adam put together bid criteria and submitted to several roofers. We got a total of 11 bids and the Board with Adam set down and narrowed it to 5. The Architectural Committee along with Adam and the Board met with each of these contractors and narrowed it to 3. We will be reviewing these later in the meeting.

It is that time of the year that the trees are changing color and the pool has closed. Thus before to long we could possibly have snow. Please observe the street parking procedures so as maintenance can keep the streets and sidewalks clear. Please use proper footwear and when on the steps, use the handrails. This is for everyone's safety. The next Board meeting will be November 20th. Have a Happy Halloween!

Budget Report

In Sandy Redman's absence, Lofton gave a brief overview of the budget reports and made note that the only large expense pending was the storm sewer bill.

Committee Reports

Architectural/Landscape Report – Corrine Hatlen

There has been little activity since the last report in July, with only one request for a satellite dish.

As per the guidelines, any alterations planned for the exterior of the unit does require a request be submitted prior to any work for review and approval. Please contact the office if you have any questions or to obtain a request form; or check the website, canyonclubcondos.org.

We typically have a bimonthly walkabout to look for safety and landscaping issues. Due to scheduling conflicts, we have not had a walkabout for the month of September. A notice will be posted at the mailroom with the date and time of the next walkabout once it is scheduled. This is open to anyone who wants to participate.

We always request if you notice anything in the complex that needs repair or attention, please contact the office or maintenance.

Maintenance Report –Adam Blake

Being as the main purpose for tonight's meeting is to present and discuss the roofing; I have simply bulleted items below that we have been working on since the last meeting. Please feel free to contact me via email or phone with any questions or for additional information.

Thank you,
Adam

- Shrub plantings; several new plantings have been placed throughout the property. In addition to the planting, it requires a good deal of time to keep up with watering and ensuring the shrubs get established
- Pool Winterization; the pool is closed for the season. The hot tub and pool deck remain open for use.
- Working with roofing contractors; this has taken a great deal of my time over the past month or so. More details will be provided on all of this through the course of the meeting.
- Laundry room #6 restorations; this project turned into a monster but is nearing completion. After many areas of this room have been completely replaced, I am hoping to have the room back in operation this week. The second laundry room should not be nearly as intensive and will not begin until all other "seasonal" work has been completed. Advance notice will be posted.
- Misc. carpentry, painting, etc.; there have been numerous things that "pop-up" and get done.
- Misc. equipment repairs and maintenance.
- Numerous water management issues following the major rain we had a few weeks ago.
- Asphalt repairs
- Mudjacking estimates & scheduling (work to be done on Oct. 5th)

Old Business

None

New Business

None

Presentation of Proposals, Samples and Contractors for Roof Replacement – Adam Blake

- Samples and contractor information will be available in the clubhouse throughout the week during office hours (2-6 pm), with special evening hours available on Thursday.
- All gutters will be replaced during the roofing project and will be installed front and back.
- Adam explained the ice and water shield, drip edge (transition from roof to gutter) and flashing.
- Full replacement of gutters will enhance the warranty of the roofs, rather than trying to install new materials in conjunction with old.
- Placement of down spouts will be discussed with the chosen contractor. Regulations govern how many.
- The Duration Storm option is more impact resistant than the other options due to the fiberglass backing. The impact resistance also allows for greater discounts from insurance carriers.
- The Duration Storm is wind resistant up to 130 mph when installed correctly.
- All contractors have stellar records with the Better Business Bureau.
- The schedule for replacement would extend through Thanksgiving.
- The contractors are aware that as little inconvenience to residents is paramount.
- Employees of contractors will be clearly identifiable during the project
- Maintenance on asphalt roofs is easier than others.
- References were given by all contractors and were contacted by Adam and members of the Board for opinions of the contractors and the work performed. All of the references were commercial references.

