

Lake Forest Glen Homeowners Association
Regular Meeting of the Board of Directors
June 22, 2019 at 8:30 a.m.
To be held at the Association Office
Tahoe City, California 96145

AGENDA

CONVENE/CALL TO ORDER

1. Approval of May 18, 2019 Regular Meeting Minutes – **(Attachment A, page 3-4)**
2. **HOMEOWNER HEARINGS/CORRESPONDENCE** – Please refer to your packet provided for executive session. The homeowner will be appearing at 9:00 a.m.
3. **MANAGER'S REPORT**
 - A. **Action items 05-18-19 meeting**
 1. Prepare & define walkway at rear entrance. **In progress.**
 2. Pool Sub Committee research font, size and verbiage for quite pool/spa sign. **Chairman update.**
 3. Follow up with Accountant/CPA regarding formatting on Monthly Financial Reports. **Need Clarification**
 4. Architectural Committee Chairman submit committee report at September meeting regarding fencing. **Continued to September meeting.**
 - B. **Old Business – Will Keep on Agenda Until Board Decides on a Direction/Vision.**
 1. Fences (privacy fence around decks).
 2. Foot paths.
 3. Bathrooms and pump rooms.
 4. Exterior light fixtures.
 5. Rear entrance sign.
 6. Vision proposal.
 7. Buildings & Repairs.
 - C. **New Business –**
 1. Landscape update. **(Attachment B, page 6)**
 2. All Board members review operating and reserve budgets (refer to monthly financials for simplified version) and come prepared with comments, questions and/or suggestions. **(Attachment C, page 8-11)**
4. **COMMITTEE REPORTS** – Pool Committee Chairman to update. **(Attachment D, page 13-14)**
5. **LEGAL** – None
6. **ACCOUNTING**
 1. Monthly Financial Report as of April 30, 2018. **(Attachment E, page 16-23)**
7. **BOARD MEMBER'S COMMENTS/REQUESTS/NON-AGENDA ITEMS** –
8. **EXECUTIVE SESSION** –
 1. Delinquent accounts report
 2. Window Issue.
 3. Maintenance Default issue.

The next meeting is scheduled for **July 20, 2019**

****All board members are to read and be aware of all agenda items, including the Manager's Report. If there are any questions call staff prior to the board meeting. Unresolved packet issues can be brought to the Board for final resolution. For any questions about this memorandum please contact Mark Pierpoint.*

ATTACHMENT "A"

Lake Forest Glen Homeowners Association
Regular Meeting of the Board of Directors
May 18, 2019 at 8:30 a.m.
To be held at the Association Office
Tahoe City, California 96145

MINUTES

CALLED TO ORDER BY – President Mark Pierpoint at 8:34 a.m.

Treasurer Jason Kary, Directors Jim Cochrane, Gary Leach, Kathy Livermore, Doug O’Neal and Sari Stenfors were present. Director Alan Nelson appeared telephonically.
Staff Present – General Manager Alan Miescke and Jessica Narlock.

1. Approval of April 13, 2019 Regular Meeting Minutes – **Motion made to approve the April 13, 2019 minutes, the motion was seconded, one abstention, the remainder in favor.**

2. **HOMEOWNER HEARINGS/CORRESPONDENCE** – homeowner requested the board review an email chain. **Correspondence reviewed.**

3. MANAGER’S REPORT

A. Action items 05-18-19 meeting

1. Prepare & define walkway at rear entrance.
2. Pool Sub Committee research font, size and verbiage for quite pool/spa sign.
3. Follow up with Accountant/CPA regarding formatting on Monthly Financial Reports.
4. Architectural Committee Chairman submit committee report at September meeting regarding fencing.

B. Old Business –

1. Fences (privacy fence around decks). **Continue as part of vision discussion.**
2. Foot paths. **Continue as part of vision discussion.**
3. Bathrooms and pump rooms. **Continue as part of vision discussion.**
4. Exterior light fixtures. **Continue as part of vision discussion.**
5. Rear entrance sign. **Continue as part of vision discussion.**
6. Vision proposal. **Power Point presentation submitted. Discussion ensued and agreed to research further.**
7. Buildings & Repairs. **Continue as part of vision discussion.**
8. Revised landscape proposal. **Motion made to “define” walkway at rear entrance, motion was seconded, one abstention, the remainder in favor. Will begin first phase of approved landscape proposal in the summer 2019.**

C. New Business –

1. Investment Firms. **Treasurer review packet provided and provide comments.**

4. **COMMITTEE REPORTS** – Pool Committee Chairman briefly discussed signage options. Sub Pool Committee will research font, size and verbiage and submit a formal report at June meeting.

5. **INFRACTION REPORT** – discuss in executive session for privacy reason. **Discussion ensued. Resolution agreed upon.**

6. **LEGAL** – None

7. ACCOUNTING

1. Monthly Financial Report as of March 31, 2018. **Reports reviewed and resolution agreed upon.**

8. **BOARD MEMBER’S COMMENTS/REQUESTS/NON-AGENDA ITEMS** –

9. EXECUTIVE SESSION –

1. Delinquent accounts report. **Discussion ensued. No further action required.**
2. Infraction Report. **Discussion ensued and resolution agreed upon.**

A motion was made to adjourn the meeting, the motion was seconded, all in favor. The meeting was adjourned at 11:11 a.m.

