community development partnership
Promoting a vibrant and diverse community on Lower Cape Cod
Memorandum

To: Rae Ann Palmer, Truro Town Manager
From: Judith Valverde, Fiscal & Operations Director
Date: August 3, 2016
Re: 14 Old Firehouse Rd, FY16 Year End Report

I am pleased to submit the following Property Management Report for FY2016, ending June 30, 2016 for 14 Firehouse Road.

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 Demoraeski, the Property Management Director, is the primary point of contact for all tenant and maintenance issues. Although there are no outstanding maintenance or tenant issues at this time, in FY16 the CDP had to replace a failed Well Tank.

In FY17 Alice will be coordinating the installation of dual flush toilets ($1,000) and GFI outlets ($700) in both bathrooms. Additionally she will continue to try and coordinate with the tenants in order to facilitate the refinishing of the hardwood floors. ($2,500) Since the tenant will need to be out of the house for a few days, Alice is hoping to accomplish this task while the tenant is away on vacation. These items will be accomplished as funds allow.

Abigail Chapman, the Director of Construction and Energy Efficiency has direct over site of all capital improvements. In FY16 Abigail coordinated the completion of the Kitchen rehab. The base cabinets and the countertop were replaced. Because of the height of the new cabinets, after installation it became necessary to replace the kitchen backsplash.

Attachments:
FY16 Income & Expense Report
FY17 Budget Projections
June 2016 Reserve Bank Statement
Copies of Invoices listed on report
Community Development Partnership  
FY16 Actuals for 14 Old Firehouse Road  
For the periods of July 1, 2015 to June 30, 2016  

**REVENUE**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Rent</td>
<td>12,606.52</td>
</tr>
<tr>
<td>Interest</td>
<td>9.01</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>12,615.53</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>1981.20</td>
</tr>
<tr>
<td>Advertising</td>
<td>35.91</td>
</tr>
<tr>
<td>Legal</td>
<td>0.00</td>
</tr>
<tr>
<td>Supplies</td>
<td>146.80</td>
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<tr>
<td>Training</td>
<td>43.42</td>
</tr>
<tr>
<td>Office Space</td>
<td>104.01</td>
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<tr>
<td><strong>Subtotal Administration</strong></td>
<td><strong>2311.34</strong></td>
</tr>
<tr>
<td><strong>Maintenance</strong></td>
<td></td>
</tr>
<tr>
<td>Contract Maintenance</td>
<td>7092.30</td>
</tr>
<tr>
<td>Grounds Maintenance</td>
<td>215.00</td>
</tr>
<tr>
<td>Maintenance Payroll &amp; Fringe</td>
<td>615.26</td>
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<tr>
<td>Travel</td>
<td>110.80</td>
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<tr>
<td>Telephone/Answering Service</td>
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<tr>
<td>Repairs Supplies</td>
<td>351.87</td>
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<tr>
<td>Rubbish Removal</td>
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<td><strong>Subtotal Maintenance</strong></td>
<td><strong>8395.41</strong></td>
</tr>
<tr>
<td>Insurance</td>
<td>1301.02</td>
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<tr>
<td><strong>Utilities</strong></td>
<td><strong>1596.00</strong></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>14143.77</strong></td>
</tr>
<tr>
<td><strong>Subtotal net income</strong></td>
<td><strong>(1528.24)</strong></td>
</tr>
<tr>
<td>Less 5% Capitol Reserve</td>
<td><strong>(630.96)</strong></td>
</tr>
<tr>
<td>Add Reserve Release</td>
<td><strong>2159.20</strong></td>
</tr>
<tr>
<td>Amount Due The Town of Truro</td>
<td><strong>0.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fund Balances</th>
<th>Operating Reserve</th>
<th>Capital Reserve</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>FY15 Year End Balances</td>
<td>1500.00</td>
<td>2812.01</td>
<td>4312.01</td>
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<tr>
<td>FY16 Contributions</td>
<td>630.96</td>
<td>630.96</td>
<td>630.96</td>
</tr>
<tr>
<td>FY16 Reserve Release</td>
<td>(2159.20)</td>
<td>(2159.20)</td>
<td>(2159.20)</td>
</tr>
<tr>
<td><strong>Reserve Balances @ 6/30/16</strong></td>
<td>1500.00</td>
<td>1283.77</td>
<td>2783.77</td>
</tr>
</tbody>
</table>

