

Sign In Sheet

3/10/2015

Name	Unit #
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Angie Stream	B29
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Frank Levy

Pam Beinke Roger Keinke	1533
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Morgan Becicka

Samantha Coetz	Manager
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Rhonda Moll	054
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Paul Heinen	051
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Denny Way	B48
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WOODLAND WEST HOA
January 13th, 2015 (Make up meeting 03/10/2015)
5:30PM

New Business Meeting Notes

- **Morgan Becicka, District Administrator and Assistant Property Manager (Small Introduction)**
- **Brett (maintenance) is no longer with the company. If Newbury has a new maintenance person by the HOA meeting we will conduct a small introductions. Still working on getting a maintenance person hired for Woodland West.**
- **Bed Bug and Pest Control Monday, April 13, 2015. Starts at 9 am and Pest between 12 pm – 1 pm (my guess, but I'll confirm before the next HOA meeting).** Will send out an email to Paul once the date is confirmed and Paul will send an email to HOA members when date is confirmed.
- **Carpets cleaned in buildings B and C. This will continue to be done quarterly or as needed.**
- **Painting Walls for Building B and C?? Thoughts....** We discussed this and at this time we feel the doors would be the most important item to paint. An unbiased person will walk the halls and document what doors they feel is: nice, fair and bad. Any door that is marked bad will be the responsibility of the owner to paint (this includes Newbury rented units).
- **Still working on Curtain situation. We ran into a bit of a snag, but still actively working on it. Complete, for building's B and C. –** Newbury has corrected the curtain situation for building's B and C. However, due to the large expense Newbury decided building's A and D do not apply as it is not in A and D's bylaws. Newbury has installed white sheers behind curtains.
- **Plumbing and Leak fixed in building C. –** Due to Article VIII in the "Woodland West Condominiums Amended and Restated Declaration of Horizontal Property Regime" not specifying or being entirely clear on who is to pay for plumbing issues such as leaks in other units the HOA members voted the owner would be responsible for 25% of the cost and the HOA would pay for 75% of the cost. However, the issue must be reported to management immediately. Management then will make the necessary repairs. Newbury's maintenance must be able to enter EVERY unit quarterly to perform maintenance repairs such as caulking around tubs, fixing broken seals, ect (the home owners will be responsible for any parts needed for the repair). If management is unable to access a unit due to not being present or not providing management with a way to access the unit the home owner will be responsible for 100% of the plumbing repairs/costs. If there are plumbing issues due to neglect the home owner will be responsible for 100% of the repairs/cost. Newbury does not expect HOA costs to go up.
- **C58 has sold to Newbury Living.**
- **C65 has a new owner and Newbury manages it.**
- **26 out of 48 units are "privately owned".**
- **Dumpster areas have been power washed and cleaned thoroughly.** This will continue to be done on a monthly basis to help with the dumpster issues.
- **Water Heater Replaced in building C. Total cost \$7835.10 (this will be divided by HOA 48 units).** This cost divided by 48 equals approximately \$163.23 each unit. Please be prepared to pay this amount for the water heater replacement.
- **Jetz –** The terms were agreed upon. The next step is to have the lawyers draw up the contract. Once this is complete we will send the contract to Paul for review. Once reviewed we will move forward with the process.
- **Camera Bids for Entry way buildings, dumpsters and pool (in process).** This was a huge discussion and it appears the HOA is looking to go with cameras for the dumpsters and pool ONLY, and removing cameras from building B and C. This should make the average payment per unit approximately \$100.00. As it had originally stood it would have been \$400.00 per unit and was too much out of pocket for owners to tolerate right now. We will have to see what cameras will do to benefit the homeowners, renters and property and go from there.

