

Monthly Agenda
April 21, 2021
6000 Penn Homeowner Association

I. Open Meeting

II. Determination of Quorum

- a. New Board
 - i. Greg Stewart, President – Term ends 2023
 - ii. Charles Angel, Vice President – Term ends 2023
 - iii. Chris Morriss, Treasurer – Term ends 2022
 - iv. Jerri Deck, Secretary – Term Ends 2024
 - v. John Walker, Member – Term Ends 2024

III. Approval of Minutes

IV. Financials

- a. **March 2021** Operating Account
 - i. Total Income: \$ 166,467.81
 - ii. Total Expense: \$ 62,937.70 (18,755.29 for repipe project)
 - iii. Net Income: \$37,944.03 (after \$3,586.28 prepaids)
 - iv. Special Assessment Income: \$ 136,800.76
- b. **March 2021** Reserve Account: \$ 23,454.13
- c. **March 2021** - Operating Account: \$ 167,767.79
- d. **Collections** \$ 162,433.79 03/31/21 (\$299,748.36 previous month) **EXH 4.D**

Type	Description	0-30	31-60	61-90	91+	Total
BB	Beginning Balance	0.00	0.00	0.00	25,179.38	25,179.38
NSFFEE	Non-Sufficient Funds Fee	0.00	0.00	0.00	20.00	20.00
LC	Late Charge	1,055.75	1,037.57	944.74	10,300.88	13,338.94
CB	Charge Back Maintenance	200.42	600.00	0.00	0.00	800.42
CL	Closing Letter	50.00	0.00	0.00	0.00	50.00
DC	Dues Charge	5,855.18	1,585.28	1,581.24	33,206.04	42,227.74
LG	Legal Fees	65.51	0.00	1,996.72	17,356.96	19,419.19
SA	Special Assessment	0.00	53,002.57	738.00	3,002.58	56,743.15
UREIMB	Utility reimbursement	0.00	0.00	0.00	64.55	64.55
MISC	Misc Credit or Charge toward:	0.00	0.00	0.00	1,752.30	1,752.30
MAINT2	Reimbursable Maintenance C	0.00	0.00	0.00	1,448.34	1,448.34
UT	Utility Bill Back	0.00	14.04	0.00	259.30	273.34
INS	Insurance shortage	439.54	109.65	109.65	457.60	1,116.44
		7,666.40	56,349.11	5,370.35	93,047.93	162,433.79

(majority of balance is from repipe assessment)

Liens filed: 0

- e. Still w/counsel:
 - i. #202A - \$ 23,938.04 CJ-2014-6920 and PB-2017-250 FEMA FREEZE for 90 days expires in May
 - ii. #209B - \$ 29,421.26 / CJ-2020-758 FEMA FREEZE for 90 days expires in May
 - iii. #211B - \$ 40,456.35 Oklahoma County CJ-2019-2481. FEMA FREEZE for 90 days expires in May
 - iv. 215A - \$ 25,005.82 CJ-2019-4517, Oklahoma County. This is a foreclosure that was filed by MidFirst Bank. Postponed due to Covid-19. All parties have been re-served a Petition 6/4/20. FEMA FREEZE for 90 days expires in May

V. Old Business

- A. FHA Recertification – still working on conditions to bring eligible.
- B. Insurance and Other Claims:
 - a. Brown vs 6000 Penn CJ-2019-1046 – still pending.
- C. Entrance gate motor replacement – DONE & ACTIVATED
 - a. 2021 Water Repipe Project

- i. Special Member meeting February 6, 2021 – quorum obtained (Exh 6.a meeting notes)
- ii. \$250,000 Special Assessment passed with 61% owners voting yes (Exh 6.b ballot sheet attached)
 - 1. Phase 1 completed 6006-6008-6010.
 - a. Cold water shut off valves on East side of community
 - b. Hot water line ran through attic with shut off valve controlling 4 units (in attic). Controls all but the kitchens. Had to run new drop to all for kitchen sinks (which feed the dishwasher lines). Those have a separate gate valve that controls 2 units (up & down).
 - c. Sheetrock repairs 90% completed.
 - 2. Phase 2 COMPLETED. Cox did not mark lines when Okie Dig came out and many lines were broken. Not sure this would have prevented damage since there was no other choice but to trench from 6010 North. Going in to units and locating manifolds now
 - 3. Phase 5 – COMPLETED both hot and cold lines.
 - 4. Phase 3&4 – IN PROGRESS going to move to the North ½ of the East run next instead of Phase 3. Will be working in 116, 117 & 112 to locate manifold.

1. Plumbing

- 1.1. Cold water supply for 6006-6010 to 5914/5912 building breezeway: \$16,000 (**completed**) PHS 1 -
- 1.2. Hot water supply for 6006-6010 units: \$16,000* (**working**) PHS 2 -
- 1.3. Cold & hot water supply for 5910-5916 units: \$30,000 PHS 3
- 1.4. Cold & hot water supply for 5820-5908 units: \$30,000**(**working**) PHS 4
- 1.5. Cold & hot water supply for 5808-5818 units: \$35,000** PHS 5
- 1.6. Cold & hot water supply for 5800-586 & 6000-6004 \$57,000 PHS 6
- 2. Ground regrading, sprinkler repair or replace \$6,500 +/- PHS 3/4
- 3. Sod and install \$6,000 +/- PHS 3/4
- 4. On-site maintenance \$6,400 +/- ALL PHS
- 5. Sheetrock repairs \$6,000 +/- PSH 4-6
- 6. Admin \$17,500 +/- ALL PHS
- 7. Units in foreclosure or probate: \$12,100 +/-
- 8. Unexpected plumbing expenses (manifold replacements etc): \$4,885 +/- ALL PHS

a. 104 revisit scoping sewer line:

- a. Sewer lines are grey pvc and not compromised. Owner of 104 showed plumber various areas where she reportedly had leaks but they are areas where there was a water supply leak and not a drain. Plumber did say that if a unit is not occupied for weeks at a time that it would help to have unit lines ran to prevent possible blockages in p-traps etc.

b. Clubhouse exterior painting – obtain bids EXH 5.B

- iii. A Step Above _____
- iv. BCC \$6,650.00
- v. Chuck Greenwood - \$2,500.00 to include materials (verbal)
- vi. Five Stair Painting: \$5,057.21
- vii. Padgett Contracting: \$4,800.00

c. Chimney repair/replacement

- a. 5910-218b & 5916-220b (2 chimney's)
 - i. A Step Above: \$2832.54 / \$1766.04
 - ii. BCCC: \$5250.00 / \$5250.00

VI. New Business

- a. Camera replacement/repairs to include replacement of the dvr box , 2 cameras and servicing existing to work on a non-static IP system. EXH 6.A
 - i. Security Options \$1759.93 approved with electronic vote (Stewart=yes, Morriss=yes, Angel=yes, Deck=yes, Walker=no)
- b. Amazon box: EXH 6.B

- i. Amazon has an add-on to our gate system which provide access to drivers that has been confirmed to not interfere with the gate system. There is no cost to the HOA for this add-on.
- c. 6000-214B structural report (EXH 6.c)
 - i. There appears to be a truss that was installed backwards between unit bedroom and living room. Owner provided structural engineer report offering recommendations, but it did not provide recommendation to unit 114. After meeting with Board Member Stewart and 114 it was thought best to have engineer inspect unit #114 for a complete scope of repair recommendations. Appointment set for We
- d. 6000-220B Chimney replacement
 - i. BCC \$5250.00
- e. 6000-218B Chimney replacement
 - i. BCC \$5250.00

VII. Committee Update

- i.