**Contract Maintenance Includes:**
- Mid Cape Homecenters Base Cabinets & Counter Top: 3563.71
- Mark Hossfield Labor for Cabinet/Countertop Installation: 2476.25
- Jacob Lorris - Repair/Retile Backsplash after cabinet installation: 600
- Repairs Supplies Includes: (Listed due to higher than normal Maint Supplies): 200
- Aluminium Products of CC - New Storm Door: 200
- **Utilities:**
  - Atlantic Well Drilling - Replace Well Tank: 1596

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Community Development Partnership
FY17 Budget Projections for 14 Old Firehouse Road
For the periods of July 1, 2016 to June 30, 2017

**REVENUE**
- Rent: 11,437.00
- Interest: 7.00
- **Total Income**: 11,444.00

**EXPENSES**
- **Property Management Fee**: 540.00

**Administration:**
- Payroll & Fringe: 1,633.10
- Advertising: 32.85
- Legal: 372.68
- Supplies: 140.41
- Training: 24.61
- Office Space: 99.70
- **Subtotal Administration**: 2,303.35

**Maintenance:**
- Contract Maintenance*: 5,004.00
- Grounds Maintenance: 500.00
- Maintenance Payroll: 899.77
- Travel: 63.08
- Telephone/Answering Service: 12.91
- Repairs Supplies: 420.00
- Rubbish Removal: 100.00
- **Subtotal Maintenance**: 6,999.76

**Insurance**: 1,300.00

**Utilities**: 420.00

**Total Expenses**: 11,563.11

Subtotal net income: (119.11)
Less 5% Capital Reserve: -
Add Reserve Release: 119.11
Amount Due The Town of Truro: (0.00)

**Reserve Fund Balances**

<table>
<thead>
<tr>
<th></th>
<th>Operating Reserve</th>
<th>Capital Reserve</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>FY16 Year End Balances</td>
<td>1,500.00</td>
<td>2,812.01</td>
<td>4,312.01</td>
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<tr>
<td>FY17 Projections</td>
<td>-</td>
<td>(119.11)</td>
<td>(119.11)</td>
</tr>
<tr>
<td>Projected Reserve Balances</td>
<td>1,500.00</td>
<td>2,692.90</td>
<td>4,192.90</td>
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</tbody>
</table>

*Contract Maintenance Includes
- Misc - Budgeted Amount: 804.00
- Refinish hardwood flooring: 2,500.00 As funds allow
- Dual flush toilets: 1,000.00 As funds allow
- GF1 in baths: 700.00 As funds allow
- **Total**: 5,804.00
### LOWER CAPE COD COMMUNITY DEVELOPMENT CO
### Account Reconciliation
### As of Jun 30, 2016
### 1045-218 - SEAMENS MM RES:14 OLD FIREHOUS
### Bank Statement Date: June 30, 2016

Filter Criteria includes: Report is printed in Detail Format.

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Beginning Gl. Balance</td>
<td>4,888.36</td>
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<tr>
<td>Add: Cash Receipts</td>
<td>54.61</td>
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<tr>
<td>Less: Cash Disbursements</td>
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<tr>
<td>Add (Less) Other</td>
<td></td>
</tr>
<tr>
<td>Ending Gl. Balance</td>
<td>4,942.97</td>
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<tr>
<td>Ending Bank Balance</td>
<td>4,942.97</td>
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<td>Total deposits in transit</td>
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<tr>
<td>(Less) outstanding checks</td>
<td></td>
</tr>
<tr>
<td>Total outstanding checks</td>
<td></td>
</tr>
<tr>
<td>Add (Less) Other</td>
<td></td>
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<tr>
<td>Total other</td>
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<tr>
<td>Unreconciled difference</td>
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<tr>
<td>Ending Gl. Balance</td>
<td>4,942.97</td>
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<tr>
<td>Date</td>
<td>Trans No</td>
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<tr>
<td>-------</td>
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<tr>
<td>6/8/16</td>
<td>060816</td>
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<td>6/30/16</td>
<td>063016ET</td>
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<tr>
<td></td>
<td>Total</td>
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NOW YOU CAN GET SECURE, ECO-FRIENDLY ESTATEMENTS FOR YOUR SEAMEN'S BANK ACCOUNTS. ELECTRONIC STATEMENTS GO RIGHT TO YOUR INBOX AND GIVE YOU THE CONVENIENCE OF HAVING YOUR RECORDS ON YOUR COMPUTER. TO SIGN UP, PLEASE VISIT YOUR PERSONAL ONLINE BANKING PAGE OR VISIT ANY BRANCH OF SEAMEN'S BANK, EMAIL SUPPORT@SEAMENS_BANK.COM, OR CALL US AT 1.855.227.5347. THANK YOU FOR BEING A CUSTOMER OF CAPE COD'S FIRST COMMUNITY BANK!

