



Meeting of the Board of Directors
November 20, 2021

Meeting Minutes

The meeting was called to order at 10:09am by Mike Bono, President. All Board members were present with the exception of Joe Venezia, who participated via tele-conference. A quorum was present.

Dan Coleman made a motion to accept the minutes of the October 16, 2021 Board Meeting. Motion seconded by Conrad Necrason. The motion passed unanimously.

Dan Coleman then provided and discussed the financial report for Sea Coast Management, Inc. as of October 30, 2021. A copy of that statement is attached.

Jane Herman reported on the Sea Coast Mandatory Reserve Collection Requirement ballot sent to the owners in October. Of the 58 ballots returned, 56 voted to waive and 2 voted not to waive. 50% of owners + 1 must vote to waive. Therefore, the vote to waive the mandatory reserve collection requirement passed. The new rates reflecting a 15% increase in monthly HOA dues will be effective January 1, 2022.

Dan Coleman then motioned that we adopt the 2022 budget that was approved by the Board in October and mailed to the owners. Motion seconded by Trent Hamilton. The motion passed unanimously.

Dan also provided and discussed the budget tracking report through October 31 as well as a forecasted budget through December 31, 2021. Copies of those budgets are attached.

Jane Herman provided and presented her Manager's Report. A copy is attached. Dan Coleman requested we document in the minutes that we did **not** have black mold in the pool since this had been posted on the Facebook owners page.

Conrad Necrason gave a report on behalf of the Buildings & Grounds Committee:

After reviewing 25 resumes that were narrowed down to six, three people showed up for an interview. A new maintenance man was hired. His name is David Torres. We are in the process of implementing a new schedule of daily, weekly, monthly, semi-annual and annual maintenance tasks.

The sprinkler system is almost 100%. RL James has been doing maintenance work on the buildings and a lift is in the courtyard. They'll be on site no more than another week at the most. Trent Hamilton will follow up to ensure the irrigation system is working properly once the heavy equipment is gone.

The elevators were being fine-tuned this week and had door sills replaced. Another issue was discovered with some of the doors on each floor showing evidence of bottoms rusting out. We will have to spend more dollars to remediate that will come out of reserves.

With regard to the lightning damage claim, we had an adjustor come back out to review our damage due to the remediation work that was required by RL James. The adjustor will have another expert come out to review the situation.

An owner requested to have her front door inspected. Dan Coleman explained that the front door is the owner's responsibility to maintain but that the Association can provide the paint.

Jane covered items in her Manager's Report related to Rental Committee activities.

NEW BUSINESS:

Dan Coleman presented the Sea Coast Rentals, Inc. financial report as of October 31, 2021. A copy of the Income and Expenditure Tracking Report is attached.

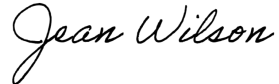
Dan has been filling the role of Treasurer for Sea Coast Rentals, Inc. for the past 6-8 months. Dan made a motion to appoint Doug Shaw, an owner and CPA, to be the Treasurer of the rental corporation. Motion seconded by Conrad Necrason. The motion passed unanimously.

Linda Necrason has received two bids for the kitchen remodel but is struggling with supply chain issues with lead times for appliances and cabinets.

An owner inquired about our construction noise policy. Conrad said start time was between 8:00 and 9:00am with end time at 5:00pm Monday through Saturday. No work is permitted on Sunday. Jane has the policy.

After all agenda items were covered, Dan Coleman moved to adjourn the meeting at 11:08am. Conrad seconded the motion. The motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jean Wilson".

Jean Wilson
Board Secretary



Sea Coast Board of Directors Meeting
 Sea Coast Management Financial Report
 Period Ending 10/30/21

Treasurer's Report:

Account Balance Operation

| | | |
|-----------------------------|--------------------|------------|
| 1100 Operating Cash balance | per Bank Statement | 23,295.91 |
| 1200 Reserve Balance | per Bank Statement | 322,392.78 |

Reserve Balance in QuickBooks:

| | | |
|--|-------------------|-------------------|
| 6410 Roof Replacement | (1,250.00) | 92,642.64 |
| 6420 Building Painting | (708.33) | 86,439.33 |
| 6430 Parking Lot | (200.00) | 21,521.52 |
| 6440 Deferred Maintenance | (1,000.00) | 121,789.29 |
| Interest 2.73 Note | Insurance Funding | |
| Total Reserve Balance per QuickBooks: | | 322,392.78 |

1100-Income

| | | |
|--------------------------------------|--------------|------------------|
| 5001-Seacoast Monthly Maintenance | Fee Payments | 26,670.65 |
| 5002-SeaCoast RSF Payment | (October) | 2,015.00 |
| 5003- Unit 112 Income | | - |
| 5004- Laundry Income | | - |
| 5100 Other Income | | - |
| 5005- Interest Income | | 0.21 |
| Total Income for October 2021 | | 28,685.86 |

