

UUFSD Board of Directors Meeting Minutes

Sunday, 4/13/25, 11:30 AM - 1:00 PM | Location: UUFSD, Founders' Hall

Board Members Present:

Wenda Alvarez, President
Mary Anne Trause, Vice President
Livia Walsh
Larry Jones
Julia Darling
Pam Parker
Andi MacLeod
John Drewe, Secretary, Non-voting member
Rev Ellie, Minister, Non-voting member

Board Member(s) Absent:

Sarah Miller, Treasurer, Non-voting member

Guest(s) Present:

Angie Knappenberger, Capital Campaign Committee
Jon Luft

- Chalice Lighting Rev Ellie
- Consent Agenda
Board Meeting Minutes: 3-16-25
Proposal to Discontinue Staff Bonuses
Proposal to amend maintenance contractor agreement
Action Item - Consent agenda approved
- Minister's report – read over during meeting.
- Administration Building – Larry
Stucco is almost completed. Wiring is in place. The updated move in date could be close to end of April 2025. Went over the balances of the costs and the \$8000 left in the budget.
Action Item -Motion approved to authorize as needed up to the balance of the \$35000 reserve –
- Phase 2 - Jon Luft
Coastal Commission Pollution Prevention Plan reported \$6200 cost
Action Item -Motion approved for the cost of \$6200 and time period of 2 weeks for consultant

Schedule Update – revised plan waiting for city comments.
Formal rebid by contractor Good and Roberts will take 3 weeks.
Hopefully construction to start in June 2025.

UUFSD Board of Directors Meeting Minutes

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- Pledge Campaign update - \$336,613 of desired 350,000

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- Ministry Self Evaluation – Mary Anne Trause

Reported the results of the survey of the congregation. including how to report results to the fellowship.

Ministry Assessment for calling of the minister and proposed salary discussed. Will extend the contract for minister Ellie to December.

- Palmer Library – Discussed \$4200 for room dividers to support RE program.

Action Item- Will invite Heather and Sarah's input on the plan and invite to the next board meeting.

Board Scheduling and Administrative

A. Next Board Meeting: Sunday, May 4, 2025, 11:30 AM, Founders' Hall

B. Zoom meeting for budget preparation on May 7th at 6:30 pm till 8:30 pm.

Extinguish Chalice/Close Meeting

Rev Ellie

Minister's Report

Rev. Ellie Kilpatrick (she/her)

4/13/2025

Big Picture: The congregation is in a unique position right now, where I find there is both an extraordinary amount of energy and an extraordinary amount of struggle. This is not surprising given the context around us. Everyone's executive function and basic emotional resources are depleted - and I'm noticing that those who are actively going to protests are feeling more energized for the work in the world and the work of the congregation. It asks the question of how we ensure to keep feeding each other's souls while we struggle with the world around us.

Worship and Rites of Passage:

Worship has been meaningful in the past month. We have had a lot of newcomers in the past month as well, and I hope that continues.

Pastoral Care and Presence:

There has been a lot of need for pastoral presence this month. I've made several pastoral phone calls, but I have not made many visits because I've had viruses all month and did not want to spread my germs.

Spiritual Development for Self and Others:

After a couple months of "Just Spirits" we wrapped up those gatherings and now I'm focusing on some other opportunities for spiritual development. More to come!

Social Justice in the Public Square:

Social justice has been one of my biggest focuses this month. I'm working with the social justice committee to develop a concrete vision for our social justice ministry. One of those manifestations is to be organized about a "good trouble" ministry. I have gone to several protests with members, but we want to start organizing in a more intentional way.

Administration:

Administration has continued to run smoothly with Heather at the helm. With that said, I've noticed a slip in my own administrative work, and I am actively working on rectifying that with my coach.

Serves the Larger Unitarian Universalist Faith:

This is a time for Unitarian Universalists to be together. I have gathered with UU Clergy, created a secure platform for us to stay in touch, and we will be working closely together on the horrors we're seeing. A lot of what I do will not be public facing and that will be intentional.

