**Beachfront Condo Association**

**Operating Notes**

Last Revision: 07/31/06

# Fiscal Year: June 1 to May 30

Bank: Holbrook Cooperative Bank

95 North Franklin Street

Holbrook, Ma.

Acct# 0330085625 Opened 2/21/03

Accountant: Mr. James Holmgren CPA

720 Centre Street

Brockton, Ma. 02302

508-588-7772

Taxes due to State and IRS by August 15

Lawyer: Need to locate new association lawyer to assist in all affairs.

Must be knowledgeable in Real Estate issues, Personal Injury Law, etc..)

Insurance: Agent – Holbrook Insurance Center, Inc.

Holbrook, Ma.

781-767-2400

James Crowley President (contact)

jimcrowley@holbrookinsurance.com

Property Insurance is with Mass. Fair Share Plan

Previous insurer Merrimack Mutual Fire Insurance

Listed as Commercial Property Insured - not residential

Policy Period 6/26/ to 6/25

Policy coverage is $1,065,000 as of 2006

Insured are: All Beachfront Condo Association Trustees Must notify Agent of name changes upon new term or resignation

\*\*\* Need to conduct appraisal every three years to make sure that coverage is

sufficient. Dates of Appraisals:

2004 building reconstruction appraised at $1 mil

October 2001 $ 845,000

Prior appraisal was the original for $500K.

Call Jim to have appraised.

Flood Insurance is with National Flood Insurance Program

Rockville, Md.

Building coverage for $250,000

Policy Period Jan/4 to Jan./3 each year

\*\*\*\*\* Key note: July 11, 2002 Spoke with Jim and discussed the build up into

the attic that Number 11 had done and others that were considering. He

advise that since it was not going to be done by everyone and the

association’s insurance rate would go up disproportionately with each

build up, that a letter be sent to the owners stating that any changes or

additions to their units should be covered by their own insurance plan.

The association’s responsibility is to have insurance to cover replacement

of the building and rebuild it to its original state with an open walk

through attic.

Condo Fee Schedule:

All condo fees are due by the 1st of the month

Notices will be sent out by the Treasurer around the 20th of the prior month

Current fee payment:There are 3 studio condos - $125/per month

There are 10 one bedroom condos - $150/per month

There are 3 two bedroom condos - $250/per month

HISTORY: **Effective 1/1/00** the association agreed that each unit will pay an

additional $10 per month to help reimburse the cost of the vinyl siding

expense. The two bedroom units will contribute $20 per month. This

money was to be invested. See Janus Funds.

**Effective 6/1/02** monthly condo fees are increased by 10%

**Last fee** increase took place in 2004

Vendors:

All Vendors need to be notified of bill to address change. Some accept change verbally others require change in writing with past corporate officers approval.

1. Comcast FKA: A T&T Broadband: FKA: Media One:

Phone: 1-888-633-4266

Direct Line Commercial Dept. 888-737-8361

Acct Number – 8773-10-272-0193244

Monthly billing Cable TV service

Service needs to be terminated on Dec 1st and turned back on

April 1st – call needs to be made to Media One

1. NSTAR: ( FKA: Comm Ed) Monthly billing

Phone: 1-800-592-2000

Acct Number - 1459-563-0022

Electricity service for House (outside lights, laundry room,…)

Turn off service Dec 1st

3. Keyspan: (FKA: Colonial Gas) Monthly billing for Gas Service (hot water heater)

Phone: 1-800-548-8000

Account Number – 55428-11561

Service needs to be turned off on Dec 1st and turned back on April 1st

4) Chase & Merchant: Monthly Billing

office phone 508-398-2116 Garbage Container

Need to call to start service at beginning of April and terminate it at

end of Nov.

Have Chase take away dumpster during off season period to keep

animals out and neighbors trash out.

Send Chase a letter beginning each year to detail pick up dates

( see copies in folder and in electronic form)

Schedule pick ups once a week on Wednesdays at beginning, then add

On July 1 change pick ups to Fridays and Mondays until Sept. 10

Reduce pick ups during months of Oct and Nov. to twice per month

Container should only be used for kitchen waste

Demo waste is extra cost and applies for furniture, rugs, construction

Material, etc… It can be costly.

Recycling is coming – prepare plans.

5) Home Depot: Condo Association has account with credit card

Primarily used for goods that are involved in improvements

Before 5/31. We get invoiced on all purchases.

Credit Limit $ 3000

Billing Cycle on the 23rd of each month

Year 2002 – used HD to purchase flowers – benefit is 30 days for

Payment with automatic credit line – prices very competitive to #6&7

1. Hart Nursery & Garden Center

Dennisport Prioritize Home Depot

Purchase annual flowers

Preferred for Flower Purchases

1. Evergreen Nursery & Garden Center

South Dennis Prioritize Home Depot

We have a $500 credit line they will invoice our purchases

1. Phil’s Electric Condo’s Electrician

Phil Rose

East Freetown, Ma.

