

## Treasurer's Report – September 2018

**INCOME** for the month of September was **\$591.63**. This consisted of \$386.66 in quarterly assessment payments, \$179.97 in interest income, and \$25.00 from a fine.

**OPERATING EXPENSES** for September were **\$22,308.76**. The only unusual expense was a \$300.00 credit for the sale of a used snow blower. The Board approved the transfer of \$58,000.00 in unspent Operating funds to the Reserve account to help pay for upcoming drainage improvements. Larger operating expense categories included:

- **\$7,560.34** for Administrative and Insurance expenses.
- **\$10,431.50** for Building Maintenance expenses.
- **\$3,532.92** for Grounds Maintenance expenses.
- **\$784.00** for all other categories.

**REPLACEMENT/RESERVE EXPENSES** for September were **\$15,000.00** for drainage improvement work in the front of the buildings and **\$9,000.00** for a roof over the open deck at unit 404.

Also attached for your information is the Reserve Study information as of July 2018. This information has not been updated for the drainage improvements planned over the next few months. Those improvements will probably affect the schedule of other Reserve funded items based on the availability of funds. Such schedule revisions have not yet been determined.

### **Ending Balances on September 30, 2018 were:**

OPERATING (CHECKING) ACCOUNT: **\$12,021.80**

### RESERVE (REPLACEMENT) ACCOUNT:

Wells Fargo MM Account: **\$274,429.48**

Vanguard MM Account: **\$99,077.20**

**TOTAL RESERVES** **\$373,506.68**

**TOTAL MONIES:** **\$385,528.48**

Detailed income and expense information is posted on the Fleetwood Plaza website. Please let me know if you have any questions.

Respectfully Submitted,  
Phil Taylor, Treasurer  
(October 6, 2018)

To: Board of Directors, Officers, Treasurers, & Committee Chairs with Budgets

(R. Foss, K. Grant, R. Hengst, W. Jacobs, B. MacDowell, R. Marcus, J. Marshall, L. McGann, M. Michalski, D. Nelson, J. Parisi, K. Simkin, L. Simkin, P. Taylor, J. Whitmire)