 - b. Landscape Committee
 - i. _____

VIII. Violations in Dispute:

IX. Homeowner Time

X. Announcements and Recommendations to Members / Other

XI. Next Meeting: Wednesday May 19^t, 2021 @ 6:00pm

Meeting ID: 876 2375 2487

Password: 296899

XII. Adjournment

XIII. EXECUTIVE SESSION –

**6000 Penn Homeowner Association
Annual Meeting Minutes
March 29, 2021**

- I. Meeting was called to order at 6:08 pm

- II. Board members present by virtual meeting: Chris Morriss, Secretary/Treasurer; Charles Angel, Greg Stewart

Homeowners participating: Vickie Eikmeier, Angela Roberts, Telisa Toliver, Pat Sullivan, Gretchen Sweeney, Natalie Mai, Ward Larsen, Jeannine Kuhn, Lyle and Pat Jensen, Sabina Dallas, Joe Hollingsworth, Bryan Salsieder, John Walker, Sweet Law Firm,

Oklahoma HOA Partner (OKHOAP): Sheila Hoppis, Erin

- III. There were no Minutes for General Meeting 2020.

- IV. Elections of Board Members – ballots were sent to all homeowners in good standing for the election of four board members. The tally will be reviewed by the board and announced at a later date.

- V. Miscellaneous Business:
 - a. The main topic of business concerned the water line issues and boiler. An assessment has been charged to handle the replumbing of all exterior water lines.
 - b. Replacement windows were discussed. The color is to be sandtone as prescribed by the Architectural Committee, not white or crème colored.
 - c. Landscaping and tree limb removal was discussed but put on hold until the water line issues are resolved.

- VI. Meeting adjourned at 7:15 pm.

**6000 Penn Homeowner Association
Board Meeting Minutes
April 7, 2021**

- I. Meeting was called to order at 6:15 pm

- II. Board members present by virtual meeting: Chris Morriss, Secretary/Treasurer; Charles Angel, Greg Stewart, John Walker

Oklahoma HOA Partner (OKHOAP): Sheila Hoppis, Erin

- III. Elections of Officers for Board – Greg Stewart, President; Charles Angel, Vice President; Jerri Deck, Secretary; Chris Morriss, Treasurer; John Walker, Member-at-Large.

- IV. Meeting adjourned at 6:26 pm.

**6000 Penn Homeowner Association
Annual Meeting Minutes
March 29, 2021**

- I. Meeting was called to order at 6:08 pm

- II. Board members present by virtual meeting: Chris Morriss, Secretary/Treasurer; Charles Angel, Greg Stewart

Homeowners participating: Vickie Eikmeier, Angela Roberts, Telisa Toliver, Pat Sullivan, Gretchen Sweeney, Natalie Mai, Ward Larsen, Jeannine Kuhn, Lyle and Pat Jensen, Sabina Dallas, Joe Hollingsworth, Bryan Salsieder, John Walker, Sweet Law Firm,

Oklahoma HOA Partner (OKHOAP): Sheila Hoppis, Erin

- III. There were no Minutes for General Meeting 2020.

- IV. Elections of Board Members – ballots were sent to all homeowners in good standing for the election of four board members. The tally will be reviewed by the board and announced at a later date.

- V. Miscellaneous Business:
 - a. The main topic of business concerned the water line issues and boiler. An assessment has been charged to handle the replumbing of all exterior water lines.
 - b. Replacement windows were discussed. The color is to be sandtone as prescribed by the Architectural Committee, not white or crème colored.
 - c. Landscaping and tree limb removal was discussed but put on hold until the water line issues are resolved.

- VI. Meeting adjourned at 7:15 pm.

Budget Comparison

All Buildings

Comparison Periods: 03/01/21 - 03/31/21 and 01/01/21 - 03/31/21 (cash basis)

	Actual 03/01/21 - 03/31/21	Budget 03/21 - 03/21	\$ Change	% Change	Actual YTD 01/01/21 - 03/31/21	Budget YTD 01/21 - 03/21	\$ Change	% Change
INCOME								
4000 INCOME								
302 Membership Dues Income	26,032.30	26,233.00	-200.70	-0.8 %	75,891.95	78,699.00	-2,807.05	-3.6 %
306 Payment Plans	0.00	30.00	-30.00	-100.0 %	0.00	90.00	-90.00	-100.0 %
307 Interest Income	1.73	0.43	1.30	302.3 %	1.73	1.26	0.47	37.3 %
309 Late Fees	276.01	0.00	276.01		416.33	0.00	416.33	
310 Special Assessment	136,800.76	1,819.50	134,981.26	7,418.6 %	211,206.93	5,458.50	205,748.43	3,769.3 %
320 Other Income	1,176.96	0.00	1,176.96		1,146.96	0.00	1,146.96	
319 Closing Letter	50.00	0.00	50.00		150.00	0.00	150.00	
308 Insurance Short Fall	1,730.05	1,916.67	-186.62	-9.7 %	5,954.76	5,750.01	204.75	3.6 %
4003 Title Transfer Fee	400.00	200.00	200.00	100.0 %	1,400.00	400.00	1,000.00	250.0 %
4000 Total INCOME	166,467.81	30,199.60	136,268.21	451.2 %	296,168.66	90,398.77	205,769.89	227.6 %
TOTAL INCOME	166,467.81	30,199.60	136,268.21	451.2 %	296,168.66	90,398.77	205,769.89	227.6 %
EXPENSE								
600 Management								
6002 Management Fees	5,724.49	2,100.00	3,624.49	172.6 %	10,036.06	6,300.00	3,736.06	59.3 %
6003 In-House Admin	0.00	30.00	-30.00	-100.0 %	0.00	90.00	-90.00	-100.0 %
600 Total Management	5,724.49	2,130.00	3,594.49	168.8 %	10,036.06	6,390.00	3,646.06	57.1 %
604 Utilities								
5011 Electric	1,029.64	320.92	708.72	220.8 %	2,869.82	798.49	2,071.33	259.4 %
5015 Gas And Propane	4,236.02	1,800.00	2,436.02	135.3 %	8,288.39	5,400.00	2,888.39	53.5 %
5017 Water	8,553.33	7,500.00	1,053.33	14.0 %	26,564.58	22,500.00	4,064.58	18.1 %
6001 Trash Removal	2,439.44	900.00	1,539.44	171.0 %	4,202.48	2,700.00	1,502.48	55.6 %
6018 Cable, Internet & Telephone	573.13	297.57	275.56	92.6 %	1,410.97	892.71	518.26	58.1 %
604 Other Utilities	0.00	0.00	0.00		-20.48	0.00	-20.48	
604 Total Utilities	16,831.56	10,818.49	6,013.07	55.6 %	43,315.76	32,291.20	11,024.56	34.1 %
607 Repairs & Maintenance								
1 Landscaping								
30 Contract Landscape	5,045.00	2,000.00	3,045.00	152.2 %	7,355.00	6,000.00	1,355.00	22.6 %
31 In-house Grounds	300.00	325.00	-25.00	-7.7 %	710.00	975.00	-265.00	-27.2 %
2 Seasonal Plantings	0.00	250.00	-250.00	-100.0 %	0.00	250.00	-250.00	-100.0 %
32 Tree Trimming	0.00	0.00	0.00		0.00	250.00	-250.00	-100.0 %
1 Total Landscaping	5,345.00	2,575.00	2,770.00	107.6 %	8,065.00	7,475.00	590.00	7.9 %
6 Electrical	0.00	154.50	-154.50	-100.0 %	0.00	154.50	-154.50	-100.0 %
7 Flooring	325.00	0.00	325.00		353.80	0.00	353.80	
8 Windows & Doors	0.00	150.00	-150.00	-100.0 %	0.00	150.00	-150.00	-100.0 %