Financials

Woodland West Condo B&C

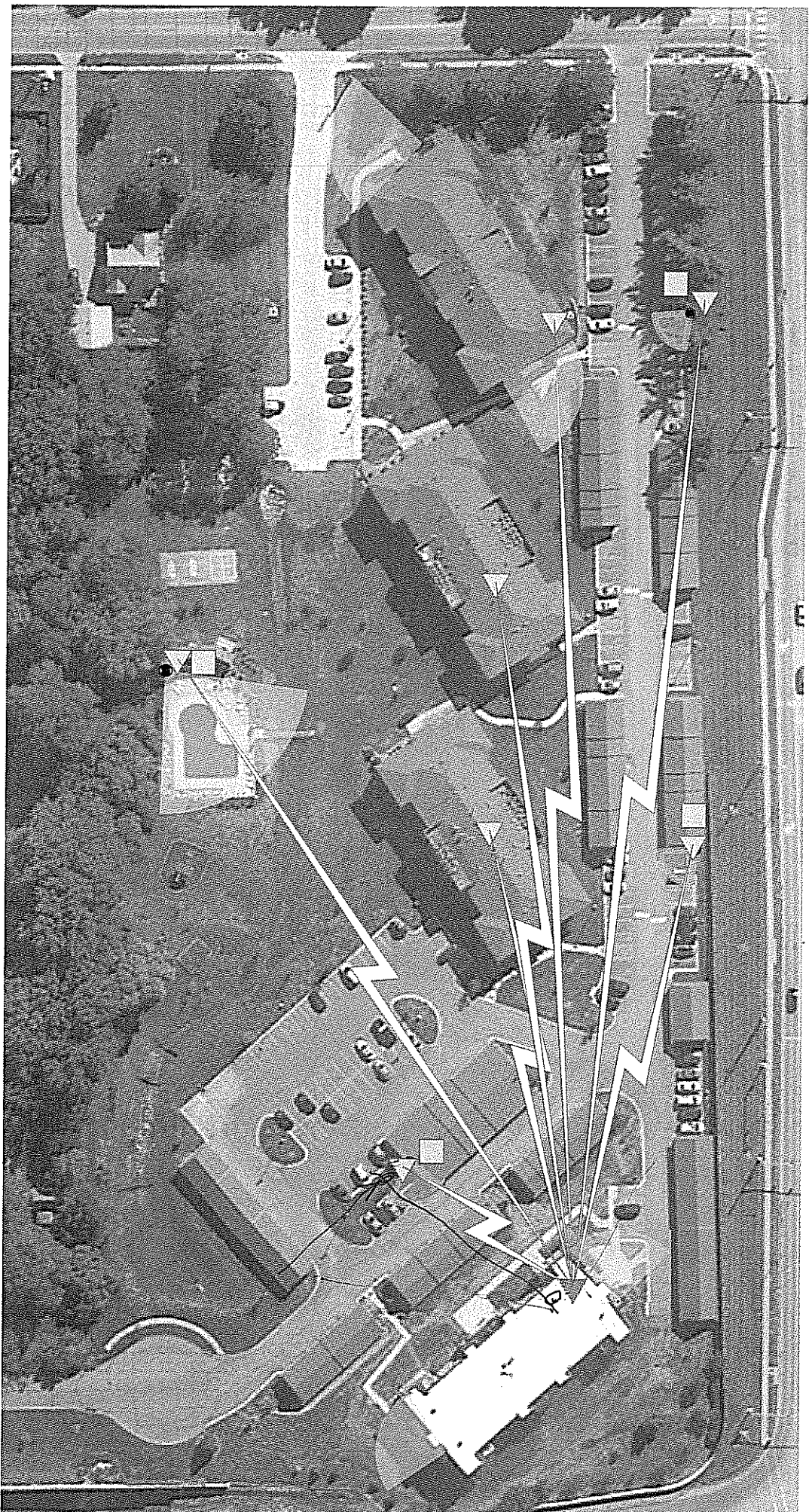
Budget Comparison Income Statement
For the 12 Months Ended December 31, 2014

	Current Month		Year to Date		Prior
	Actual	Budget	Actual	Budget	YTD
Income					
Potential Rent					
217-00-50000 Homeowners Dues	\$ 8,400	\$ 8,400	\$ 101,366	\$ 100,800	\$ 100,955
217-00-51500 NMC Subsidized Income	1,250	0	8,200	0	6,500
Total Potential Rent	\$ 9,650	\$ 8,400	\$ 109,566	\$ 100,800	\$ 107,455
Net Rental Income					
Total Rental Income	\$ 9,650	\$ 8,400	\$ 109,566	\$ 100,800	\$ 107,455
Miscellaneous Income					
217-00-59100 Miscellaneous Income	\$ 0	\$ 0	\$ 168	\$ 0	\$ 17,585
Total Misc Income	\$ 0	\$ 0	\$ 168	\$ 0	\$ 17,585
Total Income	\$ 9,650	\$ 8,400	\$ 109,734	\$ 100,800	\$ 125,040
Expenses					
Renting Expense					
217-00-62900 Miscellaneous Renting Expense	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Total Renting Expense	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Administrative Expense					
217-00-63110 Office Supplies	\$ 0	\$ 0	\$ 84	\$ 0	\$ 47
217-00-63350 Payroll Taxes	0	0	0	0	0
217-00-63400 Legal Expenses	0	83	1,563	1,000	1,012
217-00-63410 Collection Expense	0	0	125	0	430
217-00-63500 Audit/Accounting Expense	0	0	300	0	760
217-00-63600 Telephone	0	0	0	0	0
217-00-63900 Misc Administrative E	0	27	15	325	254
Total Administrative Expense	\$ 0	\$ 110	\$ 2,087	\$ 1,325	\$ 2,503
Operating Expense					
217-00-64250 Data Processing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 65
217-00-64500 Electric	669	897	9,307	8,331	8,165
217-00-64510 Water/Sewer	2,919	1,069	19,725	18,553	19,531
217-00-64520 Gas	440	343	6,552	4,328	5,251
217-00-64550 Travel	0	13	23	160	52
217-00-64620 Exterminating Contract	0	237	2,875	2,848	2,955
217-00-64700 Garbage and Trash Remo	513	402	5,805	4,825	5,071
217-00-64710 Snow Removal	925	713	5,705	4,275	6,127
217-00-64850 Bad Debt Expense	0	0	10,656	0	0
217-00-64950 Security	379	683	3,558	8,200	7,469
Total Operating Expense	\$ 5,845	\$ 4,357	\$ 64,206	\$ 51,520	\$ 54,686
Maintenance Expense					
217-00-65100 Pool Maintenance & Supplies	\$ 30	\$ 0	\$ 2,797	\$ 3,600	\$ 3,265
217-00-65210 Grounds Supplies	0	0	0	0	35
217-00-65220 Grounds Contract	201	0	4,989	5,125	3,941

