



Drumlins Homeowners Association
Manager's Report
Board Meeting October 15, 2018

**VARIANCE
REQUESTS:**

WORK ORDERS Dayman Monthly report
 Open work orders

FINANCIALS: Operating
 Reserve
 Past Due

OLD BUSINESS:
 Side yard erosion – Medford - fall
 Village road work - status

NEW BUSINESS:
 Road dedication status
 Special meeting
 Guest parking shrubs to hide transformer and stump
 Garage door replacements
 Garage side door replacements
 Fall gutter cleaning
 Work list update
 Tree trimming
 New deck

ISSUES:

Crofton Perdue Associates, Inc.
DRUMLINS HOMEOWNERS ASSOCIATION
SEPTEMBER 2018

OPERATING FUND

Checking Account as of 8/31/18	8,428.47	
Homeowners Maintenance Fees	17,780.00	
	26,208.47	
Disbursements - September	(17,346.84)	
Checking Account Balance as of 9/30/18	8,861.63	

MAINTENANCE RESERVE FUND

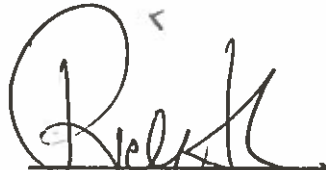
Canandaigua Bank	208,575.64	
Deposit - Reserve	2,037.00	
Deposit - Roof Fund	5,000.00	
Interest	5.10	
Withdrawal - Purchase CD's	(100,000.00)	115,617.74
Canandaigua Bank		
Certificate of Deposit 1.55% Mat. 4/5/19		25,000.00
Certificate of Deposit 2.10% Mat. 12/5/19		75,000.00
TOTAL MAINTENANCE RESERVE FUND		215,617.74

MONTHLY RECONCILIATION OF PAYMENTS

Homeowners Maintenance Fees	17,780.00	
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MAINTENANCE RESERVE ACCOUNTS YEAR TO DATE

Reserve Fund as of 5/31/18	69,460.79	
Roof Fund as of 5/31/18	117,989.92	187,450.71
Deposits - Reserve	8,148.00	
Roof Fund	20,000.00	
Interest	19.03	28,167.03
Withdrawal - Reserve - Painting	0.00	
Withdrawal - Roof Fund - Roofing	0.00	0.00
Total		215,617.74



 Richard Thomas
 Property Manager

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

Page 2 of 4

ADMINISTRATIVE & MISCELLANEOUS

Crofton Perdue - Copies 37.97

CONTRACTED REPAIRS

Crofton Perdue - Repairs and Maintenance 575.72
Town and Country Solutions - Yellow Jackets - 3 MW, 1072CH 139.76 715.48

ELECTRIC

Rochester Gas & Electric 55.12
Village of Victor - Street Lighting 0.00 55.12

INSURANCE

The Cincinnati Insurance Co 1,468.00
USI Insurance 792.00 2,260.00

MANAGEMENT

Crofton Perdue Associates, Inc. 1,358.50

PROFESSIONAL FEES

Bonn, Dioguardi & Ray - 2018 Audit & Tax Returns 1,405.00

SNOW PLOWING

0.00

SUMMER

Bay Landscape - Mowing 2,848.75
Outward Tree & Landscape - Preparation for AC Unit 2BL 231.13
One Step Tree & Lawn Care - Fertilization 790.50 3,870.38

SUPPLIES

Home Depot - Supplies 60.44
VP Supply Corp - Supplies 57.43 117.87

TAXES

NYS Corporation Tax - CT-200-V 162.00
Victor School Tax Collector - 2018 School Tax 327.52 489.52

