To: Rae Ann Palmer, Truro Town Administrator  
From: Judith Valverde, Fiscal & Operations Director  
Date: August 21, 2015  
Re: 14 Old Firehouse Rd, FY15 Year End Report

I am pleased to submit the following Property Management Report for FY2015, ending June 30, 2015 for 14 Firehouse Road along with a check in the amount of $3,051.52 which represents the surplus revenue amount due the town of Truro according to the financial reconciliation at June 30, 2015.

The family of four, who moved into the 3 bedroom-home in January 2008, remains there today; all four are actively involved in the community.

Alice Demoracski, the Property Management Director, is the primary point of contact for all tenant and maintenance issues. There are no outstanding maintenance or tenant issues at this time. However Alice will be coordinating with the tenant this year to facilitate the refinishing of the hardwood floors ($2,200).

Abigail Chapman, the Director of Construction and Energy Efficiency has direct over site of all capital improvements. In FY15 Abigail coordinated the start of the new Kitchen Cabinet and Countertop installation. The Cabinets were purchased and the upper cabinets were installed. The base cabinets were delayed due to some issues with the kitchen floors. In FY16 the CDP budgeted $2,500 to complete this project.

Attachments:  
Check # 2209 in the amount of $3,051.52  
FY15 Income & Expense Report  
FY16 Budget Projections  
June 2015 Reserve Bank Statement  
Capital Improvement Invoices
Item to be Paid - Description
FY150FRRR

LOWER CAPE COD CDC
dba COMMUNITY DEVELOPMENT PARTNERSHIP
TOWN OF TRURO

Check Number: 2209
Check Date: Aug 27, 2015
Check Amount: $3,051.52
Discount Taken
Amount Paid
3,051.52

Pay
TO THE
ORDER OF
Three Thousand Fifty-One and 52/100 Dollars
TOWN OF TRURO

LOWER CAPE COD CDC
dba COMMUNITY DEVELOPMENT PARTNERSHIP
GENERAL PROPERTY OPERATING
3 MAIN STREET MERCANTILE, UNIT 7
EASTHAM, MA 02642
TEL # (508) 240-7873

Check Number: 2209
SEAMEN'S BANK
MASSACHUSETTS
5373462113

DATE
Aug 27, 2015

AMOUNT
$ 3,051.52
Community Development Partnership
FY15 Actuals for 14 Old Firehouse Road
For the periods of July 1, 2014 to June 30, 2015

**REVENUE**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rent</td>
<td>12,150.00</td>
</tr>
<tr>
<td>Interest</td>
<td>8.25</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>12158.25</strong></td>
</tr>
</tbody>
</table>

**EXPENSES**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Management Fee</td>
<td>540.00</td>
</tr>
<tr>
<td><strong>Administration:</strong></td>
<td></td>
</tr>
<tr>
<td>Payroll &amp; Fringe</td>
<td>1584.38</td>
</tr>
<tr>
<td>Advertising</td>
<td>22.31</td>
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<tr>
<td>Legal</td>
<td>0.00</td>
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<tr>
<td>Supplies</td>
<td>146.33</td>
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<tr>
<td>Training</td>
<td>0.00</td>
</tr>
<tr>
<td>Overhead</td>
<td>94.67</td>
</tr>
<tr>
<td><strong>Subtotal Administration</strong></td>
<td><strong>1847.69</strong></td>
</tr>
<tr>
<td><strong>Maintenance:</strong></td>
<td></td>
</tr>
<tr>
<td>Contract Maintenance</td>
<td>1231.87</td>
</tr>
<tr>
<td>Grounds Maintenance</td>
<td>541.00</td>
</tr>
<tr>
<td>Maintenance Payroll</td>
<td>273.74</td>
</tr>
<tr>
<td>Travel</td>
<td>4.27</td>
</tr>
<tr>
<td>Telephone/Answering Service</td>
<td>22.53</td>
</tr>
<tr>
<td>Repairs Supplies</td>
<td>2342.18</td>
</tr>
<tr>
<td>Rubbish Removal</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Subtotal Maintenance</strong></td>
<td><strong>4415.59</strong></td>
</tr>
<tr>
<td>Insurance</td>
<td>1306.20</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>390.00</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>8499.48</strong></td>
</tr>
<tr>
<td><strong>Subtotal net income</strong></td>
<td>3658.77</td>
</tr>
<tr>
<td>Less 5% Capital Reserve</td>
<td>(607.25)</td>
</tr>
<tr>
<td>Add Reserve Release</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Amount Due The Town of Truro</strong></td>
<td><strong>3051.52</strong></td>
</tr>
</tbody>
</table>