Sea Coast Management, Inc. Budget Tracking 2021 Income and Expenditures

| Acct # | | 2021 Annual Budget | Average Monthly | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | October | Income/ Exp |
|---------------|---|--------------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| | Sea Coast Mgmt | | | | | | | | | | | | | |
| 5001 | Maintenance Fees | 340,263.00 | \$28,355 | \$24,044.41 | \$31,804.06 | \$24,846.99 | \$24,634.46 | \$29,509.71 | \$28,295.75 | \$28,017.55 | 31,303.51 | 22,789.89 | 26,670.65 | \$271,916.98 |
| 5002 | Rental Service Fees | 24,151.00 | \$2,013 | \$5,500.00 | \$5,500.00 | | | | \$6,045.00 | \$4,030.00 | 2,015.00 | 2,015.00 | 2,015.00 | \$27,120.00 |
| 5003 | Rental Income #112 | 14,784.00 | \$1,232 | | \$2,464.00 | | \$1,100.00 | \$1,100.00 | | | | | | \$4,664.00 |
| 5004 | Laundry | 2,500.00 | \$208 | | \$460.00 | \$413.00 | | \$1,539.75 | | \$964.00 | 489.00 | 538.50 | | \$4,404.25 |
| 5005 | Interest | 6.00 | \$1 | \$0.26 | \$0.28 | \$0.48 | \$0.51 | \$0.54 | \$0.49 | \$0.17 | | 0.15 | 0.21 | \$3.09 |
| 5100 | Other Income/ Tax Collection | 2,000.00 | \$167 | \$4.79 | \$92.57 | | \$40.25 | \$250.03 | | \$800.00 | 500.00 | 251.01 | | \$1,938.65 |
| | Total Income | 383,704.00 | \$31,976 | 29,549.46 | 40,320.91 | 25,260.47 | 25,775.22 | 32,400.03 | 34,341.24 | 33,811.72 | 34,307.51 | 25,594.55 | 28,685.86 | 310,046.97 |
| | Transfer Revenue (insurance set-aside) | 30,000.00 | | | | | | 30,000.00 | | | | | | \$30,000.00 |
| | Total Income and Revenue | 413,704.00 | \$31,976 | \$29,549.46 | \$40,320.91 | \$25,260.47 | \$25,775.22 | \$62,400.03 | \$34,341.24 | \$33,811.72 | \$34,307.51 | \$25,594.55 | \$28,685.86 | \$340,046.97 |
| Acct # | Expense Category | | | | | | | | | | | | | |
| 6129 | Appraisal - Recorded in Professional Services | | | | | | | | | | | | | \$0.00 |
| 6130 | Insurance Expenses Other | | | | | | | | | | 175.00 | | | |
| 6131 | Flood Insurance | 11,500.00 | | | | | | | \$11,251.00 | | | | | \$11,251.00 |
| 6132 | Property | 38,800.00 | | | | | | | \$41,397.10 | | | | | \$41,397.10 |
| 6134 | Workman's Comp. Insurance | 2,930.00 | | | | | | | \$2,137.00 | -\$587.00 | 1,148.00 | -304.00 | | \$2,394.00 |
| 6135 | General Liability | 9,500.00 | | | | | | | \$15,051.55 | | | | | \$15,051.55 |
| 6142 | | | | | | | | | | | | | | \$0.00 |
| 6143 | Umbrella | 1,200.00 | | | | | | | \$1,234.00 | | | | | \$1,234.00 |
| | Insurance Expenses Sub-total | 63,930.00 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$71,070.65 | -\$587.00 | \$1,323.00 | -\$304.00 | \$0.00 | \$71,327.65 |
| 6151 | Cell Phone Expense | 1,200.00 | \$100 | \$100.00 | \$100.00 | \$100.00 | \$100.00 | | \$300.00 | \$183.11 | 150.00 | 150.00 | 150.00 | \$1,333.11 |
| 6152 | Computer/Office Expense | 1,200.00 | \$100 | \$488.46 | \$17.99 | \$21.99 | \$21.99 | \$735.97 | \$1,115.00 | \$520.48 | 1,744.29 | 476.67 | | \$5,142.84 |
| 6153 | Office Supplies Expense | 2,000.00 | \$167 | \$15.96 | \$219.28 | \$310.88 | | \$733.92 | \$1,003.28 | \$397.51 | 311.66 | 231.46 | 241.17 | \$3,465.12 |
| 6154 | Postage & Delivery Expense | 850.00 | \$71 | \$116.80 | \$5.60 | \$110.00 | | | | | | | | \$232.40 |
| 6155 | Telephone | 2,700.00 | \$225 | \$381.30 | \$231.63 | \$231.46 | \$231.83 | \$231.83 | \$231.83 | \$231.41 | 221.40 | | 220.72 | \$2,213.41 |
| 6158 | License & Fees Expense | 1,350.00 | \$113 | | -\$592.22 | \$195.00 | | \$70.00 | \$410.00 | -\$34.98 | | 10.00 | | \$57.80 |
| 6160 | Bank Service Charges | 50.00 | \$4 | | | | | | | | | | | \$0.00 |
| 6161 | Advertising/Rental Program Expense | 0.00 | \$0 | | | | | | \$300.00 | | | | | \$300.00 |
| 6162 | Wireless Charges | 4,250.00 | \$354 | \$154.00 | \$154.00 | \$154.00 | \$154.00 | \$154.00 | \$154.00 | \$154.00 | 164.01 | 154.00 | 164.01 | \$1,560.02 |
| 6162.2 | Office Expenses Other | | | \$740.12 | | | | \$512.57 | | \$1,125.00 | | | | \$2,377.69 |
| 6162.5 | Condo | | | | | | | | | | | | | \$0.00 |
| 6165 | Club House supplies | 300.00 | \$25 | \$32.89 | | | | | | | | | | \$32.89 |
| 6167 | Board Meeting Expenses/Other | 100.00 | \$8 | | | | \$279.71 | | | | | | | \$279.71 |
| 6164 | Winter Guests | 0.00 | \$0 | | | | | | | | | | | \$0.00 |
| | Office Expense Sub-total | 14,000.00 | | \$2,029.53 | \$136.28 | \$1,123.33 | \$787.53 | \$2,438.29 | \$3,514.11 | \$2,576.53 | \$2,591.36 | \$1,022.13 | \$775.90 | \$16,994.99 |
| 6190 | Professional Services Appraisal Wmg & Law | 1,000.00 | \$83 | | | | | | | | 812.50 | | | \$812.50 |