RESERVE & ROOF FUND

7,037.00

TOTAL DISBURSEMENTS

17,346.84

	A	B	C	D	E	F	G
1			Crofton Perdue Associates, Inc.				PAGE 3 OF 4
2			DRUMLINS HOMEOWNER'S ASSOCIATION				
3			SEPTEMBER 2018				
4	MONTH	MONTH				ANNUAL	REMAINING
5	BUDGETED	ACTUAL	CATEGORY	BUDGET YTD	ACTUAL YTD	BUDGET	BALANCE
6							
7							
8	127.50	37.97	ADMINISTRATION & MISC.	510.00	864.88	1,500.00	635.12
9	1,000.00	715.48	CONTRACTED REPAIRS	4,000.00	4,827.59	12,000.00	7,172.41
10	150.00	55.12	ELECTRIC	600.00	217.36	1,800.00	1,582.64
11	1,554.12	2,260.00	INSURANCE	9,462.36	6,664.00	19,328.00	12,664.00
12	1,399.00	1,358.50	MANAGEMENT	5,596.00	5,434.00	16,788.00	11,354.00
13	272.28	1,405.00	PROFESSIONAL FEES	2,181.84	2,100.00	4,360.00	2,260.00
14	0.00	0.00	SNOW PLOWING	0.00	0.00	9,500.00	9,500.00
15	7,830.75	3,870.38	LANDSCAPE	30,189.00	33,947.98	60,000.00	26,052.02
16	100.00	117.87	SUPPLIES	400.00	735.08	1,200.00	464.92
17	330.00	489.52	TAXES	530.00	576.67	680.00	103.33
18	250.00	0.00	CONTINGENCY	1,000.00	0.00	3,000.00	3,000.00
19							
20	13,013.65	10,309.84	TOTAL OPERATING EXP.	54,469.20	55,367.56	130,156.00	74,788.44
21							
22	7,037.00	7,037.00	RESERVE & ROOF FUND	28,148.00	28,148.00	84,444.00	56,296.00
23							
24	20,050.65	17,346.84	TOTAL	82,617.20	83,515.56	214,600.00	131,084.44

AGED OWNER BALANCES: AS OF Sept. 27, 2018
ACCOUNT NUMBER SEQUENCE

* - Previous Owner or Renter

ACCOUNT #	UNIT #	NAME	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL	STATUS
1MF		Marilyn R. Mann	0.00	10.00	0.00	0.00	10.00	Warning to Lien
2BL		Mr. & Mrs. James Meehan	0.00	0.00	0.00	9.00	9.00	
9MF		Mr. Nick Cassidy	335.00	0.00	0.00	0.00	335.00	
10CC		William & Mary Lupton	300.00	0.00	0.00	0.00	300.00	
26CC		Gregory Bamard	10.00	0.00	0.00	0.00	10.00	
		TOTAL:	645.00	10.00	0.00	9.00	664.00	

Drumlins

Work Order History - 10/12/2018

Detailed Report

W/O #	832	Create Date	08/06/2018	W/O Type	FDN Foundation Repairs	Lot/Unit #		Account #	18CC	Active	NO	Closing Date	08/07/2018
		Authorized By :	RT		Rick Thomas					Assign to :	MM		
		Summary :	Mary							Phone (1) :	732-6676 Mel		
		Job Location			Contact Name								
		18 Cambridge Circle			Michael Keefe								

Special Instruction: Piece of foundation on garage is broken & allowing critters to get into garage. Please fill in gap. Also some broken & cracked
Detailed Description: pavers that need to be replaced. See attached photos

Maintenance staff picked up pavers from storage. Repalced pavers as needed. Mortored foundation as needed

<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	2.75	54.50	149.88	0.08	11.24	161.12	
MATERIAL	MILES	28.00	0.65	18.20	0.08	1.37	19.57	
							Total Labor	\$161.12
							Total Material	\$19.57
							Total Other	\$0.00
							GRAND TOTAL	\$180.69

W/O #	833	Create Date	08/10/2018	W/O Type	GUR Gutter/Downspout Repair	Lot/Unit #		Account #	1314WE	Active	NO	Closing Date	08/13/2018
		Authorized By :	RT		Rick Thomas					Assign to :	MM		
		Summary :	Mary							Phone (1) :	742-2102		
		Job Location			Contact Name					Phone (2) :	742-1990		
		1314 Wellington Dr			Michael V. Bell								

Special Instruction: Repair elbow of gutter as described in attached email

Detailed Description: Maintenance staff put the downspout back together.