The next meeting is scheduled for **June 22, 2019**

****All board members are to read and be aware of all agenda items, including the Manager's Report. If there are any questions call staff prior to the board meeting. Unresolved packet issues can be brought to the Board for final resolution. For any questions about this memorandum please contact Mark Pierpoint.*

DRAFT

ATTACHMENT "B"

PHASE 1 LANDSCAPE PROJECT UPDATE

Right Side:

- Working on walkway
- Remove small shrubs in walkway area [**done**]
- Remove small tree in walkway area
- Remove small section of fence at brick column [**done**]
- Lay miscellaneous rocks to define pathway
- Lay DG or small gravel as needed
- Add drip line to new plants as needed
- Add 2-4 additional maples (space allowing)

Center Divide:

- Complex side north end of center add Shasta Daisies & Black Eyed Susie's

Left Side:

- Take out Juniper under tree

ATTACHMENT "C"

Lake Forest Glen HOA
Operating Expense Summary
June 26, 2018

	2016			2017			2018			2019 YoY			% Total							
	Actual	Budget	Δ \$	Actual	Budget	Δ \$	Jul(e)	Budget	Δ \$	Δ %	Δ %	Δ %	\$	%	\$	%	2016	2017	2018	2019
TOTAL Operating Expenses	532,637	567,754	(35,117)	565,368	557,137	8,231	551,626	609,320	(57,694)	-9%	9%	598,076	32,731	6%	(13,742)	-2%	100%	100%	100%	100%
Wages Taxes & Benefits	274,595	277,704	(3,109)	288,669	290,087	(1,418)	303,594	325,969	(22,375)	-7%	0%	318,344	(8,274)	5%	(14,925)	-5%	52%	51%	53%	55%
Salaries - Manager	112,561	97,297	15,264	104,318	99,184	5,134	101,107	101,107	(0)	0%	0%	105,032	(3,247)	-3%	(3,211)	-3%	21%	18%	17%	18%
Salaries - Seasonal	87,142	93,600	(6,458)	100,860	105,681	(4,821)	100,464	115,800	(15,336)	-13%	-5%	100,464	(37,178)	16%	(396)	0%	16%	18%	19%	17%
Admin Assistant	26,052	23,338	2,714	23,774	23,400	374	34,000	34,000	(0)	0%	0%	29,307	(2,278)	-9%	(3,480)	0%	5%	4%	6%	6%
Benefits	16,986	26,637	(9,651)	22,986	26,694	(3,708)	27,939	27,939	(0)	0%	0%	37,480	(6,000)	35%	(4,953)	22%	3%	4%	5%	5%
Payroll Taxes	31,854	36,832	(4,978)	36,731	35,128	1,603	40,084	47,123	(7,039)	-15%	-4%	46,061	(4,877)	15%	(3,353)	9%	6%	6%	8%	8%
Administration	104,880	120,800	(15,920)	105,692	109,800	(4,108)	106,501	110,700	(4,199)	-4%	-4%	113,001	(812)	1%	(809)	1%	20%	19%	18%	19%
Insurance	56,295	65,000	(8,705)	57,153	58,000	(847)	61,000	60,000	1,000	2%	2%	63,000	(858)	2%	(3,847)	7%	11%	10%	10%	11%
Accounting Fees	20,166	19,000	1,166	20,386	19,000	1,386	19,000	19,000	(0)	0%	0%	19,000	220	1%	(1,366)	-7%	4%	4%	3%	3%
Other Admin	28,419	36,800	(8,381)	28,153	32,800	(4,647)	26,501	31,700	(5,199)	-16%	-1%	31,001	(266)	-1%	(1,652)	-6%	5%	5%	5%	5%
Repairs / Maintenance (R&M)	51,776	58,750	(6,974)	69,239	61,750	7,489	44,800	69,750	(24,950)	-36%	12%	69,050	(17,463)	34%	(24,439)	-35%	10%	12%	11%	12%
Snow Removal	29,936	40,000	(10,064)	47,868	43,000	4,868	26,000	48,500	(22,500)	-46%	49%	49,000	(17,932)	60%	(21,868)	-46%	6%	8%	8%	8%
Truck/Equip Ops	13,551	11,250	2,301	10,305	11,250	(945)	12,000	13,750	(1,750)	-13%	-8%	13,000	(9,246)	24%	(1,695)	16%	3%	2%	2%	2%
General R&M	8,289	7,500	789	11,066	7,500	3,566	6,800	7,500	(700)	-9%	-9%	7,050	(2,777)	34%	(4,266)	-39%	2%	2%	1%	1%
Utilities	56,588	68,400	(11,812)	55,780	53,400	2,380	53,600	53,400	200	0%	0%	53,600	(808)	-1%	(1,180)	-4%	11%	10%	9%	9%
Pool & Tennis	29,354	28,500	854	34,398	28,500	5,898	32,630	30,900	1,730	6%	6%	32,630	(3,854)	17%	(1,768)	-5%	6%	6%	5%	6%
Landscape	15,444	13,600	1,844	11,590	13,600	(2,010)	10,501	18,601	(8,100)	-44%	-15%	11,451	(950)	9%	(1,089)	-9%	3%	2%	3%	3%