Sea Coast Management, Inc. Budget Tracking 2021 Income and Expenditures

| Acct # | | 2021 Annual Budget | Average Monthly | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | October | Income/ Exp |
|--------|---|--------------------|-----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------------|-------------------|--------------------|
| 6193 | Accounting Fees Expense | 2,500.00 | \$208 | | | | | | | | | | | \$0.00 |
| 6196 | Guard Service | 2,500.00 | \$208 | | | | | | \$1,102.81 | \$1,639.04 | | | | \$2,741.85 |
| | Professional Services Sub-total | 6,000.00 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,102.81 | \$1,639.04 | \$812.50 | \$0.00 | \$0.00 | \$3,554.35 |
| 6332 | Payroll Expenses | 69,976.00 | \$5,831 | \$8,515.00 | \$5,956.66 | \$6,076.66 | \$6,291.66 | \$5,172.67 | \$7,556.09 | \$8,225.34 | \$7,262.84 | \$6,518.34 | \$7,530.34 | \$69,105.60 |
| 6333 | Social Security Tax Expense | 4,590.43 | \$383 | \$565.13 | \$406.51 | \$413.96 | \$414.88 | \$333.10 | \$499.48 | \$509.97 | 468.89 | 422.74 | 479.29 | \$4,513.95 |
| 6334 | Medicare Tax Expense | 1,077.63 | \$90 | \$132.17 | \$95.07 | \$96.82 | \$97.02 | \$77.91 | \$116.80 | \$119.28 | 109.66 | 98.86 | 112.10 | \$1,055.69 |
| 6335 | State Unemployment Tax Expense | 300.00 | \$25 | \$26.43 | \$19.01 | \$7.95 | \$1.96 | \$8.04 | \$15.11 | \$12.35 | \$9.76 | \$0.89 | \$0.00 | \$101.50 |
| 6336 | Federal Unemployment Tax Expense | 492.00 | \$41 | \$54.69 | \$39.34 | \$16.43 | \$4.05 | \$16.63 | \$31.27 | \$25.55 | \$20.20 | \$1.84 | \$0.00 | \$210.00 |
| 6337 | Health Insurance Manager | 4,800.00 | \$400 | \$400.00 | \$400.00 | \$400.00 | \$400.00 | | \$300.00 | | 300.00 | 300.00 | 200.00 | \$2,700.00 |
| 6337.1 | Health Insurance Other | 2,400.00 | \$200 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | 200.00 | 200.00 | 0.00 | \$1,800.00 |
| 6338 | Contract Employees,1099 | 1,000.00 | \$83 | | | | | | | \$2,242.50 | 300.00 | 1,792.50 | 1,020.00 | \$5,355.00 |
| | Employee Expenses Sub-total | 84,636.06 | | \$9,893.42 | \$7,116.59 | \$7,211.82 | \$7,409.57 | \$5,808.35 | \$8,718.75 | \$11,334.99 | \$8,671.35 | \$9,335.17 | \$9,341.73 | \$84,841.74 |
| 6410 | Roof Reserve | 15,000.00 | \$1,250 | | \$2,500.00 | | \$2,500.00 | | | \$2,500.00 | \$1,250.00 | \$1,250.00 | \$1,250.00 | \$11,250.00 |
| 6420 | Building Painting Reserve | 8,520.00 | \$710 | | \$1,416.66 | | \$1,416.66 | | | \$1,416.66 | \$708.33 | \$708.33 | \$708.33 | \$6,374.97 |
| 6430 | Parking Reserve | 2,400.00 | \$200 | | \$400.00 | | \$400.00 | | | \$400.00 | \$200.00 | \$200.00 | \$200.00 | \$1,800.00 |
| 6440 | Deferred Maintenance Capital Expenditures Reserve | 12,000.00 | \$1,000 | | \$2,000.00 | | \$2,000.00 | | | \$5,540.00 | -\$2,201.65 | \$2,265.44 | \$1,000.00 | \$10,603.79 |
| 6450 | Insurance Set-aside reserve | 30,000.00 | | | | | | | | | | | | \$0.00 |
| | D M Reserve Sub-total | 67,920.00 | \$3,160 | \$0.00 | \$6,316.66 | \$0.00 | \$6,316.66 | \$0.00 | \$0.00 | \$9,856.66 | -\$43.32 | \$4,423.77 | \$3,158.33 | \$30,028.76 |
| 6511 | Building Repairs & Maintenance | 10,000.00 | \$833 | \$1,332.79 | \$1,890.96 | \$365.39 | \$128.76 | \$923.71 | \$575.57 | \$419.57 | | 257.00 | 205.67 | \$5,899.42 |
| 6512 | Grounds (Sprinklers & Plants) Exp | 4,000.00 | \$333 | \$28.70 | \$813.29 | \$1,187.74 | \$25.98 | | | \$758.17 | 391.72 | 257.28 | 697.27 | \$4,160.15 |
| 6513 | Pool Service (Blue Robin) & Chemicals | 3,600.00 | \$300 | \$600.00 | \$600.00 | \$600.00 | | \$1,200.00 | \$600.00 | \$2,085.15 | 600.00 | 600.00 | 600.00 | \$7,485.15 |
| 6513.5 | Pool Equipment, Expenses, repair & Furniture | 3,000.00 | \$250 | | | | | | | | | | | \$0.00 |
| 6514 | Maintenance Supplies | 1,000.00 | \$83 | | | | | | \$329.10 | | | | | \$329.10 |
| 6515 | Elevator Expense | 7,000.00 | \$583 | \$338.35 | \$338.35 | \$338.35 | | \$4,842.14 | \$2,768.35 | \$338.35 | 928.29 | 649.44 | 349.44 | \$10,891.06 |
| 6516 | Maint. Unit Service Exp. | | | | | | | | | \$850.00 | | | | \$850.00 |
| 6517 | Apartment #112 Repairs | 500.00 | \$42 | | | | | | | | 389.00 | | | \$389.00 |
| 6518 | Gasoline Expense | 100.00 | \$8 | | | | | \$45.00 | | | | | | \$45.00 |
| 6519 | Laundry Repair | 0.00 | \$0 | | | | | | | | | | | \$0.00 |
| 6520 | Unit 112 Annual Maintenance Fees | 3,199.20 | \$267 | | | | | | | | | | | \$0.00 |
| 6521 | Pool Fence/Deck Maintenance | 1,000.00 | \$83 | | | | | | | | | | | \$0.00 |
| 6523 | Club House Expenses | 1,000.00 | \$83 | \$300.07 | \$134.10 | | | | | | | | | \$434.17 |
| | Maintenance Expenses Sub-total | 34,399.20 | | \$2,599.91 | \$3,576.70 | \$2,491.48 | \$154.74 | \$7,010.85 | \$4,273.02 | \$4,451.24 | \$2,309.01 | \$1,763.72 | \$1,852.38 | \$30,483.05 |
| 6543 | Income or Property Taxes or Local | 200.00 | | | | | | | | | | | | \$0.00 |
| 6541 | Federal Taxes/Penalty | 0.00 | | | | | 1500 | | | | | 1,000.00 | | \$2,500.00 |
| | Taxes Subtotal | 200.00 | | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$2,500.00 |

