



CROFTON PERDUE
Community Association Management
www.CroftonInc.com

Drumlins Homeowners Association
Manager's Report
Board Meeting March 19, 2018- 4:00PM @ Glenn's

ISSUES:

**VARIANCE
REQUESTS:**

WORK ORDERS Dayman Monthly report
Open work orders

FINANCIALS: Operating
Reserve

OLD BUSINESS:

Side yard erosion 8 Cambridge, 1 Waltham side yard
mud – spring- (For sale), 17 Medford side yard -spring
1314 side yard – spring
Cambridge catch basin - Wesley
Road update status

NEW BUSINESS:

Quotes for lawn mowing -
Quote for fertilization -
Plow status – issues
New Budget Draft
Amendment status Decks

Property Management Condominiums Townhouses Office Parks
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Crofton Perdue Associates, Inc.
DRUMLINS HOMEOWNERS ASSOCIATION
FEBRUARY 2018

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OPERATING FUND

| | | |
|--|--------------------|--|
| Checking Account as of 1/31/18 | 8,824.13 | |
| Homeowners Maintenance Fees | <u>17,265.00</u> | |
| | 26,089.13 | |
| Disbursements - February | <u>(13,145.56)</u> | |
| Checking Account Balance as of 2/28/18 | 12,943.57 | |

MAINTENANCE RESERVE FUND


| | | |
|---------------------------------------|-------------|--|
| Canandaigua Bank | 157,574.61 | |
| Deposit - Reserve | 2,465.00 | |
| Deposit - Roof Fund | 5,000.00 | |
| Interest | 3.93 | |
| Withdrawal | <u>0.00</u> | |
| TOTAL MAINTENANCE RESERVE FUND | 165,043.54 | |

MONTHLY RECONCILIATION OF PAYMENTS

| | |
|-----------------------------|-----------|
| Homeowners Maintenance Fees | 17,265.00 |
|-----------------------------|-----------|

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 | 27,160.00 | |
| Roof Fund | 40,000.00 | |
| Interest | <u>28.24</u> | 67,188.24 |
| 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 | | 165,043.54 |


Richard Thomas
Property Manager

Crofton Perdue Associates, Inc.
DRUMLINS HOMEOWNERS ASSOCIATION
DISBURSEMENTS
FEBRUARY 2018

Page 2 of 4

ADMINISTRATIVE & MISCELLANEOUS

| | | |
|-------------------------|--------------|-------|
| Crofton Perdue - Copies | 16.72 | |
| Bank Service Charge | <u>17.00</u> | 33.72 |

CONTRACTED REPAIRS

| | | |
|--|--|--------|
| Crofton Perdue - Repairs and Maintenance | | 477.66 |
|--|--|--------|

ELECTRIC

| | | |
|-------------------------------------|---------------|--------|
| Rochester Gas & Electric | 52.99 | |
| Village of Victor - Street Lighting | <u>155.82</u> | 208.81 |

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 - Snow Removal | | 2,176.87 |
|------------------------------|--|----------|

SUMMER

0.00

SUPPLIES

0.00

TAXES

0.00

RESERVE & ROOF FUND

7,465.00

TOTAL DISBURSEMENTS

13,145.56

| | A | B | C | D | E | F | G |
|----|-----------------|---------------|---|-------------------|-------------------|---------------|------------------|
| 1 | | | Crofton Perdue Associates, Inc. | | | | PAGE 3 OF 4 |
| 2 | | | DRUMLINS HOMEOWNER'S ASSOCIATION | | | | |
| 3 | | | FEBRUARY 2018 | | | | |
| 4 | MONTH | MONTH | | | | ANNUAL | REMAINING |
| 5 | BUDGETED | ACTUAL | CATEGORY | BUDGET YTD | ACTUAL YTD | BUDGET | BALANCE |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | 127.50 | 33.72 | ADMINISTRATION & MISC. | 1,147.50 | 726.45 | 1,530.00 | 803.55 |
| 9 | 916.70 | 477.66 | CONTRACTED REPAIRS | 8,250.30 | 12,909.69 | 11,000.00 | (1,909.69) |
| 10 | 141.67 | 208.81 | ELECTRIC | 1,275.03 | 1,465.01 | 1,700.00 | 234.99 |
| 11 | 1,554.12 | 1,425.00 | INSURANCE | 17,232.96 | 15,729.08 | 18,787.00 | 3,057.92 |
| 12 | 1,399.50 | 1,358.50 | MANAGEMENT | 12,595.50 | 12,226.50 | 16,794.00 | 4,567.50 |
| 13 | 0.00 | 0.00 | PROFESSIONAL FEES | 1,350.00 | 1,664.00 | 1,350.00 | (314.00) |
| 14 | 1,880.00 | 2,176.87 | SNOW PLOWING | 5,640.00 | 6,603.19 | 9,404.00 | 2,800.81 |
| 15 | 0.00 | 0.00 | LANDSCAPE | 52,169.25 | 45,225.40 | 59,622.00 | 14,396.60 |
| 16 | 83.34 | 0.00 | SUPPLIES | 750.06 | 1,163.96 | 1,000.00 | (163.96) |
| 17 | 0.00 | 0.00 | TAXES | 650.00 | 680.12 | 650.00 | (30.12) |
| 18 | 259.84 | 0.00 | CONTINGENCY | 2,338.56 | 0.00 | 3,118.00 | 3,118.00 |
| 19 | | | | | | | |
| 20 | 6,362.67 | 5,680.56 | TOTAL OPERATING EXP. | 103,399.16 | 98,393.40 | 124,955.00 | 26,561.60 |
| 21 | | | | | | | |
| 22 | 7,465.00 | 7,465.00 | RESERVE & ROOF FUND | 67,160.00 | 67,160.00 | 89,555.00 | 22,395.00 |
| 23 | | | | | | | |
| 24 | 13,827.67 | 13,145.56 | TOTAL | 170,559.16 | 165,553.40 | 214,510.00 | 48,956.60 |