General Discussion

Several questions were brought up by resident and addressed by Adam covering the difference between the Duration Storm and the Woodcrest, which Adam said was merely price. Nicholas Howell of Unit 77 asked about the retention of heat with the asphalt roofing. If properly insulated, a continuous ridge-vent system will provide adequate ventilation, as opposed to the current box ventilation system. Nicholas also asked for more information on the hand-nailing vs. mechanically nailed methods and the impact on any warranty issues. One contractor, Beacon, would install by hand, the other two would install with nail guns. There was discussion regarding subcontractors vs. full-time employees of the company and how that would impact any warranty issues. For Beacon, which employs only subcontractors, Beacon is their main source of income and Beacon has worked with them for long periods of time. Sarah Castleman asked about the venting/exhaust pipes. New screens are included in the process. Doug Miller of Unit #121 asked about the ridge-vent system and whether old holes of box venting will be repaired. They will be braced in and covered at no additional cost. Jeff pointed out that D7 has a platinum rating with Owens-Corning, which allows them better buying power due to their accreditation. Adam and Susan did a brief overview of the color options and there was some discussion on heat retention and staining resistance.

Lofton adjourned the meeting at 8:50 pm.

These minutes are a record to the best of our knowledge of the events. If you have any questions and/or changes, please contact the Canyon Club Office.

President's Report November 20, 2012

The roofing project is well underway. You have probably noticed by the signs around the complex we went with the majority vote of the homeowners, Mountain States. After we made this decision, Adam met with them and negotiated a lower price of \$750,000. Susan also did some additional research and found that either gray or black were the colors that were being sold the most by many roofing retailers. Thus we decided to go black for a couple reasons. First it has a richer look, second, will not show the wear as much over time and third, it goes with any color we want to use on our buildings for paint.

We want to say a big "Thank You" to Adam for all of his time and research put into this project. Without his knowledge and help we would have been going crazy. Also a big "Thank You" to Robert as he has been doing a lot of extra work while Adam oversees the roofing. Adam will give a further update in the maintenance report. Also, Mountain States is trying to do everything they can to clean up after themselves, however, please watch for nails, as they cannot catch them all. Also pay attention to the steps as they may also have some debris on them.

Steve with Peliton Insurance has been notified that the roofing project is underway and we are awaiting information and bids. As soon as we know more we will let everyone know.

We have had a small amount of snow. We please ask that you observe the parking guidelines so as to allow maintenance the opportunity to keep the streets and sidewalks clear. Keep an eye out for icy areas. Adam and Robert will do their best to keep things as clear as possible, but sometimes that is almost impossible.

Thanksgiving is just a couple days away and Christmas is just around the corner. The Board would like to wish everyone a Happy, Joyful, Safe and Healthy Holiday Season.

