

**ELW Cluster Homes Unit Four - Manager's Report**  
**February 10, 2025**

**Administrative**

There is one lien in place currently, and two pre-liens.

In reviewing the Balance Sheet, there will be 4 CD's maturing within the next 30 days as follows: 2-26-25/\$235,000.00, 2-28-25/\$28,000.00, 3-7-25/\$162,000.00, and 3-12-25/\$100,000.00. Edward Jones Rates will be checked, as well as Servis1st, the financial institution where our operating account is.

Modification Application was sent out for Board review for 150 Evelyn Court storm door. This will also be on the next agenda.

New Ownership Report – There were none since last report.

Leasing Amendment – pending final changes from Attorney.

Corporate Transparency Act – this is currently suspended at this time.

Board Certification Course – we will continue to send you the 4-hour Board Certification opportunities as they arise. This must be completed by April 25, 2025. Once your course is completed, please forward your certificate for our records. This Certification is good for 4 years. Any Board Member who does not complete the course cannot serve on the Board. We are still waiting for clarification on the 4 hours of annual continued Education. Taking the 4-hour course two times will suffice for that, as well!

**Repair and Maintenance**

Mulch – additional 90 yards of mulch was required to finish the project in the amount of \$4,050.00, since the red mulch needed to be covered. The project is expected to be completed Tuesday/Wednesday, February 11<sup>th</sup>, and 12<sup>th</sup>. The rear of the units has been included in this project.

G.A. Nicols is expected to have estimates on the various drainage areas within the next few days.

A walk-through was done with Redtree Landscape Account Manager, Ben Garland, and President, Cathy McCarthy, on Friday, January 31<sup>st</sup>. General Maintenance, irrigation, and arbor care were reviewed. Proposals will be forthcoming for recommended arbor care. Timely completion of contracted work was requested and discussed.

J. Duro Estimate # 1697 in the amount of \$3,800.00 was proposed to remove vinyl and add new hardi board at 115 Poole Place and Estimate #1698 in the amount of \$1,400.00 for the same at 75 Poole Place.

Respectfully submitted,

Peggy Semsey, Community Association Manager