AGED OWNER BALANCES: AS OF Feb. 28, 2018
ACCOUNT NUMBER SEQUENCE

* - Previous Owner or Renter

| ACCOUNT # | UNIT # | NAME | CURRENT | OVER 30 | OVER 60 | OVER 90 | TOTAL | STATUS |
|-----------|--------|-------------------------|---------|---------|---------|---------|---------|--------|
| 1MF | | Marilyn R. Mann | 335.00 | 0.00 | 0.00 | 0.00 | 335.00 | |
| 2BL | | Mr. & Mrs. James Meehan | 0.00 | 0.00 | 0.00 | 9.00 | 9.00 | |
| 2CC | | Mr. & Mrs. Kent Larsen | 10.00 | 0.00 | 0.00 | 0.00 | 10.00 | |
| 10BL | | Cynthia Haskins | 335.00 | 0.00 | 0.00 | 0.00 | 335.00 | |
| 26CC | | Gregory Barnard | 335.00 | 0.00 | 0.00 | 0.00 | 335.00 | |
| | | TOTAL: | 1015.00 | 0.00 | 0.00 | 9.00 | 1024.00 | |

Drumlins

Work Order History - 03/07/2018

Detailed Report

| | | | | | | | | | | | | | |
|--------------|-----|------------------------|--------------------|-----------------|----------------------------------|-------------------|---------------------|------------------|--------|--------------------|--------------------|---------------------|------------|
| W/O # | 751 | Create Date | 01/08/2018 | W/O Type | GAR Garage/Weather Strip. Repair | Lot/Unit # | 1314WE | Account # | 1314WE | Active | NO | Closing Date | 01/19/2018 |
| | | Authorized By : | RT | | Rick Thomas | | | | | Assign to : | 2MAINT | | |
| | | Summary : | rick thomas | | | | | | | | | | |
| | | Job Location | 1314 Wellington Dr | | | | Contact Name | Michael V. Bell | | | Phone (1) : | 742-2102 | |
| | | | | | | | | | | | Phone (2) : | 742-1990 | |

Special Instruction: Replace the bottom weather strip in the garage.

Detailed Description: Checked the roof at 1270 and checked the weather stripping at 1314. The weather stripping is good but the floor has heaved. - Jim

Looked at the garage door bottom weather stripping. It's ok but the floor is cracked and uneven. Rick Thomas needs to let Mike Bell know this. Looked at unit for an ice dam problem. - 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 | MM | 1.25 | 53.00 | 66.25 | 0.08 | 4.97 | 71.22 | |
| MATERIAL | MILES | 12.00 | 0.65 | 7.80 | 0.08 | 0.59 | 8.39 | |
| LABOR | JS | 1.50 | 53.00 | 79.50 | 0.08 | 5.96 | 85.46 | |
| MATERIAL | MILES | 20.00 | 0.65 | 13.00 | 0.08 | 0.98 | 13.98 | |
| | | | | | | | Total Labor | \$156.68 |
| | | | | | | | Total Material | \$22.36 |
| | | | | | | | Total Other | \$0.00 |
| | | | | | | | GRAND TOTAL | \$179.04 |

| | | | | | | | | | | | | | |
|--------------|-----|------------------------|--------------------|-----------------|----------------------------------|-------------------|---------------------|----------------------|--------|--------------------|--------------------|---------------------|------------|
| W/O # | 753 | Create Date | 01/19/2018 | W/O Type | SKY Skylight Repairs && Problems | Lot/Unit # | 1260WE | Account # | 1260WE | Active | NO | Closing Date | 01/25/2018 |
| | | Authorized By : | RT | | Rick Thomas | | | | | Assign to : | 2MAINT | | |
| | | Summary : | Mary | | | | | | | | | | |
| | | Job Location | 1260 Wellington Dr | | | | Contact Name | Mr. Robert Lowenthal | | | Phone (1) : | 742-3158 | |
| | | | | | | | | | | | Phone (2) : | 742-3158 | |

Special Instruction: When the weather permits please check the skylight in the master bath - HO has interior leaking.