Sea Coast Management, Inc. Budget Tracking 2021 Income and Expenditures

| Acct # | | 2021 Annual Budget | Average Monthly | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | October | Income/ Exp |
|--------|--------------------------------------|--------------------|-----------------|--------------------|---------------------|--------------------|--------------------|---------------------|-----------------------|----------------------|--------------------|--------------------|--------------------|---------------------|
| | Contract Services | | | | | | | | | | | | | |
| 6551 | Cable TV Expense | 57,000.00 | \$4,750 | \$5,243.73 | \$5,243.73 | \$5,243.64 | \$5,243.64 | \$5,243.64 | \$5,243.64 | \$5,276.66 | 5,276.66 | 5,276.66 | 5,276.66 | \$52,568.66 |
| 6552 | Interior Pest Control Expense | 3,548.00 | \$296 | \$255.60 | \$150.00 | \$150.00 | | \$255.60 | \$255.60 | \$255.60 | 511.20 | \$255.60 | \$281.00 | \$2,370.20 |
| 6553 | Exterior Pest Control Expense | 0.00 | \$0 | | | | | | | | | | | \$0.00 |
| 6554 | Fire Alarm Expense | 350.00 | \$29 | | | | | \$340.00 | | | | | 496.23 | \$836.23 |
| 6555 | Fire Extinguisher Expense | 800.00 | \$67 | | | | | | | | | | 724.20 | \$724.20 |
| 6556 | Lawn Contract & Tree Care Expense | 8,000.00 | \$667 | \$1,220.00 | \$255.60 | \$2,305.60 | | \$1,300.00 | \$1,000.00 | \$350.00 | 800.00 | | | \$7,231.20 |
| 6557 | Credit Card Fees | 0.00 | \$0 | | | | | | | | | | | \$0.00 |
| | Contract Services Sub-total | 69,698.00 | | \$6,719.33 | \$5,649.33 | \$7,699.24 | \$5,243.64 | \$7,139.24 | \$6,499.24 | \$5,882.26 | \$6,587.86 | \$5,532.26 | \$6,778.09 | \$63,730.49 |
| | Utilities Expenses | | | | | | | | | | | | | |
| 6561 | Electrical Pool & Exterior Light Exp | 9,200.00 | \$767 | \$732.21 | \$261.81 | \$233.01 | \$345.00 | \$2,755.82 | | \$1,471.61 | 794.61 | 1,306.77 | 629.55 | \$8,530.39 |
| 6562 | Electric, Water, & Sewer Expense | 21,000.00 | \$1,750 | \$1,416.19 | \$1,332.56 | \$1,557.08 | \$1,669.32 | \$1,598.66 | \$1,387.30 | \$1,661.48 | 1,859.04 | 1,585.84 | 1,426.12 | \$15,493.59 |
| 6563 | Gas (Pool & Dryer) Expense | 15,000.00 | \$1,250 | \$1,167.62 | \$3,245.52 | \$2,255.40 | \$1,055.35 | \$2,477.80 | \$930.66 | \$47.86 | 40.11 | 41.53 | 39.99 | \$11,301.84 |
| 6564 | Apt #112 Utilities | 0.00 | \$0 | | | | | | | | | | | \$0.00 |
| | Utilities Expenses Sub-total | 45,200.00 | | \$3,316.02 | \$4,839.89 | \$4,045.49 | \$3,069.67 | \$6,832.28 | \$2,317.96 | \$3,180.95 | \$2,693.76 | \$2,934.14 | \$2,095.66 | \$35,325.82 |
| 7001 | Uncategorized Repairs-unit repairs | 0.00 | | | \$962.67 | -\$944.45 | \$417.10 | | | | | | -\$435.32 | \$0.00 |
| | Operating Reserve | 27,720.74 | | | | | | | | | | | | |
| | Total Expenses | 413,704.00 | | \$24,558.21 | \$28,598.12 | \$21,626.91 | \$24,898.91 | \$29,229.01 | \$97,496.54 | \$38,334.67 | \$24,945.52 | \$25,707.19 | \$23,566.77 | \$338,786.85 |
| | BALANCE | 0.00 | | \$ 4,991.25 | \$ 11,722.79 | \$ 3,633.56 | \$ 876.31 | \$ 33,171.02 | \$ (63,155.30) | \$ (4,522.95) | \$ 9,361.99 | \$ (112.64) | \$ 5,119.09 | \$1,085.12 |

