

# LFGHOA Board Meeting \*MINUTES\* Saturday, October 9, 2021

## Virtual Meeting

Time	Agenda Item	Lead	Purpose
8:10	<b>Meeting to order</b>	Mark	<ul style="list-style-type: none"> <li>Called to order 8:10 am</li> </ul> Attendees: <ul style="list-style-type: none"> <li>Board Members: Mark P, Alan N, Kathy L, Jason K, Jessica T, Doug O, Jim C, Josette R.</li> <li>Homeowners: Barry &amp; Lisa (185), Kathy (203), Roxanne (142), Barbara (105), Dawn (183), Jason &amp; Lisa (141), Karin (76), Helen (29), Ed (61),</li> <li>Office: Alan M, Joslynn W.</li> </ul>
8:10	<b>Approval of minutes:</b> 9/18/2021 Meeting Minutes	Board	Kathy <b>motioned</b> to approve 9/18/2021 Minutes. Alan N. <b>seconded</b> . Unanimously approved. <b>Action Item:</b> <b>(Joslynn) Final Minutes 7/17/2021:</b> Post minutes to lfghoa.com
8:12	<b>Homeowner Hearing/Correspondence:</b>	Board	None
8:12	<b>Actions from last meeting:</b> <ul style="list-style-type: none"> <li><b>(Joslynn) Minutes 7/17/2021:</b> Post to website</li> <li><b>(Alan M) Contact TTSD re: additional dumpsters</b> – Will they allow a 3-month term? What would be the cost?</li> <li><b>(Joslynn) Update evacuation info on website:</b> provide link where PDF was located.</li> <li><b>(Joslynn) Reply to Homeowner Corresp Email #1 &amp; #2</b></li> <li><b>(Joslynn) Follow-up letter to Facebook Admins:</b> 3<sup>rd</sup> request for disclaimer to be added “This is not an official Lake Forest Glen HOA Facebook page”</li> <li><b>(Board/Committees) Survey questions:</b> Provide to Mark</li> <li><b>(Jason) ACH:</b> Talk to McClintock</li> <li><b>(Alan M) Gensburg Contract:</b> Send to Mark and the Board</li> <li><b>(Joslynn) Fire/Air Resources:</b> Post to website, get link from Mark</li> <li><b>Annual meeting prep:</b> <b>(Mark &amp; Alan N.)</b> Put together slide regarding work on CC&amp;Rs.</li> </ul>		Update status on actions: <ul style="list-style-type: none"> <li>Posted to site, no further action.</li> <li>Landscaping will be discussed next meeting</li> <li>Alan was going to check in the Spring when it’s closer to potentially needing them. Mark requested info sooner so the basic info can be discussed and determined if it would be applicable.</li> <li>Updated</li> <li>Responded</li> <li>Emailed/No response</li> <li>Mark sent draft to Board this morning for review.</li> <li>Jason spoke w/McClintock and there are 3 options: bill.com, duespayment.com and paysimple.com.</li> <li>Gensburg would like to offer a 5-year contract for snow removal, lock in a good price. Would this affect Alan’s replacement? If we have a contract is should be honored. Kathy <b>motioned</b> to accept the contract. Doug <b>seconded</b>. All in favor.</li> <li>Posted on lfghoa.com &gt; Emergency Info/Utilities/Local Info</li> <li>Prep complete and ready for meeting at 10:00 am</li> </ul>