508-763-2600

Installed cook top ranges, repaired and installed new outside lights.

9) Fire Alarm – Testing company

Intercity Alarms

South Yarmouth, ma. 02664

508-394-8900

Last test was done on 5/06 - Next test needs to be scheduled by 5/07

Must be done every year

Will send report to Dennis Fire Dept.

Inspection takes approx. 1 hour - $80 cost

12) Seasonal Plumber for Water shut off and Turn on

Gryzbinski ( Fred G.’s brother)

Direct Work Line:

Home:

Charges $600.00-700.00 for shut off and $600.00-700.00 for opening – Agreement in place for him to be paid upon invoice Receipt.

He has the responsibility of notifying the town water department to turn water off

and on at street location.

Lawn Care:

A) Fred Gryzbinski

6/00 $ 1000.00 annual budget agreed to by Eileen, Fred Tinory & Paul Gorski

Fee approved in 4/00 meeting at $75 per cutting (1999 and previously was $50)

Amount has been agreed to be paid in lump sum at year end.

Beach Cleaning Resources:

1. Martin T. Reilly President - Lobbyist

Reilly Associates

One State Street

11th Floor Suite 1100

Boston, Ma. 02108

617-723-2066

cell - 617-872-9933

Year 2000 – Contracted Marty to try to bring sand to the beach for $1000 ( $500 at

beginning and $ 500 if results achieved)

No dredging in 2001

5/02/02 – LATEST NEWS - Marty said the State is in fiscal crisis and has no plans

to dredge this year. He will stay on top of situation , but feels nothing will

happen this year.

His plan is to use 1999’s sand as a precedent so that we will always be

included in the future and won’t have to go through this again

2006 – Same situation is the same – no progress – no changes in future

Revenue Sources:

1. Laundry Room – Automatic Laundry Service 617-969-4340

Joanne Scarpato Office Manager/ part owner

Be sure to call by the end of October if fund has not received

The Condo Association gets 50% of the coins after the first $20.00 per

machine per month

Agreement made between Joanne and Paul Gorski 9/2000. – Automatic

will not charge us base monthly fee during off season

The service rep gives Agnes the receipt and sends the check to

Financial Officer’s attention.

Misc.:

1. Cedar Shingle replacement at end of Building

T & S Home Maintenance

23 Bracken Fern Road

Marstons Mills, Ma. 02648-1748

508-428-7853

1 year Warranty - Work completed 5/3/01

Cost $ 1825.00

1. Condo’s Shed (2006 – company is out of business)

Built by Yankee Wodworkers 6/26/00 1 year warranty

25 year warranty on shingles

President and builder – Mike Smith

290 Ivanough Road Route 28 ( next to Pufferbellies)

Hyannis, Ma. 02601

508-778-5667

Cost $ 1099.00

1. Mastercraft of New England Inc

Norman Blair President

Marshfield, Ma.

781-834-7047

Installed Vinyl Siding and new gutters in back of building

Installation completed 3/2000 Cost $20,300.00

Also installed windows for several units

(They are now very expensive – most likely taking advantage of a “captured” audience – 7/26/06)

1. Adles Gutters & Remodeling

George Adles President

Harwichport, Ma.

508-432-6228

Installed gutters in front of building

Installation completed 12/98

E. Will Daniels Floor Mason

972 Stonybrook Road

Brewster, Ma. 02631

508-896-2206

cell – 508-889-1359

Installed new sidewalk in back of building. And disposed of old one

Work started and completed March 2002 Cost $ 13,760.00

Most of cost was paid from Money Market fund (depleted fund)

Assessment fee to all owners (15) was $200

F. Neponset Valley Roofing

Norwood, Ma. 781-762-1102

Brian Kearney

Installed new architectural style roof with entire roof being covered in ice and

water shield

Most of expense was covered by Janus Money market ( which was emptied) and

the balance came from assessment

Cost: $36,500.00

G. Colonial Fence Co.

128 Great Western Road

South Dennis, Ma. 02638

508-760-0035

Dick Rabosky - Sales and GM

Installed new Cedar Fence on Driveway side across from Units 1 –6

Cost $1600.00

Government:

1. Dennis Fire Department

883 Main Street

West Dennis, Ma. 02670

Administration office 508-398-0363

Fire Alarm Inspection to be completed once a year in May.

Report from Intercity will be forwarded to Fire Dept.

Must be notified every year of names of Trustees and on-site contact

1. Dennis Water District

South Dennis, Ma.

508-398-3351

Perform regular meter readings

Billings take place 2 times per year ( Jan – June and July – Dec.)

Must be notified every year of names of Trustees and on-site contact

1. Town of Dennis

Attn: Town Clerk

485 Main Street

South Dennis, Ma. 02660-1419

508-394-8300

Housing Space & Use by-Law Document is our guidelines in property operation.