Sea Coast Management, Inc. Budget Tracking 2021 Income and Expenditures

| Acct # | | 2021 Annual Budget | Average Monthly | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | October | November | December | Income/ Exp |
|---------------|---|--------------------|-----------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| | Sea Coast Mgmt | | | | | | | | | | | | | | | |
| 5001 | Maintenance Fees | 340,263.00 | \$28,355 | \$24,044.41 | \$31,804.06 | \$24,846.99 | \$24,634.46 | \$29,509.71 | \$28,295.75 | \$28,017.55 | 31,303.51 | 22,789.89 | 26,670.65 | 34,172.00 | 34,174.00 | \$340,262.98 |
| 5002 | Rental Service Fees | 24,151.00 | \$2,013 | \$5,500.00 | \$5,500.00 | | | | \$6,045.00 | \$4,030.00 | 2,015.00 | 2,015.00 | 2,015.00 | 1,682.00 | 1,682.00 | \$30,484.00 |
| 5003 | Rental Income #112 | 14,784.00 | \$1,232 | | \$2,464.00 | | \$1,100.00 | \$1,100.00 | | | | | | | | \$4,664.00 |
| 5004 | Laundry | 2,500.00 | \$208 | | \$460.00 | \$413.00 | | \$1,539.75 | | \$964.00 | 489.00 | 538.50 | | 60.00 | | \$4,464.25 |
| 5005 | Interest | 6.00 | \$1 | \$0.26 | \$0.28 | \$0.48 | \$0.51 | \$0.54 | \$0.49 | \$0.17 | | 0.15 | 0.21 | 0.15 | 0.15 | \$3.39 |
| 5100 | Other Income/ Tax Collection | 2,000.00 | \$167 | \$4.79 | \$92.57 | | \$40.25 | \$250.03 | | \$800.00 | 500.00 | 251.01 | | 45.00 | 45.00 | \$2,028.65 |
| | Total Income | 383,704.00 | \$31,976 | 29,549.46 | 40,320.91 | 25,260.47 | 25,775.22 | 32,400.03 | 34,341.24 | 33,811.72 | 34,307.51 | 25,594.55 | 28,685.86 | 35,959.15 | 35,901.15 | 381,907.27 |
| | Transfer Revenue (insurance set-aside) | 30,000.00 | | | | | | 30,000.00 | | | | | | | | \$30,000.00 |
| | Total Income and Revenue | 413,704.00 | \$31,976 | \$29,549.46 | \$40,320.91 | \$25,260.47 | \$25,775.22 | \$62,400.03 | \$34,341.24 | \$33,811.72 | \$34,307.51 | \$25,594.55 | \$28,685.86 | \$35,959.15 | \$35,901.15 | \$411,907.27 |
| Acct # | Expense Category | | | | | | | | | | | | | | | |
| 6129 | Appraisal - Recorded in Professional Services | | | | | | | | | | | | | | | \$0.00 |
| 6130 | Insurance Expenses Other | | | | | | | | | | 175.00 | | | | | |
| 6131 | Flood Insurance | 11,500.00 | | | | | | | \$11,251.00 | | | | | | | \$11,251.00 |
| 6132 | Property | 38,800.00 | | | | | | | \$41,397.10 | | | | | | | \$41,397.10 |
| 6134 | Workman's Comp. Insurance | 2,930.00 | | | | | | | \$2,137.00 | -\$587.00 | 1,148.00 | -\$304.00 | | | | \$2,394.00 |
| 6135 | General Liability | 9,500.00 | | | | | | | \$15,051.55 | | | | | | | \$15,051.55 |
| 6142 | | | | | | | | | | | | | | | | \$0.00 |
| 6143 | Umbrella | 1,200.00 | | | | | | | \$1,234.00 | | | | | | | \$1,234.00 |
| | Insurance Expenses Sub-total | 63,930.00 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$71,070.65 | -\$587.00 | \$1,323.00 | -\$304.00 | \$0.00 | \$0.00 | \$0.00 | \$71,327.65 |
| 6151 | Cell Phone Expense | 1,200.00 | \$100 | \$100.00 | \$100.00 | \$100.00 | \$100.00 | | \$300.00 | \$183.11 | 150.00 | 150.00 | 150.00 | 150.00 | 150.00 | \$1,633.11 |
| 6152 | Computer/Office Expense | 1,200.00 | \$100 | \$488.46 | \$17.99 | \$21.99 | \$21.99 | \$735.97 | \$1,115.00 | \$520.48 | 1,744.29 | 476.67 | | 75.00 | 100.00 | \$5,317.84 |
| 6153 | Office Supplies Expense | 2,000.00 | \$167 | \$15.96 | \$219.28 | \$310.88 | | \$733.92 | \$1,003.28 | \$397.51 | 311.66 | 231.46 | 241.17 | 100.00 | 200.00 | \$3,765.12 |
| 6154 | Postage & Delivery Expense | 850.00 | \$71 | \$116.80 | \$5.60 | \$110.00 | | | | | | | | 100.00 | 100.00 | \$432.40 |
| 6155 | Telephone | 2,700.00 | \$225 | \$381.30 | \$231.63 | \$231.46 | \$231.83 | \$231.83 | \$231.83 | \$231.41 | 221.40 | | 220.72 | 222.00 | 222.00 | \$2,657.41 |
| 6158 | License & Fees Expense | 1,350.00 | \$113 | | -\$592.22 | \$195.00 | | \$70.00 | \$410.00 | -\$34.98 | | 10.00 | | | 360.00 | \$417.80 |
| 6160 | Bank Service Charges | 50.00 | \$4 | | | | | | | | | | | | | \$0.00 |
| 6161 | Advertising/Rental Program Expense | 0.00 | \$0 | | | | | | \$300.00 | | | | | | | \$300.00 |
| 6162 | Wireless Charges | 4,250.00 | \$354 | \$154.00 | \$154.00 | \$154.00 | \$154.00 | \$154.00 | \$154.00 | \$154.00 | 164.01 | 154.00 | 164.01 | 154.00 | 154.00 | \$1,868.02 |
| 6162.2 | Office Expenses Other | | | \$740.12 | | | | \$512.57 | | \$1,125.00 | | | | | | \$2,377.69 |
| 6162.5 | Condo | | | | | | | | | | | | | | | \$0.00 |