**Fleetwood Plaza Regime, Inc.**  
**Budget vs. Actual By Account: October 2017 through September 2018**

	Budget Year-To-Date				Budget Annual Total		
	Actual	Budget	\$ Over Budget	% of Budget	Budget	\$ Over Budget	% of Budget
<b>Income</b>							
Assessment Income	293,712	292,320	1,392	100%	292,320	1,392	100%
Interest Income - Wells Fargo MM	251		251			251	
Interest Income - Checking	9		9			9	
Interest Income - Vanguard MM	1,439		1,439			1,439	
Miscellaneous Income	75		75			75	
<b>Total Income</b>	<b>\$295,485</b>	<b>\$292,320</b>	<b>\$3,165</b>	<b>101%</b>	<b>\$292,320</b>	<b>\$3,165</b>	<b>101%</b>
<b>Operating Expense</b>							
<b>Administrative &amp; Insurance</b>							
Administrative	1,692	3,200	-1,508	53%	3,200	-1,508	53%
Insurance	36,069	40,000	-3,931	90%	40,000	-3,931	90%
Legal & Audit	2,875	3,100	-225	93%	3,100	-225	93%
Outside Lighting	1,440	1,500	-60	96%	1,500	-60	96%
Promotional		100	-100	0%	100	-100	0%
<b>Total Administrative &amp; Insurance</b>	<b>42,076</b>	<b>47,900</b>	<b>-5,824</b>	<b>88%</b>	<b>47,900</b>	<b>-5,824</b>	<b>88%</b>
<b>Building Maintenance</b>							
Building Painting	29,779	43,500	-13,721	68%	43,500	-13,721	68%
Building Repairs	26,008	45,000	-18,992	58%	45,000	-18,992	58%
Porch & Deck Repairs	10,723	13,000	-2,277	82%	13,000	-2,277	82%
Road and Driveways	1,586	12,000	-10,414	13%	12,000	-10,414	13%
Roof Repairs	3,150	2,500	650	126%	2,500	650	126%
Termite Control	2,160	2,200	-40	98%	2,200	-40	98%
U/G Drains & Water Line Repairs	3,673	10,000	-6,327	37%	10,000	-6,327	37%
<b>Total Building Maintenance</b>	<b>77,079</b>	<b>128,200</b>	<b>-51,121</b>	<b>60%</b>	<b>128,200</b>	<b>-51,121</b>	<b>60%</b>
<b>Clubhouse &amp; Pool</b>							
Clubhouse	7,658	8,000	-342	96%	8,000	-342	96%
Pool	5,689	7,000	-1,311	81%	7,000	-1,311	81%
<b>Total Clubhouse &amp; Pool</b>	<b>13,348</b>	<b>15,000</b>	<b>-1,653</b>	<b>89%</b>	<b>15,000</b>	<b>-1,653</b>	<b>89%</b>
<b>Grounds Maintenance</b>							
Erosion Control		1,000	-1,000	0%	1,000	-1,000	0%
Large Tree Maintenance	3,500	2,000	1,500	175%	2,000	1,500	175%
Lawn & Landscape - Non-Contract	7,828	10,000	-2,172	78%	10,000	-2,172	78%
Lawn & Landscape Maint.-Contract	21,450	23,400	-1,950	92%	23,400	-1,950	92%
Lawn & Landscape Materials	11,372	8,200	3,172	139%	8,200	3,172	139%
Perimeter Bank Maintenance	1,150	2,700	-1,550	43%	2,700	-1,550	43%
<b>Total Grounds Maintenance</b>	<b>45,300</b>	<b>47,300</b>	<b>-2,000</b>	<b>96%</b>	<b>47,300</b>	<b>-2,000</b>	<b>96%</b>
<b>Operating Contingencies</b>		4,420	-4,420	0%	4,420	-4,420	0%
<b>Sewer Station Operation</b>	5,998	4,000	1,998	150%	4,000	1,998	150%
<b>Snow Removal</b>	6,795	5,000	1,795	136%	5,000	1,795	136%
<b>Social Committee Net Expense</b>	115	500	-385	23%	500	-385	23%
<b>Study Expense - Engineering</b>	12,023	5,000	7,023	240%	5,000	7,023	240%
<b>Vista (off-site pruning)</b>		0	0		0	0	
<b>Total Operating Expense</b>	<b>\$202,733</b>	<b>\$257,320</b>	<b>-\$54,587</b>	<b>79%</b>	<b>\$257,320</b>	<b>-\$54,587</b>	<b>79%</b>
<b>Net Operating Income</b>	<b>\$92,753</b>	<b>\$35,000</b>	<b>\$57,753</b>	<b>265%</b>	<b>\$35,000</b>	<b>\$57,753</b>	<b>265%</b>
<b>Reserve Expense</b>	-7,913						
Clubhouse & Pool	8,518		8,518		0	8,518	
Common Items	30,000	5,000	25,000	600%	5,000	25,000	600%
Major Building Repairs	25,975	14,000	11,975	186%	14,000	11,975	186%
Net Contribution to Reserves		0	0		0	0	
Road and Driveways	2,714	10,000	-7,286	27%	10,000	-7,286	27%
Roof Replacements		0	0		0	0	
Sewer Station		6,000	-6,000	0%	6,000	-6,000	0%
Surfaced Areas		0	0		0	0	
<b>Total Reserve Expense</b>	<b>\$59,294</b>	<b>\$35,000</b>	<b>\$24,294</b>	<b>169%</b>	<b>\$35,000</b>	<b>\$24,294</b>	<b>169%</b>
<b>Net Total Income</b>	<b>\$33,458</b>	<b>\$0</b>	<b>\$33,458</b>		<b>\$0</b>	<b>\$33,458</b>	