	Actual 03/01/21 - 03/31/21	Budget 03/21 - 03/21	\$ Change	% Change	Actual YTD 01/01/21 - 03/31/21	Budget YTD 01/21 - 03/21	\$ Change	% Change
9 Locks & Mailboxes	110.00	0.00	110.00		164.28	0.00	164.28	
10 Materials & Supplies	282.54	191.67	90.87	47.4 %	1,142.01	575.01	567.00	98.6 %
11 Plumbing	4,689.49	320.00	4,369.49	1,365.5 %	19,224.38	604.00	18,620.38	3,082.8 %
12 Contract Labor	1,152.50	291.67	860.83	295.1 %	3,311.50	875.01	2,436.49	278.5 %
13 Pest Control	0.00	2,000.00	-2,000.00	-100.0 %	0.00	2,000.00	-2,000.00	-100.0 %
14 Gate Maintenance	0.00	0.00	0.00		3,875.00	0.00	3,875.00	
15 Roofing	0.00	500.00	-500.00	-100.0 %	0.00	500.00	-500.00	-100.0 %
16 Parking Lot	280.05	0.00	280.05		280.05	0.00	280.05	
18 HVAC	0.00	400.00	-400.00	-100.0 %	0.00	400.00	-400.00	-100.0 %
19 Chimney Stacks	112.00	1,500.00	-1,388.00	-92.5 %	112.00	1,500.00	-1,388.00	-92.5 %
20 Exterior Paint / Siding	32.00	0.00	32.00		66.73	0.00	66.73	
21 Building Maintenance (general)	787.81	0.00	787.81		1,917.42	0.00	1,917.42	
23 Privacy Fence	0.00	127.95	-127.95	-100.0 %	0.00	127.95	-127.95	-100.0 %
24 Storm / Fire Damage	205.00	0.00	205.00		205.00	0.00	205.00	
25 Boiler Maintenance	1,850.74	707.43	1,143.31	161.6 %	6,161.14	1,891.85	4,269.29	225.7 %
609 Steps	76.50	0.00	76.50		437.86	0.00	437.86	
607 Total Repairs & Maintenance	15,248.63	8,918.22	6,330.41	71.0 %	45,316.17	16,253.32	29,062.85	178.8 %
608 Swimming Pool								
3304 Swimming Pool Licenses	50.00	50.00	0.00	0.0 %	50.00	50.00	0.00	0.0 %
608 Total Swimming Pool	50.00	50.00	0.00	0.0 %	50.00	50.00	0.00	0.0 %
700 Office / Admin								
678 Bank Charges / Fees	0.00	0.00	0.00		47.19	0.00	47.19	
679 Accounting Software	95.00	95.00	0.00	0.0 %	380.00	285.00	95.00	33.3 %
7000 Postage	0.00	50.00	-50.00	-100.0 %	0.00	50.00	-50.00	-100.0 %
700 Total Office / Admin	95.00	145.00	-50.00	-34.5 %	427.19	335.00	92.19	27.5 %
5005 Insurance	6,017.86	1,218.00	4,799.86	394.1 %	16,621.82	10,937.42	5,684.40	52.0 %
5006 Legal, Professional Fees	65.51	150.00	-84.49	-56.3 %	2,527.23	1,745.50	781.73	44.8 %
5010 Taxes	0.00	0.00	0.00		0.00	300.00	-300.00	-100.0 %
5103 Other Expenses	149.36	0.00	149.36		149.36	0.00	149.36	
6005 Special Assessed Project								
6007 SA Plumbing	18,755.29	1,819.50	16,935.79	930.8 %	40,936.51	5,458.50	35,478.01	650.0 %
6005 Total Special Assessed Project	18,755.29	1,819.50	16,935.79	930.8 %	40,936.51	5,458.50	35,478.01	650.0 %
TOTAL EXPENSE	62,937.70	25,249.21	37,688.49	149.3 %	159,380.10	73,760.94	85,619.16	116.1 %
OTHER INCOME								
8000 Unallocated Prepays	3,753.27	0.00	3,753.27		-2,764.88	0.00	-2,764.88	
TOTAL OTHER INCOME	3,753.27	0.00	3,753.27		-2,764.88	0.00	-2,764.88	
OTHER EXPENSE								
5102 Reserve Transfer	0.00	2,600.00	-2,600.00	-100.0 %	0.00	7,800.00	-7,800.00	-100.0 %
TOTAL OTHER EXPENSE	0.00	2,600.00	-2,600.00	-100.0 %	0.00	7,800.00	-7,800.00	-100.0 %

	Actual 03/01/21 - 03/31/21	Budget 03/21 - 03/21	\$ Change	% Change	Actual YTD 01/01/21 - 03/31/21	Budget YTD 01/21 - 03/21	\$ Change	% Change
NET INCOME	107,283.38	2,350.39	104,932.99	4,464.5 %	134,023.68	8,837.83	125,185.85	1,416.5 %
NET INCOME SUMMARY								
Income	166,467.81	30,199.60	136,268.21	451.2 %	296,168.66	90,398.77	205,769.89	227.6 %
Expense	-62,937.70	-25,249.21	-37,688.49	149.3 %	-159,380.10	-73,760.94	-85,619.16	116.1 %
Other Income & Expense	3,753.27	-2,600.00	6,353.27	244.4 %	-2,764.88	-7,800.00	5,035.12	64.6 %
NET INCOME	107,283.38	2,350.39	104,932.99	4,464.5 %	134,023.68	8,837.83	125,185.85	1,416.5 %

Balance Sheet

All Buildings
As of 03/31/21 (cash basis)

ASSETS

Bank Account	
1004 First Citizens Bank op	167,767.79
1008 First Citizens Bank Reserve	<u>23,454.13</u>
Total Bank Account	191,221.92

Other Current Asset	
1100 Undeposited Funds	404.92
2006 Pass-through	<u>788.80</u>
Total Other Current Asset	1,193.72

Fixed Asset	
1009 Equipment & Machinery	<u>875.96</u>
Total Fixed Asset	<u>875.96</u>

TOTAL ASSETS 193,291.60

LIABILITIES & EQUITY

Liabilities

Other Current Liability	
2003 Charge Accounts Payable	-320.80
2099 Other Liabilities	<u>54,372.86</u>
Total Other Current Liability	<u>54,052.06</u>