Canyon Club Condominiums
 Funds Balance Sheet
 OCTOBER 31, 2012

	OPERATING	RESERVES	TOTAL	
ASSETS				
CASH				
11100	Cash - Citywide Banks	66,833.38	194.45	67,028.33
11101	Cash - Debt Card	1,793.14		1,793.14
11120	Cash - Merrill Lynch MM 04030		203,699.35	203,699.35
11125	Cash - Merrill Lynch CD Accts		1,049,000.00	1,049,000.00
11150	Petty Cash	160.19		160.19
	TOTAL CASH	68,777.21	1,252,893.80	1,321,671.01
RESERVE TRANSFERS TO BE MADE				
11295	Due (to)/from	(5,824.20)	5,824.20	
11296	Due (To)/From Prior Years	98,107.43	(98,107.43)	
	NET CASH PER FUND	161,060.44	1,160,610.57	1,321,671.01
ACCOUNTS RECEIVABLE				
ASSESSMENTS RECEIVABLE				
11310	Assessments Receivable	10,787.27		10,787.27
11311	Allowance For Doubtful Acct	(18,950.00)		(18,950.00)
	NET ASSESSMENTS RECEIVABLE	(8,162.73)	0.00	(8,162.73)
OTHER ACCOUNTS RECEIVABLE				
11315	Accrued Int Receivable		2,953.71	2,953.71
	TOTAL OTHER RECEIVABLES	0.00	2,953.71	2,953.71
	TOTAL RECEIVABLES	(8,162.73)	2,953.71	(5,209.02)
OTHER CURRENT ASSETS				
11505	Prepaid Workers Comp Ins	587.00		587.00
11510	Pre-Paid Ins	5,600.00		5,600.00
11520	Employee Loans	419.28		419.28
11525	Prepaid Storm Drain	9,020.22		9,020.22
	TOTAL OTHER CURRENT ASSETS	15,626.50	0.00	15,626.50
FIXED ASSETS				
11610	Furniture & Equipment	47,858.96		47,858.96
11611	Accuml Dep Furniture & Equip	(34,926.17)		(34,926.17)
	TOTAL FIXED ASSETS	12,932.79	0.00	12,932.79
11995	Payroll Clearing	557.37		557.37
	TOTAL ASSETS	132,014.37	1,163,554.23	1,345,578.65
LIABILITIES				
CURRENT LIABILITIES				
21110	Accounts Payable	5,314.02		5,314.02

Canyon Club Condominiums
 Funds Balance Sheet
 OCTOBER 31, 2012

	OPERATING	RESERVES	TOTAL
21115	Accrued Property Taxes	750.00	750.00
21120	Pre-Paid Assessments	20,332.52	20,332.52
21125	Prepaid AT&T Lease	12,000.00	12,000.00
21130	Salaries Payable	370.00	370.00
21135	Payroll Taxes Payable	3,336.83	3,336.83
21140	Income Tax Payable	843.00	843.00
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	TOTAL CURRENT LIABILITIES	44,546.37	44,546.37
INSURANCE PROCEEDS			
21155	Unexpended Insurance Proceeds	(5,000.00)	(5,000.00)
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	NET INSURANCE PROCEEDS	(5,000.00)	(5,000.00)
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	TOTAL LIABILITIES	39,546.37	39,546.37
FUND BALANCES			
31100	Retained Earnings	219,252.43	1,086,055.01
31105	Transfers Between Funds	(47,640.07)	47,640.07
31110	Adj For (Gain)/Loss on Sale#44		17,769.71
31115	Prior Year Audit Adjs	(11,576.86)	588.80
	Current Earnings	(17,567.52)	11,510.69
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	TOTAL EQUITY	142,468.00	1,163,564.28
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	TOTAL LIABILITIES & EQUITY	182,014.37	1,163,564.28
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BUDGET COMPARISON

OPERATING FUND

OCTOBER 31, 2012

CURRENT PERIOD

YEAR TO DATE

ACTUAL	BUDGET	VARIANCE			ACTUAL	BUDGET	VARIANCE	ANNUAL BUDGET
REVENUE								
ASSESSMENT REVENUE								
39,596	39,609	(13)	41100	Assessments	39,596	39,609	(13)	475,308
(9,084)	(9,084)	0	41101	Reserve Revenue Frm Budget	(9,084)	(9,084)	0	(109,008)
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30,512	30,525	(13)		TOTAL OPERATING ASSESSMENT REV	30,512	30,525	(13)	366,300
OTHER OPERATING REVENUE								
0	0	0	41165	AT&T Wireless - Income	0	0	0	23,800
117	125	(9)	41180	Late Charges-LF ADMIN/REIMB	117	125	(9)	1,500
36	42	(6)	41200	Late Interest	36	42	(6)	500
0	9	(9)	41220	Fines & Violations	0	9	(9)	100
0	9	(9)	41260	Key Fees	0	9	(9)	100
162	0	162	41280	Collection/NSF Fees	162	0	162	0
542	188	354	41300	Laundry Income	542	188	354	2,250
250	63	187	41335	Income - Clubhouse	250	63	187	750
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1,106	436	670		TOTAL OTHER OPERATING REVENUE	1,106	436	670	29,000
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31,618	30,961	657		TOTAL OPERATING REVENUE	31,618	30,961	657	395,300
EXPENSES								
BUILDING								
0	750	750	51025	Building Maintenance	0	750	750	9,000
0	42	42	51240	Gutters	0	42	42	500
0	42	42	51340	Sewer	0	42	42	500
0	100	100	51440	Cleaning	0	100	100	1,200
76	184	108	51460	Pest Control	76	184	108	2,200
0	84	84	51470	Tools/Equipment	0	84	84	1,000
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76	1,202	1,126		TOTAL BUILDING	76	1,202	1,126	14,400
EQUIPMENT SYSTEMS								
44	50	7	61050	Fire Extinguisher Inspec	44	50	7	100
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44	50	7		TOTAL EQUIPMENT SYSTEMS	44	50	7	100
RECREATION FACILITIES								
0	0	0	61560	Pool/ Hot Tub Supplies	0	0	0	2,000
433	400	33	61590	Pool	433	400	33	2,000
0	42	42	61660	Recreation Equipment	0	42	42	500
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433	442	(9)		TOTAL REC FACILITIES	433	442	(9)	1,500

