

Cottage Acres HOA Board Minutes

Allure Activity Center

January 28, 2023

This meeting of the CAHOA Board was called to order by Roger Aschbrenner, President, at Allure Activity Center at 2:01 pm.

Board members present were: Darla Stigall, Phyllis Houck, Joel Klein and Roger Aschbrenner.

Absent: none

Owners / Visitors in Attendance:

Rhonda Wait	Connie Dubes	Eleanor Klein
Peg Landes	Eileen Crownhart	Jan Kuepker
Jan Meter	Laurie Gingrich	

Prior meeting minutes

- Ratify the ATWM approving the minutes from the 5 November 2022 board meeting.
 - **Motion by Joel Klein Second by Phyllis Houck Motion passed.**
- Accept into the record the Voter's Meeting minutes from 5 November 2022
 - **Motion by Phyllis Houck Second by Darla Stigall Motion passed.**

Financial Reports

A summary of the following reports was provided

- Accept the Balance Sheet and Profit and Loss 2022-12
 - **Motion by Darla Stigall Second by Phyllis Houck Motion passed.**
- Approve the Nov - Dec Disbursements
 - **Motion by Phyllis Houck Second by Darla Stigall Motion passed.**

Actions Taken Without a Meeting (ATWM)

- Ratify the actions taken in the 9 ATWMs listed below.
 - 2022/12/12 (50) Houck, Phyllis – approve owner request, to replace two double hung Anderson windows on the west side of her unit. The color to be the same, "Sandstone" exterior color.
 - 2022/12/12 (50) Houck, Phyllis – approve owner request to plant four (4) Arborvitae pine trees on the north side of 2506 B Megan Ct on common area. The planting and bed will be on an agreed upon location to allow for adequate mowing access.
 - 2022/12/12 (25) Dubes, Connie – approve owner request to add or increase a second section of the private garden on the east side of her unit with a 3x3 space (from the wall), along with the planting of a second Rose of Sharon tree in that space.
 - 2022/12/19 (A) approve the CA Board minutes from November 5th. The members present at that meeting were Linda Topp, Phyllis Houck and Roger Aschbrenner. These individuals reviewed the draft of the minutes and indicated their approval via email.
 - 2022/12/19 (34) Montee, Janice – in an effort to resolve an open item the Board approves the installation of a garage door in the color of "Sandstone" previously installed in 2021.
 - 2022/12/19 (A) approve a reimbursement to Roger Aschbrenner, in the amount of \$32.97, for deicer, for copy costs, donation to church and cost of two (2) reams of paper made on behalf of the Association.
 - 2022/12/19 (U) approve the draft of a letter to be given to a unit owner, regarding a violation.
 - 2023/01/10 (09) Dirks, Don & Leona – approve owner request to replace the garage door with the same style garage door, insulated and of the same color or of similar color (Almond).
 - 2023/01/19 (A) approve the cancellation of our lawn care contract with Edgewood Landscapes for 2023 & 2024, effective immediately. A letter will be sent via email to Aaron Arbuckle notifying them of the cancellation. Letter to be sent by February 1st.
 - **Motion by Joel Klein Second by Phyllis Houck Motion passed.**

Owner Requests

- Approve an owner, Dubes, Connie (25), request to replace the existing front screen door with new one of the same style and color.
 - **Motion by Darla Stigall Second by Phyllis Houck Motion passed.**

Property Repairs (Requested – Repaired)

1. (27) Kranov – Roof Leak – Licocci repaired
2. (63) Forward – Roof Leak – Licocci repaired