Total Liabilities 54,052.06

Equity

3000 Net Income	151,671.78
3001 Retained Earnings	<u>-12,432.24</u>

Total Equity 139,239.54

TOTAL LIABILITIES & EQUITY 193,291.60

6000 of

Bank Reconciliation Report

First Citizens Bank op

Reconciled on: 03/31/21

Deposits

Date	Ref #	Details	Amount
03/03/21	D1624	Bank Deposit	236.50
03/04/21	D1625	Bank Deposit: Epay	3,036.49
03/05/21	D1626	Bank Deposit: Epay	1,316.71
03/05/21	D1627	Bank Deposit: Epay	1,200.00
03/06/21	D1631	Bank Deposit: Epay	317.91
03/08/21	D1628	Bank Deposit	5,663.43
03/08/21	D1629	Bank Deposit	4,450.05
03/08/21	D1630	Bank Deposit	15,597.40
03/09/21	D1632	Bank Deposit: Epay	8,926.45
03/10/21	D1633	Bank Deposit: Epay	3,997.29
03/10/21	D1634	Bank Deposit	5,636.82
03/11/21	D1635	Bank Deposit	953.73
03/11/21	D1636	Bank Deposit: Epay	5,848.78
03/12/21	D1637	Bank Deposit: Epay	3,725.00
03/12/21	D1638	Bank Deposit	16,378.86
03/12/21	D1639	Bank Deposit	317.91
03/13/21	D1642	Bank Deposit: Epay	2,739.68
03/15/21	D1640	Bank Deposit	14,879.70
03/16/21	D1641	Bank Deposit	6,434.87
03/17/21	D1644	Bank Deposit: ePay	11,618.63
03/18/21	D1645	Bank Deposit: ePay	854.01
03/19/21	D1643	Bank Deposit	6,807.58
03/19/21	D1646	Bank Deposit: ePay	3,352.81
03/23/21	D1647	Bank Deposit	10,866.00
03/23/21	D1657	Bank Deposit: ePay	18.47
03/24/21	D1650	Bank Deposit: ePay	3,348.73
03/25/21	D1648	Bank Deposit	3,750.00
03/25/21	D1651	Bank Deposit: ePay	2,306.86
03/26/21	D1652	Bank Deposit: ePay	1,800.00
03/29/21	D1649	Bank Deposit	4,355.10
03/29/21	D1653	Bank Deposit: ePay	6,059.78
			156,795.55

Payments

Date	Ref #	Details	Amount
01/06/21	1479	ohp	95.00
01/13/21	1478	ohp	95.00
02/03/21	1477	ohp	95.00
02/18/21	1457	Plumbtastic Solutions LLC	16,000.00
02/18/21	1458	HRES Maintenance & Make Ready	2,093.00
02/24/21	1461	Whitworth Lawn & Landscape	350.00
02/24/21	1462	HRES Maintenance & Make Ready	793.75
02/24/21	1463	Home Depot Credit Services Dept. 32-2183432230	1,158.65
02/24/21	1465	OG&E	820.14
02/24/21	1466	JTS Financial Services, LLC	4,274.10
02/24/21	1467	Byerley Services	3,700.00
02/24/21	1468	Plumbtastic Solutions LLC	1,625.00
02/24/21	1469	Oklahoma HOA Partner	1,941.87
03/03/21	1470	Coe Plumbing	762.48

Date	Ref #	Details	Amount
03/03/21	1471	ONG	521.40
03/03/21	1472	Whitworth Lawn & Landscape	1,960.00
03/03/21	1473	Home Depot Credit Services Dept. 32-2183432230	72.46
03/03/21	1474	TechLock	110.00
03/03/21	1475	Cox Business Services	36.71
03/03/21	1476	Grade A Lawn & Garden	1,100.00
03/03/21	ACH	Symmetry Energy Solutions	1,445.81
03/10/21	1480	ohp	95.00
03/10/21	1481	HRES Maintenance & Make Ready	1,272.00
03/10/21	1482	Home Depot Credit Services Dept. 32-2183432230	104.42
03/10/21	ACH	AT&T	98.68
03/18/21	1483	Home Depot Credit Services Dept. 32-2183432230	500.21
03/18/21	1484	Plumbtastic Solutions LLC	16,900.00
03/18/21	1486	Professional Insuror's	1,392.00
03/18/21	1487	Jackson Mechanical Services	1,629.87
03/18/21	1489	Mollman's Water Conditioning	136.87
03/18/21		OG&E	61.56
03/18/21		OG&E	443.41
03/18/21		OG&E	186.55
03/18/21		OG&E	54.00
03/18/21		OG&E	32.23
03/18/21		OG&E	30.89
03/18/21		OG&E	32.95
03/18/21		OG&E	41.07
03/18/21		OG&E	33.58
03/18/21		OG&E	32.76
03/18/21		OG&E	39.91
03/18/21		OG&E	40.73
03/20/21	ACH	AT&T	302.35
03/24/21	ACH	AT&T	98.68
03/24/21	1493	Cox Business Services	36.71
03/24/21	1496	City Of Oklahoma City	8,553.33
03/24/21	ACH	Symmetry Energy Solutions	1,850.84
03/26/21	1500	Specialty Graphics	149.36
03/29/21		Waste Management	1,058.79
			74,259.12

Outstanding Deposits

Date	Ref #	Details	Amount
03/02/21	D1623	Bank Deposit <i>Corrected 4/6/21</i>	12,105.33
			12,105.33

Outstanding Payments

Date	Ref #	Details	Amount
03/03/21	EFT	IPFS Corporation <i>VOID + Delete</i>	4,625.86
03/18/21	1488	Oklahoma City-County Health Department	50.00
03/24/21	1507	HRES Maintenance & Make Ready	5,191.50
03/24/21	1508	Dumpster Service Plus	250.00
03/24/21	1509	Home Depot Credit Services Dept. 32-2183432230	278.70
03/24/21	1494	J-MAR Distributors	325.00
03/24/21	1495	Plumbtastic Solutions LLC	245.00
03/24/21	1506	GEOSolutions pd by American Express	93.20
03/24/21	1498	ONG	417.97

Date	Ref #	Details	Amount
03/24/21	1499	Oklahoma HOA Partner	5,724.49
03/31/21	1505	Nash Cohenour & Giessmann, PC	65.51
03/31/21	1504	Whitworth Lawn & Landscape	1,960.00
03/31/21	1503	Home Depot Credit Services Dept. 32-2183432230	475.71
03/31/21	1502	HRES Maintenance & Make Ready	886.50
03/31/21	1501	Waste Management	1,130.65
			21,720.09

Summary

Beginning Balance:	94,846.12	Reconciled Balance	177,382.55
+ Selected Deposits (31)	156,795.55	+ Uncleared Deposits	12,105.33
- Selected Payments (49)	74,259.12	- Outstanding Checks	21,720.09
Ending Balance:	177,382.55	Register Balance	167,767.79
Goal:	177,382.55		
Difference:	0.00		

Dashboard

QUICK SEARCH

NEW TRANSFER

TEMPLATES

MULTIPLE TRANSFER

D1623

Your transfer has been processed successfully.