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<tr>
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<td>Beginning balance</td>
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<td>Total additions</td>
<td>54.61</td>
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<tr>
<td>Total subtractions</td>
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<tr>
<td>Ending balance</td>
<td>$4,942.97</td>
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<table>
<thead>
<tr>
<th>CREDITS</th>
<th>Additions</th>
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<tbody>
<tr>
<td>Date</td>
<td>Description</td>
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<tr>
<td>06-08</td>
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<td>TLR 85 BR 05</td>
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<td>06-30</td>
<td>Interest Credit</td>
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<table>
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<th>OVERDRAFT/RETURN ITEM FEES</th>
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<th>Total year-to-date</th>
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<tr>
<td>Total Overdraft Fees</td>
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<tr>
<td>Total Returned Item Fees</td>
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<td>$0.00</td>
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Thank you for banking with Seamens Bank-Main Office

NOTICE: See Reverse Side for Important Information  SAVINGS ACCOUNTS NOT TRANSFERABLE EXCEPT ON THE BOOKS OF THE BANK
**COMMUNITY DEVELOPMENT PARTNERSHIP**
**CHECK/PURCHASE REQUEST**

TO: Jay Coburn  
FROM: ABIGAIL CHAPMAN  
DATE: 10/22/2015  
PROGRAM: 14 Old Firehouse

REQUEST TO PURCHASE  
AMOUNT: $1,277.22

REQUEST FOR CHECK  
APPROVAL:

Used Charge Card  
charge account

PAYABLE TO: Mid-Cape

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,277.22</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $1,277.22

**REQUEST BY: [Signature]**

**APPROVED BY: [Signature]**

OT PROCESS UNLESS APPROPRIATE BACK-UP ATTACHED 
$ UNLESS APPROVAL IS INDICATED

ACCOUNTING: 
ACCOUNT #
<table>
<thead>
<tr>
<th>Quantity</th>
<th>UM</th>
<th>Item</th>
<th>Description</th>
<th>D</th>
<th>T</th>
<th>Price</th>
<th>Per</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
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<td>SOL04635-009</td>
<td>B24</td>
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<td>SSB36</td>
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<td>800.032</td>
<td>EA</td>
<td>800.03</td>
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Payment Method(s): CHAPMAN, ABIGAIL
Charge to Acct: 1,277.22

Total SubTotal: 1,277.22
Sales Tax: 0.00
Deposit: 0.00

Please Pay This Amount: 1,277.22

Signature
Item to be Paid - Description

Discount Taken: 1.277.22
Amount Paid: 22.68

Check Amount: $1,299.90
Check Date: Dec 3, 2015
Check Number: 2398
COMMUNITY DEVELOPMENT PARTNERSHIP
CHECK/PURCHASE REQUEST

TO: Jay Coburn
FROM: ABIGAIL CHAPMAN
DATE: 11/16/2015
PROGRAM: 14 Old Firehouse

REQUEST TO PURCHASE
AMOUNT: $1,021.49

REQUEST FOR CHECK xx
APPROVAL:

Used Charge Card charge account
PAYABLE TO: Mid-Cape HomeCenters

<table>
<thead>
<tr>
<th>14 old firehouse cabinets for kitchen renovation</th>
<th>$ 1,021.49</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $1,021.49