Sea Coast Management, Inc. Budget Tracking 2021 Income and Expenditures

| Acct # | | 2021 Annual Budget | Average Monthly | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | October | November | December | Income/ Exp |
|--------|---|--------------------|-----------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| 6165 | Club House supplies | 300.00 | \$25 | \$32.89 | | | | | | | | | | | | \$32.89 |
| 6167 | Board Meeting Expenses/Other | 100.00 | \$8 | | | | \$279.71 | | | | | | | | | \$279.71 |
| 6164 | Winter Guests | 0.00 | \$0 | | | | | | | | | | | | | \$0.00 |
| | Office Expense Sub-total | 14,000.00 | | \$2,029.53 | \$136.28 | \$1,123.33 | \$787.53 | \$2,438.29 | \$3,514.11 | \$2,576.53 | \$2,591.36 | \$1,022.13 | \$775.90 | \$801.00 | \$1,286.00 | \$19,081.99 |
| 6190 | Professional Services Appraisal Wmg & Law | 1,000.00 | \$83 | | | | | | | | 812.50 | | | | | \$812.50 |
| 6193 | Accounting Fees Expense | 2,500.00 | \$208 | | | | | | | | | | | | | \$0.00 |
| 6196 | Guard Service | 2,500.00 | \$208 | | | | | | \$1,102.81 | \$1,639.04 | | | | | | \$2,741.85 |
| | Professional Services Sub-total | 6,000.00 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,102.81 | \$1,639.04 | \$812.50 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,554.35 |
| 6332 | Payroll Expenses | 69,976.00 | \$5,831 | \$8,515.00 | \$5,956.66 | \$6,076.66 | \$6,291.66 | \$5,172.67 | \$7,556.09 | \$8,225.34 | \$7,262.84 | \$6,518.34 | \$7,530.34 | \$6,518.34 | \$7,262.84 | \$82,886.78 |
| 6333 | Social Security Tax Expense | 4,590.43 | \$383 | \$565.13 | \$406.51 | \$413.96 | \$414.88 | \$333.10 | \$499.48 | \$509.97 | 468.89 | 422.74 | 479.29 | 422.74 | 468.89 | \$5,405.58 |
| 6334 | Medicare Tax Expense | 1,077.63 | \$90 | \$132.17 | \$95.07 | \$96.82 | \$97.02 | \$77.91 | \$116.80 | \$119.28 | 109.66 | 98.86 | 112.10 | 98.86 | 109.66 | \$1,264.21 |
| 6335 | State Unemployment Tax Expense | 300.00 | \$25 | \$26.43 | \$19.01 | \$7.95 | \$1.96 | \$8.04 | \$15.11 | \$12.35 | \$9.76 | \$0.89 | \$0.00 | \$0.89 | \$9.76 | \$112.15 |
| 6336 | Federal Unemployment Tax Expense | 492.00 | \$41 | \$54.69 | \$39.34 | \$16.43 | \$4.05 | \$16.63 | \$31.27 | \$25.55 | \$20.20 | \$1.84 | \$0.00 | \$1.84 | \$20.20 | \$232.04 |
| 6337 | Health Insurance Manager | 4,800.00 | \$400 | \$400.00 | \$400.00 | \$400.00 | \$400.00 | | \$300.00 | | 300.00 | 300.00 | 200.00 | 300.00 | 300.00 | \$3,300.00 |
| 6337.1 | Health Insurance Other | 2,400.00 | \$200 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | 200.00 | 200.00 | 0.00 | 200.00 | 200.00 | \$2,200.00 |
| 6338 | Contract Employees, 1099 | 1,000.00 | \$83 | | | | | | | \$2,242.50 | 300.00 | 1,792.50 | 1,020.00 | 1,000.00 | 1,000.00 | \$7,355.00 |
| | Employee Expenses Sub-total | 84,636.06 | | \$9,893.42 | \$7,116.59 | \$7,211.82 | \$7,409.57 | \$5,808.35 | \$8,718.75 | \$11,334.99 | \$8,671.35 | \$9,335.17 | \$9,341.73 | \$8,542.67 | \$9,371.35 | \$102,755.76 |
| 6410 | Roof Reserve | 15,000.00 | \$1,250 | | \$2,500.00 | | \$2,500.00 | | | \$2,500.00 | \$1,250.00 | \$1,250.00 | \$1,250.00 | \$1,250.00 | \$2,500.00 | \$15,000.00 |
| 6420 | Building Painting Reserve | 8,520.00 | \$710 | | \$1,416.66 | | \$1,416.66 | | | \$1,416.66 | \$708.33 | \$708.33 | \$708.33 | \$708.33 | \$1,436.70 | \$8,520.00 |
| 6430 | Parking Reserve | 2,400.00 | \$200 | | \$400.00 | | \$400.00 | | | \$400.00 | \$200.00 | \$200.00 | \$200.00 | \$200.00 | \$400.00 | \$2,400.00 |
| 6440 | Deferred Maintenance Capital Expenditures Reserve | 12,000.00 | \$1,000 | | \$2,000.00 | | \$2,000.00 | | | \$5,540.00 | -\$2,201.65 | \$2,265.44 | \$1,000.00 | \$1,000.00 | \$396.21 | \$12,000.00 |
| 6450 | Insurance Set-aside reserve | 30,000.00 | | | | | | | | | | | | | | \$0.00 |
| | D M Reserve Sub-total | 67,920.00 | \$3,160 | \$0.00 | \$6,316.66 | \$0.00 | \$6,316.66 | \$0.00 | \$0.00 | \$9,856.66 | -\$43.32 | \$4,423.77 | \$3,158.33 | \$3,158.33 | \$4,732.91 | \$37,920.00 |
| 6511 | Building Repairs & Maintenance | 10,000.00 | \$833 | \$1,332.79 | \$1,690.96 | \$365.39 | \$128.76 | \$923.71 | \$575.57 | \$419.57 | | 257.00 | 205.67 | 1,200.00 | 1,200.00 | \$8,299.42 |
| 6512 | Grounds (Sprinklers & Plants) Exp | 4,000.00 | \$333 | \$28.70 | \$813.29 | \$1,187.74 | \$25.98 | | | \$758.17 | 391.72 | 257.28 | 697.27 | 150.00 | 150.00 | \$4,460.15 |
| 6513 | Pool Service (Blue Robin) & Chemicals | 3,600.00 | \$300 | \$600.00 | \$600.00 | \$600.00 | | \$1,200.00 | \$600.00 | \$2,085.15 | 600.00 | 600.00 | 600.00 | 600.00 | | \$8,085.15 |
| 6513.5 | Pool Equipment, Expenses, repair & Furniture | 3,000.00 | \$250 | | | | | | | | | | | | | \$0.00 |
| 6514 | Maintenance Supplies | 1,000.00 | \$83 | | | | | | \$329.10 | | | | | | | \$329.10 |
| 6515 | Elevator Expense | 7,000.00 | \$583 | \$338.35 | \$338.35 | \$338.35 | | \$4,842.14 | \$2,768.35 | \$338.35 | 928.29 | 649.44 | 349.44 | 349.45 | 349.45 | \$11,589.96 |
| 6516 | Maint. Unit Service Exp. | | | | | | | | | \$850.00 | | | | | | \$850.00 |
| 6517 | Apartment #112 Repairs | 500.00 | \$42 | | | | | | | | 389.00 | | | | | \$389.00 |