Leads the Faith into the Future:

This heart breaking time is an opportunity for Unitarian Universalism to be a bold face of inclusion, justice, equity, and love. I very much feel called to lean into the justice component of ministry with UUFSD and I believe the congregation is hungering for that as well. One thing that

I believe the board should do is have a philosophical conversation about what kinds of decisions should be made “off the books” so to speak for plausible deniability when we become targets of the current administration. It’s also worth discussing what our “lines” are. I, as a minister, will have different lines than the church as a whole - and part of that promise is not to risk the church on my behalf. My risks will be my own, but the church needs to decide what types of risks will belong to the church.

UUFSD Board Meeting . April 2025 . RE Report

2024-25 RE Theme: Enhance and Build

REGISTRATION

Current Registered Families: 21

Registered Families that are members: 10

PK-K	1st-5th	6th-11th	YA	Total
10	15	9	2	36

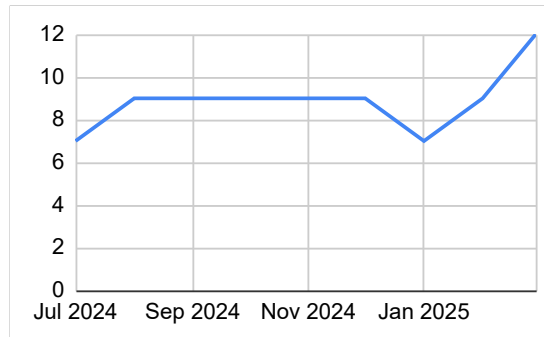
ATTENDANCE

Art Club (3/2/25): 11	(1 volunteer, 2 parent, 8 children)
Parents Night Out (3/21/25): 8	(5 children, 2 staff, 1 DREF)
Game Night (3/24/25): 9	(2 children, 7 adults)
UU Brewhouse (3/28/25): 20	(4 youth, 13 guests, 2 staff, 1 DREF)

WORSHIP

	PK-1st	2nd-5th	6th-11th	YA	Total
3/2/25	4	7	2	0	13
3/9/25	7	4	2	0	13
3/16/25	6	3	3	0	12
3/23/25	4	2	2	0	8
3/30/25	9	2	0	0	11
AVERAGE	6	4	2	0	12

AVERAGE MONTHLY ATTENDANCE



PROGRAMMING

SPECIALTY - Completed

Park Picnic & Play (Oct)
 Christmas Pageant (Dec)
 RE Volunteer Training (Dec)
 Holiday Party (Dec)
 Parents' Night Out (Jan, Mar)
 Cafe Valentino's (Feb 14)

SPECIALTY - Upcoming

Parent's Night Out (May)
 Park Picnic & Play (May)
 OWL Training (June)
 Easter Egg Hunt (Apr)
 RE Volunteer Training (Summer)
 Spring Fling Dance/Carnival (May)
 Climate Justice Spring Play (April)

ONGOING

UU Brewhouse (2nd/4th Fri)
 Game Night (4th Mondays)
 Art Club (1st Sundays)
 Gardening Club (4th Sun)

SUPPORT

RE PERSONNEL

of Fully Trained Volunteers: 15
 # of Partially Trained Volunteers: 6
 # of Childcare Employees: 2

RE COMMITTEE UPDATE

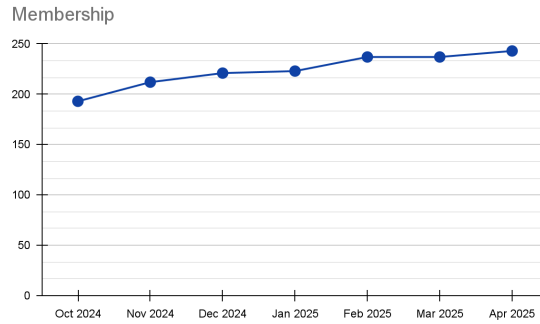
March RE committee meeting report:
 2025-26 Proposed Budget - update
 Board request: 2024-25 Budget increase
 Board request: Support Staff & Teacher
 Programming: Spring play, spring fling/carnival
 Camp de Benneville

