

**Colonial Manor West
Quarterly Report
January - March, 2017**

This report covers the first quarter of 2017 (January - March). We have also attached the financial report for the first quarter of 2017. Here is a summary:

Walkway, Pool & Pool Deck Renovation – In mid-January, we completed the renovation of the walkways, pool and pool deck areas. The renovations consisted of the following items:

- Repaired flaking concrete on the first floor walkway and pool deck
- Repainted walkways on all 3 levels
- Renovated pool deck by adding color and texture to the area
- Installed new tiled coping & signage on the pool to bring it up to code
- Re coated the interior of the pool with new diamond bright
- Removed the planter in the pool area and replaced it with a storage bench
- Recovered all of the lounge chairs
- Repainted the fence around the pool

The total cost for this project ended up being ~\$32,000. We paid for this partly out of last year's budget and the remainder from the surplus carried over from 2016 to 2017. So there was no need for any special assessment.

Pool – After refilling the pool, we discovered a leak in the old metal water line leading to the pool heater. The line has simply rotted out after more than 45 years of service. We had Aloha replace the line with new PVC piping. This cost us \$350. Similarly, we had Aloha “fire-up” the pool after it was refilled at a cost of \$350. This is a multi-week process of adjusting the chlorine and pH in the pool and brushing down the new diamond-brite surface on a weekly basis.

A few weeks after the above leak, we discovered yet another significant one. This one was in the gutter line that surrounds the pool. We were losing up to 2” of water/day from the pool. Aloha referred us to Red Rhino leak detection service to find and repair the leak. Unfortunately, they had to cut into two places in the newly-renovated pool deck. We had the company that resurfaced our deck (Concrete Design FL) come back here to match the repair to the new deck. All is now operating as expected. The total cost for the detection, repair and patch was \$2,390.

Finally, we recently had the pool light burn out. Rather than replacing it with another regular bulb, we took this as an opportunity to convert the light to LED. The new LED light gives off 3X the light of the old bulb, yet uses only half the electricity. Also, the blueish white light penetrates the water more efficiently. As an added bonus, the LED light has an anticipated life of 50,000 hr. vs. the 2,000 hr. of the old tungsten light. But this new bulb did cost ~\$301.

Garden – During the walkway and deck renovations, several of the plants along the edge were damaged. Similarly, the mulch was coated with dust, concrete & paint. It looked bad. Dave & Dan Glendale offered to help us spruce up the courtyard by selecting and planting some new plants, transplanting others, and re-mulching the entire courtyard. We also placed some of the surplus mulch in the back yard. The cost for all of the plants, soil and mulch was \$959. Our thanks also to Dave & Dan Glendale, Larry Farst, Jackie Hartman, Ricky Borman and Tom Neubecker for supplying the labor to do all the work.

Plumbing – In late January, we had another instance where the main AC condensate line clogged causing a slow leak of condensate into the unit below. This was an easy fix (blow out the condensate line), but it still required a visit from our plumber (~\$169). This issue can be prevented if everyone has their AC units regularly serviced. Blowing out the condensate line is usually part of the service. Also, buildup of scum in the lines can be prevented by periodically using chlorine tablets such as “Pan Tabs” in the condensate pan. These tablets slowly release chlorine which prevents the formation of the scum. Alternatively, you can pour a 50/50 mixture of vinegar/water down your condensate pipe every time you change or clean your air filter to prevent scum buildup. Please consider doing this.

Also in March, the outdoor shower broke – again! This time it couldn’t be shut off once turned on. We went ahead and asked our plumbing company to make a permanent fix which required replacement of the shutoff valve stem. We also had a new “outdoor” head placed on the shower. The total cost for this was \$286, but it works well now.

Laundry – Our 7-year contract with Mac-Gray ended this year. As part of the 7-year renewal process, we requested all new washers and dryers on each floor. Those units should be installed in early May. The new machines should have far fewer problems than the old ones. In addition, they hold 25% more coins, so we shouldn’t have a problem with the coin box filling up as we did in the past. Also, the new units, by law, have to be more energy efficient. That means they will use less water and less electricity than the older units. So don’t be alarmed if you see less water in your tubs. These new units should get your clothes just as clean in the same amount of time. There will be no change in the cost to use either unit.

By the way, Mac-Gray has changed its name to “CSC Service Works”. The signs in each room will be changed along with the machines. If you experience a problem with any unit, DO NOT contact the Association. We do not control and cannot fix any of the machines nor can we give you a refund. You should contact CSC directly at the phone number or website listed on the signs. Simply provide the agent or the website with the ID number stuck to the front of the machine(s) needing service. From the ID number, the agent will automatically know the address, floor and type of machine. CSC has promised us a 24-hr turnaround time to have the machines serviced.

Roof – As part of our 10 year maintenance contract, we had another 5% of the roof resurfaced in January. The latest portion was over Unit #305. This now means we have resurfaced ~70% of the complex (over units 306-312, and portions of 304-305). The roofers will continue resurfacing about 10% of the roof each year until the entire roof has been completed. The last portion to be resurfaced will be the center section over the common area where the elevators, laundry and storage rooms are located.