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	<p>(Mark &amp; Alan M.) Slide for Manager’s report  <b>(Jason)</b> Financials/Budget Slides  <b>(Committee Chairs/Mark)</b> What is committee doing? What has it accomplished this year? Short write up to provide to Mark by 9/30/2021.  <b>(Jason) Budget Summary:</b> Provide to Board prior to Annual meeting.</p>		<p><b>Action Items:</b>  <b>(Alan M) Contact TTSD re: additional dumpsters</b> – Will they allow a 3 month term? What would be the cost? What location(s)?  <b>(Board) Survey Questions:</b> Review and provide feedback to Mark  <b>(Jason) Follow up ACH info:</b> Pros/cons – cost/benefits – Old Business on next agenda.  <b>(Alan) Gensburg Contract:</b> Accept 5-year contract.  <b>(Board) Determine Committees &amp; Chairs:</b> Agenda item for November meeting.</p>
8:40	<p><b>Old Business:</b>  <b>(Alan M) Pool Renovation Project Monthly Report:</b> Provide updates at next board meeting – Status update.</p>	Alan M	<ul style="list-style-type: none"> <li>Permit is in review in Auburn, no new update or time frame. If it affects next year’s pool opening, we will notify homeowners. If permit is received soon, bathroom work can be done over winter. Some items such as the gate can be worked on without permit and Alan is contacting welder. Doug received positive feedback for when pool was open.</li> </ul>
8:45	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li><b>Davis Stirling newsletter</b> Fire Insurance/requesting inspection to review. <a href="https://www.davis-stirling.com/Newsletters/2021-Newsletters/Costly-Fire-Insurance">https://www.davis-stirling.com/Newsletters/2021-Newsletters/Costly-Fire-Insurance</a></li> </ul>	Kathy L	<ul style="list-style-type: none"> <li>Should the HOA do a “Defensible Space Inspection”? We have been removing Junipers. Fire dept has advised to have branches 30’ from building. All the asphalt we have is helpful. Alan spoke to Farmers Ins 10/8 and fire reading is good as vegetation is spread out.</li> </ul> <p><b>Action Items:</b>  <b>(Jason) Firewise.org:</b> send info to office  <b>(Jessica/Mark) Newsletter content:</b> fire safety  <b>(Alan M.) Fire Department:</b> Invite to complex to review and become familiar with area.</p>
9:03	<p><b>Committee Reports:</b>  <b>Pool/Tennis Court Committee:</b>  <b>(Josette) Meeting:</b> Bring recommendation to next Board meeting as to bathroom and hot tub staying open or closing.</p> <p><b>Landscape Committee:</b>  <b>(Jim/Alan M) Lawn Maintenance:</b> Detailed proposal with cost estimate.</p> <p><b>Admin Committee:</b> GM Retirement update &amp; Meeting Report</p>		<ul style="list-style-type: none"> <li>Recommendation: <u>not</u> make any changes to the current hot tub and bathroom being opened at the Quiet Pool. This is consistent with the Committee Recommendation to stay in line with the state/CDC recommended guidelines. Currently, there are no social distancing requirements for outdoors.</li> <li>Has not received a call back yet. Will provide update at next meeting.</li> <li>After 10/9/21 committee will meet up regularly again. Questionnaire was sent to Board this morning. Wording suggestions provided.</li> </ul>

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	<p><b>Rules &amp; Regs Committee:</b>  <b>(Alan M/Board) Governing</b>  <b>Doc:</b> Items/concerns to provide to Alan N. by 9/30/2021 so he can provide to Brian Hanley.</p>		<ul style="list-style-type: none"> <li>Process will involve Board and Members. Restating CC&amp;R's and B-Laws, not creating new CC&amp;R's. Some items are better placed in the Rules &amp; Regs. Big topics are STRs, updating legal changes and typos/errors. Alan N. will communicate through emails with Porter Simon to have paper trail and clarity about conversations and workflow. Budget can rollover if needed but has to stay within budget.</li> </ul> <p><b>Action items:</b>  <b>(Jim/Alan M) Lawn Maintenance:</b> Detailed proposal with cost estimate.  <b>(Joslynn) Survey monkey:</b> renew account  <b>Mark) Survey:</b> Distribution to coincide with December newsletter.</p>
9:32	<p><b>Financials:</b></p> <ul style="list-style-type: none"> <li><a href="#">August Financials</a></li> <li>Aging Report [emailed to Board for privacy]</li> </ul>	Jason	<ul style="list-style-type: none"> <li>Operation expense is in good shape. Reserve budget coming in under (painting was less and new truck/plow was less than budgeted. Quiet pool bathroom project will have some rollover.</li> <li>No action on aging report</li> </ul>
9:34	<p><b>Open session:</b></p> <ul style="list-style-type: none"> <li>Board future topics/non-agenda items</li> <li>Member comments</li> </ul>	Mark	<ul style="list-style-type: none"> <li>Jessica asked about Ballot counting – it was delayed about 35 minutes because of power outage but otherwise was successful, Sheryl did great. Kathy L. will announce winner at Annual Meeting</li> <li>None</li> </ul>
9:34	<p><b>Executive Session</b> (if needed)</p> <ul style="list-style-type: none"> <li>Executive session topics</li> </ul>	Mark	None
9:37	<b>Meeting adjourn</b>	Mark	Mark <b>motioned</b> to adjourn; Doug <b>seconded</b> . All in favor.