Lake Forest Glen HOA
Operating Expense Detail

	2016			2017			2018			2019			% Total							
	Actual	Budget	Δ \$	Actual	Budget	Δ \$	Jul(e)	Budget	Δ \$	Δ %	Δ %	Forecast	\$	%	\$	%	2016	2017	2018	2019
TOTAL Operating Expenses	532,637	567,754	(35,117)	565,368	557,137	8,231	551,626	609,320	(57,694)	-9%	9%	598,076	32,731	6%	(13,742)	-2%	100%	100%	100%	100%
Landscaping	98,950	82,707	16,243	104,791	85,455	19,336	95,994	112,777	(16,783)	-15%	11%	100,962	5,841	6%	(8,797)	-8%	19%	15%	19%	17%
Utilities	56,588	68,400	(11,812)	55,780	53,400	2,380	53,600	53,400	200	0%	0%	53,600	(808)	-1%	(2,180)	-4%	11%	10%	9%	9%
7111 Electric - Site	7,762	7,200	562	7,863	7,200	663	8,000	7,200	800	11%	0%	8,000	101	1%	137	2%	1%	1%	1%	1%
7121 Natural Gas - Office	320	500	(180)	322	500	(178)	500	500	(0)	0%	0%	500	2	1%	178	55%	0%	0%	0%	0%
7131 Sewer	618	700	(82)	1,153	700	453	700	700	(0)	0%	0%	700	535	87%	(453)	-39%	0%	0%	0%	0%
7151 Garbage	47,888	60,000	(12,112)	46,442	45,000	1,442	44,400	45,000	(600)	-1%	-1%	44,400	(1,446)	-3%	(2,042)	-4%	9%	8%	7%	7%
Audit Adjustments	-	-	-	-	-	-	-	-	-	n/a	n/a	-	-	n/a	n/a	n/a	0%	0%	0%	0%
Pool & Tennis	57,372	57,583	(211)	65,146	58,217	6,929	71,823	79,194	(7,371)	-9%	-9%	76,124	(774)	14%	(6,677)	10%	11%	12%	13%	13%
TOTAL Repairs & Maint (R&M)	126,073	156,914	(30,841)	148,614	167,517	(18,903)	123,508	157,841	(34,333)	-22%	22%	152,239	22,544	18%	(25,106)	-17%	24%	26%	26%	25%
R&M - General	82,586	68,224	14,362	90,440	66,546	23,894	85,507	95,591	(10,084)	-11%	11%	90,239	7,854	10%	(4,933)	-5%	16%	16%	16%	15%
7300 Salaries - Manager	25,666	24,324	1,342	25,412	24,796	616	24,527	25,277	(750)	-3%	3%	26,258	(254)	-1%	(885)	-3%	5%	4%	4%	4%
7310 Salaries - Seasonal	39,854	23,400	16,454	43,974	24,150	19,824	43,680	47,685	(4,005)	-8%	8%	42,697	4,120	10%	(294)	-1%	7%	8%	7%	7%
7320 Employee Costs	8,777	13,000	(4,223)	9,988	10,100	(112)	10,500	15,129	(4,629)	-31%	-31%	14,233	1,211	14%	512	5%	2%	2%	2%	2%
7330 Painting	725	600	125	63	600	(537)	200	600	(400)	-67%	-67%	200	(662)	-91%	137	217%	0%	0%	0%	0%
7340 Road Maintenance	30	400	(370)	195	400	(205)	750	500	250	88%	88%	750	165	55%	555	285%	0%	0%	0%	0%
7350 Unit Roofs	-	400	(400)	102	400	(298)	200	400	(200)	-50%	-50%	200	102	n/a	98	96%	0%	0%	0%	0%
7360 Plumbing	792	500	292	-	500	(500)	500	500	(0)	-100%	-100%	500	(792)	-100%	-	n/a	0%	0%	0%	0%
7361 Fire Box Inspection	-	-	-	-	-	-	-	-	-	n/a	n/a	-	-	n/a	n/a	n/a	0%	0%	0%	0%
7370 Building Exteriors	650	300	350	573	300	273	300	300	(0)	0%	0%	300	(77)	-12%	(273)	-48%	0%	0%	0%	0%
7371 Entries / Porches	12	100	(88)	172	100	72	100	100	(0)	0%	0%	100	160	133%	(72)	-42%	0%	0%	0%	0%
7372 Storage Sheds	136	100	36	174	100	74	100	100	(0)	0%	0%	100	38	28%	(74)	-43%	0%	0%	0%	0%
7373 Maintenance Shed	49	100	(51)	2,936	100	2,836	2,936	100	(0)	0%	0%	100	2,887	5892%	(2,836)	-97%	0%	0%	0%	0%
7374 Privacy Fences	65	100	(35)	72	100	(28)	100	100	(0)	0%	0%	100	7	11%	28	39%	0%	0%	0%	0%
7375 Perimeter Fence	1,114	1,000	114	1,099	1,000	999	1,300	1,000	300	30%	30%	1,300	1,099	n/a	(999)	-91%	0%	0%	0%	0%
7376 Fire Extinguishers	4,167	1,500	2,667	2,880	1,500	1,380	800	1,500	(700)	-47%	-47%	800	(1,287)	-31%	(2,080)	-72%	1%	1%	0%	0%
7380 Electrical	(1,324)	1,000	(2,324)	(956)	1,000	(1,956)	1,000	1,000	(0)	0%	0%	1,000	368	-28%	1,956	-205%	0%	0%	0%	0%
7390 Sewer	429	1,000	(571)	497	1,000	(503)	750	1,000	(250)	-25%	-25%	1,000	68	16%	253	51%	0%	0%	0%	0%
7420 Supplies - General	1,444	300	1,144	1,563	300	1,263	500	300	200	67%	67%	500	519	36%	(1,463)	-75%	0%	0%	0%	0%
7421 Tools / Equipment	-	-	-	-	-	-	-	-	-	n/a	n/a	-	-	n/a	n/a	n/a	0%	0%	0%	0%
7430 Other / Uniforms	-	-	-	-	-	-	-	-	-	n/a	n/a	-	-	n/a	n/a	n/a	0%	0%	0%	0%
Audit Adjustments	-	-	-	-	-	-	-	-	-	n/a	n/a	-	-	n/a	n/a	n/a	0%	0%	0%	0%
R&M - Snow Removal	29,936	77,440	(47,504)	47,869	89,721	(41,852)	26,001	48,500	(22,499)	-46%	-46%	49,000	17,933	60%	(21,868)	-46%	6%	8%	8%	8%
6900 Contract	26,820	39,000	(12,180)	42,000	42,000	(0)	22,500	47,000	(24,500)	-52%	-52%	47,000	15,180	57%	(19,500)	-46%	5%	7%	8%	8%
7401 Salaries - Seasonal	-	37,440	(37,440)	46,721	-	46,721	-	-	-	-100%	-100%	-	-	n/a	n/a	n/a	0%	0%	0%	0%
Employee Costs	-	-	-	1	1	(0)	1	1	(0)	0%	0%	1	1	n/a	(1)	-100%	0%	0%	0%	0%
7402 Equip. / Supplies	3,116	1,000	2,116	5,868	1,000	4,868	3,500	1,500	2,000	133%	133%	2,000	2,752	88%	(2,368)	-40%	1%	1%	0%	0%
R&M - Truck/Equip. Ops	13,551	11,250	2,301	10,305	11,250	(945)	<													