Quote / Project Considerations –

- Approve working with T.A. Licocci in replacing roofs on three (3) buildings, pending quote approval.
 - **Motion by Darla Stigall** **Second by Phyllis Houck** **Motion passed.**
- Approve working with T.A. Licocci to repair Bay windows on two (2) buildings, pending quote approval.
 - **Motion by Darla Stigall** **Second by Joel Klein** **Motion passed.**
- Approve working with T.A. Licocci to repair siding issues on multiple buildings, pending quote approval.
 - **Motion by Phyllis Houck** **Second by Darla Stigall** **Motion passed.**
- Approve working with T.A. Licocci to repair or replace shutters on multiple buildings, pending quote approval.
 - **Motion by Darla Stigall** **Second by Phyllis Houck** **Motion passed.**
- Approve modifying the budget to include \$5,000 for Emergency Capital Reserves.
 - **Motion by Phyllis Houck** **Second by Darla Stigall** **Motion passed.**
- Approve working with Buntjer to replace and repair downspout splash guards around the property on multiple buildings, pending quote approval.
 - **Motion by Darla Stigall** **Second by Phyllis Houck** **Motion passed.**
- Approve working with K & B Gutters to replace gutters on the six (6) remaining buildings (36 to 46), pending quote approval.
 - **Motion by Joel Klein** **Second by Phyllis Houck** **Motion passed.**
- Approve working with Buntjer to repair / replace the retaining wall around sign and with tree trimming and removal around the property, pending quote approval.
 - **Motion by Darla Stigall** **Second by Phyllis Houck** **Motion passed.**

Buntjer will finish the drainage ditch repair this spring. At which time they will bill for the entire project. No payment has been made on this project, therefore we will add this item to the budget for payment in 2023 from the excess cash carryover to 2023.

Quotes / Contracts for new projects

- Approve / accept the Dravis Landscaping quote of \$19,000, for lawn care (\$16,000), fall (\$1,500) and spring (\$1,500) cleanup, for the 2023 season.
 - **Motion by Joel Klein** **Second by Phyllis Houck** **Motion passed.**
- Approve / accept the TRUGREEN quote for lawn service of four (4) applications a year for a total cost of \$4,200.
 - **Motion by Darla Stigall** **Second by Phyllis Houck** **Motion passed.**
- Approve the purchase of a Little Free Library cabinet and post for installation in a location accessible to all residents, for approximately \$600.
 - **Motion by Phyllis Houck** **Second by Darla Stigall** **Motion passed.**

Contact and obtain quotes from Lauts Masonry for concrete repair/replacement at (#1) and (#5).

Contact and obtain quotes from McCormicks Nursery for (4) tree replacements.

Other Project Considerations

1. Clean Utility Room at the QUAD
2. Trim Trees along fence line
3. Repair sidewalk in court yard
4. Signage at entrance
5. Evaluate colors for garage doors, doors and trim
6. Evaluate siding colors – Coventry Court

Review / Adopt

- Approve the purchase of a new cell phone and switching to a new carrier. Change from Verizon (≈\$60/month) to Consumer Cellular (≈\$20/month). A new phone is required by Consumer Cellular (≈\$120).
 - **Motion by Darla Stigall** **Second by Phyllis Houck** **Motion passed.**
- Approve maintaining our current Web Domain Name and our Microsoft Office license. This is to acknowledge the recurring fee that is automatically renewed.
 - **Motion by Phyllis Houck** **Second by Darla Stigall** **Motion passed.**
- Approve a Revised Budget for 2023 containing the addition of excess cash from 2022, unpaid projects from 2022 and allocation of excess cash to 2023 projects.
 - **Motion by Darla Stigall** **Second by Joel Klein** **Motion passed.**
(The budget comparison follows below)

Open Forum – Comment & Question Period

Question: on window replacement responsibility as relating to bay windows in the Quote / Project Consideration category?

The purchase and installation of a new window is the responsibility of the unit owner. If damage to the house structure is found during window installation then the repair of the non-window areas is the HOA responsibility.

Question: on why we're going to Dravis Landscaping for lawn care instead of staying with Edgewood as relating to lawn care in Quotes / Contracts for new projects?

There are several reasons; Edgewood no longer does snow removal and the board prefers one company to work with for both snow removal and lawn care, Dravis is less costly and there were some concerns with Edgewood this past mowing season.

Question: is there a list of contractors that unit owners could request from the board?

No, this is beyond the scope of the board. The board has focused on projects centered on the maintenance and repairs needed around the HOA property. There are also too many variables involved and too many opinions on who is or isn't a good contractor to hire.

