

Manager's Report

Photocopier

Working with Document Systems to get out of our lease (we still have 1.5 years on current lease) and downsize our machine, since we no longer need to print 11x17. We hope to hear back in the next few days.

Triple Net

This year's triple net for the complex is \$38,033.95, of which our obligation is 5.54% or \$2,107.08. Each month we pay \$125 towards this expense - leaving us a balance of \$857.08. Based on estimates provided by the management company we budgeted \$1,320, making the total expense \$462.92 under budget.

Online Newsletter

The online newsletter redesign launch has again been delayed. The volunteer who was working on it had to step down. HOWEVER – a new volunteer has stepped up and we hope to have him up and running for January.

Literature Shipping

Shipped 3 items in November and 1 so far in December.

Covid Purple Tier

With the upgraded status to purple level 1, there is currently no impact to meetings. Meetings can still take place with social distancing and mask wearing. Indoor meetings are still limited to 25% of location capacity.