Add Single Transfer

Step 1: Initiate

Step 2: Verify

Step 3: Confirm

From Account xxxxxx8384 - DDA

To Account xxxxxx8456 - DDA

Amount 12,105.33

Memo D1623

Date 04/06/2021

status Completed

Reference # CB030KN6HNL3K00

DONE

Submitted for Approval or Rejected

Pending

Completed

CALENDAR

Owner Bill Attachments

All Owners

Paid between 03/01/21 and 03/31/21

<u>Bill Date</u>	<u>Vendor</u>	<u>Invoice #</u>	<u>Memo</u>	<u>Amount</u>	<u>No. of Attachments</u>
07/01/19	LCS	45963		95.00	0
11/17/20	Coe Plumbing	i-11625	change out ball valves in master closet	762.48	1
02/01/21	IPFS Corporation	okc-382098		4625.86	0
02/15/21	ONG	6000gas021	EFT 23618449	521.40	1
02/16/21	HRES Maintenance & Mal	21621-6000-		73.00	1
02/16/21	HRES Maintenance & Mal	21621-5800-		200.50	1
02/16/21	HRES Maintenance & Mal	21621-212A-		302.00	1
02/16/21	HRES Maintenance & Mal	21621-5902-		200.50	1
02/16/21	HRES Maintenance & Mal	21621-5900-		496.00	1
02/22/21	Whitworth Lawn & Landsc	1038		1960.00	1
02/22/21	Home Depot Credit Servic	9613934		67.48	1
02/22/21	TechLock	411015		110.00	1
02/22/21	Home Depot Credit Servic	9613974		4.98	1
02/22/21	Cox Business Services	6000phone0	EFT K6YUDY	36.71	1
02/23/21	Grade A Lawn & Garden	INV0024		1100.00	1
02/23/21	HRES Maintenance & Mal	22321-5806-		176.00	1
02/23/21	HRES Maintenance & Mal	22321-5804-		64.00	1
02/23/21	HRES Maintenance & Mal	22321-5900-		208.00	1
02/23/21	HRES Maintenance & Mal	22321-5804-		226.00	1
02/23/21	HRES Maintenance & Mal	22321-5900-		128.00	1
02/23/21	HRES Maintenance & Mal	22321-6000-		187.50	1
02/23/21	HRES Maintenance & Mal	22321-5902-		32.00	1
02/23/21	HRES Maintenance & Mal	22321-5908-		48.00	1
02/23/21	HRES Maintenance & Mal	22321-5814-		472.00	1
02/23/21	HRES Maintenance & Mal	22321-5800-		287.00	1
02/23/21	HRES Maintenance & Mal	22321-5904-		80.00	1
02/23/21	HRES Maintenance & Mal	22321-5914-		84.00	1
02/23/21	Waste Management	2512619-217323-522613		1058.79	1
03/02/21	Symmetry Energy Solutior	6000gas021	37683	1445.81	1
03/02/21	Home Depot Credit Servic	1520682		21.59	1
03/02/21	Home Depot Credit Servic	1610004		6.50	1
03/02/21	HRES Maintenance & Mal	30221-5804-		32.00	1
03/02/21	HRES Maintenance & Mal	30221-5806-		64.00	1
03/02/21	HRES Maintenance & Mal	30221-5816-		64.00	1
03/02/21	HRES Maintenance & Mal	30221-6000-		42.00	1
03/02/21	HRES Maintenance & Mal	30221-6000-		96.00	1
03/02/21	HRES Maintenance & Mal	30221-6000-		112.00	1
03/02/21	HRES Maintenance & Mal	30221-6000-		505.00	1
03/02/21	Dumpster Service Plus	6000-3011		250.00	1
03/02/21	Home Depot Credit Servic	6000-651152		58.16	1
03/02/21	Home Depot Credit Servic	6000-761195		6.28	1
03/02/21	Home Depot Credit Servic	6000-762001		21.00	1
03/02/21	Home Depot Credit Servic	6000-852392		146.70	1

03/02/21	Home Depot Credit Servic	6000-861176	10.13	1
03/02/21	AT&T - ACH	6000-att-040	98.68	1
03/03/21	Home Depot Credit Servic	0610207	104.42	1
03/05/21	AT&T - ACH	6000int0209	98.68	1
03/05/21	Plumbtastic Solutions LLC	33991	900.00	1
03/05/21	Home Depot Credit Servic	8521265	132.41	1
03/07/21	Cox Business Services	6000cox040;001 6110 028037701	36.71	1
03/07/21	J-MAR Distributors	6000_39762	325.00	1
03/08/21	OG&E	6000LITELE(EFT 250989936	61.56	1
03/08/21	OG&E	6000OFC03(EFT 250989950	443.41	1
03/08/21	OG&E	6000BOILEL EFT 250989986	186.55	1
03/08/21	OG&E	5804ELE030 EFT 250990004	54.00	1
03/08/21	OG&E	5808ELE030 EFT 250990050	32.23	1
03/08/21	OG&E	5810ELE030 EFT 250990043	30.89	1
03/08/21	OG&E	5814ELE030 EFT 250990080	32.95	1
03/08/21	OG&E	5818ELE030 EFT 250990108	41.07	1
03/08/21	Home Depot Credit Servic	5625154	243.33	1
03/08/21	Home Depot Credit Servic	5511090	36.43	1
03/08/21	Plumbtastic Solutions LLC	6000-216b-3	245.00	1
03/09/21	Professional Insuror's	6000insu030	1392.00	1
03/09/21	City Of Oklahoma City	6000WATER250101170621	8553.33	1
03/09/21	HRES Maintenance & Mal	30921-6000-	76.50	1
03/09/21	HRES Maintenance & Mal	30921-6000-	75.00	1
03/09/21	HRES Maintenance & Mal	30921-6000-	175.00	1
03/09/21	HRES Maintenance & Mal	30921-6000-	57.00	1
03/10/21	Jackson Mechanical Servi	21-0219	1629.87	1
03/10/21	Home Depot Credit Servic	3611163	54.46	1
03/10/21	Home Depot Credit Servic	3511389	24.40	1
03/11/21	OG&E	5900ELE030 EFT 250990145	33.58	1
03/11/21	OG&E	5904ELE031 EFT 250990168	32.76	1
03/11/21	OG&E	5908ELE031 EFT 250990185	39.91	1
03/11/21	OG&E	5914ELE031 EFT 250990209	40.73	1
03/11/21	Oklahoma City-County He	6000POOLLI	50.00	1
03/13/21	GEOSolutions	6000-OK917	93.20	1
03/15/21	ONG	6000GAS03	417.97	1
03/15/21	Nash Cohenour & Giessm	58856	65.51	1
03/16/21	HRES Maintenance & Mal	31621-5816-	25.00	1
03/16/21	HRES Maintenance & Mal	31621-5818-	100.00	1
03/16/21	HRES Maintenance & Mal	31621-5816-	105.00	1
03/16/21	HRES Maintenance & Mal	31621-6000-	100.75	1
03/16/21	HRES Maintenance & Mal	31621-6000-	112.00	1
03/16/21	HRES Maintenance & Mal	31621-6000-	32.00	1
03/16/21	HRES Maintenance & Mal	31621-6000-	57.00	1
03/16/21	HRES Maintenance & Mal	31621-6000-	200.75	1
03/16/21	HRES Maintenance & Mal	31621-6000-	32.00	1
03/16/21	HRES Maintenance & Mal	31621-6000-	12.50	1
03/16/21	HRES Maintenance & Mal	31621-6000-	12.50	1
03/16/21	HRES Maintenance & Mal	31621-6000-	32.00	1
03/16/21	HRES Maintenance & Mal	31621-6008-	25.00	1

