

**Colonial Manor West
Quarterly Report
October - December, 2015**

This report covers the fourth quarter of 2015 (October - December). We have also attached the year end financial report for 2015. Here is a summary:

Annual Meeting Results - There were no board of director elections this year. Only 5 owners submitted their names for election or re-election. Four of last year's directors agreed to continue serving in 2016. In addition, Rex Danielson has joined the board, replacing Kevin Dunne who did not run for re-election. At the organizational meeting held on January 2nd, the Board elected the officers for 2016. Those positions are listed at the end of this report.

At the Annual Meeting, reserves were waived for 2016 by a vote of "23" yes to 2 "no". So you should send in the amount indicated in the annual meeting mailing for your 2016 payments. Monthly payments are due on the first of each month. You can drop your payments in the Association's mail box or mail your payments directly to the Association at:

**COLONIAL MANOR WEST CONDO ASSN
2424 NE 9 ST
FT LAUDERDALE, FL, 33304**

Please note that if you have automatic payments set up through your bank, you should contact them to make an adjustment for the new amount.

Insurance – In October, we received notice that our wind insurance with Citizen's was going to increase by almost \$5,000 to a total of ~\$46,000 (almost 36% of our entire budget). We found this amount to be excessive and spoke with our insurance agent on how we could get our cost down. Among the things he suggested (and which we did) were to:

- Have the building reappraised - The old appraised value was ~\$4.3 million. But we knew Colonial Manor East had a much lower appraisal. We had this revaluation done and the new valuation is now ~\$3.0 million (~30% less)! (Note: The new building reappraisal report can be found on our website under the "Insurance" tab).
- Contact other insurance companies - Prior to this year, Citizen's Insurance was the only company issuing policies in our area. But Citizens is now depopulating and private companies are issuing wind policies. Our agent contacted Heritage Insurance for a quote.
- Bundle our policies - Most companies offer significant discounts if property and wind policies are bundled with a single company. We were able to do this in our new policy.

We were successful in all three of these areas. Our agent found that we could obtain a combined "wind + property" policy for a full year premium of just under \$36,000. This is almost \$15,000 less than we paid for similar coverage this past year. We have agreed to the policy and are in the process of transitioning to the new company now.

Insurance for your own unit – The end of the year is a good time for you to review your own unit's property, wind and flood insurance coverage. Many of you don't know that if your unit gets damaged by sewage backup, water line break, roof leak, hurricane, fire, etc. the Association is only responsible for the repair of the common elements (lines and pipes within the walls and drywall). We are NOT responsible for any cleanup or damage within your unit (e.g. molding,

cabinets, appliances, AC unit, carpeting, furniture, etc.). However, if you have property, flood and wind insurance, those should cover this damage. Another advantage of individual unit policies is that your insurance should cover your portion of any special assessments made to cover the Association's deductible should there be major damage to the property due to wind, flood, fire, leaks, etc. (even if your specific unit was not damaged).

This is also a good time to consider upgrading your windows and doors to make them hurricane resistant. Installation of "Miami Dade Approved" impact windows or shutters, and doors will lower your wind insurance rates significantly. A number of owners have already done this. If we can get all owners to eventually do this, we could substantially lower the Association's wind insurance costs. As an added benefit, this will make your unit a lot quieter and less susceptible to a break-in.

Plumbing – We had several minor leaks this past quarter. One of the leaks resulted from poorly seated toilet. It leaked into the unit below. The Association opened the ceilings to identify the cause of the leak and the Association repaired the ceilings. However, it was the unit owner's responsibility to reseal the toilet. In this instance we asked the unit owner to reimburse the Association for the repairs made within their units.

In two other instances, there were leaks into units due to AC condensate. In one instance, the condensate drain line clogged up which resulted in water collecting on the floor. We had our plumbers/AC people blow out the AC condensate line (a simple yet costly process). In the second instance, condensate was coming from a refrigerant line that serviced a unit on the 1st floor. The line went through the hallway ceiling of a 2nd floor unit. The line was freezing up (because of a poorly operating AC unit) and, when the line thawed, the water dripped onto the drywall of the ceiling. In this instance the Association was only responsible for diagnosing the cause of the water and patching up the ceiling. The owner of the AC unit was responsible for the repairs to prevent the line from freezing. These two incidents serve as good reminders to have your AC units serviced regularly (at least yearly). Part of regular service is to have the condensate lines blown out to keep them free draining. Proper service will also prevent lines from freezing up.

Garbage Contract – Our garbage collection costs have slowly been increasing over the past 3 years (we sign 3 year contracts with the provider). So this year, we decided to cancel our contract with our current provider (All Service - Republic) and ask for new bids from them as well as from two other providers. We are in the middle of those negotiations now and will not know the results until sometime in January or early February. But we hope to get our costs down significantly.

Garbage Disposal – As we head into our busy season, when we have a lot of seasonal residents here, our dumpster becomes full very quickly. We ask everyone to compact your garbage. Please, break down or flatten boxes when throwing them away. Place all items in the dumpster (not next to, in front of, or outside of). They will only take items in the dumpster.

