



Drumlins Homeowners Association
Manager's Report
Board Meeting January 22nd 2017- 4:00PM @ Glenn's

ISSUES: **Decks**

**VARIANCE
REQUESTS:**

WORK ORDERS Dayman report Monthly
 Open work orders
 Violations

FINANCIALS: Operating
 Reserve
 Past Due

OLD BUSINESS:
 Side yard erosion 8 Cambridge – revisit spring
 1 Waltham side yard mud - spring
 17 Medford – side yard -spring
 1314 side yard – spring
 Cambridge catch basin - Wesley
 Road update

NEW BUSINESS:
 Quotes for landscaping
 Quotes for lawn mowing
 Quote for fertilization

Crofton Perdue Associates, Inc.
DRUMLINS HOMEOWNERS ASSOCIATION
DECEMBER 2017

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OPERATING FUND

Checking Account as of 11/30/17	4,614.64	
Homeowners Maintenance Fees	17,550.00	
	<u>22,164.64</u>	
Disbursements - December	(18,365.76)	
Checking Account Balance as of 12/31/17	3,798.88	

MAINTENANCE RESERVE FUND

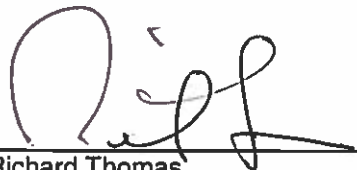
Canandaigua Bank	142,637.83	
Deposit - Reserve	2,465.00	
Deposit - Roof Fund	5,000.00	
Interest	3.31	
Withdrawal	0.00	
TOTAL MAINTENANCE RESERVE FUND	<u>150,106.14</u>	

MONTHLY RECONCILIATION OF PAYMENTS

Homeowners Maintenance Fees	17,550.00
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MAINTENANCE RESERVE ACCOUNTS YEAR TO DATE

Reserve Fund as of 5/31/17	38,077.38	
Roof Fund as of 5/31/17	<u>69,689.92</u>	107,767.30
Deposits - Reserve	17,230.00	
Roof Fund	35,000.00	
Interest	<u>20.84</u>	52,250.84
Withdrawal - Reserve - Painting	0.00	
Withdrawal - Reserve - Gutters	(1,882.00)	
Withdrawal - Reserve - Deck Inspections	(1,330.00)	
Withdrawal - Roof Fund - Roofing	<u>(6,700.00)</u>	(9,912.00)
Total		<u>150,106.14</u>



Richard Thomas
Property Manager

Crofton Perdue Associates, Inc.
DRUMLINS HOMEOWNERS ASSOCIATION
DISBURSEMENTS
DECEMBER 2017

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ADMINISTRATIVE & MISCELLANEOUS		
Crofton Perdue - Copies, VISA for Jim Meyers	119.17	
Bank Service Charge	<u>17.00</u>	136.17
CONTRACTED REPAIRS		
Crofton Perdue - Repairs and Maintenance		1,589.90
ELECTRIC		
Rochester Gas & Electric	52.07	
Village of Victor - Street Lighting	<u>155.82</u>	207.89
INSURANCE		
The Cincinnati Insurance Co	1,425.00	
Key Insurance	<u>0.00</u>	1,425.00
MANAGEMENT		
Crofton Perdue Associates, Inc.		1,358.50
PROFESSIONAL FEES		0.00
SNOW PLOWING		
Property Care - Plowing 1 of 4		2,176.88
SUMMER		
Outward Tree & Landscape - Fall Cleanup		4,006.42
SUPPLIES		0.00
TAXES		0.00
RESERVE & ROOF FUND		<u>7,465.00</u>
TOTAL DISBURSEMENTS		18,365.76