Adjournment

- Motion to adjourn at 3:15 p.m.
 - **Motion by Phyllis Houck** **Second by Darla Stigall** **Motion passed.**

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
December 12, 2022

Pursuant to the CAHOA Bylaws Article/Section 4.09 Action Taken Without a Meeting.
"The Directors shall have the right to take any action in the absence of a meeting, which they could take at a meeting by obtaining the written approval of all the directors. Any action so approved shall have the same effect as though taken at a meeting of the directors."

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December 12, 2022

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Connie Dubes, Lot 25

Action Taken:

Approve the request to add or increase a second section of the private garden on the east side of her unit with a 3 X 3 space (from the wall), along with the planting of a second Rose of Sharon tree in that space.

The cost of these improvements and their ongoing upkeep or future replacement is yours, the homeowner.

*11.07.2022
10:30am*
*Request of Sean
Dubes to add a second
Rose of Sharon tree on
east side of unit.
I request you
Connie Dubes*

Phyllis Houck, Lot 50

Action Taken:

Approve the request to allow the unit owner to plant four (4) Arborvitae pine trees on the north side of 2506 B Megan Ct on common area. The planting and bed will be on an agreed upon location to allow for adequate mowing access.

The cost of these improvements and their ongoing upkeep or future replacement is yours, the homeowner.

10.16.2022
*I would like to have
planted 4 Emerald Green Arborvitae
trees on the north side of Megan Ct.
at the top of the hill along the bed.
The purpose of planting these trees is to
provide privacy, shade and to improve
the look of the area.
Phyllis Houck*

Phyllis Houck, Lot 50

Action Taken:

Approve the request to replace the two double hung Anderson windows on the west side of her unit. The replacement windows will be in a sandstone exterior color to match the windows being removed.

The cost of these improvements and their ongoing upkeep or future replacement is yours, the homeowner.

November 8, 2022

To: Cottage Acres HOA Board

Re: Window replacements

I am hereby requesting approval of the Cottage Acres HOA Board the replacement of two double hung Anderson windows on the west side of my condo. These replacement windows will be in a sandstone exterior color to match the windows being removed.

Phyllis A Houck
2506B Megan Court

Ronald Barthman
President
Paul F. Klein
Secretary
Phyllis A. Houck
Treasurer
Darsh J. Stojan
Director
Vacant Board Position
Director

12-15-22
Date
19 Dec 22
Date
12-19-2022
Date
12-19-2022
Date

Date: *28 Jan 23*
Of Board Meeting (Regular) at which this action was ratified by the board members and recorded in the minutes.
Secretary's initials
JK

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Darsh J. Stojan
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Vacant Board Position
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12-19-22
Date
19 Dec 2022
Date
12-19-2022
Date
12-19-2022
Date

Date: *28 Jan 23*
Of Board Meeting (Regular) at which this action was ratified by the board members and recorded in the minutes.
Secretary's initials
JK

FORM 4.09 ATWM

ATWM 2022-12-12 - (D5) 804 Coventry Lane - Dubes, Connie (Landscaping - Tree)

FORM 4.09 ATWM

ATWM 2022-12-12 - (D5) 2506 B Megan Ct - Houck, Phyllis (Planting - Tree)

FORM 4.09 ATWM

ATWM 2022-12-12 - (D5) 2506 B Megan Ct - Houck, Phyllis (Window)

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
December 19, 2022

Pursuant to the CAHOA Bylaws Article/Section 4.09 Action Taken Without a Meeting.
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Cottage Acres Homeowner's Association
Action Taken Without a Meeting
January 19, 2023

Cottage Acres HOA, Co.
700 West St Mary's Hill
Stoughton, MA 01581
617-463-5100

January 10, 2023

Mr. Aaron Arbuckle
Edgewood Landscapes
1208 E. 4th St
Stoughton, MA 01581

Dear Mr. Arbuckle:

We are pleased to inform you that we have received your request for cancellation of your lawn care contract for 2023 & 2024, effective immediately. We appreciate your business and we wish you success in your business endeavors.

We request your thanks and appreciation for the services you provided to us over the past few years and we wish you success in your business endeavors.

Sincerely,
Ronald Barthman
Super Administrator
CAHOA - President

Cottage Acres Homeowner's Association
Action Taken Without a Meeting
January 10, 2023

Pursuant to the CAHOA Bylaws Article/Section 4.09 Action Taken Without a Meeting.
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Undisclosed.