Lake Forest Glen HOA
Operating Expense Detail

	2016			2017			2018			2019			2017 YoY			2018 YoY			2019 YoY			% Total		
	Actual	Budget	Δ \$	Actual	Budget	Δ \$	Δ %	Jul(e)	Budget	Δ \$	Δ %	Forecast	\$	%	\$	%	\$	%	\$	%	2016	2017	2018	2019
7410 Gasoline	6,929	7,250	(321)	6,828	7,250	(422)	-6%	8,000	7,250	750	10%	9,000	(101)	-1%	1,172	17%	1,000	13%	1,000	13%	1%	1%	1%	2%
7411 Supplies	1,804	500	1,304	1,217	500	717	143%	500	500	-	0%	500	(587)	-33%	(717)	-59%	-	0%	-	0%	0%	0%	0%	0%
7412 Repairs	4,818	3,500	1,318	2,260	3,500	(1,240)	-35%	3,500	6,000	(2,500)	-42%	3,500	(2,558)	-53%	1,240	55%	-	0%	-	0%	1%	0%	1%	1%
Administration	193,654	202,150	(8,496)	191,037	192,548	(1,511)	-1%	206,701	206,109	592	0%	215,150	(2,617)	-1%	15,664	8%	8,449	4%	8,449	4%	36%	34%	34%	36%
8000 Salaries - Manager	37,618	24,324	13,294	28,802	24,796	4,006	16%	27,527	25,277	2,250	9%	26,258	(8,816)	-23%	(1,275)	-4%	(1,269)	-5%	(1,269)	-5%	7%	5%	4%	4%
8001 Admin Assistant	26,052	23,338	2,714	23,774	23,400	374	2%	34,000	34,000	-	0%	37,480	(2,278)	-9%	10,226	43%	3,480	10%	3,480	10%	5%	4%	6%	6%
8010 Employee Benefits	16,986	26,637	(9,651)	22,986	26,694	(3,708)	-14%	27,939	27,939	(0)	0%	29,307	6,000	35%	4,953	22%	1,368	5%	1,368	5%	3%	4%	5%	5%
8011 Employee Costs	8,118	7,051	1,067	9,783	7,858	1,925	24%	10,734	8,193	2,541	31%	9,105	1,665	21%	951	10%	(1,629)	-15%	(1,629)	-15%	2%	2%	1%	2%
8020 Security Patrol	5,928	12,000	(6,072)	6,013	8,000	(1,987)	-25%	6,000	8,000	(2,000)	-25%	6,000	85	1%	(13)	0%	-	0%	-	0%	1%	1%	1%	1%
8030 Accounting Fees	20,166	19,000	1,166	20,386	19,000	1,386	7%	19,000	19,000	-	0%	19,000	220	1%	(1,386)	-7%	-	0%	-	0%	4%	4%	3%	3%
8040 Audit Fees	3,450	3,600	(150)	3,450	3,600	(150)	-4%	3,600	3,600	-	0%	3,600	(1,386)	-100%	150	4%	-	0%	-	0%	1%	1%	1%	1%
8050 Legal Fees	1,386	2,500	(1,114)	-	2,500	(2,500)	-100%	-	2,500	(2,500)	-100%	2,500	(1,386)	-100%	-	n/a	2,500	n/a	2,500	n/a	0%	0%	0%	0%
8060 Insurance	56,295	65,000	(8,705)	57,153	58,000	(847)	-1%	61,000	60,000	1,000	2%	63,000	858	2%	3,847	7%	2,000	3%	2,000	3%	11%	10%	10%	11%
8070 Copy & Postage	4,203	4,000	203	5,159	4,000	1,159	29%	4,500	4,000	500	13%	4,500	956	23%	(659)	-13%	-	0%	-	0%	1%	1%	1%	1%
8080 Supplies	2,903	2,500	403	3,572	2,500	1,072	43%	3,000	2,500	500	20%	3,000	669	23%	(572)	-16%	-	0%	-	0%	1%	1%	0%	1%
8090 Telephone	5,667	6,000	(333)	5,160	6,000	(840)	-14%	4,400	6,000	(1,600)	-27%	4,400	(507)	-9%	(760)	-15%	-	0%	-	0%	1%	1%	1%	1%
8100 Travel Expense	5,767	5,000	767	4,279	5,000	(721)	-14%	5,000	5,000	-	0%	5,000	(1,488)	-26%	721	17%	-	0%	-	0%	0%	0%	0%	0%
8110 Training	-	-	-	-	-	-	n/a	-	-	-	n/a	-	-	n/a	-	n/a	-	-	-	-	0%	0%	0%	0%
8120 Other / Computer	(885)	1,200	(2,085)	520	1,200	(680)	-56.66667	1	100	(99)	-0.99	1	1,405	-1.588	(519)	-0.998	-	0	-	0	0%	0%	0%	0%