	A	B	C	D	E	F	G
1			Crofton Perdue Associates, Inc.				PAGE 3 OF 4
2			DRUMLINS HOMEOWNER'S ASSOCIATION				
3			DECEMBER 2017				
4	MONTH	MONTH				ANNUAL	REMAINING
5	BUDGETED	ACTUAL	CATEGORY	BUDGET YTD	ACTUAL YTD	BUDGET	BALANCE
6							
7							
8	127.50	136.17	ADMINISTRATION & MISC.	892.50	622.38	1,530.00	907.62
9	916.70	1,589.90	CONTRACTED REPAIRS	6,416.90	11,898.75	11,000.00	(898.75)
10	141.67	207.89	ELECTRIC	991.69	1,046.73	1,700.00	653.27
11	1,554.12	1,425.00	INSURANCE	14,124.72	12,879.08	18,787.00	5,907.92
12	1,399.50	1,358.50	MANAGEMENT	9,796.50	9,509.50	16,794.00	7,284.50
13	0.00	0.00	PROFESSIONAL FEES	1,350.00	1,664.00	1,350.00	(314.00)
14	1,880.00	2,176.88	SNOW PLOWING	1,880.00	2,176.88	9,404.00	7,227.12
15	7,452.75	4,006.42	LANDSCAPE	52,169.25	45,225.40	59,622.00	14,396.60
16	83.34	0.00	SUPPLIES	583.38	1,101.14	1,000.00	(101.14)
17	0.00	0.00	TAXES	530.00	521.23	650.00	128.77
18	259.84	0.00	CONTINGENCY	1,818.88	0.00	3,118.00	3,118.00
19							
20	13,815.42	10,900.76	TOTAL OPERATING EXP.	90,553.82	86,645.09	124,955.00	38,309.91
21							
22	7,465.00	7,465.00	RESERVE & ROOF FUND	52,230.00	52,230.00	89,555.00	37,325.00
23							
24	21,280.42	18,365.76	TOTAL	142,783.82	138,875.09	214,510.00	75,634.91

AGED OWNER BALANCES: AS OF Dec. 31, 2017
ACCOUNT NUMBER SEQUENCE

* - Previous Owner or Renter

ACCOUNT #	UNIT #	NAME	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL	STATUS
1MF		Marilyn R. Mann	10.00	335.00	0.00	0.00	345.00	
2BL		Mr. & Mrs. James Meehan	0.00	0.00	9.00	0.00	9.00	
16CC		Ed Hoffman Jr.	0.00	40.00	0.00	0.00	40.00	Payment Plan
TOTAL:			10.00	375.00	9.00	0.00	394.00	

Drumlins

Work Order History - 01/17/2018

Detailed Report

W/O # 745	Create Date 11/27/2017	W/O Type LKI Internal Leak	Lot/Unit #	Account # 1WL	Active NO	Closing Date 11/27/2017
	Authorized By : RT	Rick Thomas			Assign to : JS	
	Summary : Mary				Jim Stewart	
	Job Location 1 Waltham Street	Contact Name Joyce Hendricks			Phone (1) : 398-7451	

Special Instruction: HO has another leak in the upstairs bathroom ceiling. This was looked at in April also.

Detailed Description: Inspected the interior. Sealed the roof above the leak area.

<u>Type</u>	<u>Item #</u>	<u>Quantity</u>	<u>Amount \$</u>	<u>Subtotal \$</u>	<u>Tax %</u>	<u>Tax \$</u>	<u>Total \$</u>	
LABOR	JS	1.50	53.00	79.50	0.08	5.96	85.46	
							Total Labor	\$85.46
							Total Material	\$0.00
							Total Other	\$0.00
							GRAND TOTAL	\$85.46

W/O # 746	Create Date 11/14/2017	W/O Type GUC Gutter/Downspout Cleaning	Lot/Unit #	Account # DR	Active NO	Closing Date 11/14/2017
	Authorized By : RT	Rick Thomas			Assign to : 5MAINT	
	Summary : rebecca				5 maintenance crew assigned	
	Job Location 1 Drumlins	Contact Name			Phone (1) :	

Special Instruction: Clean all gutters.