**Reserve Fund Balances**

<table>
<thead>
<tr>
<th>Category</th>
<th>Operating Reserve</th>
<th>Capital Reserve</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY14 Year End Balances</td>
<td>1500.00</td>
<td>2204.76</td>
<td>3704.76</td>
</tr>
<tr>
<td>FY15 Actual</td>
<td>607.25</td>
<td>607.25</td>
<td></td>
</tr>
<tr>
<td><strong>Reserve Balances @ 6/30/15</strong></td>
<td>1500.00</td>
<td>2812.01</td>
<td>4312.01</td>
</tr>
</tbody>
</table>
Community Development Partnership
FY16 Budget Projections for 14 Old Firehouse Road
For the periods of July 1, 2015 to June 30, 2016

REVENUE
Rent 11,275.00
Interest 5.00
Total Income 11280.00

EXPENSES
Property Management Fee 540.00

Administration:
Payroll & Fringe 1194.00
Advertising 43.00
Audit 0.00
Legal 365.00
Supplies 122.00
Training 36.00
Overhead 55.00
Subtotal Administration 1815.00

Maintenance:
Contract Maintenance* 6954.00
Grounds Maintenance 0.00
Maintenance Payroll 941.00
Travel 34.00
Telephone/Answering Service 39.00
Telephone/Supplies 420.00
Rubbish Removal 100.00
Subtotal Maintenance 8488.00

Insurance 1513.00

Utilities 23.00
Total Expenses 12379.00

Subtotal net income (1099.00)
Less 5% Capital Reserve (600.00)
Prepaid Insurance 0.00
Add Reserve Release 1699.00
Amount Due The Town of Truro 0.00

Reserve Fund Balances
FY15 Year End Balances 1500.00 2812.01 4312.01
FY15 Projected Contributions 0.00 605.00 605.00
FY15 Funds Needed 0.00 (1699.00) (1699.00)
Projected Reserve Balances 1500.00 840.52 3218.01

*Contract Maintenance Includes
Refinish Hardwood Floors 2200.00
Installation of New Kitchen Base Cabinets 2500.00
--- 4700.00
EFFECTIVE AUGUST 15, 2015, THERE WILL BE A 1% INTERNATIONAL SERVICE CHARGE ON ALL INTERNATIONAL TRANSACTIONS, REGARDLESS OF WHETHER THERE IS A CURRENCY CONVERSION. AN INTERNATIONAL TRANSACTION IS A TRANSACTION WHERE THE COUNTRY OF THE MERCHANT / ATM IS OUTSIDE THE USA. PLEASE CONTACT YOUR LOCAL BRANCH FOR QUESTIONS OR ADDITIONAL INFORMATION. THANK YOU.

Non Pers Money Mkt

<table>
<thead>
<tr>
<th>Account number</th>
<th>0875000743</th>
<th>Beginning balance</th>
<th>$4,261.48</th>
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<tr>
<td>Avg collected balance</td>
<td>$4,298</td>
<td>Total additions</td>
<td>50.53</td>
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<tr>
<td>Total subtractions</td>
<td>0.00</td>
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<tr>
<td>Ending balance</td>
<td>$4,312.01</td>
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</table>

CREDITS

<table>
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<tr>
<th>Date</th>
<th>Description</th>
<th>Additions</th>
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</thead>
<tbody>
<tr>
<td>06-09</td>
<td>Deposit</td>
<td>50.00</td>
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<tr>
<td>TLR 81 BR 05</td>
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<tr>
<td>06-30</td>
<td>Interest Credit</td>
<td>.53</td>
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OVERDRAFT/RETURN ITEM FEES

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<tr>
<th></th>
<th>Total for this period</th>
<th>Total year-to-date</th>
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</thead>
<tbody>
<tr>
<td>Total Overdraft Fees</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Total Returned Item Fees</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Thank you for banking with Seamens Bank - Main Office
COMMUNITY DEVELOPMENT PARTNERSHIP
CHECK/PURCHASE REQUEST

TO: Jay Coburn
FROM: ABIGAIL CHAPMAN

REQUEST TO PURCHASE
REQUEST FOR CHECK

Used Charge Card
charge account xx

PAYABLE TO: mid cape

wall cabinets for 14 Old Firehouse

$1,348.67

TOTAL $1,348.67

6/25/2015

PROGRAM: 14 old firehouse
AMOUNT: $1,348.67
APPROVAL: 