BUDGET COMPARISON

OPERATING FUND

OCTOBER 31, 2012

CURRENT PERIOD

YEAR TO DATE

ACTUAL	BUDGET	VARIANCE			ACTUAL	BUDGET	VARIANCE	ANNUAL BUDGET
GROUNDS								
1,693	1,875	182	71020	Landscape-Contr	1,693	1,875	182	15,000
155	1,250	1,085	71040	Landscape-Other	155	1,250	1,085	10,000
0	167	167	71056	Concrete & Asphalt	0	167	167	2,000
0	100	100	71060	Fence	0	100	100	300
55	0	(55)	71100	Sprinklers	55	0	(55)	2,000
0	0	0	71120	Snow Removal	0	0	0	2,500
0	167	167	71205	Security	0	167	167	2,000
0	84	84	71210	Vehicle	0	84	84	1,000
0	100	100	71211	Vehicle - Gas/Mileage	0	100	100	1,200
39	42	3	71215	Equipment-Repair	39	42	3	500
0	42	42	71216	Equipment Rental	0	42	42	500
0	84	84	71220	Grounds Equipment	0	84	84	1,000
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1,952	3,911	1,959	TOTAL GROUNDS		1,952	3,911	1,959	38,000
UTILITIES								
2,099	2,117	18	81020	Gas/Electric	2,099	2,117	18	30,000
4,593	2,667	(1,926)	81040	Water/Sewer	4,593	2,667	(1,926)	32,000
12,036	12,000	(36)	81080	Storm Drains	12,036	12,000	(36)	12,000
1,109	1,042	(67)	81100	Trash Removal & Recycle	1,109	1,042	(67)	12,500
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19,836	17,826	(2,010)	TOTAL UTILITIES		19,836	17,826	(2,010)	86,500
RENTAL EXPENSE								
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0	0	0	TOTAL RENTAL EXPENSE		0	0	0	0
DEPRECIATION								
0	0	0	TOTAL DEPRECIATION		0	0	0	0
ADMINISTRATIVE EXPENSES								
775	775	0	91020	Management - Accounting	775	775	0	9,300
94	184	90	91021	Office Supplies/Printing-Actng	94	184	90	2,200
0	167	167	91022	Other Admin - Accounting	0	167	167	2,000
175	250	75	91040	Legal	175	250	75	3,000
0	0	0	91080	Audit/Review & Tax Prep	0	0	0	2,000
14,925	4,250	(10,675)	91100	Insurance	14,925	4,250	(10,675)	51,000
0	500	500	91102	Ins-Deductible/Claims	0	500	500	6,000
3,723	10,917	2,189	91220	Salaries	3,723	10,917	2,189	131,000
636	1,000	364	91235	Payroll Taxes	636	1,000	364	12,000
506	417	89	91265	Payroll Insurance Workers Comp	506	417	89	6,000
112	159	47	91270	Payroll Processing	112	159	47	1,900
173	159	14	91345	Uniforms	173	159	14	1,900