<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	0.75	54.50	40.88	0.08	3.07	43.94	
MATERIAL	MILES	6.00	0.65	3.90	0.08	0.29	4.19	
							Total Labor	\$43.94
							Total Material	\$4.19
							Total Other	\$0.00
							GRAND TOTAL	\$48.13

W/O #	835	Create Date	08/22/2018	W/O Type	LEX Exterior Lights	Lot/Unit #		Account #	DR	Active	NO	Closing Date	08/30/2018
		Authorized By :	RT		Rick Thomas					Assign to :	MM		
		Summary :	Rick Thomas							Phone (1) :			
		Job Location			Contact Name								
		1 Drumlins											

Special Instruction: Stli's at 6 Medford and 1 Wellington opearte intermittantly - mostly off - please repair

Detailed Description: Maintenance staff picked up ladder from storage and supplies. Staff at #6 and 1254 replaced bad bulbs, tested ok. Staff took ladder back to storage.

<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	2.50	54.50	136.25	0.08	10.22	146.47	
MATERIAL	MILES	34.00	0.65	22.10	0.08	1.66	23.76	
							Total Labor	\$146.47
							Total Material	\$23.76
							Total Other	\$0.00
							GRAND TOTAL	\$170.23

Drumlins

Work Order History - 10/12/2018

Detailed Report

W/O # 838	Create Date 08/22/2018	W/O Type LEX Exterior Lights	Lot/Unit #	Account # DR	Active NO	Closing Date 08/30/2018
	Authorized By : RT	Rick Thomas			Assign to : RJ	
	Summary :	Rick Thomas			Rick Johnson	
	Job Location 1 Drumlins	Contact Name			Phone (1) :	

Special Instruction: Slli's at 6 Medford and 1 Wellington opearte intermittantly - mostly off - please repair

Detailed Description: Staff picked up ladder from storage, changed bulbs returned ladder

<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	JC	2.25	54.50	122.63	0.08	9.20	131.82	
MATERIAL	MILES	32.00	0.65	20.80	0.08	1.56	22.36	
							Total Labor	\$131.82
							Total Material	\$22.36
							Total Other	\$0.00
							GRAND TOTAL	\$154.18

W/O # 839	Create Date 08/30/2018	W/O Type STO Storage fee	Lot/Unit #	Account # DR	Active NO	Closing Date 08/30/2018
	Authorized By : BP	Barb Perdue				
	Summary :	Trish				
	Job Location 1 Drumlins	Contact Name			Phone (1) :	

Special Instruction: August storage fee

Detailed Description: August storage fee

<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	\$483.35
Total Material	\$92.38
Total Other	\$0.00
GRAND TOTAL	\$575.73