ACCOUNTING:
ACCOUNT # 

OT PROCESS UNLESS APPROPRIATE BACK-UP ATTACHED
S UNLESS APPROVAL IS INDICATED
## Invoice Details

**Company:** Mid-Cape Home Centers  
**Address:** Orleans, MA 02653  
**Phone:** (508) 255-0200  
**Fax:** (508) 255-0599

### Invoice Information

- **Invoice Number:** 1506-189417  
- **Date:** 6/25/2015  
- **Time:** 9:15:21 AM  
- **Account:** 5591  
- **Branch:** 1000  
- **Customer PO:** TASHA  
- **Cashier:** PAULAY  
- **Salesperson:** DAVIAU  
- **Order Entry:** DAVIAU

### Shipment Details

- **Sold To:** LOWER CAPE CDC  
- **Ship To:** LOWER CAPE CDC

**Tasha Job**  
14 Old Firhouse Rd  
Truro MA 02662  
508 240 7873

- **PO:** 1505-L77747  
- **WELLBORN AMERICANA CAPITAL**  
- **ORD #:** 189863  
- **DOVER/Maple/ARCTIC**

### Order Details

- **Order:** 1506-L04635

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<tr>
<th>Quantity</th>
<th>UM</th>
<th>Item Code</th>
<th>Description</th>
<th>D</th>
<th>T</th>
<th>Price</th>
<th>Per</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>EA</td>
<td>SOL04635-000</td>
<td>Cabinets/Dover style</td>
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<td></td>
<td>223.2900</td>
<td>EA</td>
<td>223.29</td>
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<tr>
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<td>125.6005</td>
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<td>125.60</td>
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<td>EA</td>
<td>223.46</td>
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<td>1</td>
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<td></td>
<td>225.9874</td>
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<td>225.99</td>
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<td>SOL04635-007</td>
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<td></td>
<td>122.0700</td>
<td>EA</td>
<td>122.07</td>
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</table>

**Payment Method(s):** CHAPMAN, ABIGAIL

**Charge to Acct:** 1,348.67

- **SubTotal:** 1,348.67  
- **Sales Tax:** 0.00

**Please Pay This Amount:** 1,348.67

**Signature:** [Signature]

**Paid Date:** 6/25/2015

**Paid by:** [Payment Method]

**Paid to:** [Company Name]
<table>
<thead>
<tr>
<th>Item to be Paid - Description</th>
<th>1506-189417</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Number:</td>
<td>2104</td>
</tr>
<tr>
<td>Check Date:</td>
<td>Jul 9, 2015</td>
</tr>
<tr>
<td>Check Amount:</td>
<td>$1,348.67</td>
</tr>
<tr>
<td>Discount Taken</td>
<td></td>
</tr>
<tr>
<td>Amount Paid</td>
<td>1,348.67</td>
</tr>
</tbody>
</table>
COMMUNITY DEVELOPMENT PARTNERSHIP
CHECK/PURCHASE REQUEST

TO: Jay Coburn
FROM: ABIGAIL CHAPMAN

REQUEST TO PURCHASE
REQUEST FOR CHECK XX

Used Charge Card charge account

PAYABLE TO: H. MARK HOSSFELD

KITCHEN RENOVATION-OLD FIREHOUSE

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UPPER CABS</td>
<td></td>
</tr>
<tr>
<td>LABOR</td>
<td></td>
</tr>
<tr>
<td>INVOICE # 1</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $920.00

ACCOUNTING: ACCOUNT #

DATE: 6/28/2015
PROGRAM: OLD FIREHO
AMOUNT: $920.00
APPROVAL: [Signature]

OT PROCESS UNLESS APPROPRIATE BACK-UP ATTACHED
3 UNLESS APPROVAL IS INDICATED
C.D.P.
Attn. Abigail Chapman
3 Main Street Merchantile Unit7
Eastham, MA 02642

June 28, 2015

H. Mark Hossfeld
240 Holly Ave.
Brewster, MA 02631

Invoice #1 14 Old Firehouse Road
Truro, Ma 02666

Bill

For removing existing wall cabinets and installing new upper cabinets provided as per quote
dated 4/4/2015

Total Due $920.00

Thank You

Mark
<table>
<thead>
<tr>
<th>Item to be Paid - Description</th>
<th>1-14OEH</th>
</tr>
</thead>
</table>

**Check Details**

- **Check Number:** 2112
- **Check Date:** Jul 9, 2015
- **Check Amount:** $920.00

<table>
<thead>
<tr>
<th>Discount Taken</th>
<th>Amount Paid</th>
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<tbody>
<tr>
<td></td>
<td>920.00</td>
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