OT PROCESS UNLESS APPROPRIATE BACK-UP ATTACHED
5 UNLESS APPROVAL IS INDICATED

ACCOUNTING:
ACCOUNT #
## INVOICE

**Mid-Cape Home Centers**  
15 Main Street  
Orleans, MA 02653  
(508) 255-0200  
Fax: (508) 255-0599  

**SOLD TO**  
LOWER CAPE CDC  
3 MAIN STREET  
UNIT 7  
EASTHAM MA 02642  

**SHIP TO**  
LOWER CAPE CDC  
Tasha Job  
14 Old Firhouse Rd  
Truro MA 02642  
508 240 7873  

**PLEASE TRANSFER TO ORLEANS, BLDG 5 ON MONDAY 6/22. THANK YOU.**  

**ACCOUNT**  
5591  

**JOB**  
0  

**SOLD ON**  
11/16/2015 7:50:04 AM  

**DELIVER ON**  
11/16/2015  

**BRANCH**  
1000  

**CUSTOMER PO#**  
TASHA  

**STATION**  
0002  

**CASHIER**  
PAUBAY  

**SALESPERSON**  
DAVLAU  

**ORDER ENTRY**  
DAVLAU  

### Quantity | UM | Item | Description | Order: 1505-L04635 |
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<tr>
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<td>EA</td>
<td>SOL04635-014</td>
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<table>
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<tr>
<th>D</th>
<th>T</th>
<th>Price</th>
<th>Per</th>
<th>Amount</th>
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<tbody>
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<tr>
<td>Y</td>
<td>278.9457</td>
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<td>Y</td>
<td>486.2808</td>
<td>EA</td>
<td>486.28</td>
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<tr>
<td>Y</td>
<td>22.1989</td>
<td>EA</td>
<td>22.20</td>
<td></td>
</tr>
</tbody>
</table>

**APPROVED FOR PAYMENT**  

**Payment Method(s):**  
Buyer: CHAPMAN, ABIGAIL  
Charge to Acct: 1,021.49  

**Signature**  

**Total**: 1,021.49  
**Sales Tax**: 0.00  
**Deposit**: 0.00  

**Please Pay This Amount**: 1,021.49
COMMUNITY DEVELOPMENT PARTNERSHIP
CHECK/PURCHASE REQUEST

TO: Jay Coburn
FROM: ABIGAIL CHAPMAN

REQUEST TO PURCHASE
REQUEST FOR CHECK
Used Charge Card
charge account

PAYABLE TO: Mid-Cape HomeCenters

DATE: 11/16/2015
PROGRAM: 14 Old Firehou:
AMOUNT: $1,265.00
APPROVAL: 

14 old firehouse countertop for kitchen renovation $ 1,265.00

TOTAL $1,265.00

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

ACCOUNTING:
ACCOUNT #

**Federal ID:**

**Ship to:**

**Lower Cape CDC**  
Tasha Job  
14 Old Firehouse Rd  
Truro MA 02666  
508 240 7873

**PO:** 1510-L62717  
**WARE-RITE DISTRIBUTORS**  
**ORDER # 9107205**

**PLEASE DELIVER TO JOB SITE ON MONDAY 11/16, 2ND AM, AFTER 10.**  
**NOTE: BEWARE OF DOGS. DO NOT ENTER GATE WITHOUT SOMEONE PRESENT. THANK YOU.**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>UM</th>
<th>Item</th>
<th>Description</th>
<th>D</th>
<th>T</th>
<th>Price</th>
<th>Per</th>
<th>Amount</th>
</tr>
</thead>
</table>
| 1        | EA | SOL96662-001 | SELF EDGE-LOOSE BACK SPLASH 33.25  
3691-46 BALTIC GRANITE  
Staging: 5001 BACK CORNER | Y |   | 165.0000 | EA  | 165.00 |
| 1        | EA | SOL96662-002 | SELF EDGE-LOOSE BACK SPLASH 33  
3691-46 BALTIC GRANITE | Y |   | 193.1353 | EA  | 193.14 |
| 1        | EA | SOL96662-003 | SELF EDGE-NO BACK SPLASH 105 | Y |   | 466.8497 | EA  | 466.85 |
| 1        | EA | SOL96662-004 | SELF EDGE-LOOSE BACK SPLASH 85.5  
3691-46 BALTIC GRANITE | Y |   | 357.5117 | EA  | 357.51 |
| 1        | EA | SOL96662-005 | SELF EDGE - BACK SPLASH ONLY 105  
3691-46 BALTIC GRANITE | Y |   | 82.4987 | EA  | 82.50 |