# LFGHOA Board Meeting \*MINUTES\* Saturday, October 9, 2021

## Virtual Meeting

Minutes Attachment 1 – August Financials (5 Pages)

### LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

#### BALANCE SHEET August 31, 2021

See Independent Accountants' Compilation Report

#### ASSETS

		OPERATING FUND	REPLACEMENT FUND
<b>ASSETS</b>			
1040	Operating Checking Account	\$ 252,120	\$ -0-
1045	Deferred Compensation Account	205,373	-0-
1060	US Bank ACH Account	80,523	-0-
1090	Petty Cash Account	266	-0-
1280	El Dorado Savings	-0-	78,372
1290	Edward Jones	-0-	1,475,654
1320	Other Receivable	-0-	-0-
1410	Assessments Receivable	1,388	-0-
1415	Allowance for Bad Debt	-0-	-0-
1501	Prepaid Expenses	-0-	-0-
1505	Other Prepaid Expenses	817	-0-
1511	Prepaid Taxes	-0-	-0-
1475	Due From Operating	-0-	320
1502	Workers' Comp Deposit	-0-	-0-
1520	Property & Equipment	177,086	-0-
1530	Less: Accum. Depreciation	(165,427)	-0-
	<b>TOTAL ASSETS</b>	<b>\$ 552,146</b>	<b>\$ 1,554,348</b>

#### LIABILITIES & FUND BALANCES

<b>LIABILITIES</b>			
3010	Accounts Payable	\$ 13,857	\$ -0-
3011	Accrued Accounts Payable	-0-	-0-
3015	Replacement Accounts Payables	-0-	-0-
2055	Deferred Charter Revenue	7,380	-0-
2035	Accrued Payroll Taxes & Workers' Comp	204,643	-0-
2040	Accrued Salaries & Wages	16,714	-0-
2041	Accrued Vacation	19,480	-0-
2045	Homeowners Dues Paid In Advance	21,061	-0-
2034	Escrow Deposits	-0-	-0-
2000	Income Taxes Payable - Federal	-0-	-0-
2001	Income Taxes Payable - Franchise	-0-	-0-
2120	Due To Replacement	320	-0-
	<b>TOTAL LIABILITIES</b>	<b>283,455</b>	<b>-0-</b>
<b>FUND BALANCES</b>			
3100	Operating Fund Balance	261,204	-0-
3900	Replacement Fund Balance	-0-	1,531,857
	Current Year Net Revenue (Expense)	7,487	22,489
	<b>TOTAL FUND BALANCES</b>	<b>268,691</b>	<b>1,554,348</b>
	<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 552,146</b>	<b>\$ 1,554,348</b>