Prepared by Rev. Heather Megill
 4/8/2025, heather@uufsd.org

ADMINISTRATOR'S REPORT – April, 2025

MEMBERSHIP STATISTICS as of April 7, 2025

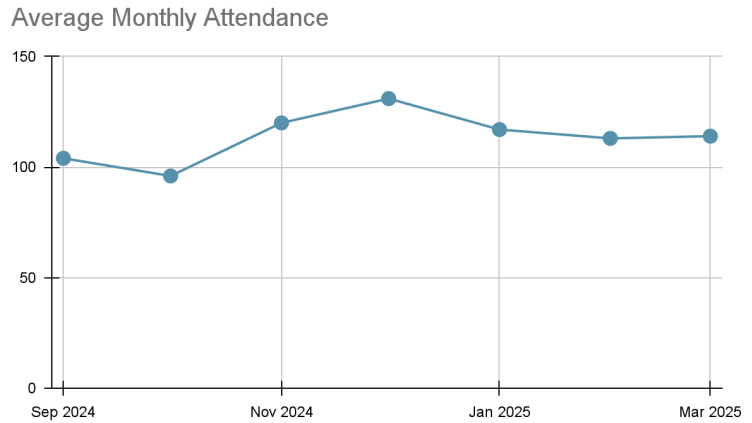
Voting Members	175
Inactive Members	15
Members emeritus	4
Pledging Friends	0
Friends	49
Total	243



Changes in Membership this Month (if any): N/A

SUNDAY ATTENDANCE

Date	In Person	Via Zoom	Via YouTube	Total
3/2/25	85	10	20	115
3/9/25	80	14	15	109
3/16/25	85	14	19	118
3/23/25	72	11	24	107
3/30/25	80	11	28	119
Average	80	12	21	114



Site Rentals this Month (if any): Insight San Diego has begun a Wednesday evening (5:30-7pm) rental of Founders' Hall West for their meditation group. They pay rent on a monthly basis. Their meetings will move to Palmer Library when it is available.

Incidents on Campus this Month (if any): N/A

Administration Activities or Events of Note: N/A

Respectfully submitted,

Rev. Heather Megill, Administrator

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
July 2024 through March 2025

	Jul 2024 - Mar 2025	Annual Budget	Over/Under Budget	75% of Year % of Budget	Notes
Ordinary Income/Expense					
Income					
Assets Released From Restriction					
From Endowed Funds	2,000.00				*
Total Assets Released From Restriction	2,000.00				
Revenues					
Pledges					
REV.PLG.01 - Pledge Income	264,363.94	321,100.00	-56,736.06	82.33%	
Total Pledges	264,363.94	321,100.00	-56,736.06	82.33%	
Site Rental					
REV.SIT.01 - Sandy Hill	38,925.00	51,600.00	-12,675.00	75.44%	
REV.SIT.02 - Special Event	7,918.79	1,000.00	6,918.79	791.88%	*
REV.SIT.03 - Other	4,030.00	0.00	4,030.00	100.0%	
Total Site Rental	50,873.79	52,600.00	-1,726.21	96.72%	
Fundraising					
REV.AUC.01 - Auction	1,167.66	13,000.00	-11,832.34	8.98%	
REV.FDR.02 - Other	110.00	2,250.00	-2,140.00	4.89%	
Total Fundraising	1,277.66	15,250.00	-13,972.34	8.38%	
Contributions to Programs					
REV.CON.01 - Concerts	40.00	0.00	40.00	100.0%	
REV.FNF.01 - Fun & Fellowship	0.00	300.00	-300.00	0.0%	
REV.SAC.01 - Social Action	600.00	0.00	600.00	100.0%	
Total Contributions to Programs	640.00	300.00	340.00	213.33%	
Contributions to General Fund					
REV.SUN.01 - Sunday Collection	8,895.23	12,000.00	-3,104.77	74.13%	
REV.MIS.01 - Other	2,683.77	5,000.00	-2,316.23	53.68%	
Total Contributions to General Fund	11,579.00	17,000.00	-5,421.00	68.11%	
Contributions to Other Funds					
REV.END.01 - Endowment Fund	100.00				
REV.CAP.01 - Capital Fund	506,042.50				
REV.CDL.01 - Casas de Luz	54,522.84				
REV.CHF.01 - Coffee House Fund	1,170.62				
REV.DBN.01 - DeBenneville Fund	7,492.11				
REV.LIB.01 - Library Fund	93.40				
REV.SPC.01 - Special Collection	4,499.69				*
Total Contributions to Other Funds	573,921.16				
Investment Income					
Bank Acct Interest	3,860.77	2,000.00	1,860.77	193.04%	
Vanguard x2001 Income	5,031.85				
Vanguard x6320 Income	2,111.69	11,000.00	-8,888.31	19.2%	
Vanguard Realized Gains & Losses	214.51				
Total Investment Income	11,218.82	13,000.00	-1,781.18	86.3%	
Total Revenues	913,874.37				
Total Income	915,874.37				
Gross Profit	915,874.37				
Expense					
Operations Expenses					
Office					
OPS.OFF.01 - Postage	203.55	300.00	-96.45	67.85%	
OPS.OFF.02 - Office Supplies	489.61	750.00	-260.39	65.28%	