BUDGET COMPARISON

OPERATING FUND

OCTOBER 31, 2012

CURRENT PERIOD

YEAR TO DATE

CURRENT PERIOD			YEAR TO DATE				
ACTUAL	BUDGET	VARIANCE		ACTUAL	BUDGET	VARIANCE	ANNUAL BUDGET
0	125	125	91350	Contract Labor	0	125	1,500
0	100	100	91355	Contract Labor - Pool	0	100	1,200
417	459	42	91400	Telephone/Pagers/Answer Svc	417	459	5,500
0	42	42	91407	Computer	0	42	500
0	34	34	91410	Copiers	0	34	1,000
198	34	(114)	91420	Office Supplies & Exp	198	34	1,000
0	75	75	91440	Dues/Ed/Subscrip	0	75	900
0	0	0	91460	Holiday/Events	0	0	1,500
0	34	34	91480	Recrdng/Filing/Lic/Permit Fees	0	34	400
0	0	0	91560	Income Taxes	0	0	5,000
0	0	0	91580	Income Taxes-State	0	0	2,000
0	334	334	91620	Bad Debt	0	334	4,000
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26,791	20,115	(6,676)	TOTAL ADMIN EXPENSES	26,791	20,115	(6,676)	251,800
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49,186	43,546	(5,640)	TOTAL EXPENSES	49,186	43,546	(5,640)	395,300
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(17,568)	(12,585)	(4,983)	NET PROFIT / (LOSS)	(17,568)	(12,585)	(4,983)	0
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**APPROVED Long Term Reserve Plan for the Fiscal Year 2012-2013
Funds Available October 1, 2012 as of 11/16/2012**

Item	Replaces\$	# Years		Total \$ Accumulated	Current Year Expenses	Total Current		Required Annual Reserve	
		Useful Life	#Years Expended			Expenses	Accumulated Balance		
Buildings									
Roofs - All	\$900,000	25	22	\$804,948	\$0	\$804,948	\$36,000		
Painting	\$200,000	10	9	\$180,000	\$0	\$180,000	\$20,000		
Siding/Prepnty repairs	\$75,000	10	9	\$67,500	\$0	\$67,500	\$7,500		
Stairways	\$150,000	40	4	\$0	\$0	\$0	\$3,750		
Gutters	\$20,000	20		\$4,000	\$0	\$4,000	\$1,000		
HVAC	\$30,000	15		\$2,844	\$0	\$2,844	\$2,000		
Electrical	\$15,000	35		\$8,550	\$0	\$8,550	\$450		
Carports	\$100,000	40		\$5,000	\$0	\$5,000	\$2,500		
Grounds									
Fences	\$100,000	30	20	\$58,828	\$0	\$58,828	\$3,333		
Asphalt	\$60,000	10		\$24,638	\$0	\$24,638	\$6,000		
Landscaping	\$35,000	15		\$0	\$0	\$0	\$9,286		
Concrete	\$45,000	5		\$17,711	\$0	\$17,711	\$9,000		
Sprinkler System	\$12,500	35		\$6,521	\$0	\$6,521	\$350		
Sewer System	\$30,000	20		\$7,999	\$0	\$7,999	\$1,500		
Pool									
Pool/Hot Tub	\$50,000	20	5	\$7,141	\$0	\$7,141	\$2,500		
Heaters/Pumps	\$10,000	8		\$4,930	\$0	\$4,930	\$1,250		
Furniture	\$2,500	10	9	\$968	\$0	\$968	\$250		
Laundry/Mailroom									
	\$12,000	10		\$3,600	\$0	\$3,600	\$1,200		
Clubhouse									
	\$66,000	25		\$18,588	\$0	\$18,588	\$2,640		
Large Equipment									
Maintenance	\$40,000	15		\$6,740	\$0	\$6,740	\$2,700		
Office	\$1,500	4		\$2,359	\$0	\$2,359	\$375		
Contingency									
	\$50,000	10		\$11,824	\$0	\$11,824	\$5,000		
Totals				\$2,004,500		\$1,244,689	\$0	\$1,244,689	\$118,564
						Interest Income - (\$10,000)		\$108,564	
						Amount To Be Saved 2012-2013 Budget Year =		\$109,008	
						Actual Savings for 2012-2013 in Budget			
						Total in Reserve Account as of 10/1/12:		\$1,244,689	