SUBSTANTIALLY ALL DISCLOSURES  
HAVE BEEN OMITTED

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TENTATIVE AND PRELIMINARY  
FOR DISCUSSION PURPOSES ONLY

# LFGHOA Board Meeting \*MINUTES\* Saturday, October 9, 2021

## Virtual Meeting

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION  
 STATEMENT OF OPERATING FUND REVENUE & EXPENSES  
 For the Month Ended August 31, 2021  
 And Year-to-date Period January 1, 2021 to August 31, 2021  
 See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
<b>REVENUE</b>					
5010 Dues Assessments	\$ 86,580	\$ 692,640	\$ 1,038,960	67%	\$ 346,320
5011 Less: Dues Allocated to Replacement Fund	(32,295)	(258,362)	(387,543)	67%	(129,181)
5110 Interest Income	278	1,949	150	1299%	(1,799)
5250 Late Fees & Interest	148	370	1,500	25%	1,130
5260 Transfer Fee Income	300	2,100	1,500	140%	(600)
5290 Miscellaneous Income	950	3,060	1,350	227%	(1,710)
<b>TOTAL REVENUE</b>	<b>55,961</b>	<b>441,757</b>	<b>655,917</b>	<b>67%</b>	<b>214,160</b>
<b>EXPENSES SCHEDULE ATTACHED</b>					
Landscaping	8,230	75,141	103,148	73%	28,007
Utilities	5,129	39,949	56,200	71%	16,251
Pool & Tennis Expenses	7,570	54,696	77,667	70%	22,971
Repairs & Maintenance	9,225	85,117	170,493	50%	85,376
Administrative Expenses	20,981	174,724	248,408	70%	73,684
8150 Depreciation	760	6,083	9,124	67%	3,041
6001 Property Tax	-0-	43	-0-	0%	(43)
8151 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
8152 Provision for Franchise Tax	-0-	(1,483)	874	-170%	2,357
<b>TOTAL EXPENSES</b>	<b>51,895</b>	<b>434,270</b>	<b>655,914</b>	<b>65%</b>	<b>231,644</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENSES</b>	<b>\$ 4,066</b>	<b>\$ 7,487</b>	<b>\$ (9,997)</b>		<b>\$ (17,484)</b>

SUBSTANTIALLY ALL DISCLOSURES  
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TENTATIVE AND PRELIMINARY  
 FOR DISCUSSION PURPOSES ONLY

# LFGHOA Board Meeting \*MINUTES\* Saturday, October 9, 2021

## Virtual Meeting

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

STATEMENT OF REPLACEMENT FUND REVENUE & EXPENSES

For the Month Ended August 31, 2021

And Year-to-date Period January 1, 2021 to August 31, 2021

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
<b>REVENUE</b>					
5100 Replacement Allocation	\$ 32,295	\$ 258,362	\$ 387,543	67%	\$ 129,181
3115 Investment Interest	167	327	-0-	0%	-0-
<b>TOTAL REVENUE</b>	<b>32,462</b>	<b>258,689</b>	<b>387,543</b>	<b>67%</b>	<b>129,181</b>
<b>EXPENSES</b>					
9140 Site BMP Requirements/Landscape	-0-	94,137	147,900	64%	53,763
9151 Bldg Brick & Cement	4,944	4,944	5,100	97%	156
9152 Bldg Siding/Trim/Fascia/Painting	34,453	106,445	161,670	66%	55,225
9153 Buildings/Storage/Lockers	-0-	-0-	3,060	0%	3,060
9160 Roofs - All	-0-	-0-	-0-	0%	-0-
9170 Asphalt Crack Fill	-0-	7,560	9,690	78%	2,130
9171 Asphalt Resurfacing	-0-	-0-	-0-	0%	-0-
9173 Asphalt Sealing Striping	-0-	-0-	-0-	0%	-0-
9174 Foot Paths	-0-	-0-	-0-	0%	-0-
9180 Pools/Replastering/Tile	-0-	-0-	-0-	0%	-0-
9181 Pools/Decking/Fences/Gates	-0-	-0-	-0-	0%	-0-
9182 Pools/Equipment & Mechanical	-0-	-0-	6,120	0%	6,120
9183 Pool Replacement/Kids/Adults	-0-	-0-	-0-	0%	-0-
9184 Pools-Furniture	-0-	-0-	-0-	0%	-0-
9185 Playground Equipment	-0-	-0-	-0-	0%	-0-
9190 Tennis/Paint Stripe	-0-	-0-	-0-	0%	-0-
9191 Tennis Equipment	-0-	-0-	-0-	0%	-0-
9192 Tennis #1 and #2 Resurface	-0-	-0-	-0-	0%	-0-
9193 Tennis #3 and #4 Resurface	-0-	-0-	-0-	0%	-0-
9200 Office Equipment	-0-	-0-	-0-	0%	-0-
9201 Computer	-0-	-0-	-0-	0%	-0-
9202 Office Furniture	-0-	-0-	-0-	0%	-0-
9210 1/2 Ton Truck	-0-	-0-	40,800	0%	40,800
9211 3/4 Ton Truck	23,114	23,114	-0-	0%	(23,114)
9212 Snow Removal Equipment	-0-	-0-	-0-	0%	-0-
9220 Perimeter Fence	-0-	-0-	510	0%	510
9221 Privacy Fences	-0-	-0-	-0-	0%	-0-
9300 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
9301 Provision for Franchise Tax	-0-	-0-	72	0%	72
<b>TOTAL EXPENSES</b>	<b>62,511</b>	<b>236,200</b>	<b>374,922</b>	<b>63%</b>	<b>138,722</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENSES</b>	<b>\$ (30,048)</b>	<b>\$ 22,489</b>	<b>\$ 12,621</b>		<b>\$ (9,541)</b>

