

**EAGLE SPRINGS ASSOCIATION INC.**

**OPERATION UPDATE**

**AUGUST 16, 2021**

An incident occurred at the pool complex on Saturday, August 7<sup>th</sup> resulting in the Eagle Springs property manager submitting his resignation. This resignation has caused the office and maintenance functions to be shut down. The board of directors is currently developing a plan to ensure that all day-to-day operations will continue.

The Treasurer has taken over and consolidated many of the financial functions that were until recently part of the office personnel function. These include:

- Processing of vendor and contractor invoices for payment
- Processing of credit card statements including matching receipts of statements
- Monthly bank statements on-line instead of waiting for paper bank statements
- Control of daily cash, check, and credit card receipts and deposits.
- Control of Clubhouse and Community Center rental contracts
- Control of Eagle Springs Gmail account
- Control of Eagle Springs Facebook
- Control of Eagle Springs Website

The plan going forward to staff for maintenance operations and office clerk functions are:

- Hire maintenance personnel on an hourly basis to be on call to fix any mechanical problems that may arise until a property manager can be hired.
- Contract from an agency an office clerk to perform functions not taken over by the Treasurer, such as collections of payments, issue of access card and clickers, prepare daily bank deposits, write rental contracts.
- Office Clerk position is a **TEMPORARY POSITION** until a full time Property Manager can be hired who will take over these clerical duties as part of the Property Manager job description.
- Until the appropriate personnel are on board, the board of directors will perform various functions to ensure that Eagle Springs continues operation. Days and hours of office operation to be determined based on the board members availability and gaining knowledge of office operations.

***Board of Directors are volunteers and are not paid for their time and service. Running an HOA, the size Eagle Springs Association Inc. is not an easy task. Criticizing the Association and the board of directors is easy to do on social media. What is hard, is for those who criticize to volunteer to help improve and resolve the situations that they are criticizing.***