Detailed Description: Cleaned the gutters. - Chris

Cleaned the gutters. - Jim

Cleaned the gutters. - Michael

Cleaned the gutters. - Rory

Cleaned all of the gutters and downspouts on the property. - Rick

Cleaned all of the gutters. - John

<u>Type</u>	<u>Item #</u>	<u>Quantity</u>	<u>Amount \$</u>	<u>Subtotal \$</u>	<u>Tax %</u>	<u>Tax \$</u>	<u>Total \$</u>	
LABOR	CK	3.50	53.00	185.50	0.08	13.91	199.41	
MATERIAL	MILES	7.00	0.65	4.55	0.08	0.34	4.89	
LABOR	JS	3.50	53.00	185.50	0.08	13.91	199.41	
MATERIAL	MILES	7.00	0.65	4.55	0.08	0.34	4.89	
LABOR	MM	3.00	53.00	159.00	0.08	11.93	170.93	
MATERIAL	MILES	1.00	0.65	0.65	0.08	0.05	0.70	
LABOR	RB	3.00	53.00	159.00	0.08	11.93	170.93	
MATERIAL	MILES	1.00	0.65	0.65	0.08	0.05	0.70	
LABOR	RJ	3.50	53.00	185.50	0.08	13.91	199.41	
MATERIAL	MILES	7.00	0.65	4.55	0.08	0.34	4.89	
LABOR	JL	3.50	53.00	185.50	0.08	13.91	199.41	
MATERIAL	MILES	7.00	0.65	4.55	0.08	0.34	4.89	
							Total Labor	\$1139.50
							Total Material	\$20.96
							Total Other	\$0.00
							GRAND TOTAL	\$1160.46

Drumlins

Work Order History - 01/17/2018

Detailed Report

W/O #	747	Create Date	11/27/2017	W/O Type	MAS Concrete/Brick/Stone Repair	Lot/Unit #		Account #	1317WE	Active	NO	Closing Date	11/27/2017		
		Authorized By :	RT		Rick Thomas						Assign to :	2MAINT			
		Summary :	rebecca												
		Job Location	1317 Wellington Dr				Contact Name	Mr. and Mrs. Keith Maier			Phone (1) :	943-5079 cell			
													Phone (2) :	586-4230	

Special Instruction: Install downspout underground per report.

Detailed Description: Installed an underground pipe along the front sidewalk. Jim

Dug and installed a downspout on the side of the garage underground away from the basement at 1314 Wellington. Will do the other one after the grading is done. - Michael

<u>Type</u>	<u>Item #</u>	<u>Quantity</u>	<u>Amount \$</u>	<u>Subtotal \$</u>	<u>Tax %</u>	<u>Tax \$</u>	<u>Total \$</u>	
LABOR	JS	2.00	53.00	106.00	0.08	7.95	113.95	
MATERIAL	MILES	24.00	0.65	15.60	0.08	1.17	16.77	
LABOR	MM	3.25	53.00	172.25	0.08	12.92	185.17	
MATERIAL	MILES	8.00	0.65	5.20	0.08	0.39	5.59	
							Total Labor	\$299.12
							Total Material	\$22.36
							Total Other	\$0.00
							GRAND TOTAL	\$321.48

W/O #	748	Create Date	11/03/2017	W/O Type	STO Storage fee	Lot/Unit #		Account #	DR	Active	NO	Closing Date	11/03/2017
		Authorized By :											
		Summary :	rebecca										
		Job Location	1 Drumlins				Contact Name				Phone (1) :		

Detailed Description:

<u>Type</u>	<u>Item #</u>	<u>Quantity</u>	<u>Amount \$</u>	<u>Subtotal \$</u>	<u>Tax %</u>	<u>Tax \$</u>	<u>Total \$</u>	
MATERIAL	STOR	1.00	22.50	22.50	0.00	0.00	22.50	
							Total Labor	\$0.00
							Total Material	\$22.50
							Total Other	\$0.00
							GRAND TOTAL	\$22.50

Report Totals	
Total Labor	\$1,524.08
Total Material	\$65.82
Total Other	\$0.00
GRAND TOTAL	\$1,589.90

Euffer cleaning 1160

Drumlins

Work Order History - 01/17/2018

Detailed Report

W/O #	660	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		01/12/2017	LEX Exterior Lights		19MF	YES
		Authorized By :	RT Rick Thomas			
		Summary :	nancy			
		<u>Job Location</u>		<u>Contact Name</u>		Phone (1) : 924-4696
		19 Medford Way		Rhoda Staab		
		Special Instruction:	1. Street light is out across from her. 2. North side next to the woods, there is a light on a motion detector not working.			
		Detailed Description:				