# Fleetwood Plaza Regime, Inc.

## INCOME & EXPENSE BY FUND

September 2018

	OPERATING FUND	REPLACEMENT FUND	NOT SPECIFIED	TOTAL
<b>Income</b>				
Assessment Income	1,308.96	237.70		\$1,546.66
Fines	25.00			\$25.00
Interest Income - Wells Fargo (Wachovia) MM		19.59		\$19.59
Interest Income - Checking	0.77			\$0.77
Interest Income - Vanguard MM		159.61		\$159.61
Unapplied Cash Payment Income			-1,160.00	\$ -1,160.00
<b>Total Income</b>	<b>\$1,334.73</b>	<b>\$416.90</b>	<b>\$ -1,160.00</b>	<b>\$591.63</b>
<b>GROSS PROFIT</b>	<b>\$1,334.73</b>	<b>\$416.90</b>	<b>\$ -1,160.00</b>	<b>\$591.63</b>
<b>Expenses</b>				
Administrative & Insurance				\$0.00
Administrative	171.02			\$171.02
Insurance	7,239.75			\$7,239.75
Outside Lighting	149.57			\$149.57
<b>Total Administrative &amp; Insurance</b>	<b>7,560.34</b>			<b>\$7,560.34</b>
Building Maintenance				\$0.00
Building Painting	60.00			\$60.00
Building Repairs	3,810.50			\$3,810.50
Porch & Deck Repairs	5,675.00			\$5,675.00
Road and Driveways	886.00			\$886.00
<b>Total Building Maintenance</b>	<b>10,431.50</b>			<b>\$10,431.50</b>
Clubhouse & Pool				\$0.00
Clubhouse	638.94			\$638.94
Pool	288.76			\$288.76
<b>Total Clubhouse &amp; Pool</b>	<b>927.70</b>			<b>\$927.70</b>
Grounds Maintenance				\$0.00
Lawn & Landscape - Non-Contract	1,339.00			\$1,339.00
Lawn & Landscape Maint.-Contract	1,950.00			\$1,950.00
Lawn & Landscape Materials	243.92			\$243.92
<b>Total Grounds Maintenance</b>	<b>3,532.92</b>			<b>\$3,532.92</b>
Sewer Station Operation	156.30			\$156.30
Snow Removal	-300.00			\$ -300.00
<b>Total Expenses</b>	<b>\$22,308.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,308.76</b>
<b>NET OPERATING INCOME</b>	<b>\$ -20,974.03</b>	<b>\$416.90</b>	<b>\$ -1,160.00</b>	<b>\$ -21,717.13</b>
<b>Other Expenses</b>				
Reserve Expense				\$0.00
Common Items		15,000.00		\$15,000.00
Major Building Repairs		9,000.00		\$9,000.00
<b>Total Reserve Expense</b>		<b>24,000.00</b>		<b>\$24,000.00</b>
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$24,000.00</b>	<b>\$0.00</b>	<b>\$24,000.00</b>
<b>NET OTHER INCOME</b>	<b>\$0.00</b>	<b>\$ -24,000.00</b>	<b>\$0.00</b>	<b>\$ -24,000.00</b>

	OPERATING FUND	REPLACEMENT FUND	NOT SPECIFIED	TOTAL
NET INCOME	<b>\$ -20,974.03</b>	<b>\$ -23,583.10</b>	<b>\$ -1,160.00</b>	<b>\$ -45,717.13</b>