Architectural and Landscape Committee Report
November 2012

There has been one request for a satellite dish and one request for a skylight and sun tube since the last report.

As per the guidelines, any alterations planned for the exterior of the unit does require a request be submitted prior to any work for review and approval. Remember this includes any installation of skylights or sun tubes through the roofing company's offer. Please contact the office if you have any questions or to obtain a request form; or check the website, canyonclubcondos.org.

We typically have a bimonthly walkabout to look for safety and landscaping issues. This is typically the same month as the board meeting. A notice will be posted at the mailroom with the date and time of the next walkabout once it is scheduled. This is open to anyone who wants to participate.

We always request if you notice anything in the complex that needs repair or attention, please contact the office or maintenance.

Submitted by Corrine Hatlen

Maintenance Report – November 20, 2012

Written by Adam Blake – Maintenance Superintendent

The roofing project is underway. It was a bit slow going at first, but is picking up pace now. The project was started on what is believed to be the most difficult section and will be working toward areas with greater accessibility and less hauling of the trash and materials. With the exception of some finish-work, the point court yard is done and work has moved south into the next courtyard. It is my understanding that the plan is to finish shingling what is in progress at this time before the holiday. I have asked the roofers to not work on the holiday or the Friday following as I am sure many of you will be home during this time and would like a few days reprieve from the noise and mess. Work will begin again on Monday, November 26th. I would also like to ask all our residents to hold off on putting up exterior holiday decorations this year until your building has been completed. By this I mean not only the roofing completed, but also the new gutters in place and the building 100% done. Interior decorations that will not affect the project are welcomed at any time.

I would like to remind everyone, as we had discussed in the planning meetings, that we will need the community's' cooperation and patience during the project. The crew is cleaning up daily, and Dan (the sales guy) has been knocking on doors to keep residents informed of the status and to access and clean the patio areas. Dan is also running a magnet-sweep around constantly each day when he is on the property to pick-up errant nails and staples. While using the magnet does pick-up many of the nails, there is no way to guarantee 100% are picked up. Please be aware of this and use caution around the property. It is especially important to keep an eye on children and pets. Also use caution when driving around the property and try to keep clear of areas that work is taking place. I also strongly suggest giving the roofing crew members a chance to clean an area up before parking there. We have had a few issues with people pulling in as soon as a dumpster or tarp is pulled. These areas will still need cleaned and swept before they can be used.

In other news, the normal day-to-day has been taking place as usual. Robert has really been hustling to take care of daily tasks because a large chunk of my time has been taken by the roofing. As other things have popped-up we have tried to be responsive, but have had to prioritize urgency because of all that is going on. In the coming months there will likely be some changes in the contact system for maintenance. We are looking into streamlining the system to make the office the primary point of contact. A "work-order" type system is being worked out that will enable Beth to pass work tickets along to Maintenance for reported issues. This not only provides a single point of contact for residents, but also keeps a record on the status of issues. This new procedure will be used for NON-EMERGENCIES, the emergency line will still be in place for emergency issues both during normal hours and for after-hours issues. If you have any questions, concerns, or comments please do not hesitate to contact us...either directly or through the office. As details are worked out for the new system, we'll communicate them to everyone.

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