



To: Sample Report to the Board  
From: John Green  
Re: Report on the Property  
Date: January 16, 2018

This report follows up on items from the last Board meeting and any other new issues.

## Financials

See the attached report, it includes the following:

- Balance Sheet for December 31, 2017. Compared to 2016 the cash position of the HOA improved by \$90,000.
- Income Statement for December 31, 2017.
- AR and PrePaid Report as of December 31, 2017
- Bank Reconciliation Report for December 2017.

Since the Reserve Transfer is a transfer, it does not show up on the Income Statement. You will see that the Reserve account increased by the amount of the transfer.

## Account Receivables

See the attached AR report with comments on the side concerning the status. On this list the three units where there is no clearly defined plan and payment action are:

- 315 – Jimmy Carter
- 352 – Ronald Reagan – keeps claiming she will pay \$2,000 down and set up bank draft. However, nothing has occurred.
- 360 – George & Barbara Bush – the couple is now divorced. I spoke with the ex-wife at one time but have had no further conversations.

All of these accounts are with the attorney.

The following accounts have been sent a letter requesting payment or action by January 30 or they will be turned over to an attorney:

- 308 – Bill Clinton
- 472 – George W Bush
- 508 – Barack Obama



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## Repairs and Maintenance Since Last Meeting

Since our last meeting the following work has been performed around the property:

- Gutter work – the work approved at the last meeting was done in November. There were a series of small repairs. Unit 523 is reporting no water in the basement since we repaired the downspout and got the water moving away from the house.
- Clubhouse – was winterized this month.
- 333 – Roof Repair, there was a bad leak around the boot pipe. When this leak was repaired the decking was bad and was replaced.
- 425, several activities have been performed:
  - The sewer line breakage has been repaired. The cost was \$1,475. Based on the plumber's comments, this break was probably caused by Tennessee Foundation Repairs. I will seek reimbursement.
  - The balcony has been properly secured. We had to remove the fascia and the exterior railings to install the extra supports.
  - We are monitoring the exterior wall. We had TFS repoint the exterior wall.
- 465 – the exterior leak has been repaired. Water was seeping in between the brick and the siding. The brick had a reverse slope. We created a positive slope and properly sealed the siding. The supporting joists had significant water damage. We created new joists – the joist hold up two stories of the house. Sandhu Consultants performed this work. Mr. Sandhu is an engineer and with the importance of the joist it was vital that a well qualified person perform the work.
- 470 – the exterior door frame was painted. This unit is also for sale.
- 474/475 - there was a main line water leak. It appears that the line from the street runs towards the units and then creates a new horizontal line that feeds units. There was break in horizontal line, or the main line. Jack Ward and Sons repaired this for \$775. Since we have had one adjustment in the past 12 months we cannot get another. Also, we had the big holes in the front filled in by Sunrise.
- 505 – all of the new shutters are installed.
- 506 – this unit was reporting a leak near the bay window on the South Side. We suspected the siding as the culprit. This repair has been made. The siding was the culprit. We installed a water/vapor barrier on the exterior wall, the reinstalled the siding. The owner has not reported a leak since the work was done.

## Water Leaks at the Property

During the extreme cold weather we did not have any common water lines break. However, the following units reported some kind of problem:

- 401 – line in the crawl space
- 421 – exterior faucet. In this unit the exterior faucet is not part of the same water line as the house. A separate cut-off is required.
- 497 – frozen water spigot line. The cut off works for this
- 495 – frozen water spigot. The cut off works for this



- 507 – frozen water spigot line . This unit has a meter box in the front. This is different than other units.

### **Clubhouse**

We are looking at the concrete and brick work on the balcony. This is appearing to be more involved than originally thought. I am waiting to get bids from two separate contractors.

Besides repairing the concrete deck, we will probably have to remove and redo the brick columns below. In looking at the brick it does not flow evenly. If this is not corrected, then the concrete deck will have ponding water problems in the future as well. We have to create a means for the water to flow off the deck.

### **Structural Issues and related Issues**

The following units have reported cracks in blocks and brick and a concern about potential structural issues. Ben Buerger, the structural engineer, will be on site Tuesday to inspect.

- 414 – home inspector reported cracks in the crawl space
- 446 – is trying to redo kitchen and contractor stated there was shifting
- 498 – the owner is noticing cracks in the exterior bricks and inside in the drywall

Finally, Unit 462 has an ongoing issue and long running issue. I believe the structure issue is resolved. However, there is a concern about damage to the fireplace from water intrusion. Attached is a note from the owner received yesterday. I have attached my proposed response.

### **Units for Sale**

The following units are for sale

- 396 – Susan B Anthony
- 423 – Dorothy Day
- 470 – Harriet Beecher Stowe