# Fleetwood Plaza Regime, Inc.

## TRANSACTION DETAIL BY ACCOUNT

September 2018

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Administrative &amp; Insurance</b>			
Administrative			
09/23/2018	Kathleen B. Simkin	Reimbursement - sewer guideline signs & frames	54.44
09/23/2018	Kathleen B. Simkin	Reimbursement - portable phone amplifier for clubhouse	82.66
09/23/2018	Kathleen B. Simkin	Reimbursement - 10 clubhouse keys	31.92
09/28/2018	Wells Fargo Bank	Bank monthly service charge	2.00
<b>Total for Administrative</b>			<b>\$171.02</b>
Insurance			
09/23/2018	Harford Mutual Insurance	Package Policy Insurance	125.00
09/23/2018	Harford Mutual Insurance	Businessowners insurance	6,638.50
09/23/2018	Harford Mutual Insurance	Commercial Umbrella Insurance	476.25
<b>Total for Insurance</b>			<b>\$7,239.75</b>
Outside Lighting			
09/05/2018	Duke Energy	Lights and Pump - 07/26/18 - 08/24/18	85.64
09/05/2018	Duke Energy	Street Light Electric - 07/30/18 - 08/29/18	13.93
09/13/2018	David Seibert	Reimbursement - B1700 Lamp Post & Front Entrance Electric	50.00
<b>Total for Outside Lighting</b>			<b>\$149.57</b>
<b>Total for Administrative &amp; Insurance</b>			<b>\$7,560.34</b>
Building Maintenance			
Building Painting			
09/28/2018	Daniel Devine	#102 - porch painting plans	60.00
<b>Total for Building Painting</b>			<b>\$60.00</b>
Building Repairs			
09/05/2018	Merrell Paint & Decorating	Paint	34.15
09/23/2018	Lowe's Business Account/Synco	Building repair supplies	8.92
09/28/2018	Daniel Devine	Administrative	360.00
09/28/2018	Daniel Devine	Shop cleaned and trash out	120.00
09/28/2018	Daniel Devine	#701, #1602, #1604 - waterproofed wall	135.00
09/28/2018	Daniel Devine	#102 - sheetrock & baseboard repairs	120.00
09/28/2018	Daniel Devine	B1000 light post repairs	30.00
09/28/2018	Daniel Devine	B100 - mailboxes pressure washed	45.00
09/28/2018	Daniel Devine	#1603 - water proofed basement walls	45.00
09/28/2018	Daniel Devine	#1102 - basement water check	30.00
09/28/2018	Daniel Devine	#702 - sprayed basement wall	30.00
09/28/2018	Daniel Devine	Material pickups	420.00
09/28/2018	Dan Devine	Reimbursement - building repair supplies	22.89
09/28/2018	Daniel Devine	#404 - trash area door repairs	75.00
09/30/2018	Kathy Boland	Reimbursement - AC repair from drainage project damage	502.21
09/30/2018	Merrell Paint & Decorating	Paint	132.33
09/30/2018	Jackson Painting, Inc.	#504 & #1703 - ceiling painting	1,700.00
<b>Total for Building Repairs</b>			<b>\$3,810.50</b>
Porch & Deck Repairs			
09/28/2018	Seth Ammerman	#103 - pressure washed carpet	225.00

