

**Colonial Manor West  
Quarterly Report  
January – March 2018**

This report covers the first quarter of 2018 (January-March). We have also attached the first quarter financial report for 2018. Here is a summary:

**Insurance** – We were able to get a new “Property + Wind” insurance policy at a lower premium for 2018. Our new policy is through Johnson & Johnson Co. in Charleston, SC. The total for our property & wind policy was \$31,460 (~\$5,000 less than 2017’s policy). Also, our commercial liability policy came up for renewal (Philadelphia Insurance Co.) at a yearly cost of \$3,418.

**Plumbing** – In January we had a main sewer line collapse under unit #107. We were lucky that a crawl space created for a repair back in 2011 was never filled in. The plumbers dug just outside of unit #107 and crawled under the complex to the point of the collapse to make the repair. The total cost was \$3,385.

In February, there was a leak into the ceiling of unit #206. It was condensate from a poorly insulated AC line that ran across the ceiling and up to the roof. On that same visit, we had Paradise repair a broken drain stopper in the community bathroom. It had rusted shut. The total cost for these repairs was ~\$588.

Finally, in March, we had a leak from unit #303 into #203. It ended up being a defective shower head that was back spraying water into the wall cavity. The cost to repair it was \$210.

**Elevator** – When our elevator was inspected this year, the county cited us for not having an elevator pit ladder installed (we had never been cited for this before!). We had to have our company (Motion Elevator) install such a ladder into the pit to pass the inspection. This cost us \$480.

**Landscaping** – When the parking lots were paved last fall, we had them cut out the pavement by the two recessed areas of the front brick wall (where the benches had been). In early January, we completed the landscaping of those areas. We now have two palm trees planted there with variegated schefflera surrounding them. This gives a nicer appearance to the front of the complex. We have kept two of the benches in front. The total cost for the palms, plants, mulch and installation was \$720.

Also during the paving work, the plantings in the side lot (along the rear brick wall) were severely damaged. We took this as an opportunity to replace the old plants there. We dug up the hardened coral and sand, then amended the area with some soil and planted 20 new “crown-of-thorn” plants there which should grow into a nice border. The total cost for this was \$116.

In February, the west courtyard experienced a serious infestation of “bagworms”. These pests almost destroyed the palm tree and surrounding vegetation. Our gardener suggested several “environmentally friendly” treatments. We have applied these treatment (and will continue to do so), and hope to have the infestation under control – but no guarantees. We also replaced the old “crown-of-thorns” plants in the west courtyard with new red kalanchoe plants. The total cost was ~\$100.

**Gutters** – The gutters in the rear have been overflowing badly, especially between units #105 & #106. The overflow was forming a pit there and splashing large amounts of water and mud on the walls and patios, The weight of the water had bent the gutters and started to detach them from the fascia board (NOTE: this rear gutter drains most of the roof). In other areas, the gutters were leaking badly. Also, we had one downspout outside of unit #111 which had developed a large hole which let water flow onto the outside wall. We replaced the roof gutter at a point higher up on the roof to more evenly distribute and slow the runoff. The gutters also have more support there. We also had the fascia board behind the old gutters painted. The total cost of the job was \$8,495. The gutters are guaranteed for 20 years.

**Pool & Pool Deck** – In January, we had an unannounced pool inspection by the Florida Health Department. The pool pH measured 8.0 (just over the acceptable pH range of 7.2-7.8), so the health inspector shut us down. We immediately called our pool company (Aloha) who was out here in 15 minutes to adjust the pool into the correct range. Both we and Aloha requested that the pool be re-inspected several times. However, it took the health department >2 weeks to come out again to test the water. In the meantime, we were not allowed to take down the sign. Bureaucracy strikes again!

In February, we had our newly-renovated pool deck power washed, touched up (any scrapes or cracks) and resealed with a clear slip-resistant coating that should last another year. This was done by the same firm that installed the pool deck (Concrete Design Florida). The total cost for the service was \$1,670.

**Roof** – In March we had another 5% of the roof resurfaced as part of our 10 year contract. The latest portion done was over unit #301. We are now over 2/3 of the way to totally recovering our roof.

