

PORA - Property Owners and Residents Association

Executive Director's Report May, 2013

Administration

- Director Lewis, Coleen Coble and I met to review our credit card processing service, FIS Merchant Services. A decision was made to use Moneris Solutions for PORA Adult Learning online registration and to eventually transfer all credit card transactions from FIS Merchant Services to Moneris Solutions as a goal to reduce monthly credit card merchant fees.
- I asked EPCOR to check our premises for water leaks as our water bill has increased 4%. They found no leaks and recommended that we check our irrigation system. We checked the irrigation system and there were no leaks, but we did minimize the number of days to water, but I did not consider that we now have much more traffic with extra classes, realtor rentals, and free events.
- The carpeting is installed in the Master Gardner's office, Camino room #1&2, the Visitors Center, and all eight offices. It has been quite an adventure moving and removing all furniture and supplies in different rooms to accommodate the installers.
- Lynne Green, our new IT employee, is working with George Hoover and Team Logic to get everything moved from our server to Team Logic's server because of a virus that invaded our computer system.

CC&Rs

- The department is beginning to slow down. They have 101 open violations versus 123 in April. They resolved 85 issues. There were 241 field visits in May along with 6 compliance reviews.

Front Office

- Front office had 1292 calls and walk-ins and \$75.00 in donations.
- The front office continues to call on members that do not renew.

Consumer Services

- Consumer Services had 932 calls and walk-ins in April, but they were still busy for this time of year because of the shortage of volunteers. There were 30 compliments for the month of May with no formal complaints. Janie has assisted with coordinating all of the building improvements inside and outside. This has been a big relief.

Visitors Center

- There were 716 visitors for the month of May. Connections Club donated \$250 to the Visitors Center and the Sunrise Lions Club donated \$50.
- 165 homes were sold during the month of May.

Marketing

- Marketing is now accepting sales advertising for the PORA Adult Learning catalog.
- Income from vendors for the month of May totaled \$12,125.00.
- There are 572 vendors listed in Consumer Services, 409 listed on our website and 74 in the Visitors Center

PORA Adult Learning – Report Attached.

- Judi Sama's last day at PORA was Friday, June 14th. Karen Bertelson will take Judi's place in PORA Adult Learning two days a week and she will work in Membership one day a week.
- A full report to be given by Director Poling.

Membership

- A Full report to be given by Director Reott.

PORA Financials

May 2013

Revenue:

Revenue stream currently reflects a negative variance of -\$12,650 YTD, which is a 1.8% deficient from estimated budget revenue. The majority of the negative variance lies in revenues from Membership, Business Services and the Fund Raiser (the Vendor Expo).

Expense:

Total Operating Expenses is under budget by \$31,548.90. The categories reflecting the largest variance continue to be in Wages, Repair & Maintenance and Promotion/Advertising. That being said, PORA is in the process of finishing on approved capital improvements of approximately \$25,000, which will reflect in June financials.

Total Income YTD	\$642,565.34
Total Expense YTD	\$542,684.10
Net YTD	\$ 99,881.24

Cash Assets:

BMO Harris Operating Account	\$ 42,384.37
BMO Harris Money Market Sav's	121,516.25
Mutual of Omaha Sav's	85,146.86
BMO Harris CD's (3)	133,108.40
US Bank CD	31,815.42
Mutual of Omaha CD	87,526.73
BMO Harris Bingo Account	35,303.39
Total Cash Assets	\$ 536,801.42

Susan Lewis,
Treasurer
06/17/2013

**Bingo Report
May-13**

Number of Weeks Played	5		
Number of Players	1564	Avg: ~	313
Total in Checking Account as of:	4/30/2013		\$ 31,378.39
Income:			22788.00
Total Card Sales	22570.00		
Total Supply Sales	218.00		
Expenses:			19463.00
Total Prizes Awarded	17108.00		
Inducements Paid Out	1230.00		
Other Expenses			
Rent	1125.00		

Total in Checking Account as of: 5/31/2031 \$34,703.39

Respectfully Submitted,

Dusty Bowenkamp, Director
Bingo Proceeds Coordinator

6/14/13

I received a call today from Monique Lightner. She is part of the group that coordinates the Farmers Market in Corte Bella. They are interested in having one in Sun City West.

They hold the market once and month and would be willing to hold it at PORA on a Saturday morning from 9:00 a.m. until 1:00 p.m. Their vendors could park in our vacant lot and set up their tents on the opposite side of the Visitors Center in our parking lot. Their vendors are all certified and registered with the board of health and they all carry liability insurance. There are all types of vendors from fresh fish, fresh baked goods, fresh organic vegetables, etc.

I personally think that the market would bring a lot of recognition to PORA, but I am also concerned with the traffic jam it may cause and if the extra traffic would discourage people from coming into the Visitors Center. I am also concerned with sufficient parking stalls once the tents have been set up. Ms. Lightner said that they could accommodate vendors to space available. She also asked if the Rec. Centers would be interested in holding the market on their parking lot.

I told Ms. Lightner that I would present it to the board and get back to her.

Connie Scott