

HOA action items

David

- Send all HOA correspondences on letterhead
- Send Kathy letterhead for minutes (soon) in order to get Regina approved to manage Zelle payments
- Contact Pima County sheriff Office regarding Neighborhood Watch program
- Send neighbor Spotlight article to Heather by 9/27 for newsletter
- Send Heather homeowner survey results by 9/27

- Add information/button to website for title company contact
- Send list of common complaints for newsletter by 9/27

Kurt

- Hire security for Halloween
- Send general neighborhood watch article to Heather for newsletter by 9/27

Bill

- You or David to notify neighbors of Pima co tree trimming requests, especially Tanque Verde Guest Ranch Estates

Zach

- Schedule November dumpster

Regina

- Create Excel spreadsheet with all 49ers country club estates contact information and share with at least one other board member
- Send electronic file of August treasurer report to Kathy for website upload
- Send letterhead logo to Heather

Group

- Assume we are we discontinuing historian and title company contact person as Parralee no longer able?

Heather

- Provide updated letterhead logo graphic to David
- Add cost of advertising in newsletter in next newsletter
- Complete and publish newsletter in October
- Obtain new owners from public record (for welcome baskets)
- Investigate escrow service processing to determine how our HOA should be contacted and let David know

Kathy

- Add description of contracted attorneys on website
- Use letterhead on minutes once received from David
- Upload treasure report

All

- Keep up all the good work you're doing and thank you every day!!