

OFFICE MANAGER'S REPORT Aug 16

Not much has happened since the annual meeting.

I have been working with the document committee to provide them with needed information.

Working with the finance committee on the upcoming budget meeting.

Re-organizing and auditing committee funds to assure accuracy.

Went through Operations Manual for the office and updating any necessary information and processes.

Re-labeling outgoing mailboxes and getting ready for the "mail-forwarding" season.

Got to try electronic billing on this last electric bill, I think it is great, saves paper, envelopes, stamps and time. The feedback from Leaseholders was good.

Thoroughly enjoying seeing so many people enjoy the pool.