Action Taken:

Approve the draft of a letter to be given to a unit owner, regarding a violation.

Administration

Action Taken:

Approve the cancellation of our lawn care contract with Edgewood Landscapes for 2023 & 2024, effective immediately.

A letter will be sent via email to Aaron Arbuckle notifying them of the cancellation. Letter to be sent by February 1st.

Don & Leona Dirks, Lot 09

Action Taken:

Approve the request to replace the garage door with the same style garage door, insulated and of the same color (Almond).

The cost of these improvements and their ongoing upkeep or future replacement is yours, the homeowner.

Address: 803-B Coventry Lane

Occupants: Don & Leona Dirks

Purpose: Request permission to replace the existing garage door with insulated garage door.

Specifications: 8' x 7' steel insulated single car door

Color: same front

Color: Stone Tan

Keyless entry pad

Notes: The proposed replacement door has the same design and color as the existing garage door. The only change in the new door would be insulation.

Ronald Barthman
President
Paul F. Klein
Secretary
Phyllis A. Houck
Treasurer
Darsh J. Stojan
Director
Vacant Board Position
Director

1-28-23
Date
28 Jan 23
Date
28 Jan 23
Date
1-28-23
Date

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Of Board Meeting (Regular) at which this action was ratified by the board members and recorded in the minutes.
Secretary's initials
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1-28-2023
Date
1-28-23
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JK

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Treasurer
Darsh J. Stojan
Director
Vacant Board Position
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28 Jan 23
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01-28-2023
Date
1-28-23
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Date: *28 Jan 23*
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Secretary's initials
JK

FORM 4.09 ATWM

FORM 4.09 ATWM

ATWM 2023-01-19 - (A) Edgewood Contract cancellation

FORM 4.09 ATWM

ATWM 2023-01-10 - (D9) 803 B Coventry Lane - Dirks, Don & Leona (Garage Door)

**Disbursements
Nov-Dec 2022**

Date	Name	Amount
11/07/2022	Buntjer Bros Inc.	(2,360.00)
11/21/2022	ComEd	(50.66)
11/30/2022	ComEd	(25.08)
11/04/2022	Lauts Masonry & General Contractor	(165.00)
11/07/2022	McCormicks Landscaping	(600.27)
12/09/2022	McFalls, Berge & Associates	(400.00)
11/28/2022	Rockford Mutual Insurance Company	(500.00)
12/27/2022	Roger Aschbrenner	(32.97)
11/04/2022	T.A.Liocci Construction	(195.00)
11/27/2022	Verizon Wireless	(65.96)
12/21/2022	Verizon Wireless	(65.83)
11/21/2022	Ward, Murray, Pace & Johnson, P.C	(78.00)
11/30/2022	Sauk Valley Bank	(17.50)
12/30/2022	Sauk Valley Bank	(17.50)
		<u>(4,573.77)</u>

Little Free Library

Composite Two Story Maroon Little Free Library \$399.00

View Details

Little Free Library

Composite Screw In Library Post and Topper Black \$179.00

View Details

Little Free Library

Composite Screw In Library Post and Topper Black \$179.00

View Details

Cottage Acres HOA
Balance Sheet
As of December 31, 2022

Accrual Basis

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
12050 - Cahoa Checking	36,063.35
12200 - Capital Reserves Funds	
12300 - Restricted Road Reserves	7,004.96
12400 - Restricted Roof/Siding Reserves	175,437.36
12500 - Restricted Emergency Reserves	5,003.54
Total 12200 - Capital Reserves Funds	187,445.86
Total Checking/Savings	223,509.21
Accounts Receivable	
11000 - Accounts Receivable	(1,650.50)
Total Accounts Receivable	(1,650.50)
Other Current Assets	
12075 - Petty Cash	20.00
Total Other Current Assets	20.00
Total Current Assets	221,878.71
TOTAL ASSETS	221,878.71
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
2023 Insurance Payment paid, not expensed until 2023	(500.00)
Long Term Liabilities	
21000 - Restricted Road Reserves Liabil	7,004.96
22000 - Restricted Roof/Siding Reserves	175,437.36
26000 - Restricted Emergency Reserves	5,003.54
Total Long Term Liabilities	187,445.86
Total Liabilities	186,945.86
Equity	
32000 - Unrestricted Net Assets	47,035.66
Net Income	(12,102.81)
Total Equity	34,932.85
TOTAL LIABILITIES & EQUITY	221,878.71