**Order:** 1510-L96662

**Signature**
Discount Taken: 22,286.49
Check Amount: $22,286.49
Check Date: Dec 10, 2015
Check Number: 2407

Item To Be Paid: Description

MID CAPE HOME CENTERS

DPD COMMUNITY DEVELOPMENT PARTNERSHIP
LOWER CAPE COD CDC
<table>
<thead>
<tr>
<th>COMMUNITY DEVELOPMENT PARTNERSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHECK/PURCHASE REQUEST</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TO:</th>
<th>Jay Coburn</th>
<th>DATE:</th>
<th>11/19/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM:</td>
<td>ABIGAIL CHAPMAN</td>
<td>PROGRAM:</td>
<td>14 Old Firehouse</td>
</tr>
<tr>
<td>REQUEST TO PURCHASE</td>
<td></td>
<td>AMOUNT:</td>
<td>$2,476.25</td>
</tr>
<tr>
<td>REQUEST FOR CHECK</td>
<td>xx</td>
<td>APPROVAL:</td>
<td></td>
</tr>
</tbody>
</table>

Used Charge Card
charge account

PAYABLE TO: Mark Hossfeld

<table>
<thead>
<tr>
<th>Final Billing for 14 Old Firehouse kitchen</th>
<th>$ 2,476.25</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,476.25</td>
</tr>
</tbody>
</table>

# Check to be picked up.

\[<signature>\]

OT PROCESS UNLESS APPROPRIATE BACK-UP ATTACHED
$ UNLESS APPROVAL IS INDICATED

ACCOUNTING:

ACCOUNT #
C.D.P.

Attn. Abigail Chapman

3 Main Street Merchantile Unit 7

Eastham, MA 02642

H. Mark Hossfeld

240 Holly Ave.

Brewster, MA 02631

November 19, 2015

Final Bill Invoice #2 14 Old Firehouse Rd.

Truro, MA 02666

Bill

B Install Base Cabinets provided C.D.P. $1,190

C Install countertop provide C.D.P. $380

D Install sink and faucet provided by Builder $820

Extra cost of door handles (22) provided by builder $86.25

Total Due Now $2,476.25

Thank You

Mark
COMMUNITY DEVELOPMENT PARTNERSHIP
CHECK/PURCHASE REQUEST

TO: Jay Coburn
FROM: Alice Demoracski

REQUEST TO PURCHASE
REQUEST FOR CHECK ✓
Request for charge card payment

PAYABLE TO: Jacob B. Morris

DATE: 2-5-16
PROGRAM: 14 OFH
AMOUNT: $600.00
APPROVAL:

[Signature]

RETU KITCHEN

[Signature]

DO NOT PROCESS UNLESS APPROPRIATE BACK-UP ATTACHED
DO NOT PROCESS UNLESS APPROVAL IS INDICATED

ACCOUNTING:
ACCOUNT #
CHECK #
DATE PAID:

[Signatures]

E-mail sent to Alice 3/1/16
# Invoice

**INVOICE #** 0000018

**FEB 16 2016**

**Invoice Date** 02/05/2016  
**Due Date** 02/05/2016

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Unit Price</th>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor</td>
<td></td>
<td>500.00</td>
<td>1.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Thinset</td>
<td></td>
<td>30.00</td>
<td>1.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Grout</td>
<td></td>
<td>25.00</td>
<td>1.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Trim</td>
<td></td>
<td>5.00</td>
<td>6.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Stain, wood puddy, sandpaper</td>
<td></td>
<td>15.00</td>
<td>1.00</td>
<td>15.00</td>
</tr>
</tbody>
</table>

**14 OLD FIREHOUSE RD, N. TRURO**

**NOTES:** Started by replacing broken or cut tiles to fill all voids and gaps. Removed old grout throughout backsplash, Regrouted. A quarter round trim was installed around the bottom edge of backsplash, which was sanded and stained. All tile was sealed with 511 impregnator to protect tile and grout from stains and discoloration. I also put a bead of silicone around the whole bottom edge where backsplash meet the counter and also around the sink.

