



Palladian Condominium at Rockville Town Square  
MANAGEMENT REPORT  
February 9, 2009

I. MINUTES

Approval of minutes of Board of Directors Meeting of November 10, 2008 and February 9, 2009 are attached for review and approval. **(Encl. P1-P11)**

II. FINANCIAL

Financial reports for January were emailed.

As of 2/28/09 – 10 units were on the delinquency listing. Five of which were for parking spaces fees and have indicated they will submit payment immediately.

The account with ING Direct was opened and funded. Currently accounts are held with the following:

Wachovia Bank: Operating

ING Direct: Reserves

**Balance Sheet**

1. Cash Balances: Total cash balance in the operating and reserve accounts as of January 31, 2009 were \$560,424 respectively.
2. Assets – Total assets were \$586,887.
3. Reserve Equity – Reserve Equity was booked at \$129,361.

**Statement of Operations/Budget Analysis – MTD/YTD**

1. Notable positive variances to budget projections month/year-to-date included:
  - Utilities– \$18,811. - Budget expense YTD was \$20,306. Expense YTD was \$1,495. Under budget primarily due to timing of invoices.
  - Payroll - \$8,509.00 – Due primarily to payment structure of Managers salary. Cost allocations must be made to the proposed budget of the HOA to correct the figures in the Palladian.
  - 6175 – Condominium Fees - \$8337.00 – Due to timing of invoice.Total operating expenses are under budget. \$32,479.00
2. Notable negative variances to budget projections year-to-date included:
  - 5888 - Utilities Income – \$4,854.00. Due to unpaid utility bills to the previous sub-metering company as well as possibility not receiving the full amount owed from Midway Services.
  - 7645 – Elevator – (\$3,171) – Invoices received to the contract from 2008 that had not been paid because they were sent to the incorrect

address and the tenant (214) did not forward to the Management Office.

- 7715 – Refuse – (\$2,660.00) Invoices received to the contract from 2008 that had not been paid because they were sent to the incorrect address and the tenant (214) did not forward to the Management Office.
- Total Repairs and Maintenance – (\$2,108.19) – General Manager identified areas of deficiency that required correction.
- HOA Fees – (\$2,429.61) – The HOA Budget has not yet been finalized. Once it is, there will be a modification to this line item.

### III. MISCELLANEOUS

- A. Note of appreciation from Mr. Cahill (**Encl. P12**)
- B. Letter to Sushi Damo from General Mngr. regarding complaint. (**Encl. P13**)

### IV. CONTRACTED SERVICES

#### A. Alarm Monitoring/Sprinkler Testing

No notable activity.

#### B. Cable TV – Comcast Cable

(Anniversary Date: February 2016)

No notable activity.

#### C. Elevator - Kone Elevator

(Anniversary Date: November 20, 2012)

Castle Sprinkler was on site to work on the repair for the smoke sensor. It is thought that the smoke sensor was never wired and working. Alarm Tech, the installer, is going to come to site to review and advise.

It was learned that there were owner and address problems with the original certificates which caused delays with the renewal.

#### D. Emergency Generator

No notable activity.

#### E. Exterminating- Western Pest

(Anniversary Date: month-to-month)

No notable activity.

#### F. Fire Extinguishers

(Anniversary Date: February 1, 2009)

Are scheduled for service and testing this month.

G. **Fitness Equipment – Heartline Fitness**

(Anniversary Date: November 21, 2009)

No notable activity.

H. **Garage Door – Overhead Door**

(Anniversary Date: October 31, 2009)

No notable activity.

I. **HVAC – Common Area - Densel**

(Anniversary Date: January 24, 2009)

A meeting is being scheduled with Densel and site management to review the contract and determine if the best possible use of the maintenance agreement is being used or if a modification to the contract is necessary. This meeting has carried into March.

J. **HVAC – Residential**

(Anniversary Date: TBD)

The residential units are serviced and maintained by Danny and they are all in working order.

K. **Janitorial – Beltway Cleaning Services**

(Anniversary Date: March 2, 2009)

Site Manager is evaluating services provided as well as reviewing proposals received from two alternative contractors.

L. **Refuse – Waste Management**

(Anniversary Date: February 22, 2010)

No notable activity.

M. **Utilities – Studabakers Submetering**

(Anniversary Date: February 22, 2010)

Management is working on the billing and income ratios. As of March 5, 2009, I have received a copy of all of the billing from Midway Services and pulled copies of the check received for reimbursement to the association. The review will be complete and Midway receive an assessment of what is owed. A letter has been prepared to send to all of unit owners who are delinquent on their utilities informing them that their delinquency and any fees associated with the utility will be attached to their account.

Studabaker Submetering has taken entered all of the necessary information for billing and repaired equipment as necessary. Their first read will be on March 20, 2009.

## V. PROFESSIONAL SERVICES

### A. Management

(Anniversary Date: November 30, 2009)

On site Management meetings were held with the General Manager and Building Engineer.

A full building inspection was conducted on January 15, 2009 with Danny and the Engineering team from Zalco Realty. The final written report with suggestions is being prepared and will be submitted with next months management report.

Three RFP's were sent with the revised Engineering specifications. They are due back by March 20, 2009. A copy of the RFP is attached for reference. **(Encl. P14-P16)**

At the Board request, Management has provided to the Master Board a letter requested the installation for a crash bar and light switches with clarifications requested from their meeting held in January 2009. The Property Manager has placed this back on the agenda for the meeting to be held in March. **(Encl P.17)**

### B. Insurance – John Manougian

(Anniversary Date: February 26, 2009)

Proposals have been submitted which are in line with those from last year. The Master Association will approve and certificates will be provided to site.

#### Philadelphia Insurance

Building Value \$46,876,053.

Personal Property \$500,000. (\$5,000 deductible)

General Liability \$1 Million per occurrence/ 2 Million aggregate

#### American Guarantee & Liability/Zurich

Umbrella \$25 Million

#### Travelers Insurance

D&O Liability \$1 Million

Fidelity \$250,000.

#### Norguard Insurance

Workmans Comp.

### C. Legal –

Counsel continues to assist with collection of two delinquent units. (Report will be emailed to the BOD)

## VI. MAINTENANCE & ADMINISTRATIVE

### A. Maintenance

To be provided by Vicki Myers

### B. Painting Proposals (Board decision requested)

Per the Boards instruction, four proposals were received for painting the building. The proposals are attached for review and consideration.

Creative Finishes **(Encl. P18)**

Palmer Brothers Painting **(Encl. P19)**

Portillo Contractors, Inc. **(Encl. P20)**

Stonestreet Contracting **(Encl. P21-P24)**

### C. Administrative

- **Committee Recommendations**

Safety and Security **(Encl. P.25)**

Installation of two overhead lights in area where residents exit the #4 parking garage.

Engage services of an off duty Mont. Co. Police Officer for heightened security.

- Task List – Attached. **(Encl. P.26)**

- Annual Calendar – Attached **(Encl. P27-P30)**