Storage Areas – We have finally completed cleaning out the private items stored in front of the storage lockers. Owners and renters should now have easy access to their storage units. We remind everyone that no storage of any personal items is allowed in the areas in front of the lockers (appropriate signs have been posted). The few items you may find there (ladders, some lounge chairs, umbrellas, carts, plungers, etc.) are available for any resident to use.

Insurance – This quarter we renewed our Commercial Liability Insurance Policy at a yearly cost of \$2,838, our Director’s & Officer’s policy at a cost of \$761 and our Commercial Crime policy at a cost of \$264. The Commercial Property, Wind and Flood policies all come up for renewal later this year in the 4th quarter (Nov. - Dec.).

Finances – On the following page is a summary of our financial statement for the first quarter of 2017. Remember, we are only 25% into the fiscal year. If you subtract out the expenses for the pool and deck renovations (which were paid out of carryover funds from last year), we are pretty much on target with our income & expenses as projected for the year.

If you have any questions or feedback, please come to the next board meeting (yet to be scheduled), contact us via email or drop a note into the Association mail box next to the elevator.

Thank you.

Colonial Manor West Board

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Larry Farst, Vice President, (larryfarst46@gmail.com)

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Bank Balance (as of 4/1/17):

Operating Account:	\$116,531.60
<u>Escrow Amount:</u>	<u>-\$4,439.67 (included in above Operating Account)</u>
Available Funds:	\$112,091.93

COLONIAL MANOR WEST APARTMENTS CONDO ASSOC. INC.
Budget vs. Actuals: 2017 (Jan.-Mar.)

	Total			
	Actual	Budget	Over/Under	% of Budget
Income				
Allowance for Uncollectible	\$0.00	-\$1,000.00	\$1,000.00	0%
Laundry Income	\$892.10	\$1,000.00	-\$107.90	89%
Maintenance Income	\$65,010.00	\$141,300.00	-\$76,290.00	46%
Total Income	\$65,902.10	\$141,300.00	-\$75,397.90	47%
Gross Profit	\$65,902.10	\$141,300.00	-\$75,397.90	47%
Expenses				
Accounting Fees	\$1,675.00	\$6,000.00	-\$4,325.00	28%
Common Area Expenses	\$2,753.61	\$2,500.00	\$253.61	110%
Electricity - FPL				
Electricity - Main	\$804.39	\$2,900.00	-\$2,095.61	28%
Electricity - Small Light	\$59.91	\$300.00	-\$240.09	20%
Total Electricity - FPL	\$864.30	\$3,200.00	-\$2,335.70	27%
Elevator Maintenance	\$484.20	\$3,000.00	-\$2,515.80	16%
Elevator Telephone Expense	\$94.84	\$1,000.00	-\$905.16	9%
Gas Expenses	\$383.50	\$2,000.00	-\$1,616.50	19%
Insurance				
Commercial Liability	\$2,838.00	\$3,000.00	-\$162.00	95%
Commercial Property + Wind	\$0.00	\$44,000.00	-\$44,000.00	0%
Directors & Officers Liability	\$761.00	\$1,000.00	-\$239.00	76%
Fidelity & Crime	\$264.00	\$600.00	-\$336.00	44%
Flood	\$0.00	\$7,000.00	-\$7,000.00	0%
Total Insurance	\$3,863.00	\$55,600.00	-\$51,737.00	7%
Janitorial Services	\$1,050.00	\$5,000.00	-\$3,950.00	21%
Landscape Expenses	\$280.00	\$3,000.00	-\$2,720.00	9%
Legal Fees	\$0.00	\$1,000.00	-\$1,000.00	0%
Licenses & Permits	\$61.25	\$1,500.00	-\$1,438.75	4%
Miscellaneous	\$0.00	\$1,500.00	-\$1,500.00	0%
Pool/Deck/Walkway Repairs	\$26,760.00	\$0.00	\$26,760.00	
Pool Services	\$1,297.00	\$3,500.00	-\$2,203.00	37%
Repair & Maintenance	\$2,544.83	\$24,000.00	-\$21,455.17	11%
Roof Contract	\$3,591.00	\$7,500.00	-\$3,909.00	48%
Waste Removal Services				
Waste Removal - Main	\$2,060.68	\$6,500.00	-\$4,439.32	32%
Waste Removal - Recycling	\$581.00	\$2,500.00	-\$1,919.00	23%
Total Waste Removal Services	\$2,641.68	\$9,000.00	-\$6,358.32	29%
Water & Sewer Expenses	\$2,176.07	\$12,000.00	-\$9,823.93	18%
Total Expenses	\$50,520.28	\$141,300.00	-\$90,779.72	36%
Net Operating Income	\$15,381.82	\$0.00	\$15,381.82	