Woodland West Condo B&C

Budget Comparison Income Statement
For the 12 Months Ended December 31, 2014

	Current Month		Year to Date		Prior YTD
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
217-00-65410 Repair Materials	\$ 63	\$ 269	\$ 1,223	\$ 3,225	\$ 1,172
217-00-65420 Repairs Contract	617	227	1,978	2,725	3,818
217-00-65430 Repairs - Extraordinary	498	0	2,882	0	23,089
217-00-65440 Carpet Replacement	0	0	0	0	0
217-00-65610 Common Area Laundry	1,076	667	11,646	8,000	11,598
217-00-65620 Common Area Cleaning	1,055	347	4,117	4,175	4,166
Total Maintenance Expense	<u>\$ 3,540</u>	<u>\$ 1,510</u>	<u>\$ 29,632</u>	<u>\$ 26,850</u>	<u>\$ 51,084</u>
Interest Expense					
Total Interest Expense	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
R.E. Taxes & Insurance Expense					
217-00-71200 Insurance	<u>\$ 1,275</u>	<u>\$ 1,046</u>	<u>\$ 13,983</u>	<u>\$ 12,550</u>	<u>\$ 12,223</u>
Total Taxes & Insurance	<u>\$ 1,275</u>	<u>\$ 1,046</u>	<u>\$ 13,983</u>	<u>\$ 12,550</u>	<u>\$ 12,223</u>
Total Expenses before Depr/Amort Expenses	\$ 10,660	\$ 7,023	\$ 109,908	\$ 92,245	\$ 120,496
Net Income before Depr/Amort Expense	\$ (1,010)	\$ 1,377	\$ (174)	\$ 8,555	\$ 4,544
Depreciation & Amortization Expense					
Total Depr & Amort Expense	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>
Net Income	<u>\$ (1,010)</u>	<u>\$ 1,377</u>	<u>\$ (174)</u>	<u>\$ 8,555</u>	<u>\$ 4,544</u>



Action Electrical Contracting, Inc.

1717 Keo Way
Des Moines, IA 50314

Phone 515-289-2929

Fax 515-243-5855

E-mail contact@actionelectricdm.com

Web www.actionelectricdm.com

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CUSTOMER NAME		JOB NAME		PROPOSAL	
Newbury Management Company 3408 Woodland Avenue, #504 West Des Moines, IA 50266		Woodland West Condos			
		JOB ADDRESS		11/10/2014	6139
		3405 Woodland Ave.			
QTY	DESCRIPTION	COST	TOTAL		
	PREWIRING FOR DUMPSTER CAMERAS	870.00	870.00		
3	Furnish and install N3R boxes on exterior of garages by dumpsters		0.00		
3	Install duplex receptacles in N3R boxes to be connected to existing power in garages		0.00		
	PREWIRING FOR POOL HOUSE CAMERA	290.00	290.00		
1	Furnish and install N3R box on exterior of pool house		0.00		
1	Install duplex receptacle in N3R box to be connected to existing power in pool house		0.00		
	PREWIRING FOR BUILDINGS A / D	5,320.00	5,320.00		
2	Furnish and install N3R box on exterior of building		0.00		
2	Install duplex receptacle in N3R box to be connected to existing power in building		0.00		
10	Furnish and Install cat-5e wiring from camera locations to N3R box on exterior of building		0.00		
1	Furnish and Install cat-5e wiring from phone room in basement of building A to N3R box on exterior of building		0.00		
1	Wiring from cameras in stairwells to attic will be in wiremold		0.00		
Prices are good for 30 days.			TOTAL		