03/16/21	HRES Maintenance & Mal31621-6010-	25.00	1
03/16/21	HRES Maintenance & Mal31621-6000-	214.00	1
03/16/21	HRES Maintenance & Mal31621-6000-	42.00	1
03/16/21	HRES Maintenance & Mal31621-6000-	12.50	1
03/16/21	HRES Maintenance & Mal31621-6000-	137.50	1
03/16/21	HRES Maintenance & Mal31621-6000-	67.50	1
03/16/21	HRES Maintenance & Mal30921-6000-	205.00	1
03/16/21	HRES Maintenance & Mal30921-6000-	64.00	1
03/16/21	HRES Maintenance & Mal30921-6000-	25.00	1
03/16/21	HRES Maintenance & Mal30921-6000-	30.00	1
03/16/21	HRES Maintenance & Mal30921-6000-	105.00	1
03/17/21	Home Depot Credit Servic2611307	17.52	1
03/17/21	Mollman's Water Condition S-C327837	136.87	1
03/17/21	Plumbtastic Solutions LLC34008-1 repipe phase 1 completion	16000.00	1
03/18/21	Oklahoma HOA Partner Feb21MGMT	5724.49	0
03/20/21	AT&T - ACH 6000att0321j	302.35	1
03/21/21	Whitworth Lawn & Landsc6000-1039	1960.00	1
03/22/21	Home Depot Credit Servic6000-162307	27.33	1
03/23/21	Home Depot Credit Servic6000-005006	136.47	1
03/23/21	Symmetry Energy Solutior6000gas031.37683	1850.84	1
03/23/21	HRES Maintenance & Mal32321-14a-s	44.50	1
03/23/21	HRES Maintenance & Mal32321-18-sa	44.50	1
03/23/21	HRES Maintenance & Mal32321-6006-	32.00	1
03/23/21	HRES Maintenance & Mal32321-110-g	126.50	1
03/23/21	HRES Maintenance & Mal32321-600-s	157.00	1
03/23/21	HRES Maintenance & Mal6000-ground	112.50	1
03/23/21	HRES Maintenance & Mal32321-16-sa	92.50	1
03/23/21	HRES Maintenance & Mal32321-17-sa	67.50	1
03/23/21	HRES Maintenance & Mal32321-15-sa	67.50	1
03/23/21	HRES Maintenance & Mal32321-14-sa	55.00	1
03/23/21	HRES Maintenance & Mal32321-120-p	32.00	1
03/23/21	HRES Maintenance & Mal32321-12-sa	55.00	1
03/23/21	Waste Management 2516719-217323-522613	1130.65	1
03/24/21	HRES Maintenance & Mal31621-6000-	69.50	1
03/24/21	HRES Maintenance & Mal31621-6000-	32.00	1
03/24/21	HRES Maintenance & Mal31621-6000-	25.00	1
03/26/21	Home Depot Credit Servic7513232	31.86	1
03/29/21	Home Depot Credit Servic4623642	88.87	1
03/29/21	Home Depot Credit Servic4901695	191.18	1

Aged Receivables (Charge Summary)

Current members as of 03/31/21

Type	Description	0-30	31-60	61-90	91+	Total
BB	Beginning Balance	0.00	0.00	0.00	25,179.38	25,179.38
NSFFEE	Non-Sufficient Funds Fee	0.00	0.00	0.00	20.00	20.00
LC	Late Charge	1,055.75	1,037.57	944.74	10,300.88	13,338.94
CB	Charge Back Maintenance	200.42	600.00	0.00	0.00	800.42
CL	Closing Letter	50.00	0.00	0.00	0.00	50.00
DC	Dues Charge	5,855.18	1,585.28	1,581.24	33,206.04	42,227.74
LG	Legal Fees	65.51	0.00	1,996.72	17,356.96	19,419.19
SA	Special Assessment	0.00	53,002.57	738.00	3,002.58	56,743.15
UREIMB	Utility reimbursement	0.00	0.00	0.00	64.55	64.55
MISC	Misc Credit or Charge toward:	0.00	0.00	0.00	1,752.30	1,752.30
MAINT2	Reimbursable Maintenance C	0.00	0.00	0.00	1,448.34	1,448.34
UT	Utility Bill Back	0.00	14.04	0.00	259.30	273.34
INS	Insurance shortage	439.54	109.65	109.65	457.60	1,116.44
		7,666.40	56,349.11	5,370.35	93,047.93	162,433.79

YOUR LOGO
HERE

QUOTE

Company Name

DATE: 3/28/21

BCC Contracting
405-313-6894

TO 6000 N. Penn
Oklahoma City, Okla.
73112

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
Clubhouse	Prepare and paint clubhouse and carport. Extensive Preparations, caulking, power washing and 2 coats lifetime premium paint. 1 color.	\$6,650.00	
5916 220B	Remove and replace chimney with new. All new framing, siding, trim and high-quality paint.	\$5,250.00	
5910 218B	Remove and replace chimney with new. All new Framing, siding, trim and high quality paint.	\$5,250.00	

SUBTOTAL

SALES TAX

TOTAL

Quotation prepared by: _____

This is a quotation on the goods named, subject to the conditions noted below:

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

Quote#: 1052 Title: Exterior Quote

Date: 03/24/2021

Estimator: Jim Joyce

Cell Phone: (405) 590-3075 Office Phone: (405) 546-3521

Mailing Address: P.O.Box 1281 Norman, Ok 73070



A neighborhood company

Customer Quote

Locally Owned and Independently Operated

Pamela Hoppis Homes
Pamela@hoppishomes.com
(123) 456-7891

Billing: 6000 N Pennsylvania Ave
Oklahoma City, OK

Service: 6000 N Pennsylvania Ave
Oklahoma City, OK

Customer Notes: Paint the exterior of the clubhouse.

Details

Power Wash	Caulking (Lin Ft.)	Overhang
Power Washing: Remove dirt, mildew, cobwebs and other debris to allow for proper paint adhesion and expose areas needed for scraping. Subtotal: \$175.00	Caulking: Caulk all gaps and cracks to seal and protect against moisture. Elastomeric product has a lifetime warranty. Subtotal: \$70.00	Paint: 1) Premium Grade Paint Satin (2 Coats) Labor: \$4,238.75

Openings	Openings
Doors Count: 4 Paint: 1) Premium Grade Paint Satin (2 Coats) Labor: \$200.00	Jambs Count: 4 Paint: 1) Premium Grade Paint Satin (2 Coats) Labor: \$133.34

Total
Materials: \$240.12
Labor: \$4,817.09
Total: \$5,057.21
Payment: \$0.00
Balance Due: \$5,057.21

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum stated above. Any alteration or deviation from the specification involving extra costs will become an extra charge over and above the quote. All accounts are due and payable upon completion of work as described above. In the event suit is brought, the prevailing party shall recover its attorney fees and costs. Finance charge of 1.5% per month will be applied on all past due accounts. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. This proposal may be withdrawn if not accepted within 15 days.

I hereby grant Five Star Painting permission to use my, and my property's, likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Five Star Painting and will not be returned. I hereby hold harmless, release, and forever discharge the Five Star Painting from all claims, demands, and causes of action.

C.E. Greenwood
 57593 PO Box
 OKC OK. 73157
 405-438-9181

Proposal

PROPOSAL NO.	10,003
SHEET NO.	March 10-21
DATE	

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME Red Door Property Mng.	ADDRESS 6000 Penn
ADDRESS S. Western Ave.	OKC-OK
PHONE NO. OKC, OK Pamala	DATE OF PLANS when accepted
	ARCHITECT Club House

We hereby propose to furnish the materials and perform the labor necessary for the completion of Paint Complete
Exterior with Highest Quality Exterior Satin
Coating Same Color
Materials, Labor, Equipment

- Price includes power washing
- All caulking
- Replace of 1x4 cedars on front north corners.
- Wood fence go around ac's

Power washing?
 Caulking?

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Twenty Eight Hundred
 Dollars (\$ 2800.00) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Chuck Greenwood
 Per _____

Note — this proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

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

Date _____ Signature _____
 Signature _____

PADGETT CONTRACTING, INC.

April 20, 2021

Oklahoma HOA Partner
6000 N. Penn.
Clubhouse
Oklahoma City, OK

SCOPE/INVOICE

1. Repair bad wood.
2. Seal all bare wood.
3. Paint all areas with the same color to match .

Price \$ 4,800.00

IT'S ABOUT SERVICE

9732 Hefner Village Blvd. – Oklahoma City, OK 73162 Phone 405-887-6000



Estimate

804 W I-240 Service Road
 Oklahoma City, OK 73139
 1-800-905-4127
 OK Lic # 885 TX Lic# B13626

Date	Estimate
3/30/2021	5200

Sold To:

Hoppis Realty
 7220 S. Western #103
 Oklahoma City, OK 73139
 (405) 677-9116

Site	Project	Rep
6000 N. Pennsylvania OKC, 73112		C.P.

