



community development partnership

Promoting a vibrant and diverse community on Lower Cape Cod

Memorandum

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

3 Main Street Mercantile, Unit 7
Eastham, MA 02642

ph: 508.240.7873 | 800.220.6202
fx: 508.240.5085

contact@capecdp.org
www.capecdp.org

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

REVENUE

Rent	12,150.00	
Interest	8.25	
Total Income		12158.25

EXPENSES

Property Management Fee		540.00
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Administration:

Payroll & Fringe	1584.38	
Advertising	22.31	
Legal	0.00	
Supplies	146.33	
Training	0.00	
Overhead	94.67	
Subtotal Administration		1847.69

Maintenance:

Contract Maintenance	1231.87	
Grounds Maintenance	541.00	
Maintenance Payroll	273.74	
Travel	4.27	
Telephone/Answering Service	22.53	
Repairs Supplies	2342.18	
Rubbish Removal	0.00	
Subtotal Maintenance		4415.59

Insurance		1306.20
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Utilities		390.00
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Total Expenses		8499.48
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Subtotal net income		3658.77
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Less 5% Capitol Reserve		(607.25)
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Add Reserve Release		0.00
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Amount Due The Town of Truro		3051.52
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Reserve Fund Balances	Operating Reserve	Capital Reserve	Total
FY14 Year End Balances	1500.00	2204.76	3704.76
FY15 Actual		607.25	607.25
Reserve Balances @ 6/30/15	1500.00	2812.01	4312.01

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
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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	
Repairs Supplies	420.00	
Rubbish Removal	100.00	
Subtotal Maintenance		8488.00

Insurance		1513.00
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Utilities		23.00
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Total Expenses		12379.00
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Subtotal net income	(1099.00)	
Less 5% Capitol Reserve	(600.00)	
Prepaid Insurance	0.00	
Add Reserve Release	1699.00	
Amount Due The Town of Truro	0.00	

Reserve Fund Balances	Operating Reserve	Capital Reserve	Total
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*

<i>Refinish Hardwood Floors</i>	<i>2200.00</i>
<i>Installation of New Kithchen Base Cabinets</i>	<i>2500.00</i>
	<u><i>4700.00</i></u>

COMMUNITY DEVELOPMENT PARTNERSHIP
CHECK/PURCHASE REQUEST

TO: Jay Coburn DATE: 6/25/2015

FROM: ABIGAIL CHAPMAN PROGRAM: 14 old firehouse

REQUEST TO PURCHASE _____ AMOUNT: \$1,348.67

REQUEST FOR CHECK _____ APPROVAL: *AC*

Used Charge Card charge account xx

PAYABLE TO: mid cape

wall cabinets for 14 Old Firehouse			\$ 1,348.67
TOTAL			\$1,348.67

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

ACCOUNTING: _____

ACCOUNT # _____



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

CUSTOMER COPY



INVOICE

1506-189417 PAGE 1 OF 1

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

ACCOUNT	JOB
5591	0
SOLD ON	6/25/2015 9:15:21 AM
DELIVER ON	6/25/2015
BRANCH	1000
CUSTOMER PO#	TASHA
STATION	0002
CASHIER	PAUBAY
SALESPERSON	
ORDER ENTRY	DAVLAU

PO 1505-L77747
 WELLBORN
 AMERICANA CAPITAL
 ORD # 189863
 DOVER/MAPLE/ARCTIC

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

Quantity	UM	Item	Description	D	T	Price	Per	Amount
Order: 1505-L04635								
1	EA	SOL04635-000	Cabinets/Dover style		Y	223.2900	EA	223.29
1	EA	SOL04635-001	DC2436					
Staging: 99-23-01								
1	EA	SOL04635-002	1836		Y	158.8909	EA	158.89
1	EA	SOL04635-003	936		Y	125.6005	EA	125.60
1	EA	SOL04635-004	DC2436		Y	223.4564	EA	223.46
1	EA	SOL04635-005	3336		Y	225.9874	EA	225.99
1	EA	SOL04635-006	3018		Y	143.7691	EA	143.77
1	EA	SOL04635-007	936		Y	125.6005	EA	125.60
1	EA	SOL04635-008	3612		Y	122.0700	EA	122.07

PAID JUL 09 2015
 PAID DATE
 DFH 1348.67 fl 7/9/15
 1506-189417

Payment Method(s) Buyer: CHAPMAN, ABIGAIL

Charge to Acct 1,348.67

0 0.00%	SubTotal	1,348.67
EXE: 223291450	Sales Tax	0.00
	Deposit	
Please Pay This Amount		1,348.67

Abigail Chapman
 Signature

MID CAPE HOME CENTERS

Check Number: 2104
Check Date: Jul 9, 2015

Check Amount: \$1,348.67

Item to be Paid - Description

1506-189417

Discount Taken Amount Paid
 1,348.67

SF4001-1

TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 800-346-7550

C497J00010000 B13SF027255

 SAFEGUARD LITHO USA SFSL2 DK7500112L

COMMUNITY DEVELOPMENT PARTNERSHIP
CHECK/PURCHASE REQUEST

TO: Jay Coburn

DATE: 6/28/2015

FROM: ABIGAIL CHAPMAN

PROGRAM: OLD FIREHO

REQUEST TO PURCHASE _____

AMOUNT: \$920.00

REQUEST FOR CHECK XX

APPROVAL: 

Used Charge Card
charge account

PAYABLE TO: H. MARK HOSSFELD

KITCHEN RENOVATION-OLD FIREHOUSE		\$	920.00
UPPER CABS			
LABOR			
INVOICE # 1			
TOTAL			\$920.00

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

ACCOUNTING: ACCOUNT # _____

APPROVED - PAYMENT

DATE: _____ CHIEF: _____

RECEIVED
JUL 01 2015

C.D.P.

Attn. Abigail Chapman

3 Main Street Merchantile Unit 7

Eastham, MA 02642

H. Mark Hossfeld

240 Holly Ave.

Brewster, MA 02631

June 28, 2015

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

INVO 1-14 OFH
ROGP OFH 920.00
DATE 7/5/15
PAID FULL 7/8 2015
2112

H. MARK HOSSFELD

Check Number: 2112
Check Date: Jul 9, 2015

Check Amount: \$920.00

Item to be Paid - Description

1-140FH

Discount Taken Amount Paid
 920.00

SF4001-1

TO REORDER, CALL YOUR LOCAL SAFEGUARD DISTRIBUTOR AT 800-346-7550

C497J00010000 B13SF027255