RESERVE PLANNING DETAIL

Replacement Item	Quantity	Unit of Measure	Unit Cost	Current Year		Remaining Life	Life After Replacement	Accrued Replacement Requirements	actual yr end financials									
				Current Replacement Cost	2018				2017	2018	2019	2020	2021	2022	2023	2024	2025	
3140 Site Improvement																		
BMP Engineering	1	job	\$180,000	\$180,000	1	40	40	\$175,500	\$0	\$13,305	-	-	-	-	-	-	-	-
Landscaping	1	job	\$15,000	\$15,000	1	40	40	\$14,625	\$0	\$0	-	-	-	-	-	-	-	-
											25,000	6,000	5,000	-	-	-	-	-
											10,000	-	-	-	-	-	-	-
3160 Building / Roofing / Porch Project																		
Roofing Phase I	1	job	\$855,000	\$855,000	12	22	22	\$388,656	\$0	\$0	-	-	-	-	-	-	-	-
Roof Phase 0	1	job	\$0	\$0	12	22	22	\$0	\$0	\$0	-	-	-	-	-	-	-	-
Roof Material	1	job	\$248,000	\$248,000	12	22	22	\$112,727	\$0	\$0	-	-	-	-	-	-	-	-
Roofing Phase II	1	job	\$855,000	\$855,000	13	22	22	\$349,773	\$0	\$0	-	-	-	-	-	-	-	-
Roofing Phase III	1	job	\$855,000	\$855,000	14	22	22	\$310,909	\$0	\$0	-	-	-	-	-	-	-	-
Gazebo, Pump bldg, Shed Roofs	1	job	\$20,000	\$20,000	14	22	22	\$7,273	\$28	\$0	-	-	-	-	-	-	-	-
Storage lockers	1	job	\$35,000	\$35,000	14	22	22	\$12,727	\$0	\$0	-	-	-	-	-	-	-	-
Building Brick and Concrete	1	job	\$6,500	\$6,500	8	10	10	\$1,300	\$0	\$0	10,300	-	-	-	-	-	-	-
Phase I	1	job	\$6,750	\$6,750	9	10	10	\$675	\$0	\$0	-	-	-	-	-	-	-	-
Phase II	1	job	\$7,000	\$7,000	10	10	10	\$0	\$0	\$0	-	-	-	-	-	-	-	-
Phase III	1	job	\$46,000	\$46,000	3	6	6	\$23,000	\$0	\$0	-	-	-	-	-	-	-	-
Phase I	1	job	\$46,000	\$46,000	4	6	6	\$15,333	\$2,033	\$0	-	-	-	-	-	-	-	-
Phase II	1	job	\$46,000	\$46,000	5	6	6	\$7,667	\$0	\$32,021	-	-	-	-	-	-	-	-
Phase III	1	job	\$46,000	\$46,000	0	6	6	\$46,000	\$0	\$51,500	-	-	-	-	-	-	-	-
Building Sliding/Trrm	1	job	\$3,000	\$3,000	0	1	1	\$3,000	\$7,310	\$0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Locker Repair	1	job	\$3,000	\$3,000	0	1	1	\$3,000	\$7,310	\$0	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Total Building/Roof																		
				\$3,075,250				\$1,279,020										
Roads / Paths Project																		
Crack Fill	1	job	\$6,000	\$6,000	0	1	1	\$6,000	\$0	\$0	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Resurface Phase I	1	job	\$275,000	\$275,000	20	25	25	\$55,000	\$0	\$0	-	-	-	-	-	-	-	-
Resurface Phase II	1	job	\$285,000	\$285,000	21	25	25	\$45,600	\$0	\$0	-	-	-	-	-	-	-	-
Resurface Phase III	1	job	\$450,000	\$450,000	22	25	25	\$54,000	\$0	\$0	-	-	-	-	-	-	-	-
Resurface Phase I Seal	1	job	\$23,000	\$23,000	23	25	25	\$1,840	\$0	\$0	-	-	-	-	-	-	-	-
Resurface Phase II Seal	1	job	\$24,000	\$24,000	24	25	25	\$960	\$14,840	\$0	-	-	-	-	-	-	-	-
Resurface Phase III Seal	1	job	\$24,000	\$24,000	25	25	25	\$0	\$0	\$17,430	-	-	-	-	-	-	-	-
Utility/Sewer Covers	0	job	\$25,000	\$0	11	15	15	\$0	\$0	\$0	45,000	-	-	-	-	-	-	-
Periodic Sealing	1	job	\$45,000	\$45,000	1	4	4	\$33,750	\$0	\$0	-	-	-	-	-	-	-	-
Speed Bumps/Traffic Control	1	job	\$0	\$0	0	6	6	\$0	\$0	\$0	-	-	-	-	-	-	-	-
Foot Paths	1	job	\$5,000	\$5,000	0	2	2	\$5,000	\$0	\$0	5,150	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Roads				\$1,137,000				\$202,150										
Pool / Spa																		
Plastering / Coping / Tile - Quiet	1	job	\$15,000	\$15,000	3	8	8	\$9,375	\$19,475	\$0	-	-	-	-	-	-	-	-
Plastering / Coping / Tile - Famil	1	job	\$15,000	\$15,000	3	8	8	\$9,375	\$20,000	\$0	-	-	-	-	-	-	-	-
Replacement - Quiet	1	job	\$215,000	\$215,000	9	15	15	\$86,000	\$0	\$0	15,000	-	-	-	-	-	-	-
Replacement - Family	1	job	\$215,000	\$215,000	9	15	15	\$86,000	\$0	\$0	-	-	-	-	-	-	-	-
Decking / Fencing / Gates - Quiet	1	job	\$20,000	\$20,000	16	15	15	\$12,335	\$1,235	\$0	40,000	-	-	-	-	-	-	-
Decking / Fencing / Gates - Fam	1	job	\$20,000	\$20,000	16	15	15	\$12,335	\$0	\$0	-	-	-	-	-	-	-	-

