

**Colonial Manor West
Quarterly Report
July - September 2020**

This report covers the third quarter of 2020 (July-September). We have also attached our ¾ year financial report for 2020. It was a busy (and very expensive) quarter. Here is a summary:

Building Inspection – The big issue this quarter is needed building renovations. In May, we conducted the City of Fort Lauderdale-required 10-year inspection of the building. While it passed the electrical portion of the inspection, it failed the structural portion. As a result, we were required to hire a professional engineering company (United Professional Engineering) at a cost of \$3,500 to do a detailed structural analysis of the property. They prepared a comprehensive report detailing what needs to be repaired in order to pass inspection. Most of the repairs have to do with the balconies and the balustrades on them. However, there is also work on the catwalks that need to be done. United Professional Engineering obtained estimates from 5 different concrete repair companies and reviewed those estimates with the Board. The estimated repair costs ranged from \$128,000 up to \$178,000 (assuming we replace the balcony balustrades with all-aluminum railings). These amounts *do not* include the engineering fees which could be an additional \$50,000. The Board will soon select a contractor and begin the work on passing a special assessment to cover the costs. The work should begin early next year and take ~4 months. While the total cost of the project will not be known until the end, we are estimating an assessment of between \$200,000 and \$300,000. That special assessment meeting has not yet occurred. Once the repairs have been completed, we will submit a clean report to the City of Fort Lauderdale and we should be good for another 10 years.

Plumbing – This past quarter, we completed the replacement project for the sewer lines under the *east* side of the complex (units '01-'06). The most recent portion (under units 105/106) cost the association \$23,400. Now that the east side has been completed, the board will decide if we want to proceed with replacing the sewer lines under the *west* side (under units '07-'12). If we do, it will require a special assessment (separate from the above) in the range of \$100,000 to \$120,000. No decision has yet been made. Keep tuned and attend the board meetings.

We also had several smaller plumbing issues to deal with: 1) There was a leak from unit 312 into the ceiling of unit 212 which was the result of a poorly seated toilet. 2) There was a backup in the AC condensate line under the complex serving the '07-'08 units. 3) Finally, there was a similar backup of the main AC condensate line servicing units 109-112. The Association had the condensate lines serving those units routed out underground. Both underground lines feed into dry wells (one in the back yard which services the community room and the '07 & '08 stacks, and the other one in the west courtyard garden area which services the '09-'12 stacks). Both dry wells were clogged, so our plumbing company (Paradise Technologies) diverted the pipe exit to above ground in order to drip onto the lawn/garden. The total cost for all of these repairs was \$2,147.

Elevator – In September we had our annual inspection of the elevator (to maintain our Broward County permit). There were two violations found in the inspection and those violations will be addressed by our elevator maintenance company (Motion Elevator). The corrections (one costing over \$11,000) will be done after the board determines where to come up with the funds. They have also suggested we replace the door closing mechanism on the cab since it is the original one that came with the unit over 50 years ago. They want to be proactive in its maintenance. This will cost us about \$4,300 if we decided to do it. If we do everything, the total cost for all the repairs should be \$16,220. Once the corrections have been made and the license fee has been paid, our permit to run the elevator should be renewed.

Back Yard Repair – There were two large holes dug in the yard as part of the sewer line replacement project. Once the project was completed and the holes were filled in, we needed to re-sod the areas that were dug up with grass. We had our gardener (Tropic Landscaping) do this. The cost was \$215.

Pool Deck – After the repairs of the leaks in the pool last May, we contracted to have the pool deck repaired. We are taking this as an opportunity to repair some other cracks in the deck as well as recoated the entire deck with a protective non-skid coating. Although the repairs and recoating have not yet happened, they will be done by Concrete Design Florida and will cost the association \$3,275.

Pool – Last April, our pool heater died due to a failure in the heat exchanger. However, since the summer was approaching and the pandemic was hitting, we decided to put off the repair. Well, it has now been repaired. The company that manufactured the heater provided us with a free, new heat exchanger at no charge since the unit was relatively new (~18 months). But we did have to pay for its installation. The total cost of the repair was \$476. We are now ready to heat the pool in the cooler weather.