SUBSTANTIALLY ALL DISCLOSURES  
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TENTATIVE AND PRELIMINARY  
FOR DISCUSSION PURPOSES ONLY

# LFGHOA Board Meeting \*MINUTES\* Saturday, October 9, 2021

## Virtual Meeting

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES  
 For the Month Ended August 31, 2021  
 And Year-to-date Period January 1, 2021 to August 31, 2021  
 See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
<b>LANDSCAPING EXPENSES</b>					
7000 Salaries - Foreman	\$ 2,384	\$ 21,908	\$ 33,374	66%	\$ 11,466
7010 Salaries - Seasonal	4,929	38,907	46,130	84%	7,223
7020 Employer Costs	563	7,333	12,045	61%	4,712
7030 Plants	-0-	17	-0-	0%	(17)
7031 Irrigation	33	611	1,000	61%	389
7032 Fertilizers	-0-	245	1,099	22%	854
7033 Hardscape	-0-	1,911	700	273%	(1,211)
7035 Equipment	71	173	150	115%	(23)
7036 Equipment Maintenance	15	259	100	259%	(159)
7040 Pest Control	225	3,777	8,000	47%	4,223
7050 Other/Uniforms & Safety	-0-	-0-	550	0%	550
<b>TOTAL LANDSCAPING</b>	<b>8,230</b>	<b>75,141</b>	<b>103,148</b>	<b>73%</b>	<b>28,007</b>
<b>UTILITIES EXPENSES</b>					
7111 Electricity	750	6,898	9,400	73%	2,502
7121 Gas	11	172	300	57%	128
7131 Sewer	313	1,261	500	252%	(761)
7151 Garbage	4,055	31,618	45,000	69%	14,382
<b>TOTAL UTILITIES</b>	<b>5,129</b>	<b>39,949</b>	<b>56,200</b>	<b>71%</b>	<b>16,251</b>
<b>POOL &amp; TENNIS EXPENSES</b>					
7200 Salaries - Foreman	1,596	14,605	22,249	66%	7,644
7210 Salaries - After Hours Personnel	2,000	8,135	16,281	50%	8,146
7220 Employer Costs	290	3,250	5,837	56%	2,587
7230 Repairs & Maintenance Equipment	-0-	2,554	1,200	213%	(1,354)
7231 Repairs & Maintenance Tennis Courts	220	1,721	100	1721%	(1,621)
7232 Fences & Gates	-0-	21	300	7%	279
7233 Decking & Tile	-0-	219	100	219%	(119)
7240 Supplies/Chemicals	765	5,821	6,750	86%	929
7241 Supplies/Restrooms	78	1,239	750	165%	(489)
7242 Supplies/Uniforms & Training	-0-	85	-0-	0%	(85)
7250 Utilities	2,621	15,113	21,500	70%	6,387
7260 Other/Permits	-0-	1,933	2,600	74%	667
<b>TOTAL POOL &amp; TENNIS</b>	<b>\$ 7,570</b>	<b>\$ 54,696</b>	<b>\$ 77,667</b>	<b>70%</b>	<b>\$ 22,971</b>

