

Colonial Manor West
Quarterly Report
April - June, 2013

This report covers the second quarter of 2013 (April - June). We have also attached a financial report for the first half of our fiscal year.

Plumbing – In early June we replaced both toilets in the Community Room. The old toilets were original to the property (>40 yrs. old) and were not flushing properly (requiring multiple flushes to clear). In addition, the water would not shut off on one of the units. These facts, plus the fact that the old toilets used 3.5 gallons/flush, led us to the conclusion that it was better to replace them rather than have them repaired. We purchased two new high efficiency toilets that use only 1.5 gallons/flush and which have a 4 inch flush line. That means they will flush almost any load completely in a single flush. In addition, they are ADA compliant (meaning they are a few inches higher for those of us who may be getting older). The total cost of the two toilets plus installation was ~\$641.

We also had an issue with the AC condensate line plugged up in the 103, 203, 303 stack. We had to hire a plumber to clear the line so water would not back up into the units. Since the clog was in the wall (not in an individual unit's AC system), the Association was responsible for the repair (cost: \$225). This might serve as a good opportunity to remind owners that they should make certain to have their drain lines blown out during their yearly A/C maintenance, and use "Pan Tabs" or a similar product (they are little blue bleach tablets available at Home Depot in the air filter aisle). You are supposed to put 2 in your drain pan, underneath your air exchanger, below the filter, every month. This will kill the algae that can clog the drain lines. Remember, if the clog is within your unit, you are responsible for the repair bill.

Finally, in late June we had a backup in the underground sewer line that services the east side of the building. The backup resulted from sanitary napkins and baby wipes that were improperly disposed of down the toilet. This should serve as a reminder to all residents that NOTHING other than toilet paper should ever be flushed down the toilet. This will only result in increased maintenance fees and/or rent fees for all of us. The time to clear this blockage was significant and the cost was \$695.

Bees – In late May, a nest of bees took up residence at the top of one of the columns in the front of the building. This posed a serious sting hazard to residents. So we hired a bee extermination company to remove the pests. They were immediately successful and the bees have not returned. Cost: \$375.

Gates – We have had two issues with the new gates. One problem is that people are letting them slam behind them as they come in. This disturbs the adjacent unit owners all hours of the night. The other problem is that some people don't close the gate completely or even prop it open on purpose.

We have tried to address the first problem by asking residents to quietly close the gates behind them rather than letting them slam. We purchased permanent signs for each of the gates to remind everyone to close them quietly (cost: ~\$300).

The second problem is more difficult to address. The gates will normally close completely from the spring mechanism within the gate. But people often leave them open on purpose! Please don't do this. This defeats the whole reason for installing gates – security! If you need to let someone in the complex, simply provide them with the access code.

Lighting in Laundry Rooms – We recently had problems with some of the light fixtures in the laundry rooms. The ballast was failing in two of them making them difficult to turn on. Also, the diffuser screens were missing on some of them. We decided to replace the lights in all 3 rooms with new, sturdy light fixtures. This has been completed for a cost (materials and installation) of ~\$325.

Fire System – We recently had a problem where the smoke detectors in ½ of the complex went out. This was due to a malfunction in the control panel that provides power to the detectors. We had this repaired by Atech (the company that installed the fire detection system). We have not yet been billed for this repair, so we don't have a cost yet.

Inspections – We had our annual Fire system inspection (\$375) and Elevator inspection (\$120) this past quarter. Both inspections are required by the City. Both passed inspection without any problems.

Resident Records – Once again, we want to remind all owners that it is very important that we maintain an up-to-date list of ALL residents in the complex and their relevant contact information. We use this to label mailboxes, contact in case of emergency, utility shut-off notices, etc. If there has been any change in the number of people, names and/or contact information (i.e. phone, email, etc.) of residents living in your unit, please contact the Association ASAP so we can update our records. This is most especially true for owners who rent out their units. Please drop the updated information in the Association's mail box next to the elevator or email it to us at: colonialmanorwest@gmail.com

2013 Budget Report

Attached is a summary of our spending (vs. full year budget) for 2013. Several things should be noted:

- When comparing the monies spent vs. those budgeted, realize that we are now ~50% through the budget year. Our total expenditures to date are running just about where we expect.
- We are well under budget on our legal fees and repair and maintenance (knock on wood!). Also, we are comfortably under budget in our insurance policies because we rewrote them at a lower cost through a new agency. Our water/sewage expense has been a little more than budgeted.
- You will note that no monies have been spent to date for Wind insurance. That policy comes up for renewal in October. So that money will be spent.

Please remember that this report, plus all past quarterly reports, minutes of board meetings, budget information, insurance information, condo documents, association vendors, etc. can all be accessed by you at any time on our website which can be found at: www.colonialmanorwest.yolasite.com

If you have any feedback on what we have discussed, please come to any board meeting (notice of the meetings are always posted on the bulletin board at least 48 hrs. in advance). You can also contact the board by dropping a note into the Association's mail box next to the elevator or by sending an email to any one of the board members at the email addresses below.

Thank you.

Colonial Manor West Board

Tom Neubecker (unit 307), President (tneubecker@gmail.com)

Larry Farst (unit 105), Vice President (larryfarst46@gmail.com)

Dave Haglock (unit 305), Treasurer (dfh106@hotmail.com)

Ricky Borman (unit 304), Secretary (eborman@mindspring.com)

Ann Smalarz (unit 208), Director (smalarz57@aol.com)

Bank Balance (as of 7/1/13)

Operating Funds: \$97,675.92
Escrow Funds: \$4,439.67
Checking Account Total: \$102,115.59

COLONIAL MANOR WEST CONDO ASSN. Budget vs. Actuals: 2013 January – July, 2013

	Actual	Budget	% of Budget
Income			
Allowance for Uncollectible		-\$1,000.00	0%
Laundry Income	\$434.20	\$1,000.00	43%
Maintenance Income	\$66,375.00	\$119,700.00	55%
Total Income	\$66,809.20	\$119,700.00	56%
Gross Profit	\$66,809.20	\$119,700.00	56%
Expenses			
Accounting Fees	\$2,750.00	\$5,500.00	50%
Bank Charges	\$12.00		
Common Area Expenses	\$1,849.81	\$2,000.00	92%
Electricity - FPL	\$1,466.89	\$3,000.00	49%
Elevator Maintenance	\$1,057.84	\$2,500.00	42%
Elevator Telephone Expense	\$270.44	\$1,000.00	27%
Gas Expenses	\$1,184.24	\$1,500.00	79%
Insurance			
Commercial Property (excl. Wind)	\$9,750.71	\$13,000.00	75%
Directors & Officers Liability		\$0.00	
Fidelity & Crime	\$320.11	\$500.00	64%
Windstorm		\$33,000.00	0%
Total Insurance	\$10,070.82	\$46,500.00	22%
Janitorial Services	\$1,875.00	\$4,500.00	42%
Landscape Expenses	\$840.00	\$2,500.00	34%
Legal Fees		\$2,000.00	0%
Licenses & Permits	\$646.45	\$1,000.00	65%
Miscellaneous		\$1,000.00	0%
Pool Services	\$895.00	\$2,000.00	45%
Repair & Maintenance	\$2,153.92	\$24,000.00	9%
Roof Contract	\$3,420.00	\$7,000.00	49%
Waste Removal Services	\$3,016.37	\$5,700.00	53%
Water & Sewer Expenses	\$5,404.92	\$8,000.00	68%
Total Expenses	\$36,913.70	\$119,700.00	31%
Net Operating Income	\$29,895.50	\$0.00	
Net Income	\$29,895.50	\$0.00	