Drumlins

Work Order History - 10/12/2018

Detailed Report

W/O #	722	Create Date 07/26/2017	W/O Type MAS Concrete/Brick/Stone Repair	Lot/Unit #	Account # 6CC	Active YES
		Authorized By :	RJ Rick Johnson			
		Summary :	nancy			
		Job Location 6 Cambridge Circle	Contact Name Mr. & Mrs. Gary Preston			Phone (1) : 315-585-9578 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 #	783	Create Date 06/14/2018	W/O Type SID Siding/Trim Repair	Lot/Unit #	Account # 2MF	Active YES
		Authorized By :	RT Rick Thomas			
		Summary :	Mary			
		Job Location 2 Medford Way	Contact Name Thomas Walker			Phone (1) : 924-7755
		Special Instruction:	The lower edge of the siding on the east side is loose and needs to be secured.			
		Detailed Description:				
W/O #	789	Create Date 06/14/2018	W/O Type ROF Roof Repairs	Lot/Unit #	Account # 24CC	Active YES
		Authorized By :	RT Rick Thomas			
		Summary :	Mary			
		Job Location 24 Cambridge Circle	Contact Name Emma Ricci			Phone (1) :
		Special Instruction:	Some shingle tabs near the skylight are folded back.			
		Detailed Description:				
W/O #	798	Create Date 06/14/2018	W/O Type CAR Carpentry/Wood Repairs	Lot/Unit #	Account # 12CC	Active YES
		Authorized By :	RT Rick Thomas			
		Summary :	Mary			
		Job Location 12 Cambridge Circle	Contact Name Patrice Perez			Phone (1) : 924-3672
		Special Instruction:	Circular vent over the garage door is rotted, needs repair & paint.			
		Detailed Description:				
W/O #	801	Create Date 06/14/2018	W/O Type CAR Carpentry/Wood Repairs	Lot/Unit #	Account # 1MF	Active YES
		Authorized By :	RT Rick Thomas			
		Summary :	Mary			
		Job Location 1 Medford Way	Contact Name Marilyn R. Mann			Phone (1) : 742-8582
		Special Instruction:	East side of arched window not properly trimmed along the top. Basement window on the south side has a rotted frame.			
		Detailed Description:				
W/O #	803	Create Date 06/14/2018	W/O Type CAR Carpentry/Wood Repairs	Lot/Unit #	Account # 3MF	Active YES
		Authorized By :	RT Rick Thomas			
		Summary :	Mary			
		Job Location 3 Medford Way	Contact Name Kay Arnold			Phone (1) : 924-5827 Phone (2) : 924-3252
		Special Instruction:	Duct tape over an unsealed dryer vent. It needs to be properly sealed off.			
		Detailed Description:				

Drumlins

Work Order History - 10/12/2018

Detailed Report

W/O #	808	<u>Create Date</u>	06/14/2018	<u>W/O Type</u>	MSC Miscellaneous	<u>Lot/Unit #</u>		<u>Account #</u>	1317WE	<u>Active</u>	YES
		Authorized By :	RT		Rick Thomas						
		Summary :	Mary								
		<u>Job Location</u>					<u>Contact Name</u>				
		1317 Wellington Dr					Mr. & Mrs. Keith Maier				
		Special Instruction:	Pressure treated wood along the sidewalk is out of place since the spruce was removed, Please re-position.								
		Detailed Description:									

W/O #	815	<u>Create Date</u>	06/14/2018	<u>W/O Type</u>	MSC Miscellaneous	<u>Lot/Unit #</u>		<u>Account #</u>	1317WE	<u>Active</u>	YES
		Authorized By :	RT		Rick Thomas						
		Summary :	Mary								
		<u>Job Location</u>					<u>Contact Name</u>				
		1317 Wellington Dr					Mr. & Mrs. Keith Maier				
		Special Instruction:	Walkway was torn up when trees were removed - add soil or base material underneath to give a stable surface and fill in cracks.								
		Detailed Description:									

W/O #	823	<u>Create Date</u>	07/17/2018	<u>W/O Type</u>	MAS Concrete/Brick/Stone Repair	<u>Lot/Unit #</u>		<u>Account #</u>	10CC	<u>Active</u>	YES
		Authorized By :	RT		Rick Thomas						
		Summary :	Mary								
		<u>Job Location</u>					<u>Contact Name</u>				
		10 Cambridge Circle					William & Mary Lupton				
		Special Instruction:	Walkway needs repair - it's crumbling and not level.								
		Detailed Description:									

W/O #	834	<u>Create Date</u>	08/21/2018	<u>W/O Type</u>		<u>Lot/Unit #</u>		<u>Account #</u>		<u>Active</u>	YES
		Authorized By :									
		Summary :	rick thomas								
		<u>Job Location</u>					<u>Contact Name</u>				
		Detailed Description:									

W/O #	842	<u>Create Date</u>	09/12/2018	<u>W/O Type</u>	LEX Exterior Lights	<u>Lot/Unit #</u>		<u>Account #</u>	1314WE	<u>Active</u>	YES
		Authorized By :	RT		Rick Thomas						
		Summary :	Mary								
		<u>Job Location</u>					<u>Contact Name</u>				
		1314 Wellington Dr					Michael V. Bell				
		Special Instruction:	Street light #14 in front of 1320 Wellington Drive is out & 1331 Wellington has been dimming and may be close to going out.								
		Detailed Description:									