Cottage Acres HOA

Profit & Loss by Class w/Budget

January through December 2022

	General Fund	Budget	\$ Over Budget	Total Capital Reserves	TOTAL
Ordinary Income/Expense					
Income					
40000 - Monthly Maintenance Fee/Dues	163,437.00	178,296.00	(14,859.00)	0.00	163,437.00
Total Income	163,437.00	178,296.00	(14,859.00)	0.00	163,437.00
Gross Profit					
	163,437.00	178,296.00	(14,859.00)	0.00	163,437.00
Expense					
60200 - Automobile Expense	23.43		23.43	0.00	23.43
60250 - Banking Fees	210.00	216.00	(6.00)	0.00	210.00
61700 - Computer and Internet Expenses	108.24		108.24	0.00	108.24
63300 - Insurance Expense	21,066.00	30,000.00	(8,934.00)	0.00	21,066.00
63700 - Lawn Care	30,407.52	30,032.52	375.00	0.00	30,407.52
63701 - Snow Removal	6,470.00	19,971.48	(13,501.48)	0.00	6,470.00
63800 - Road and Drive Maintenance	320.00		320.00	0.00	320.00
63900 - Roof Repairs and Maintenance	37,451.00	34,500.00	2,951.00	0.00	37,451.00
64000 - Repairs and Maintenance	26,271.94	43,981.00	(17,709.06)	0.00	26,271.94
64400 - Miscellaneous	721.15		721.15	0.00	721.15
64900 - Office Supplies	1,219.42	2,400.00	(1,180.58)	0.00	1,219.42
66500 - Postage and Delivery	383.05		383.05	0.00	383.05
66700 - Professional Fees	2,182.00	1,700.00	482.00	0.00	2,182.00
68100 - Telephone Expense	759.48		759.48	0.00	759.48
68600 - Utilities	345.66	1,440.00	(1,094.34)	0.00	345.66
Total Expense	127,938.89	164,241.00	(36,302.11)	0.00	127,938.89
Net Ordinary Income	35,498.11	14,055.00	21,443.11	0.00	35,498.11
Other Income/Expense					
Other Income					
Interest Income	0.00			469.08	469.08
Transfer to Reserves	0.00			44,055.00	44,055.00
Total Other Income	0.00	0.00	0.00	44,524.08	44,524.08
Other Expense					
Transfer from Maintenance Fees	44,055.00	44,055.00	0.00	0.00	44,055.00
70200 - Capital Reserve Expense - Roofs	0.00			48,070.00	48,070.00
Total Other Expense	44,055.00	44,055.00	0.00	48,070.00	92,125.00
Net Other Income	(44,055.00)	(44,055.00)	0.00	(3,545.92)	(47,600.92)
Net Income	(8,556.89)	(30,000.00)	21,443.11	(3,545.92)	(12,102.81)