Due to the pandemic, Broward County issued an emergency order requiring condo associations to have an employee monitor the pool and pool deck during open hours to ensure that users are keeping 6 feet apart, that the deck is maintained at 50% capacity and that the pool furniture is disinfected between use. Since we do not have the funds to employ such a person, Broward county indicated we could keep the pool and pool deck open only if we removed all the furnishings from the deck. Individuals will have to bring their own chairs & tables if they wish to use the deck. When the order is lifted, we will put the furniture back.

Also, Broward county requires that only residents of the complex may use the pool. NO VISITORS OR GUESTS to the complex may use the pool or pool deck. For practical purposes, the Board had defined “visitors and guests” as anyone staying at the complex for 30 days or less.

Emergency Lights – On a yearly basis, the Fire Department inspects the EXIT signs and the emergency lights in each stairwell. While most of the EXIT lights & signs were OK, 1 EXIT sign and 3 emergency lights in the stairwells needed to be replaced. We purchased new ones and they have been installed and should pass inspection. There was no cost for this as we purchased the lights using credit card points and they were installed using volunteer labor.

Fire Alarm System – In August, we replaced the centrally-wired smoke detection system with individual 10-year battery operated smoke detectors in each hallway and each bedroom as required by Florida Fire regulations. This replacement project addressed the continued problems we were having with people disconnecting/altering their smoke detectors which caused a problem in the central panel. Now, each unit is isolated and any disconnection or tampering with the unit will not affect the entire system. Also, we should be good for another 10 years. The cost of this replacement project was just under \$4,000.

Bicycles – At the March board meeting it was decided that additional bicycle parking be made available to residents. Because there is not sufficient space within the courtyard for more parking, we have added a bicycle rack secured to the pavement in the east parking lot (behind the brick wall). This rack provides space for 4 additional bicycles and is available to any renter or owner on a “first-come first-serve” basis.

Miscellaneous Repairs – We had our local handyman – Rick Mystic – perform several repairs for us including: 1) replacing the termite-infested molding around the door of the community room, 2) replacing a broken hose spigot in front of unit 111, 3) repairing the drywall in the closet of unit 108 which was opened in order to route out the AC condensate line serving the west side of the complex and 4) replacing broken concrete on the exterior ramp up to the dumpster room. The total cost for these repairs has not yet been calculated.

Laundry – We received notice from CSC Service Works that they intend to install a “pay by app” option on our washers and dryers. This should allow residents to pay for their usage without coins by using the app. In addition, the app should show which machines are available for use, when the cycle has ended, allow you to report broken machines, and provide an easy method for refunds. The coin option is still supposed to be available. They have told us that these features will be added to the machines in early October.

Bees – In early September we had a swarm of bees in the bathroom exhaust vent of unit 101. We successfully expelled the bees from that vent by using a pesticide. However, the bees moved and created a nest in one of the palm trees in the courtyard. Because of their menacing nature, we hired a company (Bee Brothers) to remove the nest. The cost was \$320.

Courtyard Planting – One of the palms in the east courtyard died. The association purchased a new Foxtail palm to replace it (~\$67). Our thanks to Dan & Dave Glendale for planting the palm and adding some other plants at their own expense.

Insurance – This quarter the premium for our association’s flood insurance policy came due. The cost for renewal was \$6,629 and insures us through Nov. 1, 2021. The new policy is on our website. The only policy awaiting renewal is our property and wind insurance policy which is up for renewal in late December and should be in the range of ~\$40,000.

Finances - The financial report for the first 3/4 of 2020 follows on the next page. Note that we are way over budget almost solely due to the unanticipated sewer replacement work on the east side of the complex. Fortunately, we have surplus funds from prior years which cover this overage. We are also considerably over budget on our fire-protection costs because of the replacement of the centrally-wired smoke detectors. Finally, we have the engineering costs associated with the required building renovations. These costs will eventually be paid out of the special assessment funds once that assessment has been passed. All of our other expenses have been in line with what we had budgeted.