The Unitarian Universalist Fellowship of San Dieguito

Profit & Loss Budget vs. Actual

July 2024 through March 2025

	Jul 2024 - Mar 2025	Annual Budget	Over/Under Budget	75% of Year % of Budget	Notes
OPS.OFF.03 - Copier	4,896.17	7,400.00	-2,503.83	66.16%	
OPS.OFF.04 - eSubscriptions	2,336.81	2,500.00	-163.19	93.47%	
OPS.OFF.05 - Phone & Internet	1,735.41	2,250.00	-514.59	77.13%	
OPS.OFF.07 - Other Expenses	<u>800.53</u>	<u>200.00</u>	<u>600.53</u>	<u>400.27%</u>	*
Total Office	10,462.08	13,400.00	-2,937.92	78.08%	
Finance					
OPS.FIN.01 - Accounting Fees	6,452.74	10,800.00	-4,347.26	59.75%	
OPS.FIN.02 - Credit Card Fees	1,739.56	1,400.00	339.56	124.25%	*
OPS.FIN.03 - Bank Fees	16.00	50.00	-34.00	32.0%	
OPS.FIN.04 - Other Expenses	<u>0.00</u>	<u>300.00</u>	<u>-300.00</u>	<u>0.0%</u>	
Total Finance	8,208.30	12,550.00	-4,341.70	65.41%	
Site					
OPS.SIT.01 - Insurance	7,156.00	7,000.00	156.00	102.23%	
OPS.SIT.02 - Real Estate Taxes	4,067.94	4,100.00	-32.06	99.22%	
OPS.SIT.03 - Gas & Electric	115.39	200.00	-84.61	57.7%	
OPS.SIT.04 - Water	3,093.15	3,000.00	93.15	103.11%	*
OPS.SIT.06 - AV Maintenance	1,637.98	3,000.00	-1,362.02	54.6%	
OPS.SIT.07 - B&G Maintenance	<u>18,297.31</u>	<u>20,000.00</u>	<u>-1,702.69</u>	<u>91.49%</u>	
Total Site	<u>34,367.77</u>	<u>37,300.00</u>	<u>-2,932.23</u>	<u>92.14%</u>	
Total Operations Expenses	53,038.15	63,250.00	-10,211.85	83.86%	
Denomination Expenses					
OPS.DEN.01 - UUA Dues	<u>10,000.00</u>	<u>10,000.00</u>	<u>0.00</u>	<u>100.0%</u>	
Total Denomination Expenses	10,000.00	10,000.00	0.00	100.0%	
Committee Expenses					
EXP.BRD.03 - Board Exp	281.48	600.00	-318.52	46.91%	
EXP.COM.03 - Communications Exp	636.00	1,500.00	-864.00	42.4%	
EXP.END.03 - Endowment Exp	0.00	200.00	-200.00	0.0%	
EXP.FND.03 - Fundraising Exp	153.16	1,000.00	-846.84	15.32%	
EXP.MEM.03 - Membership Exp	209.25	500.00	-290.75	41.85%	
EXP.PCC.03 - Pastoral Care Exp	0.00	200.00	-200.00	0.0%	
EXP.SUN.03 - Worship Exp	<u>2,907.85</u>	<u>5,775.00</u>	<u>-2,867.15</u>	<u>50.35%</u>	
Total Committee Expenses	4,187.74	9,775.00	-5,587.26	42.84%	
Program Expenses					
EXP.FNF.03 - Fun&Fellowship Exp	1,126.15	2,500.00	-1,373.85	45.05%	
EXP.MUS.03 - Music Program Exp					
EXP.MFG.03 - Music Fund Grant	0.00	500.00	-500.00	0.0%	
EXP.MUS.03 - Music Program Exp - Other	<u>5,384.92</u>	<u>2,000.00</u>	<u>3,384.92</u>	<u>269.25%</u>	*
Total EXP.MUS.03 - Music Program Exp	5,384.92	2,500.00	2,884.92	215.4%	
EXP.REL.03 - RE Program Exp	1,839.63	2,000.00	-160.37	91.98%	
EXP.SAC.03 - Social Action Exp	<u>5,629.95</u>	<u>3,450.00</u>	<u>2,179.95</u>	<u>163.19%</u>	*
Total Program Expenses	13,980.65	10,450.00	3,530.65	133.79%	
Payroll Expenses					
Minister Expenses					
PER.MIN.00 - MIN Housing	61,734.09	90,000.00	-28,265.91	68.59%	
PER.MIN.01 - MIN Wages	12,225.78	11,208.00	1,017.78	109.08%	*
PER.MIN.02 - MIN UUA Pension	7,395.99	10,121.00	-2,725.01	73.08%	
PER.MIN.03 - in Lieu of FICA	5,657.91	7,742.00	-2,084.09	73.08%	
PER.MIN.07 - MIN LTDLife Ins	1,243.44	2,000.00	-756.56	62.17%	
PER.MIN.08 - MIN Prof Exp	<u>2,257.50</u>	<u>10,121.00</u>	<u>-7,863.50</u>	<u>22.31%</u>	
Total Minister Expenses	90,514.71	131,192.00	-40,677.29	68.99%	