3182	Mechanical Equipment Phase I	1	job	\$5,500	\$9,500	\$0	\$0	3,500	3,500	3,500	-	3,500	
	Mechanical Equipment Phase II	0	1	\$0	\$0	\$0	\$0	-	-	-	-	-	
3184	Furniture	1	job	\$6,000	\$0	\$0	\$0	6,000	6,000	6,000	-	6,000	
3185	Pool Play Equipment	0	job	\$0	\$0	\$0	\$0	-	-	-	-	-	
3185	Playground Equipment	1	job	\$40,000	\$26,667	\$0	\$0	-	-	40,000	-	-	
	Total Pool / Spa			\$549,500	\$221,250								
3190	Tennis/Pickleball Courts	4	job	\$4,500	\$18,800	\$0	\$0	-	-	-	-	-	
3191	Paint / Stripe	0	job	\$3,377	\$0	\$0	\$0	-	-	-	-	-	
3191	Windcreens	0	job	\$2,500	\$0	\$0	\$0	-	-	-	-	-	
3191	Equipment	0	job	\$0	\$0	\$0	\$0	-	-	-	-	-	
3192	Resurface 1/2	1	job	\$61,500	\$5,075	\$0	\$59,628	-	-	-	-	-	
3199	Resurface 3/4	1	job	\$61,500	\$3,075	\$0	\$60,000	-	-	-	-	-	
3199	Tennis Courts Repurpose	0	job	\$0	\$0	\$0	\$0	-	-	-	-	-	
	Total Tennis Courts			\$141,000	\$7,950								
3152	Painting	1	job	\$112,500	\$56,250	\$0	\$0	-	-	112,500	-	-	
3152	Painting Phase I	1	job	\$112,500	\$57,500	\$0	\$0	-	-	112,500	-	-	
3152	Painting Phase II	1	job	\$112,500	\$18,750	\$0	\$0	-	-	-	-	112,500	
3152	Painting Phase III	1	job	\$112,500	\$0	\$0	\$0	-	-	-	-	-	
3152	Painting Phase IV	1	job	\$112,500	\$0	\$0	\$1	97,850	-	-	-	112,500	
	Total Painting			\$450,000	\$112,500								
3200	Office Equipment	1	ea	\$0	\$0	\$0	\$0	-	-	-	-	-	
3201	Copier	1	ea	\$2,500	\$1,250	\$0	\$0	2,500	2,500	2,500	-	-	
3202	Computer Furniture	1	ea	\$6,000	\$4,500	\$0	\$543	6,000	6,000	6,000	-	-	
	Total Office			\$8,500	\$5,750								
3210	Trucks	1	ea	\$30,000	\$18,000	\$0	\$0	-	-	30,000	-	-	
3211	1/2 ton	1	ea	\$40,000	\$36,000	\$0	\$0	40,000	40,000	40,000	-	-	
3211	3/4 ton	1	ea	\$40,000	\$32,000	\$0	\$0	-	-	-	-	-	
3212	Bobcat/Snow Blower	1	ea	\$45,000	\$18,000	\$0	\$0	-	-	45,000	-	-	
	Total Trucks			\$155,000	\$104,000								
3220	Fencing	1	job	\$500	\$500	\$353	\$1,075	-	500	500	500	500	
3221	Perimeter Privacy	1	job	\$1,500	\$1,500	\$0	\$1,157	515	1,500	1,500	1,500	1,500	
	Total Fencing			\$2,000	\$2,000								
	Total All			\$5,548,250	\$1,926,670								
	Total Replacement Costs in today's dollars			\$65,274	\$185,160	\$0	\$185,160	158,975	184,950	80,000	248,000	208,000	186,500
	Inflation Factor			1.000	1.000	1.000	1.000	1.00	1.02	1.04	1.06	1.08	1.10
4300	Provisions for Federal Income Tax			48	48	48	48	48	48	48	48	48	48
4301	Provisions for Franchise Tax			48	48	48	48	48	48	48	48	48	48
	Inflated Replacement Costs			\$65,370	\$185,256	\$0	\$185,256	159,071	188,745	83,328	263,276	225,242	210,125
	Total			\$1,639,465	\$2,562								
	Alan's Estimate			234,739	223,739	266,304	290,212	14,588	112,500	112,500	112,500	112,500	112,500
	Delta			(6,704)	62,520	(42,768)	28,536	1,503	13,124	(80,087)	(3,580)	(3,580)	(3,580)

ATTACHMENT "D"

From: Gary Leach <garyleach7@comcast.net>
Sent: Thursday, June 13, 2019 5:03 PM
To: LFGHOA Jessica Lesniak
Cc: Kathryn Kary; Kathy Livermore; Sarah Pierpoint
Subject: Re: Committee Progress

Jessica: If you can figure out how to include the subcommittee's recommendation from the Craft Cuts web site (<https://www.craftcuts.com/painted-outdoor-wood-letters.html>) that would be great. The letters would spell out "Quiet Pool" in the **Rosette Bold** font, in MDO- Painted (Automotive Grade), Height 10" (will confirm when I get to Tahoe), 1/2" thick, Bicycle Blue Color & Satin Finish. Alan will have to select the mounting hardware (if any) he would prefer, as shown on this web site. I would suggest that he just mastic the letters to the brick wall so we don't have to drill any holes if we remove these letters in the future (Hopefully the mastic could be removed?). Alan should also prime the edges & back of the letters so these letters will last longer. I suggest that the primer be tinted as close as we can to the color we select for the front of the letters. With hardware the cost will be \$265 & \$225 without. Since I did not get a clear consensus, if you want to include the other option we were considering, it would be in the **Source Serif Bold** font & American Blue color. But they are so similar Robin & I made the call for the agenda recommendation.

Thanks Gary

On Jun 13, 2019, at 3:28 PM, admin@lfghoa.com <Admin@LFGHOA.com> wrote:

Hi Gary,

If you have something ready by lets say 2 or 3 tomorrow, I can insert it in the agenda, otherwise I will just put that you will update at the meeting 😊

Respectfully,

Jessica

Jessica Narlocke
Administrative Assistant
Lake Forest Glen HOA
PO Box 6207
Tahoe City, CA 96145
530-583-2307

www.lfghoa.com

From: Gary Leach <garyleach7@comcast.net>
Sent: Wednesday, June 12, 2019 9:49 PM
To: LFGHOA Jessica Lesniak <Admin@LFGHOA.com>
Subject: Re: Committee Progress

Jessica: We're getting close to a recommendation but it won't be available tomorrow. I'll try to get something to you ASAP or I'll have to hand it out at the meeting?

Quiet Pool

Quiet Pool

Choose Font

Rosette Bold

 Material

MDO - Painted (Automotive Grade) ▼

 Height

10 inch ▼

 Thickness

1/2 inch ▼

Color

Bicycle Blue

 Finish

Satin ▼

 Mounting Hardware

- Select an Option - ▼

 **Approx. Width: 71.4"**
Total Letter Count: 9

+ Add Line of Text

Comments

\$225.00Qty:

Add to Cart

1

Manufacturing Time: 10 business days

ATTACHMENT "E"

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

COMPILED
FINANCIAL STATEMENTS
April 30, 2019

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

TABLE OF CONTENTS

	Page
ACCOUNTANTS' COMPILATION REPORT	1
BALANCE SHEET	2
Exhibit B OPERATING FUND - STATEMENT OF REVENUE AND EXPENSES	3
Exhibit C REPLACEMENT FUND - STATEMENT OF REVENUE AND EXPENSES	4
Schedule 1 Operating Fund Expenses	5&6
Addendum Simplified Financial Data	7