If you have any questions or feedback, please participate in the next board meeting, contact us via email (colonialmanorwest@gmail.com), or drop a note into the Association’s mail box.

Thank you,
Colonial Manor West Directors & Officers

Ann Smalarz (#208), Director, President, (smalarz57@aol.com); Phone: (954) 829-9974
Gustavo Pineiro, Director, Vice President, (pineiro.gustavo@gmail.com); Phone: (954) 815-8647
Svetlana Sokolov, Director, Secretary, (sokol.ru@list.ru); Phone: (954) 348-3976
Dan Glendale, Director, (acarbuffcop@sbcglobal.net); Phone: (708) 738-4015
Tom Neubecker (#307), Assistant Treasurer, (tneubecker@gmail.com); Phone: (513) 503-1001

Bank Balances (as of 10/1/20):

Operating Account:	\$35,304.56
Escrow Amount:	\$4,439.67 (included in above Operating Account)
Available Funds:	\$30,864.89

COLONIAL MANOR WEST APARTMENTS CONDO ASSOC. INC.
Budget vs. Actuals: (Jan.-Sept., 2020)

	Actual	Budget	over Budget	% of Budget
Income				
Maintenance Income	\$101,857.00	\$141,300.00	-\$39,443.00	72%
Laundry Income	\$2,079.17	\$2,000.00	\$79.17	104%
Allowance for Uncollectible		-\$1,000.00	\$1,000.00	0%
Total Income	\$103,936.17	\$142,300.00	-\$38,363.83	73%
Expenses				
Accounting Fees	\$4,320.00	\$6,000.00	-\$1,680.00	72%
Common Area Expenses	\$1,415.84	\$2,500.00	-\$1,084.16	57%
Electricity	\$2,996.97	\$4,000.00	-\$1,003.03	75%
Elevator Maintenance	\$1,133.40	\$3,500.00	-\$2,366.60	32%
Elevator Telephone Expense	\$214.89	\$300.00	-\$85.11	72%
Fire Protection Services	\$7,876.20	\$2,000.00	\$5,876.20	394%
Gas Expenses	\$2,654.19	\$2,000.00	\$654.19	133%
Insurance			\$0.00	
Commercial Liability	\$4,346.00	\$4,500.00	-\$154.00	97%
Commercial Property + Wind		\$40,000.00	-\$40,000.00	0%
Directors & Officers Liability	\$811.80	\$800.00	\$11.80	101%
Fidelity & Crime	\$311.00	\$500.00	-\$189.00	62%
Flood	\$6,629.00	\$7,000.00	-\$371.00	95%
Total Insurance	\$12,097.80	\$52,800.00	-\$40,702.20	23%
Janitorial Services	\$3,500.00	\$4,500.00	-\$1,000.00	78%
Landscape Expenses	\$1,475.00	\$2,000.00	-\$525.00	74%
Legal Fees		\$1,000.00	-\$1,000.00	0%
Licenses & Permits	\$1,651.45	\$1,000.00	\$651.45	165%
Miscellaneous		\$1,000.00	-\$1,000.00	0%
Pest Control	\$320.00		\$320.00	
Pool Expenses	\$2,627.00	\$4,000.00	-\$1,373.00	66%
Redemption Credit	-\$448.68		-\$448.68	
Repairs & Maintenance	\$94,680.78	\$30,000.00	\$64,680.78	316%
Roof Contract	\$7,646.00	\$7,700.00	-\$54.00	99%
Termite Removal	\$540.00		\$540.00	
Waste Removal Services	\$2,720.00	\$5,000.00	-\$2,280.00	54%
Water & Sewer Expenses	\$9,443.72	\$13,000.00	-\$3,556.28	73%
Total Expenses	\$156,864.56	\$142,300.00	\$14,564.56	110%
Net Operating Income	-\$52,928.39	\$0.00	-\$52,928.39	
Other Expenses				
Building Renovations (from upcoming assessment)	\$8,076.25		\$8,076.25	
Net Income	-\$61,004.64	\$0.00	-\$61,004.64	