The Unitarian Universalist Fellowship of San Dieguito

Profit & Loss Budget vs. Actual

July 2024 through March 2025

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DRE Expenses					
PER.DRE.01 - DRE Wages	26,567.33	37,520.00	-10,952.67	70.81%	
PER.DRE.02 - DRE UUA Pension	562.33	3,752.00	-3,189.67	14.99%	
PER.DRE.03 - ER Payroll Taxes	1,675.62	2,870.00	-1,194.38	58.38%	
PER.DRE.04 - DRE Medical	2,142.43	5,660.00	-3,517.57	37.85%	
PER.DRE.07 - DRE LTDLife Ins	325.12	644.00	-318.88	50.48%	
PER.DRE.08 - DRE Prof Exp	155.00	1,000.00	-845.00	15.5%	
Total DRE Expenses	31,427.83	51,446.00	-20,018.17	61.09%	
Administrator Expenses					
PER.ADM.01 - ADM Wages	41,906.28	40,768.00	1,138.28	102.79%	
PER.ADM.03 - ER Payroll Taxes	133.87	3,119.00	-2,985.13	4.29%	
PER.ADM.04 - ADM Medical	1,128.93	8,154.00	-7,025.07	13.85%	
PER.ADM.07 - ADM LTDLife Ins	38.22	1,200.00	-1,161.78	3.19%	
PER.ADM.08 - ADM Prof Exp	200.00				*
Total Administrator Expenses	43,407.30	53,241.00	-9,833.70	81.53%	
Music Program Expenses					
Choir Director					
PER.MUS.01 - Choir Dir Wages	13,377.26	18,032.00	-4,654.74	74.19%	
PER.MUS.03 - ER Payroll Tax	951.69	1,379.00	-427.31	69.01%	
Total Choir Director	14,328.95	19,411.00	-5,082.05	73.82%	
Accompanist					
PER.MUS.11 - Accompanist Wages	8,657.35	11,847.00	-3,189.65	73.08%	
PER.MUS.12 - Accompanist PR Tax	627.00	906.00	-279.00	69.21%	
Total Accompanist	9,284.35	12,753.00	-3,468.65	72.8%	
Total Music Program Expenses	23,613.30	32,164.00	-8,550.70	73.42%	
Site Support Staff Expenses					
PER.SIT.01 - Childcare	4,075.00	5,900.00	-1,825.00	69.07%	
PER.SIT.02 - Custodian	12,512.50	15,600.00	-3,087.50	80.21%	
PER.SIT.03 - Setup Staff	6,276.07	7,250.00	-973.93	86.57%	
PER.SIT.09 - AV Specialist	14,180.00	22,350.00	-8,170.00	63.45%	*
PER.SIT.10 - AV Assistant	1,650.00	1,725.00	-75.00	95.65%	*
PER.SIT.12 - ER Payroll Taxes	2,787.41	2,848.00	-60.59	97.87%	
Total Site Support Staff Expenses	41,480.98	55,673.00	-14,192.02	74.51%	
PER.MIS.01 - Worker's Comp Ins	818.00	1,100.00	-282.00	74.36%	
PER.MIS.02 -Other Personnel Exp	2,400.48	1,100.00	1,300.48	218.23%	
Total Payroll Expenses	233,662.60	325,916.00	-92,253.40	71.69%	
Other Fund Expenses					
EXP.CAP.03 - Capital Fund Exp	69,177.85				
EXP.CDL.03 - Casas de Luz Exp	71,992.01				
EXP.CHF.03 - Coffee House Fund	421.75				
EXP.DBN.03 - Debenneville Exp	3,917.23				
EXP.MWL.03 - Memorial Wall Exp	163.12				
EXP.MIN.03 - Minister Disc Exp	1,800.00				
