

Narrative of Activities for Pheasant Run Road Maintenance Association

January 2016

Prepared 2016 sign installation drawings focusing on speed limit sign installation and yield sign removal.

Prepared and mailed IRS 1099-Misc documents to Deborah Dooley, Tim Kljun and IRS.

Prepared and mailed 1st Quarter 2016 invoices to member Associations.

Attended scheduled board meeting on January 13, 2016.

Requested quotation and ordered replacement sign blades for Troon Lane and Pinehurst Drive.