A + D
50%
50%
100%

SIGNATURE *Chad Mease*

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Des Moines, IA 50314

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A+D

CUSTOMER NAME		JOB NAME		PROPOSAL	
Newbury Management Company 3408 Woodland Avenue, #504 West Des Moines, IA 50266		Woodland West Condos			
		JOB ADDRESS		DATE	ESTIMATE #
		3405 Woodland Ave.		11/10/2014	6139
QTY	DESCRIPTION	COST		TOTAL	
	PREWIRING FOR BUILDINGS B / C	5,320.00		5,320.00	
2	Furnish and install N3R box on exterior of building			0.00	
2	Furnish and install receptacle in N3R box to be connected to existing power in building			0.00	
8	Furnish and install cat-5e wiring from camera locations to N3R box on exterior of building			0.00	
1	Wiring from cameras in stairwells to attic will be in wiremold			0.00	
	EXTRA CAMERAS BUILDING A 11/10/14	1,095.00		1,095.00	
2	Furnish and install cat-5e wiring for exterior cameras			0.00	
1	Furnish and install cat-5e wiring to second basement hallway camera			0.00	
	EXTRA CAMERAS BUILDING D 11/10/14	2,025.00		2,025.00	
2	Furnish and install cat-5e wiring for exterior cameras			0.00	
1	Furnish and install cat-5e wiring to second basement hallway camera			0.00	
1	Wiring to cameras on exterior of building to be installed across flat rubber roof on approved support blocks			0.00	
Prices are good for 30 days.				TOTAL \$14,920.00 ✓	

0%
100%
100%

Chad Mease

3/4

Electronic Engineering

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1100 Keo Way * Des Moines, IA 50309 * 515-283-1100

Proposal

Your Account Representative
 Name: Andy Richardson
 Phone: (515) 283-1100
 Fax: (515) 244-6948
 Cell: (515) 240-1100
 Email: arichardson@connectingyou.com

Company Name: Woodland West - Newbury Living
 Order Contact: Sam Cortez
 Order Email: woodlandwest@newbury.com
 Customer #: _____

All B+C

Date: 11/12/2014
 PO # _____
 Phone: _____
 Fax: _____

Bill To: Woodland West
 Billing Address: 3405 Woodland Ave.
 City, State, Zip: West Des Moines, Iowa 50266
 Attention: Sam Cortez

Ship To: _____
 Shipping Address: _____
 City, State, Zip: _____
 Attention: _____

A+D
100% B+C
 ↓

Qty	Model/Part #	Equipment / Service Description	Unit Cost	Extended Price
1		CAMERAS	\$ 3,032.00	\$ 3,032.00
		* AXIS 90° Cameras for entry doors		\$ -
		* AXIS 90° Cameras for 2nd level stair area		\$ -
		- Indoor HDTV 1080P resolution		\$ -
1		GENETEC SECURITY CENTER VIDEO SOFTWARE	\$ 1,200.00	\$ 1,200.00
		* 8 Camera connections for GENETEC software		\$ -
1		SERVER	\$ -	\$ -
		* Server is included in base estimate		\$ -
1		INSTALLATION MATERIAL	\$ 1,150.00	\$ 1,150.00
		* Miscellaneous installation materials		\$ -
1		LABOR	\$ 1,520.00	\$ 1,520.00
		* Installation of cameras		\$ -
-1		NEWBURY LIVING CORPORATE DISCOUNT	\$ 600.00	\$ (600.00)
				\$ -
				\$ -
		CUSTOMER OPTIONS		\$ -
		** 1 year Software maintenance agreement	\$ <i>300.00</i>	\$ -
		** Electronic Engineering 1 Year unlimited support	\$ -	\$ -
		- Support Includes phone, remote and on site		\$ -
				\$ -
				\$ -
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				\$ -
				\$ -

NOTES:
BUILDING B & C QUOTE:
 This quote is for 8 cameras in building B & C.

TOTAL EQUIPMENT:	\$	6,302.00
TAX: 6.00%	\$	378.12
SHIPPING:		
PROGRAMMING:	\$	-
INSTALLATION:	\$	-
TOTAL NON-EQUIPMENT:	\$	378.12
TOTAL AMOUNT DUE:	\$	6,680.12

Quotation Prepared By:
 Name: _____
 Date: _____

Accepted By:
 Name: _____
 Date: _____

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Electronic Engineering

Connections you can count on.