**Grill** – We learned that the burners and heat diffusers in the grill had rotted out. We ordered new ones and were able to refurbish the grill so that it now works. The total cost was ~\$50.

**Cleaning & Maintenance** – If you see areas around the complex that you think need cleaning or some sort of maintenance, please drop your suggestion(s) in the Association mail box. We can't promise that everything will be addressed (we are self-managed after all) but we will try to focus on the biggest repairs and forward any cleaning issues to our cleaning personnel.

**Finances** – We are ¼ of the way into our fiscal year. Our major expenditure was the \$31,460 for our wind and property insurance. This really should have been out of last year's budget, but the bill didn't arrive in time for us to pay it last year. Also, our "Repair & Maintenance" is running high because of our numerous plumbing issues and the new gutters. Other than that, we are pretty much on target with our projected expenses for the year (see the financial summary below).

**Photos** – Since a number of our owners are not local, we have added a new section to our website ([www.colonialmanorwest.yolasite.com](http://www.colonialmanorwest.yolasite.com)) with photos of the complex including the renovated pool deck, new garden walkways, side, back, courtyard and front gardens, new gutters, new laundry equipment, etc. Just click on the "Photo" tab to see them. We will update these photos from time to time.

**New Owner** – The Association welcomes the newest owner at Colonial Manor West. In January, unit #105 was purchased by The Galleria Legacy Trust LLC which is owned by Mr. Gustavo Pineiro.

If you have any questions or feedback, please come to the next board meeting (not yet scheduled, but likely to be in May), contact us via email, or drop a note into the Association's mail box.

Thank you.

Colonial Manor West Board

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**Bank Balances (as of 4/1/18):**

Operating Account:	\$116,196.31
Escrow Amount:	\$4,439.67 (included in above Operating Account)
Available Funds:	\$111,756.64

# COLONIAL MANOR WEST CONDO ASSOC. INC.

## Budget vs. Actuals: 2018

January - March 2018

	Actual	Budget	% of Budget
<b>Income</b>			
Allowance for Uncollectible		-\$1,000.00	0%
Laundry Income	\$484.88	\$1,000.00	48%
Maintenance Income	\$77,554.00	\$141,300.00	55%
<b>Total Income</b>	<b>\$78,038.88</b>	<b>\$141,300.00</b>	<b>55%</b>
<b>Expenses</b>			
Accounting Fees	\$1,675.00	\$6,000.00	28%
Common Area Expenses	\$785.21	\$2,500.00	31%
Electricity	\$772.20	<b>\$3,200.00</b>	24%
Elevator Maintenance	\$964.20	\$3,000.00	32%
Elevator Telephone Expense	\$102.96	\$1,000.00	10%
Gas Expenses	\$432.49	\$2,000.00	22%
<b>Insurance</b>			
Commercial Liability	\$3,418.00	\$3,000.00	114%
Commercial Property + Wind	\$31,460.43	\$44,000.00	72%
Directors & Officers Liability	\$721.60	\$1,000.00	72%
Fidelity & Crime	\$264.00	\$600.00	44%
Flood		\$7,000.00	0%
<b>Total Insurance</b>	<b>\$35,864.03</b>	<b>\$55,600.00</b>	<b>65%</b>
Janitorial Services	\$1,400.00	\$5,000.00	28%
Landscape Expenses	\$420.00	\$3,000.00	14%
Legal Fees	\$67.50	\$1,000.00	7%
Licenses & Permits	\$237.20	\$1,500.00	16%
Miscellaneous		\$1,500.00	0%
Pool Expenses	\$2,145.00	\$3,500.00	61%
Repair & Maintenance	\$13,398.00	\$24,000.00	56%
Roof Contract	\$3,665.00	\$7,500.00	49%
Waste Removal Services	\$3,028.04	\$9,000.00	34%
Water & Sewer Expenses	\$2,790.97	\$12,000.00	23%
<b>Total Expenses</b>	<b>\$67,747.80</b>	<b>\$141,300.00</b>	<b>48%</b>

Saturday, Mar 31, 2018 10:45:59 AM GMT-7 - Cash Basis