Emergency Access to Units – Under Florida Law, the Association must have "Emergency Access" keys to each unit. These keys are only used in an instance where it is necessary to get into the unit because of an emergency (e.g. a water leak, fire detector going off, etc.). Whenever we would do this, we would always make an attempt to contact the owner(s) or renter(s) before entering the unit. Recently we had such a situation. After unsuccessful attempts to contact the renter (no answer) we tried to enter the unit. But the locks had been changed. This resulted in a delay in fixing a leak into the unit below and additional expense for the Association. So, if you

change locks on your unit, please supply the Association with a copy of the new key. Our Secretary, Ricky Borman (unit 304), keeps these keys in a secure location. Please Note: If we cannot get hold of you and you have not supplied us with a working key, we are legally allowed to break the glass, lock or door to gain entrance. It then becomes your responsibility to repair the damaged glass, lock or door at your own expense.

Finances – We were expecting a significant deficit this year because of all of the plumbing issues and Citizen’s insurance rate increase. However, because we were able to save ~\$15,000 in insurance premiums towards the end of the year, we were spared from that deficit. We are pretty much on target for spending as you can see from our year end financial statement at the end of this report. There was a small surplus of \$339.66 which we carried into 2016.

The balance shown below of ~\$120,285 looks quite large. However you must remember that our recent insurance check of \$35,974 has not yet cleared the bank. In addition, 5 owners have paid their condo fees for all of 2016 in advance, and another 4 owners have paid for 6 months in advance.

Contacting the Board – In general, if you have any issues you would like the board to address, please email them to any or all of us at the email addresses given below, or simply drop a note in the Association’s mail box located next to the elevator on the first floor. **ONLY IN A LIFE-THREATENING OR PROPERTY-THREATENING EMERGENCY** should you contact any board member at their door or via phone!

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

Thank you.

Colonial Manor West Board

Tom Neubecker (#307), President, (tneubecker@gmail.com); Phone: (513)-503-1001

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

Ricky Borman (#304), Secretary, (eborman@att.net); Phone: (954) 566-9793

Rex Danielson (#111), Treasurer

Ann Smalarz, (#208) Director, (smalarz57@aol.com); Phone: (954) 829-9974

Bank Balances (as of 1/1/16):

Operating Account:	\$124,724.62
Escrow Amount:	\$4,439.67 (included in above Operating Account)
Available Funds:	\$120,284.95

COLONIAL MANOR WEST CONDO ASSN.

BUDGET VS. ACTUALS: 2015 BUDGET - FY15 P&L

January - December 2015

	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Allowance for Uncollectibles		-\$1,000.00	\$1,000.00	
Laundry Income	\$2,622.67	\$1,000.00	\$1,622.67	262%
Maintenance Income	\$124,794.00	\$128,000.00	-\$3,206.00	98%
Unapplied Cash Payment Income	-\$1,871.00		-\$1,871.00	
Total Income	\$125,545.67	\$128,000.00	\$ -2,454.33	98.08 %
Gross Profit	\$125,545.67	\$128,000.00	\$ -2,454.33	98.08 %
Expenses				
Accounting Fees	\$5,450.00	\$5,500.00	-\$50.00	99%
Common Area Expenses	\$993.29	\$2,000.00	-\$1,006.71	50%
Electricity - FPL		\$3,000.00	-\$3,000.00	
Electricity - Main	\$3,117.81		\$3,117.81	
Electricity - Small Light	\$227.93		\$227.93	
Total Electricity - FPL	\$3,345.74	\$3,000.00	\$345.74	111.52 %
Elevator Maintenance	\$2,359.46	\$2,500.00	-\$140.54	94%
Elevator Telephone Expense	\$649.29	\$1,000.00	-\$350.71	65%
Gas Expenses	\$1,284.26	\$2,000.00	-\$715.74	64%
Insurance				
Commercial Property	\$9,273.80	\$9,000.00	\$273.80	103%
Directors & Officers Liability	\$761.00	\$1,000.00	-\$239.00	76%
Fidelity & Crime	\$264.00	\$500.00	-\$236.00	53%
Flood	\$5,301.00	\$4,000.00	\$1,301.00	133%
Windstorm	\$35,974.00	\$44,000.00	-\$8,025.00	82%
Total Insurance	\$51,574.80	\$58,500.00	-\$6,925.20	88.16 %
Janitorial Services	\$3,850.00	\$4,500.00	-\$650.00	86%
Landscape Expenses	\$1,680.00	\$2,500.00	-\$820.00	67%
Legal Fees	\$67.50	\$1,000.00	-\$932.50	7%
Licenses & Permits	\$752.35	\$1,000.00	-\$247.65	75%
Miscellaneous	\$670.31	\$500.00	\$170.31	134%
Pool Services	\$1,912.00	\$2,500.00	-\$588.00	76%
Repair & Maintenance	\$26,020.20	\$17,000.00	\$9,020.20	153%
Roof Contract	\$7,072.00	\$7,000.00	\$72.00	101%
Waste Removal Services		\$7,500.00	-\$7,500.00	
Waste Removal - Main	\$5,810.79		\$5,810.79	
Waste Removal - Recycling	\$1,661.95		\$1,661.95	
Total Waste Removal Services	\$7,472.74	\$7,500.00	-\$27.26	99.64 %
Water & Sewer Expenses	\$12,506.40	\$10,000.00	\$2,506.40	125%
Total Expenses	\$127,660.34	\$128,000.00	\$ -339.66	99.73 %