EXP.SPC.03 - Special Coll Exp	345.95				
Total Other Fund Expenses	147,817.91				
Total Expense	462,687.05				
Net Ordinary Income	453,187.32				
Other Income/Expense					
Other Income					
Donor Restricted Activity					

The Unitarian Universalist Fellowship of San Dieguito
Profit & Loss Budget vs. Actual
 July 2024 through March 2025

	Jul 2024 - Mar 2025	Annual Budget	Over/Under Budget	75% of Year % of Budget	Notes
Released from Endowed Funds	-2,000.00				*
Total Donor Restricted Activity	-2,000.00				
Total Other Income	-2,000.00				
Other Expense					
Board Approved Expenses	11,679.48				
Total Other Expense	11,679.48				
Net Other Income	-13,679.48				
Net Income	<u>439,507.84</u>				

NET INCOME - GENERAL FUND ONLY

Total Ordinary Income - General Fund ONLY	336,706.85	419,750.00	-83,043.15	80.22%
Total Ordinary Expenses - General Fund ONLY	314,869.14	419,391.00	-104,521.86	75.08%
Total Other Expenses - General Fund ONLY	11,679.48			
Net Income - General Fund ONLY	<u>10,158.23</u>	<u>359.00</u>		

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of March 31, 2025

	<u>Mar 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
US Bank Capital Fund Savings x3500	100.00
US Bank Capital Fund Checking x7269	100.00
US Bank Savings x9485	450,344.50
US Bank Checking x2702	<u>209,772.24</u>
Total Checking/Savings	660,316.74
Accounts Receivable	
Accounts Receivable	
Capital Campaign PH II Gap	-1,580.00
Capital Campaign Pledges	-350.00
Pledges	<u>-27,366.86</u>
Total Accounts Receivable	<u>-29,296.86</u>
Total Accounts Receivable	<u>-29,296.86</u>
Total Current Assets	631,019.88
Other Assets	
Investments	
UUCEF - Endowment Fund	146,879.66
UUCEF - Music Fund	15,891.28
Vanguard x2001-Capital Campaign	625,111.27
Vanguard x6230-General Fund	<u>323,723.67</u>
Total Investments	<u>1,111,605.88</u>
Total Other Assets	<u>1,111,605.88</u>
TOTAL ASSETS	<u><u>1,742,625.76</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>-47,460.84</u>
Total Accounts Payable	-47,460.84
Credit Cards	
US Bank Credit Cards	<u>2,534.49</u>
Total Credit Cards	2,534.49
Other Current Liabilities	
Capital Campaign Contracts	
Chris Kolb Gen. Cont.	16,970.88
Doug Patterson Architect	<u>10,940.00</u>
Total Capital Campaign Contracts	27,910.88
Bonuses Payable	422.40
Direct Deposit Liabilities	-248.78
Payroll Liabilities	
LIA.PER.01 - Payroll Taxes	-189.00
LIA.PER.02 - UUA Pension	25.93
LIA.PER.03 - Medical Insurance	-628.11
LIA.PER.04 - LTD&Life Insurance	311.78