McCLINTOCK ACCOUNTANCY CORPORATION

ROBERT J. McCLINTOCK, CPA
KENDALL GALKA, CPA
ALICE HAHN

JAIME GIGNOUX, CPA
KELLEY ALTICK, CPA

305 WEST LAKE BOULEVARD
P.O. Box 6179
TAHOE CITY, CA 96145
TELEPHONE: 530-583-6994
FAX: 530-583-5405

INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

To the Directors of
Lake Forest Glen Homeowners Association

The Association is responsible for the accompanying financial statements of Lake Forest Glen Homeowners Association (a corporation), which comprise the balance sheet as of April 30, 2019 and the related statements of operating fund revenue and expenses and replacement fund revenue and expenses for the month and year-to-date periods then ended, and the supplementary information included in schedule 1, which is presented for supplementary analysis purposes only, in accordance with accounting principles generally accepted in the United States of America. We have performed the compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements or supplementary information, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The Association has elected to omit substantially all of the disclosures and the statement of cash flows required by generally accepted accounting principles, and the summaries of significant assumptions and accounting policies related to the budgeted information, and the supplementary information on future major repairs and replacements of common property required by the AICPA. If the omitted disclosures and the statement of cash flows, and the summaries of significant assumptions and accounting policies related to the budgeted information, and the supplementary information on future major repairs and replacements of common property required by the AICPA were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

McClintock Accountancy Corporation

McCLINTOCK ACCOUNTANCY CORPORATION
Tahoe City, California
May 16, 2019

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

BALANCE SHEET

April 30, 2019

See Independent Accountants' Compilation Report

ASSETS

	OPERATING FUND	REPLACEMENT FUND
ASSETS		
1040 Operating Checking Account	\$ 226,222	\$ -0-
1045 Deferred Compensation Account	166,101	-0-
1060 US Bank ACH Account	1,053	-0-
1090 Petty Cash Account	371	-0-
1280 El Dorado Savings	-0-	995,657
1410 Assessments Receivable	5,895	-0-
1415 Allowance for Bad Debt	-0-	-0-
1501 Prepaid Expenses	-0-	-0-
1511 Prepaid Taxes	250	-0-
2601 Due to/from Replacement	206	-0-
1502 Workers' Comp Deposit	866	-0-
1520 Property & Equipment	177,086	-0-
1530 Less: Accum. Depreciation	(142,351)	-0-
TOTAL ASSETS	<u>\$ 435,699</u>	<u>\$ 995,657</u>

LIABILITIES & FUND BALANCES

LIABILITIES

3010 Accounts Payable	\$ 4,687	\$ -0-
3011 Accrued Accounts Payable	-0-	-0-
2055 Deferred Charter Revenue	14,040	-0-
2035 Accrued Payroll Taxes & Workers' Comp	154,162	-0-
2040 Accrued Salaries & Wages	11,799	-0-
2041 Accrued Vacation	12,802	-0-
2045 Homeowners Dues Paid In Advance	22,058	-0-
2034 Escrow Deposits	2,500	-0-
2000 Income Taxes Payable - Federal	-0-	-0-
2001 Income Taxes Payable - Franchise	-0-	-0-
1601 Due to/from Operating	-0-	206
TOTAL LIABILITIES	<u>\$ 222,048</u>	<u>\$ 206</u>

FUND BALANCES

3100 Operating Fund Balance	230,573	-0-
3900 Replacement Fund Balance	-0-	853,396
Current Year Net Revenue (Expense)	(16,922)	142,055
TOTAL FUND BALANCES	<u>213,651</u>	<u>995,451</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$ 435,699</u>	<u>\$ 995,657</u>

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED

-2-

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

EXHIBIT B

STATEMENT OF OPERATING FUND REVENUE & EXPENSES

For the Month Ended April 30, 2019

And Year-to-date Period January 1, 2019 to April 30, 2019

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	RESIDUAL BUDGET
REVENUE				
5010 Dues Assessments	\$ 84,240	\$ 336,960	\$ 1,022,112	\$ 685,152
5011 Less: Dues Allocated to Replacement Fund	(35,514)	(142,055)	(426,166)	(284,111)
5110 Interest Income	7	27	150	123
5250 Late Fees & Interest	160	775	1,500	725
5260 Transfer Fee Income	200	200	1,500	1,300
5290 Miscellaneous Income	2,000	2,300	1,350	(950)
TOTAL REVENUE	51,093	198,207	600,446	402,239
EXPENSES SCHEDULE ATTACHED				
Landscaping	7,449	35,200	101,930	66,730
Utilities	4,281	17,318	53,600	36,282
Pool & Tennis Expenses	5,805	26,913	74,190	47,277
Repairs & Maintenance	5,573	63,355	153,206	89,851
Administrative Expenses	20,276	69,479	215,150	145,671
8150 Depreciation	716	2,864	8,600	5,736
8151 Provision for Federal Income Tax	-0-	-0-	-0-	-0-
8152 Provision for Franchise Tax	-0-	-0-	824	824
TOTAL EXPENSES	\$ 44,100	\$ 215,129	\$ 607,500	\$ 392,371
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ 6,993	\$ (16,922)	\$ (7,054)	\$ 9,868

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

EXHIBIT C

STATEMENT OF REPLACEMENT FUND REVENUE & EXPENSES
 For the Month Ended April 30, 2019
 And Year-to-date Period January 1, 2019 to April 30, 2019

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	RESIDUAL BUDGET
REVENUE				
5100 Replacement Allocation	\$ 35,514	\$ 142,055	\$ 426,166	\$ 284,111
Investment Interest	-0-	-0-	-0-	-0-
TOTAL REVENUE	35,514	142,055	426,166	284,111
EXPENSES				
9140 Site BMP Requirements	-0-	-0-	35,000	35,000
9151 Bldg Brick & Cement	-0-	-0-	10,300	10,300
9152 Bldg Siding/Trim/Fascia/Painting	-0-	-0-	-0-	0
9153 Buildings/Storage/Lockers	-0-	-0-	3,000	3,000
Roads/Paths	-0-	-0-	56,150	56,150
9171 Asphalt/Resurfacing/Patching	-0-	-0-	-0-	0
9182 Pools/Equipment & Mechanical	-0-	-0-	40,000	40,000
9200 Office Equipment	-0-	-0-	-0-	0
9210 Trucks/Bobcat	-0-	-0-	40,000	40,000
9220 Perimeter Fence	-0-	-0-	500	500
9221 Privacy Fences	-0-	-0-	-0-	0
9300 Provision for Federal Income Tax	-0-	-0-	-0-	0
9301 Provision for Franchise Tax	-0-	-0-	-0-	0
TOTAL EXPENSES	-0-	-0-	184,950	184,950
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ 35,514	\$ 142,055	\$ 241,216	\$ 99,161

SUBSTANTIALLY ALL DISCLOSURES
 HAVE BEEN OMITTED.