Detailed Description: Checked the skylight and sealed around it. Tightened the screws. - Chris

Caulked as needed. - 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 | CK | 1.00 | 53.00 | 53.00 | 0.08 | 3.98 | 56.98 | |
| MATERIAL | MILES | 33.00 | 0.65 | 21.45 | 0.08 | 1.61 | 23.06 | |
| LABOR | MM | 0.75 | 53.00 | 39.75 | 0.08 | 2.98 | 42.73 | |
| MATERIAL | MILES | 36.00 | 0.65 | 23.40 | 0.08 | 1.76 | 25.16 | |
| | | | | | | | Total Labor | \$99.71 |
| | | | | | | | Total Material | \$48.21 |
| | | | | | | | Total Other | \$0.00 |
| | | | | | | | GRAND TOTAL | \$147.92 |

Drumlins

Work Order History - 03/07/2018

Detailed Report

| | | | | | | |
|------------------|---|---|-------------------|----------------------------|---------------------|-----------------------------------|
| W/O # 754 | Create Date 01/23/2018 | W/O Type LEX Exterior Lights | Lot/Unit # | Account # 1270WE | Active NO | Closing Date 01/25/2018 |
| | Authorized By : RT | Rick Thomas | | | | Assign to : 2MAINT |
| | Summary : Mary | | | | | 2 maintenance crew assisting |
| | Job Location 1270 Wellington Dr | Contact Name Mr. & Mrs. Glenn Cooke | | | | Phone (1) : 742-2135 |
| | | | | | | Phone (2) : 269-4939 |

Special Instruction: Street light in front has been out for some time.

Detailed Description: Investigated and found out it was a bad ballast. Got called off the job. - Chris

Picked up a ladder from storage and supplies from the office. Started the repair. Got a call to stop the repair. Called Rick Thomas he said to stop the repair because the Village will do the repair. Took the supplies and the ladder back to storage and the office. - 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 | CK | 1.00 | 53.00 | 53.00 | 0.08 | 3.98 | 56.98 | |
| LABOR | MM | 1.25 | 53.00 | 66.25 | 0.08 | 4.97 | 71.22 | |
| | | | | | | | Total Labor | \$128.19 |
| | | | | | | | Total Material | \$0.00 |
| | | | | | | | Total Other | \$0.00 |
| | | | | | | | GRAND TOTAL | \$128.19 |

| | | | | | | |
|------------------|-----------------------------------|------------------------------------|-------------------|------------------------|---------------------|-----------------------------------|
| W/O # 755 | Create Date 01/01/2018 | W/O Type STO Storage fee | Lot/Unit # | Account # DR | Active NO | Closing Date 01/01/2018 |
| | 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 | \$384.58 |
| Total Material | \$93.07 |
| Total Other | \$0.00 |
| GRAND TOTAL | \$477.65 |

Drumlins
Work Order History - 03/07/2018

Detailed Report

| | | | | | | | | | | | |
|--------------|-----|------------------------------|---|------------------------|---------------------------------|--------------------------|----------------------------|-------------------------|-----|----------------------|-----|
| W/O # | 722 | <u>Create Date</u> | 07/26/2017 | <u>W/O Type</u> | MAS Concrete/Brick/Stone Repair | <u>Lot/Unit #</u> | | <u>Account #</u> | 6CC | <u>Active</u> | YES |
| | | Authorized By : | RJ | | Rick Johnson | | | | | | |
| | | Summary : | nancy | | | | | | | | |
| | | <u>Job Location</u> | | | | | <u>Contact Name</u> | | | | |
| | | 6 Cambridge Circle | | | | | Mr. & Mrs. Gary Preston | | | | |
| | | 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 # | 757 | <u>Create Date</u> | 02/28/2018 | <u>W/O Type</u> | GUR Gutter/Downspout Repair | <u>Lot/Unit #</u> | | <u>Account #</u> | 1314WE | <u>Active</u> | YES |
| | | Authorized By : | RT | | Rick Thomas | | | | | | |
| | | Summary : | rick thomas | | | | | | | | |
| | | <u>Job Location</u> | | | | | <u>Contact Name</u> | | | | |
| | | 1314 Wellington Dr | | | | | Michael V. Bell | | | | |
| | | Special Instruction: | The gutter near the front door is leaking, please repair | | | | | | | | |
| | | Detailed Description: | | | | | | | | | |

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