W/O #	700	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		06/05/2017	LKI Internal Leak		1327WE	YES
		Authorized By :	RT Rick Thomas			Assign to : JS
		Summary :	rick thomas			Jim Stewart
		<u>Job Location</u>		<u>Contact Name</u>		Phone (1) : 742-3320
		1327 Wellington Dr		Ginny Harford		
		Special Instruction:	Inside the garage, there are ceiling leak marks and peeling. Crawl space inspection, see what the issue is.			
		Detailed Description:				

W/O #	720	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		07/20/2017	GUC Gutter/Downspout Cleaning		2MF	YES
		Authorized By :	RT Rick Thomas			
		Summary :	Nicole			
		<u>Job Location</u>		<u>Contact Name</u>		Phone (1) : 924-7755
		2 Medford Way		Thomas Walker		
		Special Instruction:	3 Gutters in the back of the house over the deck are overflowing when it rains. Gutter needs to be cleaned out.			
		Detailed Description:				

W/O #	722	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		07/26/2017	MAS Concrete/Brick/Stone Repair		6CC	YES
		Authorized By :	RJ Rick Johnson			
		Summary :	nancy			
		<u>Job Location</u>		<u>Contact Name</u>		Phone (1) : 315-585-9578
		6 Cambridge Circle		Mr. & Mrs. Gary Preston		Phone (2) : 398-8050
		Special Instruction:	The sidewalk pavers have become uneven/sunk, please level.			
		Detailed Description:	8/8/17 2nd call Afraid of someone falling at night. Can we please do this.			

W/O #	726	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/04/2017	GUR Gutter/Downspout Repair		1318WE	YES
		Authorized By :	RJ Rick Johnson			
		Summary :	nancy			
		<u>Job Location</u>		<u>Contact Name</u>		Phone (1) : 747-1196
		1318 Wellington Dr		Karen Ward		
		Special Instruction:	The garage is getting flooded with water and mud after a hard rain. The gutters over the front porch and downspout			
		Detailed Description:	just squirt water all over and into garage with mud.			

W/O #	730	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/14/2017	DCK Deck Repairs		1275WE	YES
		Authorized By :	RT Rick Thomas			
		Summary :	Mary			
		<u>Job Location</u>		<u>Contact Name</u>		Phone (1) : 924-5538
		1275 Wellington Dr		Lorraine Sandford		
		Special Instruction:	One of the wooden deck stairs is rotted and needs to be replaced.			
		Detailed Description:				

Drumlins

Work Order History - 01/17/2018

Detailed Report

W/O #	749	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		12/26/2017	LKI Internal Leak		20CC	YES
		Authorized By :	RT Rick Thomas			
		Summary :	rick thomas			
		<u>Job Location</u>		<u>Contact Name</u>		Phone (1) : 924-7417
		20 Cambridge Circle		Cathy Boisvert		
		Special Instruction: Owner states there is a water leak in the living room - please call so she's home, usually afternoons.				
		Detailed Description:				

W/O #	751	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		01/08/2018	GAR Garage/Weather Strip. Repair		1314WE	YES
		Authorized By :	RT Rick Thomas			
		Summary :	rick thomas			
		<u>Job Location</u>		<u>Contact Name</u>		Phone (1) : 742-2102
		1314 Wellington Dr		Michael V. Bell		Phone (2) : 742-1990
		Special Instruction: Replace garage bottom weather strip				
		Detailed Description:				

W/O #	752	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		01/08/2018	MAS Concrete/Brick/Stone Repair		1314WE	YES
		Authorized By :	RT Rick Thomas			
		Summary :	rick thomas			
		<u>Job Location</u>		<u>Contact Name</u>		Phone (1) : 742-2102
		1314 Wellington Dr		Michael V. Bell		Phone (2) : 742-1990
		Special Instruction: see detail				
		Detailed Description: Remove dirt alongside sidewalk where recent gutter downspout repairs were made. Need to remove some dirt so below grade alongside sidewalk and regrade sidewalk to stop runoff.				

Report Totals	
Total Labor	\$0.00
Total Material	\$0.00
Total Other	\$0.00
GRAND TOTAL	\$0.00