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
09/28/2018	Seth Ammerman	#103 - handrail replacement	800.00
09/28/2018	Seth Ammerman	#103 - porch screen repairs	1,800.00
09/28/2018	Daniel Devine	#103 - porch carpet sprayed & pressure washer setup	75.00
09/28/2018	Daniel Devine	#103 - porch repairs reviewed	90.00
09/28/2018	Daniel Padilla	#102 - deck painted	150.00
09/28/2018	Daniel Devine	#103 - pressure washed front stairs	105.00
09/28/2018	Daniel Devine	#103 - sprayed front stairs	30.00
09/30/2018	Craven Carpet	#903 carpet replacement	150.00
09/30/2018	Dennis Nelson	Reimbursement - #801 porch re-screening	2,250.00
<b>Total for Porch &amp; Deck Repairs</b>			<b>\$5,675.00</b>
Road and Driveways			
09/28/2018	Daniel Devine	B300, B400, B600 - driveway crack sealing	300.00
09/28/2018	Daniel Devine	B300 - driveway seal coated	420.00
09/28/2018	Daniel Devine	B600 - driveway seal coating	150.00
09/28/2018	Dan Devine	Reimbursement - propane for asphalt melting	16.00
<b>Total for Road and Driveways</b>			<b>\$886.00</b>
<b>Total for Building Maintenance</b>			<b>\$10,431.50</b>
Clubhouse & Pool			
Clubhouse			
09/05/2018	Town of Laurel Park	Water and Sewer - 06/13/18 to 08/14/18	58.40
09/05/2018	Dale Hyder	Clubhouse cleaning - 09/06/2018	65.00
09/05/2018	Duke Energy	Clubhouse Electric - 07/26/18 - 08/24/18	230.90
09/13/2018	AT&T	Clubhouse Phone - 08/28/18 - 09/27/18	53.05
09/19/2018	Dale Hyder	Clubhouse cleaning - 09/20/2018	65.00
09/23/2018	PSNC Energy	Gas - Clubhouse - 08/08/18 - 09/06/18	18.73
09/23/2018	Morris Broadband	TV & Wi/Fi - 09/19/2018 - 10/18/2018	124.40
09/30/2018	William Jacobs	Reimbursement - clubhouse paper supplies	23.46
<b>Total for Clubhouse</b>			<b>\$638.94</b>
Pool			
09/05/2018	Town of Laurel Park	Water - 06/13/18 to 08/14/18	127.78
09/23/2018	PSNC Energy	Gas - Pool - 08/08/18 - 09/06/18	160.98
<b>Total for Pool</b>			<b>\$288.76</b>
<b>Total for Clubhouse &amp; Pool</b>			<b>\$927.70</b>
Grounds Maintenance			
Lawn & Landscape - Non-Contract			
09/20/2018	Annie Shipley	Shrub pruning - weeks of 8/5, 8/12, 8/19	1,155.00
09/30/2018	Todd Anders	B400 boxwood removal	130.00
09/30/2018	Todd Anders	Dump fees - 2 loads	54.00
<b>Total for Lawn &amp; Landscape - Non-Contract</b>			<b>\$1,339.00</b>
Lawn & Landscape Maint.-Contract			
09/30/2018	Todd Anders	September contract	1,950.00
<b>Total for Lawn &amp; Landscape Maint.-Contract</b>			<b>\$1,950.00</b>
Lawn & Landscape Materials			
09/05/2018	Town of Laurel Park	Entrance & Irrigation Water - 06/13/17 to 08/14/18	90.58
09/20/2018	Raymond's Garden Center	Plants, Fertilizer, Soil	123.01
09/30/2018	William Jacobs	Reimbursement - clubhouse irrigation system parts	30.33
<b>Total for Lawn &amp; Landscape Materials</b>			<b>\$243.92</b>
<b>Total for Grounds Maintenance</b>			<b>\$3,532.92</b>

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
<b>Sewer Station Operation</b>			
09/05/2018	Duke Energy	Sewer Station Electric - 07/26/18 - 08/24/18	46.77
09/23/2018	PSNC Energy	Gas - Sewer - 08/08/18 - 09/06/18	19.53
09/28/2018	Daniel Devine	Water line to pump station planning	90.00
<b>Total for Sewer Station Operation</b>			<b>\$156.30</b>
<b>Snow Removal</b>			
09/05/2018		sale of used snow blower	-300.00
<b>Total for Snow Removal</b>			<b>\$ -300.00</b>
<b>Reserve Expense</b>			
Common Items			
09/28/2018	Santos Figueroa	Drainage Work - Building 300 front start	7,500.00
09/28/2018	Santos Figueroa	Drainage Work - Building 700 front start	7,500.00
<b>Total for Common Items</b>			<b>\$15,000.00</b>
<b>Major Building Repairs</b>			
09/30/2018	Seth Ammerman	#404 - roof over deck	9,000.00
<b>Total for Major Building Repairs</b>			<b>\$9,000.00</b>
<b>Total for Reserve Expense</b>			<b>\$24,000.00</b>