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TENTATIVE AND PRELIMINARY  
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# LFGHOA Board Meeting \*MINUTES\* Saturday, October 9, 2021

## Virtual Meeting

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES  
EXPENSES

For the Month Ended August 31, 2021  
And Year-to-date Period January 1, 2021 to August 31, 2021

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
<b>REPAIRS &amp; MAINTENANCE EXPENSES</b>					
7300 Salaries - Foreman	\$ 1,995	\$ 18,259	\$ 27,811	66%	\$ 9,552
7310 Salaries - Seasonal	4,103	33,482	46,130	73%	12,648
7320 Employers Costs	436	5,442	11,202	49%	5,760
7330 Painting Labor/Material	-0-	828	400	207%	(428)
7340 Road Maintenance	-0-	23	500	5%	477
7350 Roof Maintenance	-0-	-0-	200	0%	200
7360 Plumbing - Water	555	555	300	185%	(255)
7361 Fire Box Inspection	-0-	-0-	-0-	0%	-0-
7370 Building Maintenance	84	1,680	4,650	36%	2,970
7371 Entries/Porches	-0-	31	-0-	0%	(31)
7372 Storage/Utility Sheds	-0-	-0-	-0-	0%	-0-
7373 Maintenance Shed & Fence	-0-	-0-	-0-	0%	-0-
7374 Privacy Fences	-0-	68	1,250	5%	1,182
7375 Perimeter Fence	-0-	-0-	1,250	0%	1,250
7376 Fire Extinguishers	-0-	900	1,300	69%	400
7380 Electrical	-0-	51	3,000	2%	2,949
7390 Contract Sewer	750	50	3,000	2%	2,950
7400 Snow Removal Contract	-0-	15,680	50,000	31%	34,320
7401 Snow Removal/In House	-0-	-0-	2,000	0%	2,000
7402 Snow Removal/Supplies	-0-	206	2,000	10%	1,794
7410 Truck Operation/Gasoline	522	4,854	8,000	61%	3,146
7411 Truck Operation/Supplies	-0-	364	500	73%	136
7412 Truck Operation/Repairs	674	1,696	3,500	48%	1,804
7420 Supplies/General	36	404	2,000	20%	1,596
7421 Tools & Equipment	70	544	500	109%	(44)
7430 Other/Uniforms	-0-	-0-	1,000	0%	1,000
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>9,225</b>	<b>85,117</b>	<b>170,493</b>	<b>50%</b>	<b>85,376</b>
<b>ADMINISTRATIVE EXPENSES</b>					
8000 Salaries Manager	1,995	18,259	27,811	66%	9,552
8001 Salaries Secretary	3,173	28,766	40,860	70%	12,084
8010 Employee Benefits	2,060	22,677	34,545	66%	11,868
8011 Employer Costs	456	5,864	9,892	59%	4,028
8020 Security Patrol	557	5,759	6,000	96%	241
8030 Accounting Fees	1,972	14,227	24,000	59%	9,773
8040 Audit Fees	-0-	4,050	4,000	101%	(50)
8050 Legal Fees	328	3,408	2,500	136%	(908)
8060 Insurance	8,444	59,668	79,000	76%	19,332
8070 Copying & Postage	655	3,041	3,000	101%	(41)
8080 Supplies	49	367	3,000	12%	2,633
8090 Telephone	617	3,274	6,800	48%	3,526
8100 Travel Expense	-0-	-0-	5,000	0%	5,000
8110 Training	-0-	-0-	-0-	0%	-0-
8120 Other/Computer	675	5,364	2,000	268%	(3,364)
Bad Debt Expenses	-0-	-0-	-0-	0%	-0-
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 20,981</b>	<b>\$ 174,724</b>	<b>\$ 248,408</b>	<b>70%</b>	<b>\$ 73,684</b>

SUBSTANTIALLY ALL DISCLOSURES  
HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY  
FOR DISCUSSION PURPOSES ONLY

[Return to Minutes](#)