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES

For the Month Ended April 30, 2019

And Year-to-date Period January 1, 2019 to April 30, 2019

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	RESIDUAL BUDGET
LANDSCAPING EXPENSES				
7000 Salaries - Foreman	\$ 2,698	\$ 11,246	\$ 31,510	\$ 20,264
7010 Salaries - Seasonal	3,686	16,057	43,680	27,623
7020 Employer Costs	755	3,653	15,290	11,637
7030 Plants	-0-	-0-	-0-	-0-
7031 Irrigation	33	37	750	713
7032 Fertilizers	-0-	-0-	500	500
7033 Hardscape	4	4	400	396
7035 Equipment	140	140	1,500	1,360
7036 Equipment Maintenance	43	43	250	207
7040 Pest Control	90	4,020	8,000	3,980
7050 Other/Uniforms & Safety	-0-	-0-	50	50
TOTAL LANDSCAPING	\$ 7,449	\$ 35,200	\$ 101,930	\$ 66,730
UTILITIES EXPENSES				
7111 Electricity	\$ 689	\$ 2,943	\$ 8,000	\$ 5,057
7121 Gas	26	132	500	368
7131 Sewer	132	343	700	357
7151 Garbage	3,434	13,900	44,400	30,500
TOTAL UTILITIES	\$ 4,281	\$ 17,318	\$ 53,600	\$ 36,282
POOL & TENNIS EXPENSES				
7200 Salaries - Foreman	\$ 1,799	\$ 7,498	\$ 21,006	\$ 13,508
7210 Salaries - After Hours Personnel	950	3,900	13,104	9,204
7220 Employer Costs	332	1,669	7,450	5,781
7230 Repairs & Maintenance Equipment	-0-	428	800	372
7231 Repairs & Maintenance Tennis Courts	-0-	-0-	100	100
7232 Fences & Gates	6	86	300	214
7233 Decking & Tile	-0-	-0-	100	100
7240 Supplies/Chemicals	941	1,975	7,000	5,025
7241 Supplies/Restrooms	-0-	-0-	750	750
7242 Supplies/Uniforms & Training	-0-	-0-	-0-	-0-
7250 Utilities	1,762	9,573	21,580	12,007
7260 Other/Permits	15	1,784	2,000	216
TOTAL POOL & TENNIS	\$ 5,805	\$ 26,913	\$ 74,190	\$ 47,277

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

-5-

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES
EXPENSES

For the Month Ended April 30, 2019
And Year-to-date Period January 1, 2019 to April 30, 2019

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	RESIDUAL BUDGET
REPAIRS & MAINTENANCE EXPENSES				
7300 Salaries - Foreman	\$ 2,249	\$ 9,372	\$ 26,258	\$ 16,886
7310 Salaries - Seasonal	660	11,648	43,680	32,032
7320 Employers Costs	583	2,132	14,218	12,086
7330 Painting Labor/Material	-0-	-0-	200	200
7340 Road Maintenance	-0-	-0-	750	750
7350 Roof Maintenance	-0-	-0-	200	200
7360 Plumbing - Water	-0-	-0-	500	500
7361 Fire Box Inspection	-0-	-0-	-0-	-0-
7370 Building Maintenance	96	181	2,100	1,919
7371 Entries/Porches	-0-	-0-	-0-	-0-
7372 Storage/Utility Sheds	-0-	-0-	-0-	-0-
7373 Maintenance Shed & Fence	-0-	-0-	-0-	-0-
7374 Privacy Fences	-0-	-0-	-0-	-0-
7375 Perimeter Fence	-0-	-0-	-0-	-0-
7376 Fire Extinguishers	-0-	-0-	-0-	-0-
7380 Electrical	57	77	800	723
7390 Contract Sewer	-0-	-0-	1,000	1,000
7400 Snow Removal Contract	-0-	30,638	47,000	16,362
7401 Snow Removal/In House	-0-	-0-	2,000	2,000
7402 Snow Removal/Supplies	(36)	2,359	-0-	(2,359)
7410 Truck Operation/Gasoline	921	4,922	9,000	4,078
7411 Truck Operation/Supplies	96	89	500	411
7412 Truck Operation/Repairs	145	555	3,500	2,945
7420 Supplies/General	768	1,065	1,500	435
7421 Tools & Equipment	34	317	-0-	(317)
7430 Other/Uniforms	-0-	-0-	-0-	-0-
TOTAL REPAIRS & MAINTENANCE	\$ 5,573	\$ 63,355	\$ 153,206	\$ 89,851
ADMINISTRATIVE EXPENSES				
8000 Salaries Manager	\$ 2,249	\$ 9,372	\$ 26,258	\$ 16,886
8001 Salaries Secretary	3,495	11,625	37,480	25,855
8010 Employee Benefits	1,814	8,062	29,307	21,245
8011 Employer Costs	583	2,877	9,105	6,228
8020 Security Patrol	465	1,947	6,000	4,053
8030 Accounting Fees	1,394	4,465	19,000	14,535
8040 Audit Fees	3,850	3,850	3,600	(250)
8050 Legal Fees	-0-	350	2,500	2,150
8060 Insurance	5,232	21,266	63,000	41,734
8070 Copying & Postage	205	1,108	4,500	3,392
8080 Supplies	11	922	3,000	2,078
8090 Telephone	412	1,453	4,400	2,947
8100 Travel Expense	220	902	5,000	4,098
8110 Training	-0-	-0-	2,000	2,000
8120 Other/Computer	346	1,280	-0-	(1,280)
Bad Debt Expenses	-0-	-0-		-0-
TOTAL ADMINISTRATIVE	\$ 20,276	\$ 69,479	\$ 215,150	\$ 145,671

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.