

EMPLOYEE MONTHLY STATUS REPORT

EMPLOYEE

Angie Mettie

DEPARTMENT

Admin

MONTH

March 2023

TASKS COMPLETED

- Customer Service
- Payment Processing
- Claims
- Billing
- MV Mondays
- E-payment transaction logs
- Meeting Take-Aways
- Leak Letters
- Dog Vaccination Clinic Details
- Dog License Forms
- Agendas
- Meeting Minutes
- Filing
- Billing news
- Deposits
- RV Violation letters
- Move-In / Outs
- Late Notices
- Red Door Notices
- Calendar updates

PROJECTS IN PROGRESS

- Week of Young Child Planning / Prep
- Researching Wildlife Ordinances
- Dog Licenses – 29 Sold in March
- Vet Vaccination Clinic – 4 licenses sold, approximately 8 in attendance
- Creating digital copies of paper files
- Creating digital copies of resolutions
- Easter planning / flyers
- Baseball – T-ball planning
- T-ball coach found!
- Baseball Sponsors needed!
- Updating well log records
- Filing of sewer test reports
- Scavenger hunt logistics

CHALLENGES / ISSUES

- Phone system / Internet issues
- One large leak this month:
20-30 gpm

COMMUNITY INPUT & COMMENTS

- Big THANK YOU to the community for all the donations of funds, food, gift cards, glasses, time, and effort that was put into the Easter Egg Hunt and Week of the Young Child!
- Please fix potholes on Heigho & South Norris!