Sea Coast Management, Inc. Budget Tracking 2021 Income and Expenditures

| Acct # | | 2021 Annual Budget | Average Monthly | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | October | November | December | Income/ Exp |
|--------|---------------------------------------|--------------------|-----------------|--------------------|---------------------|--------------------|--------------------|---------------------|-----------------------|----------------------|--------------------|--------------------|--------------------|---------------------|--------------------|---------------------|
| 6518 | Gasoline Expense | 100.00 | \$8 | | | | | \$45.00 | | | | | | 25.00 | 25.00 | \$95.00 |
| 6519 | Laundry Repair | 0.00 | \$0 | | | | | | | | | | | | | \$0.00 |
| 6520 | Unit 112 Annual Maintenance Fees | 3,199.20 | \$267 | | | | | | | | | | | | 3,199.20 | \$3,199.20 |
| 6521 | Pool Fence/Deck Maintenance | 1,000.00 | \$83 | | | | | | | | | | | | | \$0.00 |
| 6523 | Club House Expenses | 1,000.00 | \$83 | \$300.07 | \$134.10 | | | | | | | | | | | \$434.17 |
| | Maintenance Expenses Sub-total | 34,399.20 | | \$2,599.91 | \$3,576.70 | \$2,491.48 | \$154.74 | \$7,010.85 | \$4,273.02 | \$4,451.24 | \$2,309.01 | \$1,763.72 | \$1,852.38 | \$2,324.45 | \$4,923.65 | \$37,731.15 |
| 6543 | Income or Property Taxes or Local | 200.00 | | | | | | | | | | | | | | \$0.00 |
| 6541 | Federal Taxes/Penalty | 0.00 | | | | | 1500 | | | | | 1,000.00 | | | | \$2,500.00 |
| | Taxes Subtotal | 200.00 | | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,500.00 |
| | Contract Services | | | | | | | | | | | | | | | |
| 6551 | Cable TV Expense | 57,000.00 | \$4,750 | \$5,243.73 | \$5,243.73 | \$5,243.64 | \$5,243.64 | \$5,243.64 | \$5,243.64 | \$5,276.66 | 5,276.66 | 5,276.66 | 5,276.66 | 5,276.66 | 5,276.66 | \$63,121.98 |
| 6552 | Interior Pest Control Expense | 3,548.00 | \$296 | \$255.60 | \$150.00 | \$150.00 | | \$255.60 | \$255.60 | \$255.60 | 511.20 | \$255.60 | \$281.00 | \$255.60 | \$255.60 | \$2,881.40 |
| 6553 | Exterior Pest Control Expense | 0.00 | \$0 | | | | | | | | | | | | | \$0.00 |
| 6554 | Fire Alarm Expense | 350.00 | \$29 | | | | | \$340.00 | | | | | 496.23 | | | \$836.23 |
| 6555 | Fire Extinguisher Expense | 800.00 | \$67 | | | | | | | | | | 724.20 | | | \$724.20 |
| 6556 | Lawn Contract & Tree Care Expense | 8,000.00 | \$667 | \$1,220.00 | \$255.60 | \$2,305.60 | | \$1,300.00 | \$1,000.00 | \$350.00 | 800.00 | | | 200.00 | 200.00 | \$7,631.20 |
| 6557 | Credit Card Fees | 0.00 | \$0 | | | | | | | | | | | | | \$0.00 |
| | Contract Services Sub-total | 69,698.00 | | \$6,719.33 | \$5,649.33 | \$7,699.24 | \$5,243.64 | \$7,139.24 | \$6,499.24 | \$5,882.26 | \$6,587.86 | \$5,532.26 | \$6,778.09 | \$5,732.26 | \$5,732.26 | \$75,195.01 |
| | Utilities Expenses | | | | | | | | | | | | | | | |
| 6561 | Electrical Pool & Exterior Light Exp | 9,200.00 | \$767 | \$732.21 | \$261.81 | \$233.01 | \$345.00 | \$2,755.82 | | \$1,471.61 | 794.61 | 1,306.77 | 629.55 | 400.00 | 600.00 | \$9,530.39 |
| 6562 | Electric, Water, & Sewer Expense | 21,000.00 | \$1,750 | \$1,416.19 | \$1,332.56 | \$1,557.08 | \$1,689.32 | \$1,596.66 | \$1,387.30 | \$1,661.48 | 1,859.04 | 1,585.84 | 1,426.12 | 1,235.00 | 1,350.00 | \$18,078.59 |
| 6563 | Gas (Pool & Dryer) Expense | 15,000.00 | \$1,250 | \$1,167.62 | \$3,245.52 | \$2,255.40 | \$1,055.35 | \$2,477.80 | \$930.66 | \$47.86 | 40.11 | 41.53 | 39.99 | 45.00 | 1,500.00 | \$12,846.84 |
| 6564 | Apt #112 Utilities | 0.00 | \$0 | | | | | | | | | | | 110.00 | 110.00 | \$220.00 |
| | Utilities Expenses Sub-total | 45,200.00 | | \$3,316.02 | \$4,839.89 | \$4,045.49 | \$3,069.67 | \$6,832.28 | \$2,317.96 | \$3,180.95 | \$2,693.76 | \$2,934.14 | \$2,095.66 | \$1,790.00 | \$3,560.00 | \$40,675.82 |
| 7001 | Uncategorized Repairs-unit repairs | 0.00 | | | \$962.67 | -\$944.45 | \$417.10 | | | | | | | | | \$0.00 |
| | Operating Reserve | 27,720.74 | | | | | | | | | | | | | | |
| | Total Expenses | 413,704.00 | | \$24,558.21 | \$28,598.12 | \$21,626.91 | \$24,898.91 | \$29,229.01 | \$97,496.54 | \$38,334.67 | \$24,945.52 | \$25,707.19 | \$23,566.77 | \$22,348.71 | \$29,606.17 | \$390,741.73 |
| | BALANCE | 0.00 | | \$ 4,991.25 | \$ 11,722.79 | \$ 3,633.56 | \$ 876.31 | \$ 33,171.02 | \$ (63,155.30) | \$ (4,522.95) | \$ 9,361.99 | \$ (112.64) | \$ 5,119.09 | \$ 13,610.44 | \$ 6,294.98 | \$20,990.54 |



Manager's Report

November 20, 2021

The Office and Operations

The Office is open 7 days a week, from 9 AM to 5 PM. On some days, Theresa and I both are in the office, but since we each are working 5 days a week, the dates offset. We try to be sure and staff the office with both of us for the busiest times.

We still have a few Owners who owe RSF or HOA dues. We are continuing to send invoices and follow up with phone calls and emails.

Following the recent vote by the Owners on the 2022 HOA dues, they will be increasing by 15% January 1st. We will be sending out invoices to reflect your new amount due.

Holiday Hours

The Office will be closed on Thanksgiving Day, November 25th, and Christmas Day, December 25th. We will be posting these Office Holiday Hours in the lobbies and at the Office entrance.

New Maintenance Man

Please join us in welcoming to the Maintenance Team, David Torres, who starts this Monday. He joins Ryan our part time guy, to give us full coverage throughout the week and weekend.

Elevators

We have just had new sills installed on both elevators, helping to ensure the doors slide easily and stay on track.

We are on a monthly maintenance program with Elevator Control Service. They send a tech out monthly to check the elevators and the controls, make any adjustments needed and replace anything broken or worn.

Our Maintenance team checks the tracks for the doors thoroughly every day. Sand and small pebbles are a problem if not removed promptly from the tracks.

Building and Grounds

Maintenance has been focusing on keeping the building clean and the planter beds weed free. Ryan works hard to keep the windows sparkling and the stairwells and elevators clean.

RL James has been hard at work for several weeks on the annual maintenance for the building, and they are close to wrapping up the job.

Pool

Blue Waters Pool Service has just completed the black algae treatment, and we were able to reopen the pool this past Monday November 15th. The wind screens will be installed soon, and the heaters turned on.

Parking Passes and Arm Bands

We will be introducing new parking passes shortly, that are permanent hanger tags. We will also have new temporary day passes for Visitors. All Vehicles in the parking lot will be required to have a parking pass issued from the Office.

Likewise, everyone on the property should be wearing a Sea Coast arm band. Upon arrival at the property, all Guests and Visitors should proceed to the Office to complete their check-in process and receive their parking pass and their arm band.

Rentals

December is filling up at a rapid pace. A waiting list is still in place for January, February and March, a full page long. Rentals for 2022 are in full swing, and the grid is now open 12 months in advance.

