



Report: Property Management

Month: July 2018

Completed By: Paul McKinney

Browning Creek Finances as of June 2018

Main Item	Sub Item	Remarks	Current Status
Cash Position	Operating Account for Browning Creek		Current Cash position as of 06/30/2018 \$146,605.42
	Road Fund Account	Funds being added as collected	Current Cash position as of 06/30/2018 \$59,330.19
	Cash Reserve Account		Current Cash position as of 06/30/2018 \$48,804.57
	Operating Account for BC Sewerage		Current Cash position as of 05/31/18, \$34,039.52
Budget Line Items Review	Income		As of the end of June, Income is up \$30k compared to what was budgeted for 2018
	Other professional fee	Budgeted amount was \$8,000	This budget line item funds are to be used for the engineering work at the culverts on Browning Creek Road. The first invoice of \$5,500 was received and paid in July.
	Gate Maintenance	Budgeted was \$5,400, but actual expenses are only \$740	Having issues with gate company sending us invoices in a timely manner. Also having issues with their accuracy. We have been in contact with them and had them correct them in July.
	Total Expenses Analysis		From January 1st through June 30th we budgeted a total expense of \$75,848. However, as of May 30th we had a total actual expense of \$61,656.
Past Due Home Owner Association (HOA) Fees due by residents as of August 1st	Total Assessments Owed That Are Less Than 30 Days Late: \$0		
	Total Assessments Owed That Are 31-90 Days Late: \$23,061.		Second notice being sent this week
	Total Assessments Owed That Are Greater Than 90 Days Late: \$7,164	All residents over 90 days late have had liens placed on their property for non-payment.	All are being worked by our collection's attorney.

Retreats Finances as of June 2018

Main Item	Sub Item	Remarks	Current Status
Cash Position	Operating Account for Browning Creek		Current Cash position as of 06/30/18 \$35,242.12
Budget Line Items Review	Total Expenses for the Retreats	As of June 30th our total expenses were 26,528.	From January 1st through June 30th we budgeted a total expense of \$23,584. Therefore we are over budget by \$2,944
	Total Income Analysis	As of June 30th we had collected \$31,270 in quarterly dues from Retreat owners	We had budgeted \$24,150, so we are ahead by \$7,120.

Projects/Upgrades/Construction

Main Item	Sub Item	Remarks	Current Status
Pavilion and Marina Repairs	Pavilion		All storm damage on the pavilion was completed as of July 30th. It was decided by the Board to replace the entire roof at the pavilion. Other general maintenance work on the pavilion will begin in the next few weeks. The large area where the two trees fell during the storm will be re-landscaped and the sprinkler system there will be brought back online.
	Marina	An email survey was sent to gauge the interest of how many residents would be interested in a boat slip at the new marina. The number of people interested will help determine the size of the new marina.	No decision about the marina was made at the last Board meeting. All of the insurance funds that were received for the loss of the marina were moved into the cash reserve account during July and will be held there until the Board makes a final decision.
Culverts on Browning Creek Road	Engineering Report	During the May Board meeting Kevin Stafford and Neel Schaffer did a presentation on what our options were for replacing the culverts. The Board asked Mr. Stafford for additional information on the cost of replacing the culverts with a bridge.	Kevin Stafford received the results of the soil boring test and has completed the designs for a bridge. Kevin has sent designs out and is waiting on contractors to submit their estimates. He is also securing estimates for traditional culvert pipes to replace the failing ones we have now.
	Measurements of the road over the culverts	Floyd Patterson and Eddie Martin have been, on a regular basis, measuring the culverts to ensure they are not failing at an accelerated rate.	No major changes in the failing culverts

Pond on Browning Creek Road (one on the left as you enter the community)	Drain and remove the pond	The pond will be filled with dirt from the small levy on the ground where the pond was dried out. The cost of this project was budgeted for 2018.	The contractor completed more work on the pond and was able to move more dirt and smooth the area. There was one small pocket of soft dirt so a trench was put in to drain the last of the water. Once completed, the area will be over-seed this fall.
Entrance Gates	Moving of the road sensor	The sensor that opens the main gate on Browning Creek Road was next to the gate. The Board approved funds to have the sensor moved back about 40 feet.	The sensor was moved back and is now completely operational
Security Camera	New security cameras	The Board voted at the July meeting to have new cameras installed at the main entrance on Browning Creek Road	Securtiy Solutions was selected to install the new cameras. They will be cellular cameras that will upload pics as they are taken and stored online.
Roads	Road work needed	We had a road engineer do a road analysis of the pot holes in the road and where the base is failing. There is also an issue on the corner of E. Lakeshore and Meadow Lake Cove where we have a lot of water run- off and the road base is failing.	The engineer has completed his analysis and is attempting to get contractors to come out and give estimates on the work that is needed.
Sewerage	New pressure release valves	There continues to be pressure build up on East Lakeshore Dr. sewerage lines	The Sewerage Board agreed to install additional pressure release valves within our system to help reduce the issue. A total of four new valves were installed during June.