



FirstService Residential

MONTHLY MANAGEMENT REPORT

HARBOUR ISLE EAST CONDOMINIUM ASSOCIATION

MANAGEMENT REPORT

MARLENE MEDINA

MONTH OF: JUNE 2016

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I. FINANCIAL REPORT: **MONTH OF: JUNE 2016**

➤ **Operating Cash and Reserves:**

Prior Balance	1,502,409.91
Increases/ Decreases	129,312.00
Current Balance	1,373,097.91

➤ **The Variance is mainly due to Members Assessments coming in which are due on July 1st. 2016**

➤ **Delinquent Accounts:** We currently have four accounts at the attorney this include one current lien. These accounts are a total of \$ 28,334.62

II. FINANCIAL NOTES: Walt Dinneen has been analyzing the Association's Assets and working closing with the banks to maximize the earning potential for the Associationl.

III. ADMINISTRATION:

➤ **Sales this Month**

- **3-202 Seller James Thompson...Buyer Kevin & Diane Bryan**
- **2-303-Seller Rosemary Dinisio... Buyer Joe & Stephanie Duffy**
- **10-201 Seller Lynda Yalmokas... Buyer John & Pauline Evans**
- **9-106 Seller Juanita Flatter....Buyer Marilyn Murphy**

➤

➤ **Rentals this Month**

- **10-303 Owner Maureen Rajabally... Renter Natalie Cooper**
- **10—204 Owner Debbie Lambert... Renter Maureen Stiglbauer**
- **Legal Issues:**

IV. PROJECT UP DATE AND STATUS:

The coconuts trees around the pool and clubhouse were all trimmed and the coconuts removed.
The fountain is being worked on and it should be running again soon.
The grill parts have been shipped out so that is be operable also.
Jason is still work on the doors on the electrical rooms.
We completed eleven work orders this month and the list is in my report.

V. BIDS AND PROPOSALS: Please see the attached bids for updating our security systems.

VI. MANAGEMENT RECOMMENDATIONS: Getting bids for tree trimming.



VII. SCHEDULED EVENTS:

➤ Meetings attended this month:

I met with the landscapers to discuss what needs to be done weekly.

Everyday meetings with staff to discuss various projects that we need to work on.

Brenda Nichols for Universal Protection Service (which is the guard company's new name) came on Thursday and we discussed her hiring procedures ect.

I also spoke with David Martin for the POA in regards to trimming the entrance and it looks like it was done on Thursday.

Met with Julie and we were able to finalize a maintenance schedule and the hurricane preparedness plan.

➤ My Objectives For Next Month:

One of my objectives this month is to complete the post order book with the Guard House. This book needs to be updated with different procedures for emergencies such as hurricanes ect.

We are also working on some irrigation issues that need to be completed.

Finally to work together with my team to keep Harbour Isle East as one the best places to live on the Island.