Description	Qty	Per Item	Total
16-CH 2MP with 4TB	1	759.99	759.99T
2MP ColorVu 2.8mm Fixed Outdoor Turret Camera Up to 65 ft White Light Range	2	199.95	399.90T
LABOR PER HOUR AT \$95.00.	4	95.00	380.00
Description of Service: Extend camera wire on southside of clubhouse, extend pool camera wire. Adjust other cameras. There are no new cameras wire runs included with this proposal.			
Must call office for final price based onsite time.			
One Year DDNS Service for non-static IP customers - Includes first time standard networking and remote network support. \$10/monthly after first year. OPTIONAL		120.00	120.00
Please take 2 back boxes \$20 if needed			

Subtotal	\$1,659.89
Sales Tax (8.625%)	\$100.04
Total	\$1,759.93

Terms and conditions forming part of this agreement on front and reverse side are made part of this contract. This agreement when accepted, hereby, in writing, becomes a binding contract subject to the guarantees, terms and conditions on the front and reverse hereof, which are hereby made a part of this agreement.

Customer Signature: _____ Date Accepted: ____/____/____



A Step Above Roofing

7925 N Hudson Ave Suite B
Oklahoma City, OK 73114

Client: 6000 Penn Condos
Property: 5910 N Penn #218b
Oklahoma City, OK 73112

Operator: ASTEPABO

Estimator: Josh Brown
Position: Sales Director
Company: A Step Above Roofing
Business: 7925 N Hudson ave
Oklahoma City, OK 73114

Business: (405) 314-7640
E-mail: astepaboveroofingok@gmail.com

Type of Estimate: <NONE>
Date Entered: 4/19/2021 Date Assigned:
Date Est. Completed: 4/19/2021 Date Job Completed:

Price List: OKOC8X_APR21
Labor Efficiency: Restoration/Service/Remodel
Estimate: 2021-04-19-1247



A Step Above Roofing

7925 N Hudson Ave Suite B
Oklahoma City, OK 73114

2021-04-19-1247

Tall Chimney

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
1. Remove old chimney and build back new chimney including new flashing, siding and paint	1.00 EA	2,832.54	0.00	2,832.54	(0.00)	2,832.54
Totals: Tall Chimney			0.00	2,832.54	0.00	2,832.54

Short Chimney

DESCRIPTION	QUANTITY	UNIT PRICE	TAX	RCV	DEPREC.	ACV
2. Remove old chimney and build back new chimney including new flashing, siding and paint	1.00 EA	1,766.04	0.00	1,766.04	(0.00)	1,766.04
Totals: Short Chimney			0.00	1,766.04	0.00	1,766.04
Line Item Totals: 2021-04-19-1247			0.00	4,598.58	0.00	4,598.58



Top 5 benefits of Key for Business



Safety and security

Deliveries reach their destinations more frequently, and Amazon drivers are only given time-bound permission to enter and securely deliver packages after being verified via the Amazon Delivery App.



More accurate deliveries

Step-by-step delivery instructions direct drivers to leave packages in the location that works best for you, and increase delivery accuracy.



Financial savings

Amazon drivers deliver packages all day long, 7 days per week. Key for Business eliminates the need for you to maintain staff onsite during that time, and enhances your building's amenities at no cost to you.



Streamlined process

Amazon drivers access buildings and deliver packages without any help from staff. Your residents' packages are delivered more quickly, and your staff spends less time managing deliveries.



Free and seamless

The Key for Business device is compatible with most existing electrical access systems. Installation is quick and easy, and the device, installation, and maintenance are all free of charge.





Installation Agreement

This is an agreement between you (on behalf of your company and Location (as defined below) that you elect to sign up for Key for Business services, “**Company**”) and Amazon.com Services, LLC (with its affiliates, “**Amazon**”). These terms, along with the Amazon.com Privacy Notice (<https://www.amazon.com/privacy>) are collectively referred to as the “**Agreement**.”

1. **Equipment and Services.** Amazon may provide one or more access control devices (along with related equipment, software, and applications, “**Equipment**”) that may provide delivery providers authorized by Amazon with access to enter Locations (as defined below) to deliver packages, parcels, other products, and/or services (the “**Services**”). Amazon will retain ownership of all Equipment.

2. **Company Obligations.** For each apartment building, commercial building, complex, and/or multi-family dwelling that are owned or leased by Company or any of its affiliates (“**Location**”), Company may provide Amazon with an access code (“**Credential**”) for building access if required by Company’s access system. Company will allow Amazon to incorporate the Credential into the Equipment and will indemnify and defend Amazon from any claim alleging any infringement, misuse, or misappropriation of the Credential or the Access System.

3. **Termination.** Either party may terminate this Agreement, in whole or with respect to any Location, by providing written notice to the other party. Section 4 (Disclaimer of Warranties), Section 5 (Limitation of Liability) and Section 6 (General) will survive the termination of the Agreement.

4. **Disclaimer of Warranties.** Amazon provides the equipment “as is” and makes no warranties of any kind. To the fullest extent permitted by applicable law, Amazon expressly disclaims all warranties, whether express or implied, including warranties of merchantability, noninfringement, title, or fitness for a particular purpose. Amazon does not warrant that the equipment will operate uninterrupted or error-free.

5. **Limitation of Liability.** Neither party will be liable to the other under this Agreement for indirect, special, punitive, or consequential damages. In no event will any party’s liability under this agreement exceed \$10,000 in connection with the Equipment.

6. **General.** Exclusive jurisdiction over and venue of any suit arising out of or relating to this Agreement will be in the state and federal courts in King County, Washington, and each of the parties hereto consents to the personal jurisdiction of, and venue in, those courts. If for any reason a claim proceeds in a court outside of King County, Washington, the parties each waive any right to a jury trial. All notices hereunder will be in writing and will be sent by email, overnight courier or certified mail. Notices to Company may be delivered to either the e-mail address or physical address provided by Company when Company signed up for Key for Business. Notices to Amazon will be delivered, Attn: General Counsel, to P.O. Box 80683, Seattle, WA 98108-0683 (if by USPS) or 410 Terry Avenue North, Seattle, WA 98109-5210 (if by courier), with a copy to contracts-legal@amazon.com and ring-contracts@amazon.com.

7. I represent and warrant that I am an officer or authorized representative of the Company and have the necessary authorization and corporate authority to (i) execute and delivery this Agreement on behalf of the Company and (ii) bind the Company to the performance of its obligations hereunder.