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>600.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>600.00</td>
</tr>
<tr>
<td>Amount Paid</td>
<td>0.00</td>
</tr>
<tr>
<td>Balance Due</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

---

**Jacob B. Morris**

CUSTOM, QUALITY TILING

**APPROVED FOR PAYMENT**

**INVOICE #** 0000018

**PROGRAM** 08  
**AMOUNT** $600.00  
**INITIAL** 3/2/16  
**DATE** 3/2/16  
**CHK #** 2542

---

**CAPE COD, MA**
<table>
<thead>
<tr>
<th>Item to be Paid - Description</th>
<th>2400 B. MORRIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Taken</td>
<td>600.00</td>
</tr>
<tr>
<td>Check Amount</td>
<td>5600.00</td>
</tr>
<tr>
<td>Check Date</td>
<td>Mar 2, 2016</td>
</tr>
<tr>
<td>Check Number</td>
<td>2548</td>
</tr>
</tbody>
</table>
COMMUNITY DEVELOPMENT PARTNERSHIP
CHECK/PURCHASE REQUEST

TO: Jay Coburn

FROM: Alice Demoraeski

REQUEST TO PURCHASE

REQUEST FOR CHECK ✓

Request for charge card payment

PAYABLE TO: Aluminum Products of Cape Cod

White Life Storm Door

DATE: 12-15-15

PROGRAM: OTH

AMOUNT: 200-

APPROVAL:

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ACCOUNTING:

ACCOUNT #

CHECK #

DATE PAID:
Item to be Paid - Description

Discount Taken
Amount: $200.00

Check Amount: $200.00
Check Date: Dec 22, 2015
Check Number: 2435

Aluminum Products of Cape Cod, Inc.

Community Development Partnership

Lower Cape Cod CDC
COMMUNITY DEVELOPMENT PARTNERSHIP
CHECK/PURCHASE REQUEST

TO: Jay Coburn
FROM: Alice Demoracski
DATE: 7/18/15
PROGRAM: OFHR
REQUEST TO PURCHASE
REQUEST FOR CHECK X
AMOUNT: $1596.00
APPROVAL:

Request for charge card payment

PAYABLE TO: Atlantic Well Drilling

Water/ System checks +
maintenance

DO NOT PROCESS UNLESS APPROPRIATE BACK-UP ATTACHED
DO NOT PROCESS UNLESS APPROVAL IS INDICATED

ACCOUNTING:
ACCOUNT #
CHECK #
DATE PAID:
## Invoice

**Atlantic Well Drilling, Inc.**

P.O. Box 339  
North Eastham, MA 02651

**Community Development Partnersip**

3 Main St. Mercantile, Unit 7  
Eastham, MA 02642

**DATE**  
7/18/2015

**INVOICE #**  
20698

**TERMS**  
Net

**COMPL. DATE**  
7/17/2015

**JOB LOCATION**  
14 Old Firehouse Rd., Truro

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Call</td>
<td>7/14/15 Check problem with no water at house. Found well tank waterlogged and pressure switch malfunction due to pump short cycling. Added air to tank and cleaned switch contacts. Ran pump and checked operation. Restored water. Well tank needs to be replaced.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7/17/15 Replaced well tank and associated piping. Ran pump and verified proper operation.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor</td>
<td>Labor, hrs.</td>
<td>2</td>
<td>95.00</td>
<td>190.00</td>
</tr>
<tr>
<td>Labor, H’lper</td>
<td>Labor, Helper, hrs.</td>
<td>2</td>
<td>65.00</td>
<td>130.00</td>
</tr>
<tr>
<td>FL 12</td>
<td>Well Tank, Fiberglass Construction, 35 gal.</td>
<td>1</td>
<td>910.00</td>
<td>910.00</td>
</tr>
<tr>
<td>Tank Tee 1...</td>
<td>1.25&quot; Tank Tee, Brass, Short Pattern, 1' ID x 1.25&quot; OD</td>
<td>1</td>
<td>42.00</td>
<td>42.00</td>
</tr>
<tr>
<td>Pres. Switch</td>
<td>Pressure Switch, 40/60, Square D</td>
<td>1</td>
<td>36.00</td>
<td>36.00</td>
</tr>
<tr>
<td>Pressure G...</td>
<td>Pressure gage, 0-100 psi.</td>
<td>1</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Pipe/Fitting...</td>
<td>1&quot; Brass &amp; PVC Fittings</td>
<td>1</td>
<td>58.00</td>
<td>58.00</td>
</tr>
</tbody>
</table>

Call us for all your Water System needs - Wells, Pumps, Tanks, Filters

**Total**  
$1,596.00

www.atlanticwelldrilling.com
Item 10 be Paid - Description

Check Amount: $1,569.00

Check Date: Aug 6, 2015

Check Number: 2115

Atlantic Well Drilling, Inc.

Deo Community Development Partnership
Lower Cape Cod CDC