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2022

Profit Loss Detail vs Budget

	General Fund	General Fund	Budget	\$ Over Budget	Total Capital Reserves	TOTAL
Ordinary Income/Expense						
Income						
40000 - Monthly Maintenance Fee/Dues	163,437.00	178,296.00	(14,859.00)	0.00	163,437.00	
Total Income	163,437.00	178,296.00	(14,859.00)	0.00	163,437.00	
Gross Profit						
	163,437.00	178,296.00	(14,859.00)	0.00	163,437.00	
Expense						
60200 - Automobile Expense	23.43	23.43	0.00	23.43	0.00	23.43
Linda Topp						
60250 - Banking Fees	210.00	210.00	216.00	(6.00)	0.00	210.00
Sauk Valley Bank						
61700 - Computer and Internet Expenses	108.24	108.24	0.00	108.24	0.00	108.24
Microsoft						
63300 - Insurance Expense	21,066.00	30,000.00	(8,934.00)	0.00	21,066.00	
Rockford Mutual						
Nationwide						
Travelers						
63700 - Lawn Care	30,407.52	30,032.52	375.00	0.00	30,407.52	
Edgewood Landscapes						
63701 - Snow Removal	6,470.00	19,971.48	(13,501.48)	0.00	6,470.00	
Edgewood Landscapes						
63800 - Road and Drive Maintenance	320.00	320.00	0.00	320.00	0.00	320.00
Quality Stripe						
63900 - Roof Repairs and Maintenance	37,451.00	34,500.00	2,951.00	0.00	37,451.00	
K&B Gutters						
64000 - Repairs and Maintenance	26,271.94	43,981.00	(17,709.06)	0.00	26,271.94	
Buntjer Bros						
Edgewood Landscapes						
J&K Locksmith						
Lauts Masonry						
M & S Mudjacking						
McComicks Landscaping						
Menards						
GP - Drainage Repair						
Perfect Tree Service						
PH - Wall & Downspout Repair						
Quality Cleaning Service						
RH - Post Lamp Repairs						
Schultz's Nuisance Wildlife Control						
TA Licocci Construction						
United Electric						
64400 - Miscellaneous	721.15	0.00	721.15	0.00	721.15	
Misc A/P Adj						
Lundstroms Florist						
64900 - Office Supplies	1,219.42	2,400.00	(1,180.58)	0.00	1,219.42	
William Roy Long						
Roger Aschbrenner						
Amazon						
Walmart						
Uline						
66500 - Postage and Delivery	383.05	0.00	383.05	0.00	383.05	
William Roy Long						
Roger Aschbrenner						
Linda Topp						

2022

Profit Loss Detail vs Budget

	General Fund	General Fund	Budget	\$ Over Budget	Total Capital Reserves	TOTAL
66700 - Professional Fees						
Ward, Murny, Pace & Johnson	1,372.00	2,182.00	1,700.00	482.00	0.00	2,182.00
McFalls, Berge & Associates	810.00					
68100 - Telephone Expense						
Verizon	759.48	759.48	780.00	(20.52)	0.00	759.48
68600 - Utilities						
ComEd	345.66	345.66	660.00	(314.34)	0.00	345.66
Total Expense	127,938.89	164,241.00	(36,302.11)	0.00	127,938.89	
Net Ordinary Income	35,498.11	14,055.00	21,443.11	0.00	35,498.11	
Other Income/Expense						
Other Income						
Interest Income	0.00			469.08	469.08	
Transfer to Reserves	0.00			44,055.00	44,055.00	
Total Other Income	0.00	0.00	0.00	44,524.08	44,524.08	
Other Expense						
Transfer from Maintenance Fees	44,055.00	44,055.00	0.00	0.00	44,055.00	
CR Portion of Maintenance Fees	44,055.00					
70200 - Capital Reserve Expense - Roofs	0.00	0.00	0.00	48,070.00	48,070.00	
TA Licocci Construction						
TA Licocci Construction						
TA Licocci Construction						
Total Other Expense	44,055.00	44,055.00	0.00	48,070.00	92,125.00	
Net Other Income	(44,055.00)	(44,055.00)	0.00	(3,545.92)	(47,600.92)	
Net Income	(8,556.89)	(30,000.00)	21,443.11	(3,545.92)	(12,102.81)	
CAPITAL RESERVE RECONCILIATION						
	Road	Roof	Emergency	Total		
2021/11/23/1 Ending Balance	77,491.78	108,500.00	5,000.00	190,991.78		
2022 Reserve Allocation		44,055.00		44,055.00		
2022 Replace (3) Roofs				(48,070.00)		
906 A&B Village Lane				(13,480.00)		
905 A&B Florence Ln				(20,450.00)		
903 A&B Coventry Ln				(14,140.00)		
2022 Balance Reallocation	(70,491.78)	70,491.78		-		
2022 Interest on Accounts	4.96	460.58	3.54	469.08		
2022/12/31 Ending Balance	7,004.96	175,437.36	5,003.54	187,445.86		
2023 Budget Fee Allocations	7,000.00	44,055.00	5,000.00	56,055.00		
2023 Expense Allocations						
Building #1				(20,000.00)		
Building #2				(20,000.00)		
Building #3				(20,000.00)		