1100 Keo Way • Des Moines, IA 50309 • 515-283-1100

Company Name: Woodland West - Newbury Living
Order Contact: Sam Cortez
Order Email: woodlandwest@newbury.com
Customer #: _____

Proposal

Your Account Representative
Name: Andy Richardson
Phone: (515) 283-1100
Fax: (515) 244-6948
Cell: (515) 240-1100
Email: arichardson@connectingyou.com

Date: 11/12/2014
PO # _____
Phone: _____
Fax: _____

Bill To: Woodland West
Billing Address: 3405 Woodland Ave.
City, State, Zip: West Des Moines, Iowa 50266
Attention: Sam Cortez

Ship To: Same
Shipping Address: _____
City, State, Zip: _____
Attention: _____

Qty	Model/Part #	Equipment / Service Description	Unit Cost	Extended Price
1		CAMERAS	\$ 8,540.00	\$ 8,540.00
		* Added outdoor each entry of A & D (Bike Rack area)		
		* Pool area		
		* Three garbage areas		
		* Door/Stairs on each entry of A & D		
		* Added 2 basement cameras in A & D for laptop/fitness		
1		GENETEC SECURITY CENTER VIDEO SOFTWARE	\$ 3,590.00	\$ 3,590.00
		* Video management software for building's A & D (20 Cameras)		
1		SERVER	\$ 3,600.00	\$ 3,600.00
		* Windows 7 computer server to store video		
1		MICROWAVE POINT 2 POINT	\$ 2,200.00	\$ 2,200.00
		* 8 microware radios to connect 2 buildings / pool / 3 garbage		
1		LABOR	\$ 4,180.00	\$ 4,180.00
		* Installation, server setup, programming and training		
-1		NEWBURY LIVING CORPORATE DISCOUNT	\$ 1,600.00	(\$ 1,600.00)
		CUSTOMER OPTIONS		
		** Electronic Engineering 1 Year unlimited support Onsite & Remote	\$ 1,200.00	\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

75% A & D
50% 50% 100%
50% 50% 50% 50%
50% 50% 50% 50%
50%
proportion

NOTES:

BASE - REQUIRED ELEMENTS:
This quote is for the Completing building A & D, Connecting Pool with A & D and Garbage. Housing server in Building A or B. This does not do any work at building B or C. Pole masts would be installed on roof for line of sight view.

TOTAL EQUIPMENT:	\$	20,510.00
TAX: <u>5.00%</u>	\$	1,230.60
SHIPPING:		
PROGRAMMING:	\$	
INSTALLATION:	\$	
TOTAL NON-EQUIPMENT:	\$	1,230.60
TOTAL AMOUNT DUE:	\$	21,740.60

Quotation Prepared By:

Name: _____
Date: _____

Accepted By:

Name: _____
Date: _____

WOODLAND WEST SECURITY CAMERA ALLOCATION

	<u>A+D</u>	<u>B+C</u>
<u>Page 1/4</u>	\$ 5900.00	\$ 580.00
<u>Page 2/4</u>	3120.00	5320.00
<u>Page 3/4</u>	0.00	6680.12
<u>Page 4/4 (Excl. Tax)</u>	14,185.00	6325.00
<u>Page 4/4 Tax @ 6%</u>	851.10	379.50
<u>TOTAL</u>	\$ 24,056.10	\$ 19,284.62
<u>Per Unit Owner</u>		\$ 401.76



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Office (515)323-0680 Fax (515)323-0683

Email Info@GreensAHC.com



PROPOSAL SUBMITTED TO: Newbury Management
STREET: 3405 Woodland Ave Building C
CITY, STATE, ZIP: West Des Moines, IA 50266
JOB LOCATION: Building C

DATE: 02/16/2015
PHONE: Brett 210-3468
ALT. PHONE: Rick 210-3764
EMAIL:

We hereby submit specifications and estimates for:

Greens will install a new RUUD Commercial water heater G76-200 this is a 76 gallon 200,000 BTU water heater. We will remove the old water heater and have it hauled away. This unit carries 1yr on all parts a 3yr tank warranty and Greens provides a 1yr labor warranty. This price does include all labor and materials needed to complete the job.

New Commercial water heater Installed	\$7995.00
2% Cash Discount	\$ -159.90
<hr/>	
Total Due	\$7835.10

Hereby to furnish material and labor complete in accordance with the above specifications, for the sum of:
Payment to be made as follows: NET 15 DAYS

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized
Signature

This proposal may be withdrawn by us if not accepted within 90 days.

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date 2-18-15

Signature _____

Date _____