W/O #	843	<u>Create Date</u>	09/17/2018	<u>W/O Type</u>	FDN Foundation Repairs	<u>Lot/Unit #</u>		<u>Account #</u>	18CC	<u>Active</u>	YES
		Authorized By :	RT		Rick Thomas						
		Summary :	Mary								
		<u>Job Location</u>					<u>Contact Name</u>				
		18 Cambridge Circle					Michael Keefe				
		Special Instruction:	HO discovered hole in foundation that needs to be repaired, see photos								
		Detailed Description:									

Drumlins

Work Order History - 10/12/2018

Detailed Report

W/O #	844	Create Date	09/18/2018	W/O Type	MSC Miscellaneous	Lot/Unit #		Account #	1331WE	Active	YES	
		Authorized By :	RT		Rick Thomas							
		Summary :	rick thomas									
		Job Location	1331 Wellington Dr			Contact Name	MaryAnn Turner				Phone (1) :	924-3502
		Special Instruction:	STLI on off intermittantly									
		Detailed Description:										
W/O #	845	Create Date	09/21/2018	W/O Type	CAR Carpentry/Wood Repairs	Lot/Unit #		Account #	1254WE	Active	YES	
		Authorized By :	RT		Rick Thomas							
		Summary :	Mary									
		Job Location	1254 Wellington Dr			Contact Name	Mr. & Mrs. Norman Pipa				Phone (1) :	869-5041
		Special Instruction:	Remove some deck boards to expose rotted wood that needs to be replaced.									
		Detailed Description:										
W/O #	848	Create Date	09/28/2018	W/O Type	SID Siding/Trim Repair	Lot/Unit #		Account #	1314WE	Active	YES	
		Authorized By :	RT		Rick Thomas							
		Summary :	Mary									
		Job Location	1314 Wellington Dr			Contact Name	Michael V. Bell				Phone (1) :	742-2102
										Phone (2) :	742-1990	
		Special Instruction:	Rotted window frame: bay window, left panel (from outside), upper sash, lower edge. Please repair or replace									
		Detailed Description:										
W/O #	849	Create Date	09/28/2018	W/O Type	GUC Gutter/Downspout Cleaning	Lot/Unit #		Account #	3WL	Active	YES	
		Authorized By :										
		Summary :	Mary									
		Job Location	3 Waltham Street			Contact Name	Judy Reader				Phone (1) :	739-9149
		Special Instruction:	Gutter are in need of cleaning . Overflowing due to leaves									
		Detailed Description:										
W/O #	850	Create Date	10/01/2018	W/O Type	SID Siding/Trim Repair	Lot/Unit #		Account #	1314WE	Active	YES	
		Authorized By :	RT		Rick Thomas							
		Summary :	rick thomas									
		Job Location	1314 Wellington Dr			Contact Name	Michael V. Bell				Phone (1) :	742-2102
										Phone (2) :	742-1990	
		Special Instruction:	bay window side of house - just below window siding loose slips down									
		Detailed Description:										
W/O #	851	Create Date	10/05/2018	W/O Type	MSC Miscellaneous	Lot/Unit #		Account #	1254WE	Active	YES	
		Authorized By :	RT		Rick Thomas							
		Summary :	nancy									
		Job Location	1254 Wellington Dr			Contact Name	Mr. & Mrs. Norman Pipa				Phone (1) :	869-5041
		Special Instruction:	hole in flashing from an old WO from May jim was in May and never done?									
		Detailed Description:										

Drumlins

Work Order History - 10/12/2018

Detailed Report

W/O # 852 Create Date 10/08/2018 W/O Type GUC Gutter/Downspout Cleaning Lot/Unit # Account # 4BL Active YES
Authorized By : RT Rick Thomas
Summary : nancy
Job Location 4 Brookline Ave Contact Name Barbara Fulle Phone (1) :
Special Instruction: gutters plugged over the garage and the water is not going down the downpoust Phone (2) : 721-9691
Detailed Description:

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