Jane Herman, Manager

Sea Coast Rental, Inc. 2021 Income and Expenditure Tracking Report

| Acct # | | 2021 Annual Budget | Average Monthly | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | October | November | December | Income/ Exp |
|--------|---|--------------------|-----------------|-------------|-------------|--------------|-------------|-------------|--------------|-------------|---------------|---------------|---------------|----------|----------|--------------|
| | Sea Coast Rental Revenue | | | | | | | | | | | | | | | |
| 210 | 10 % Rental Service Fees | | | \$5,535.37 | \$9,395.10 | \$19,488.19 | \$5,794.24 | \$4,382.57 | \$9,387.77 | \$11,564.28 | \$1,739.01 | \$2,935.42 | \$2,627.49 | | | \$72,849.44 |
| 210 | 4 % Rental Service Fees | | | \$641.49 | \$771.64 | | \$1,395.09 | \$197.02 | \$638.53 | \$297.38 | \$459.32 | \$134.00 | \$32.00 | | | \$4,566.47 |
| 210 | TA Commission-5% Booking (Pd by Owners) | | | \$341.90 | \$731.62 | | \$314.36 | | \$1,641.82 | \$1,144.72 | \$1,144.72 | \$431.44 | \$398.00 | | | \$6,148.58 |
| 210 | Tax Collection Allowance | | | \$60.00 | \$60.00 | | \$60.00 | \$60.00 | \$60.00 | \$60.00 | \$60.00 | \$58.24 | \$58.69 | | | \$536.93 |
| 261 | Administrative Fees | \$0 | \$0 | \$805.00 | \$725.00 | \$1,547.23 | \$980.00 | \$1,260.00 | \$2,695.00 | \$3,150.00 | \$630.00 | \$770.00 | \$980.01 | | | \$13,542.24 |
| 262 | Damage waiver Profit | | | | | \$144.00 | | | | | \$176.29 | | | | | \$320.29 |
| 263 | Travel Insurance Profit | | | | | \$100.91 | | | | \$0.00 | \$1,976.29 | | | | | \$2,077.20 |
| 281 | Unit Service Fees | \$0 | \$0 | | | | | | | | | | | | | \$0.00 |
| 282 | VRBO Assessment Payments | | | | | | | | | | | | | | | \$0.00 |
| 272 | Other Income(Owners CC Use fees) Col. | | | \$979.07 | \$1,445.03 | | \$1,501.31 | | \$2,695.00 | \$3,019.74 | \$383.10 | \$751.30 | \$858.58 | | | \$11,633.13 |
| 273 | Rental Agreement Contract | | | | | | | | | | | | | | | \$0.00 |
| 222 | Cash Over/Short | \$0 | \$0 | | | | | | | | | | | | | \$0.00 |
| 276 | WelcomeTotes/Promo Item | \$0 | \$0 | | | | | | | | | | | | | \$0.00 |
| | Total Income | \$0 | \$0 | | | | | | | | | | | | | \$0.00 |
| | Previous Years Surplus Revenue | \$0 | \$0 | | | | | | | | | | | | | \$0.00 |
| | Total Income and Revenue | \$0 | \$0 | \$8,362.83 | \$13,128.39 | \$21,280.33 | \$10,045.00 | \$5,899.59 | \$17,118.12 | \$19,236.12 | \$6,568.73 | \$5,080.40 | \$4,954.77 | ## | \$0.00 | \$111,674.28 |
| | Sea Coast Rental Expenses | | | | | | | | | | | | | | | |
| 210 | RSF Reimbursement To Management | \$24,000 | \$2,000 | \$5,500.00 | \$5,500.00 | \$5,500.00 | \$0.00 | \$0.00 | \$0.00 | \$4,030.00 | \$2,015.00 | \$1,200.17 | \$2,015.00 | | | \$25,760.17 |
| | Office | | | | | | | \$78.73 | -\$934.63 | | | | | | | -\$855.90 |
| | Salary | | | | | | | \$2,428.42 | \$4,856.09 | \$5,020.00 | \$4,382.14 | \$3,958.34 | \$3,958.34 | | | \$24,603.33 |
| | Staff Salary Taxes | | | | | | | \$265.00 | \$531.73 | | | \$332.73 | \$302.81 | | | \$1,432.27 |
| 219 | Office - Michael Inanucci | \$0 | \$0 | | | | | | | | | | | | | \$0.00 |
| 289 | Repair in Unit | | | | | | | | | | | \$215.00 | -\$50.00 | | | \$165.00 |
| 300 | SCMgmt, Inc. Reimbursement | | | | | | | \$437.34 | | \$367.70 | \$354.95 | \$457.30 | | | | \$1,617.29 |
| 315 | Licenses & Fees | | \$5,500 | | | | | | | | | | | | | \$0.00 |
| 320 | Advertising | \$0 | \$0 | \$457.00 | \$457.00 | \$607.00 | \$873.00 | \$5.00 | \$457.00 | \$444.68 | \$444.68 | \$447.86 | \$447.86 | | | \$4,641.08 |
| 330 | Bank service Charges | \$0 | \$0 | | | | | | | | | | | | | \$0.00 |
| 340 | Check deposit Slips Orders | | | | | | | | | | \$212.80 | | | | | \$212.80 |
| 505 | Credit Card fees | \$0 | \$0 | \$1,257.96 | \$2,640.42 | \$3,210.27 | \$1,007.83 | \$195.76 | -\$128.10 | \$448.49 | \$448.49 | \$751.30 | \$858.58 | | | \$10,691.00 |
| | Sea Coast Mgmt, Inc. | \$0 | \$0 | | | | | | | | | | | | | \$0.00 |
| 6135 | Uncategorized Expenses | \$0 | \$0 | | | | | | | | | | | | | \$0.00 |
| | Total Expenses | \$24,000 | | \$7,214.96 | \$8,597.42 | \$9,317.27 | \$1,880.83 | \$3,410.25 | \$4,782.09 | \$10,310.87 | \$7,858.06 | \$7,362.70 | \$7,532.59 | ## | \$0.00 | \$68,267.04 |
| | Operating Reserve | | | | | | | | | | | | | | | |
| | BALANCE | | | \$ 1,147.87 | \$ 4,530.97 | \$ 11,963.06 | \$ 8,164.17 | \$ 2,489.34 | \$ 12,336.03 | \$ 8,925.25 | \$ (1,289.33) | \$ (2,282.30) | \$ (2,577.82) | ## | \$ - | \$ 43,407.24 |