Must be notified every year of names of Trustees and on-site contact

1. Town of Dennis - Board of Health

South Dennis, Ma. 02660-1419

508-394-8300

Our issues to deal with them revolve around the Septic System

And Inspections of Renters Units

1. ptic System Inspection Company (Only does Inspections – Use Bortolotti for Cleanout)

Troy Williams

19 Hummel Drive

South Dennis, Ma. 02660Se

508-385-1300

Last certified report was done on April/2005

Previous one before that completed 5/20/01

Must be inspected every 3 years

Next inspection scheduled before 3/2008

6): Bortolotti Construction (Ron Bortolotti )

Marston Mills, Ma. 02648-0704

508-771-9399

**Cleanout system (all 3 tanks) every 3 years**

**Next clean out to be performed May 2009**

Use for Septic System Clean Out

(Last Cleanout of all 3 tanks – 7/26/06)

Cost in 2006 - $195 for first 1000 gallons then $95 for every 500 gallons

Thereafter. They will bill us.

The tanks were very full on this cleanout. We should not wait any longer than 3

years for next and subsequent cleanouts. Three years is best. The more frequently

they are cleaned out the longer they will last and they will perform better.

Prior cleanout 5/7/01

In 1995 & 1996 they had performed the Septic Inspections

They also were the company who built the original Septic System

6/13/06 Spoke with Bortolotti: they said that even though the assoc is seasonal, the

tanks should be cleanout regularly (every 3 years at least). The more frequent the cleanings the more efficient the tanks will be and they will last longer. The object is to keep the solids down. This will minimize the leaching of the dirty water and allow for a more healthier septic tank.

6/5/06 Spoke with Troy Williams Live: He recommended cleaning all three tanks

out at same time to make it easy to manage. Since our building is seasonal a

cleanout every three years may be too soon. 3 years is what he would recommend

if it was constantly used and operational year round. The amount of solid material, not water, dictates when they need cleaning. He advised not waiting so long that you have a surprise. The tanks can be checked individually and cleaned individually as they need it. While some condo do it this way, they usually have a manager that can handle and manage for appropriate timing. Not us. His recommendation for us would be every 5 to 6 years complete cleanout on all 3 and we won’t have a problem.

1. Commonwealth of Massachusetts

Department of Environmental Protection

One Winter Street

Boston, Ma. 02108

617-292-5500

HISTORY:

Banks:

Abington Saving Bank

533 Washington Street

Abington, Ma.

* + 1. (Account Closed 8/4/00 )

Framingham Co-Operative Bank

160 Cochituate Road

508-820-4000

Opened 6/2/00 (to replace Abington Bank) (Account Closed 3/2003)

1998 – Lawn, Mulch, clean-up, etc.. was completed by

John Sears & Sons

221 Old main Street

South Yarmouth, ma. 02664

Verizon: FKA: Bell Atlantic

Phone: 1-800-941-9900

Account Number – 508-760-3366-210-006-8

Local phone service and long distance

Phone is located in Agnes’s condo 508-760-3366

Monthly billing - Service runs from May 1 to Nov 1

**Account terminated on April 8th , 2002 – it was identified that**

**The association did not need to pay for a phone under Beachfront.**

**The town requires us only to provide a phone number of the on site**

**Manager to be able to make contact if necessary. This account is**

**Now a residential account under Agnes’s name and responsibility.**

**The phone number will remain the same.**

Investments: Opened 6/12/00

Janus 1) Janus Fund opened with $3000 ( sold fund 3/02)

2) Janus Special Equity ( aka Strategic Value Fund )

opened with $3000 ( sold May 2003)

Opened Jan. 2001

( Closed March, 2005 to cover roof replacement)

1. Money Market Account
	* + 1. Service Representative

Association agreed that extra $10 that each unit pays per month with be

deposited in these accounts. Each month we receive $150. Dollar cost

averaging method will be applied alternating months for deposits

This process began on Jan. 2000 and is will end on Dec. 2004

Big Blue Cleanup Services

Tony Fernandes 508-226-1295

Charges pick for Spring clean up pile by the truck Truck = $250.00

2004 Price per truck increased to $325.00

Great alternative to Chase and Merchant

Association cancelled all extra trash pick ups as of 5-06 due to soaring costs

Owners are responsible for disposal of their own non-kitchen trash

**Stopped using company after 5/06 – due to assoc. stopping all spring dumping.**

Mass Trade Plumbing and Heating Inc.:

Used to winterize units and Laundry room

Also use to inspect and repair Hot water heater

\*\*\* Need to contract with another plumber since Mass Trade does not want to

continue making the trip to the Cape. See Agnes for her emergency

plumber. Draw up agreement of services and contact him. \*\*\*\*\*

**Stopped using company due to logistics in 2000**

Seasonal Plumber for Water shut off and Turn on (no longer performs service – stopped in 2004)

Andy Dolan

50 Highland Avenue

Mansfield, Ma. 02048

Direct Work Line: 508-941-1996

Home: 508-339-7041

Charges $600.00 for shut off and $500.00 for opening – Agreement in place for

him to be paid upon invoice Receipt.