

**TRINITY COVE IMPROVEMENT ASSOCIATION**  
**OFFICE MANAGER'S REPORT**  
**July 20, 2019**  
**Sharon Deming, Office Manager**

I will be out of the office July 22 through July 26 for vacation. Lana will be working Monday through Friday.

- Ordered a blue residential trash can from ProStar Waste to be placed in the campground. The monthly fee is \$31.88 and it was delivered July 11. The trash should be picked up every Thursday.
- Maintenance fees are still being received and posted.
- Request that credit card receipts for purchases be turned in at least weekly if not the same day of purchase so that we can enter the amounts in the system for current balance on any given day. It is difficult to maintain an updated balance when we do not know of the outstanding purchases. It also assists when we check current transactions to determine if they are legitimate purchases. Without receipts, we do not know if any of our cards have been compromised and if we should suspend the card.
- Still having issues with internet.
- Request purchasing a new, larger window unit air conditioner/heat pump for the office when the remodeling is completed in order to efficiently cool the larger square footage. The current AC unit is not able to keep the office cool at its current size & it's freezing in winter. Suggest framing in the new AC/heat pump where the window will be removed on the wall that is being replaced.
- On July 10, 2019, Dorothy Creekmore who owns property on Walnut came in just to say how great the Cove is looking and to thank the Board for improving their road. She was very appreciative.