Company: _____

Signature: _____

Name: _____

Title: _____

Date: _____

On-Site Contact _____

Report Date
March 9, 2021

Structural Report #2103091
5902 N Pennsylvania Ave #214B
Oklahoma City, OK 73112





Email: MetroEngineer@cox.net
Phone: 405-388-1616

March 9, 2021

Subject: 5902 N Pennsylvania Ave #214B
Oklahoma City, OK 73112

Prepared for: Beatrice Cole

1. **Introduction and Scope of Service:** Thank you for the opportunity to provide this structural evaluation. A limited visual non-destructive structural evaluation at subject address was completed on March 9, 2021. Scope of the request was limited to visually inspecting the structural components of the residence.
2. **Observations and Recommendation:** According to property records, the original residence is estimated to be built in the year 1984 with approximately 1,814 square feet of living area. The residence was vacant on the date of the inspection. The structure is a three-story multi-family condominium constructed of wood framing and appears to be supported on a concrete foundation. Exterior finish is primarily non-structural stone veneer and siding. For the purpose of this report the back elevation faces an easterly direction. The following observations and recommendations resulted from the inspection.
 - a. Second story cementation flooring is fractured throughout. There is noticeable deflection in areas of the second story. The first floor below is owned by a different occupant, which prohibits access to evaluate and make repairs to floor framing. Recommend use self-leveling floor compound until a major renovation can provide access to the floor framing evaluation.
 - b. Third story floor trusses located over the back balcony are severely bending due a two feet overhang, reference typical Photos A and B. Recommend shore up the floor joists overhand and modify the existing trusses per attached details and add 2x4s to the sides of the existing bottom chord.
3. **General Causes of Foundation Movement:** Some displacement of shallow foundations is not only common but expected in this region because of highly plastic (clay) soils native to the region. Differential movement of building foundation system is a common problem that occurs as a result of non-uniform movement of the soil underlying the foundation system. Primary causes of non-uniform soil movement include natural soil consolidation and variation of soil moisture content in highly plastic soils which can result in shrink-swell effects such as settlement and heave. Soil consolidation is a natural process whereby loaded soils become more compact through the weeping of pore water and subsequent reduction of voids, or reduction in space between the soil particles. Fluctuations in soil moisture content can result from long periods of rainfall and drought, changes in ground water levels, variance in watering vegetation, poor drainage around the structure, plumbing system leaks, and location and size of trees and shrubbery that consume soil moisture. Adequate drainage that minimizes deep saturation of bearing soils during rainy



Email: MetroEngineer@cox.net

Phone: 405-388-1616

seasons and slow soaking of the soil outside the foundation during dry seasons may reduce the amount of foundation movement. In addition, the characteristic of underlying soils can affect how foundation performs. Characteristics include but are not limited to the depth of the saturation, slopes of underlying strata, soil type, soil strength, and potential for shrink-swell.

4. **Limitations:** By accepting this report you understand the conditions and limitations stated in this report. Evaluation and report fees are based on a single visit to the property and do not include providing formal detailed construction drawings or repair plan. No long-term measurements were provided or observed as part of this evaluation. Evaluation was conducted only on visible and safely accessible areas of the structure. Actual structural components such as foundations and framing are partially to totally hidden from view. Therefore, only reactive displacement observed in exterior veneer, trim work, and interior wall coverings is documented. Actual structural displacement or settlement amounts cannot be determined without as-built bench mark elevations to reference. This evaluation is limited to the apparent condition of the building on the date of the inspection. Original structural design drawings, geotechnical reports, and construction inspection reports were not available to Metro Engineering LLC during this evaluation. Although site drainage is visually evaluated, the effectiveness of the drainage must be determined during a rainstorm or topographic survey provided by a licensed land surveyor. Roof framing inspection was limited to the readily visible components from physically and safely accessible areas of the attic. No insulation, decking, storage items, etc. were moved or removed. No coring, digging, soil testing, or design analysis was performed during the evaluation. No carpet or floor covering was removed to view slab conditions. All details and conditions observed at this inspection may not be noted in the report. However, all conditions necessary and sufficient to describe and document the conditions are included.

5. **Notifications:** This report is intended for the sole use of the client and no contractual relationship exists with or obligation to any party other than the client. No professional standards for evaluating the amount of foundation movement exist in this area. Therefore, recommendations provided in this report are based on professional judgment and may differ from other professionals. Some or all the opinions and recommendations may be based on information provided at the evaluation. Opinions and recommendations stated in this report are from a professional, education, and experience perspective and not to be used for liability claims against Metro Engineering, LLC or others in this matter. No liability is assumed by Metro Engineering, LLC for incorrect diagnosis that results from false or misleading information provided. All disagreements as a result of this evaluation shall be handled through arbitration. The right to amend recommendation stated in this report is reserved should any subsequent information or data is presented. This evaluation excludes identifying the existence of hidden structural damage caused by wood destroying organisms such as mold, mildew and fungus, or the presence of termites or other wood-destroying insects. Condition of architecture features, decks and detached buildings are typically not addressed in this report unless otherwise stated. This



Email: MetroEngineer@cox.net
Phone: 405-388-1616

evaluation should not be construed to be a compliance inspection with respect to current building codes or regulations. This evaluation does not include providing design analysis for recommended repairs. Metro Engineering, LLC does not participate or oversee repair work recommended in this report. Future behavior of in-situ soils cannot be predicted based on visual inspections, therefore no guaranty, no warranty or policy of insurance against future structural movement is implied. Repair warranties are to be provided by the repair contractor. Additional fees will be charged for follow-up inspections.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary McCracken", written over a horizontal line.

Gary McCracken, PE 17372
Metro Engineering, LLC
CA 5660 Expiration Date 6/30/2021



Attachment: Photos A & B
Truss Details



Email: MetroEngineer@cox.net
Phone: 405-388-1616



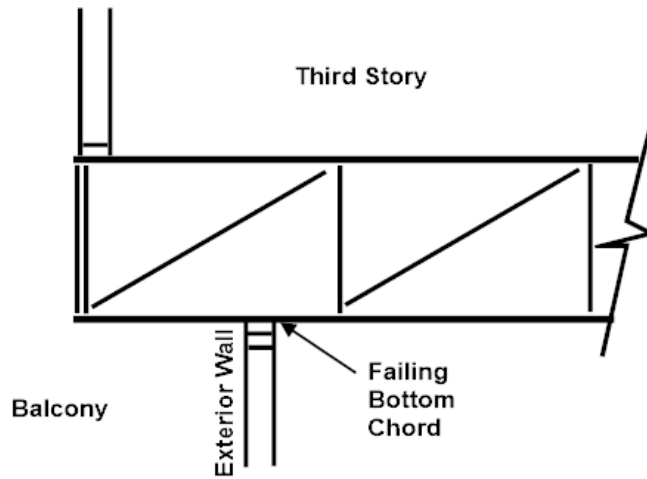
Photo A, Typical Bottom Chord Truss Damage



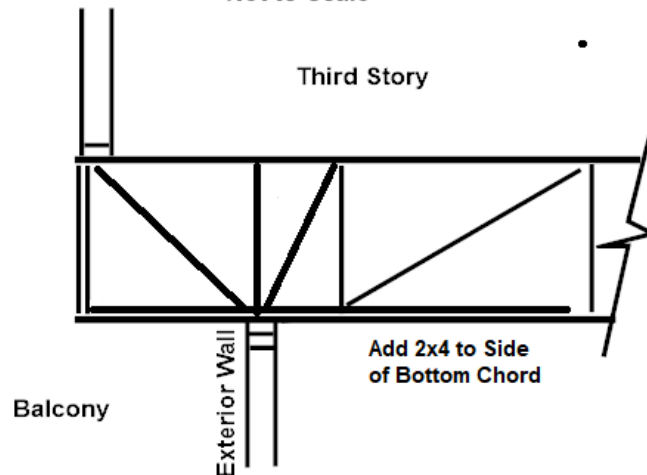
Photo B, Typical Bottom Chord Truss Damage



Email: MetroEngineer@cox.net
Phone: 405-388-1616



Existing Truss Detail
Not to Scale



Modified Truss Detail
Not to Scale