The Unitarian Universalist Fellowship of San Dieguito
Balance Sheet
As of March 31, 2025

	<u>Mar 31, 25</u>
Payroll Liabilities - Other	285.96
Total Payroll Liabilities	<u>-193.44</u>
Total Other Current Liabilities	<u>27,891.06</u>
Total Current Liabilities	<u>-17,035.29</u>
Total Liabilities	<u>-17,035.29</u>
Equity	
Unrealized Gains&Losses	
Unrealized G&L UUCEF Music Fund	1,043.12
Unrealized G&L UUCEF Endowment	1,708.74
Unrealized G&L Vanguard x2001	11,293.36
Unrealized G&L Vanguard x6230	<u>1,014.96</u>
Total Unrealized Gains&Losses	15,060.18
Permanent Restricted	
FND.END.01 - Endowment Fund	139,034.80
FND.END.02 - Music Fund	<u>15,116.17</u>
Total Permanent Restricted	154,150.97
Temp. Restricted	
Building Funds	686,183.41
Other Funds	
FND.CDL.04 - Casas de Luz Fund	88,161.43
FND.CHF.04 - Coffee House Fund	545.00
FND.DBN.04 - DeBenneville Fund	3,924.53
FND.LIB.04 - Library Fund	1,532.72
FND.MWL.04 - Memorial Wall Fund	17,521.90
FND.MIN.04 - Minister Disc Fund	8,362.32
FND.SAC.04 - SAC Funds	
Climate Action	399.76
Garden	55.76
Helping our Neighbors	2,086.52
UU the Vote	<u>458.73</u>
Total FND.SAC.04 - SAC Funds	<u>3,000.77</u>
Total Other Funds	123,048.67
Board Designated Reserves	
RES.ADM.01 - Renovation Reserve	50,000.00
RES.PGM.01 - Program Reserve	20,000.00
RES.MIN.01 - Minister Reserve	25,000.00
RES.SIT.01 - Facilities Reserve	100,000.00
RES.OPS.01 - Operations Reserve	<u>100,000.00</u>
Total Board Designated Reserves	<u>295,000.00</u>
Total Temp. Restricted	1,104,232.08
Unrestricted Net Assets	46,709.98
Net Income	<u>439,507.84</u>
Total Equity	<u>1,759,661.05</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,742,625.76</u></u>

Admin building exterior stucco base coat is complete (including front porch overhead) except near front door. Porch deck is water sealed with rough coat; will be tiled. Front door frame is on site, door opening is prepped for install. Interior insulation is installed, sheet rock is about half installed.

Ceiling lights not yet installed. Flooring is ordered, should be stock item. Expecting walls to be taped, primed and painted before flooring is installed. HVAC indoor units to be installed after walls are painted. HVAC lines and circuits are installed.

Exterior stucco color coat (final coat) is expected next Saturday April 19.

On Jan 21, Kolb scheduled final walk-thru for March 31. Since then, I am awaiting a updated move-in date. Could happen in two weeks, however...

Invoice #1477 on 4/10 for \$9,500 leaves a remaining contract balance of \$8,134. Total contract is \$296,720 including CO 1&2; total billed is \$288,586. Change Order #3 is expected to include cabinet changes and additional exterior drainage work, should remain within already approved fund for Phase 1. The additional exterior drainage work can happen after move-in.