

Bad Debt Write Off Form

Date: 7/25/13

PM Name Lise He Ray

Property Name: The Dana Point

Property Unit Account Number: 0554

Owners Last Name: Nawrocki / Locascio

Amount to be written off: \$ 3,402.04 / \$ 1,992.54

Reason for write off:

Board approved settlement for short sale
and foreclosure of unit for former owner

Backup Provided:**

- | | | |
|---|--------------------------------------|----|
| 1. Meeting Minutes | Yes | No |
| 2. Email from Board Officer | Yes | No |
| 3. Board Authorization Form Signed | <input checked="" type="radio"/> Yes | No |
| 4. Email or Paper Authorization/Instruction from Attorney | Yes | No |

**If no backup is provided for accounting, this request will NOT be processed and will be returned to the Property Manager to correct.

Regional Direction/District Manager Signature _____

This section is for accounting use only:

Property Accountant Entered: _____

Date

Signature

Senior Accountant Reviewed: _____

Date

Signature

Board Authorization Form

I, Ray Jagodzinski do hereby give LMS authorization to perform/facilitate the following on behalf of the Association and Board of Directors for Dana Point.

Write off bad debt for unit: 1) 1405 E. Central Rd. #413 – Tomasz Nawrocki in the amount of \$3,402.04 as agreed for settlement in short sale.

2) 1615 E Central #422C – Michael Locascio in the amount of \$1,992.54 as uncollectable due to foreclosure.

Board Member #1:

(Print Name)
X Raymond J. Jagodzinski
(Signature)

Board Member #2:

(Title) Treasurer

(Date) 7/25/13

(9)

07/19/2013

Lieberman Management Services, Inc.
Occupant Ledger

11:23 AM

Unit Reference Number:	00-0554-A413 01	Occupant Type:	Current
Property Name:	THE DANA POINT CONDOMINIUM ASSOCIATION		
Name:	Tomasz Nawrocki		
Address:	1405 E Central Rd 413B	Unit Number:	A413
City, State, Zip:	Arlington Hghts IL 60005		

Bill To: Tomasz Nawrocki or Iwona Nawrocki
 1405 E Central Rd 413B
 Arlington Heights, IL 60005

Account Balance: \$3,664.13
 E-Debit: No

Date Printed: 07/19/2013

Account Status: O.K.

Per your request, a statement of account follows. Thank you. Resident Services (847)459-0000

Charge Schedule							
Charge Code	Charge Description	Charge Frequency	Start Date	Stop Date	Current Charge Amount	Increase Date	New Amount
AM	Monthly Assessment	MO	01/01/2013	08/31/2013	237.09	N/A	N/A

Chronological History					
Date	Code	Description	Chg. Amount	Adj. / Credit Amount	Balance
08/01/2013	Chg AM	Monthly Assessment	237.09		3,664.13
07/18/2013	PY	Lckbx Pmt 0002381		-150.00	3,427.04
07/17/2013	Chg LF	Late Fee	25.00		3,577.04
07/15/2013	Chg MF	New owner move fee 7-12-13	150.00		3,552.04
07/08/2013	PY	Lckbx Pmt 0002390		-237.09	3,402.04
07/01/2013	Chg AM	Monthly Assessment	237.09		3,639.13
07/01/2013	PY	Lckbx Pmt 0279395		-4,000.00	3,402.04
06/27/2013	Chg MF	New owner move fee 6-26-13	150.00		7,402.04
06/18/2013	Chg LF	Late Fee	25.00		7,252.04
06/01/2013	Chg AM	Monthly Assessment	237.09		7,227.04
05/16/2013	Chg LF	Late Fee	25.00		6,989.95
05/01/2013	Chg AM	Monthly Assessment	237.09		6,964.95
04/16/2013	Chg LF	Late Fee	25.00		6,727.86
04/01/2013	Chg AM	Monthly Assessment	237.09		6,702.86
03/18/2013	Chg LF	Late Fee	25.00		6,465.77
03/01/2013	Chg AM	Monthly Assessment	237.09		6,440.77
02/01/2013	Chg AM	Monthly Assessment	237.09		6,203.68
01/25/2013	Chg AM	Prev Agt BF-AM	3,731.57		5,966.59
01/25/2013	Chg RE	Prev Agt BF-RE	48.00		2,235.02
01/25/2013	Chg LT	Prev Agt BF-LT	400.00		2,187.02
01/25/2013	Chg LG	Prev Agt BF-LG	1,549.93		1,787.02
01/01/2013	Chg AM	Monthly Assessment	237.09		237.09

07/19/2013

Lieberman Management Services, Inc.
Occupant Ledger

11:43 AM

Unit Reference Number:	00-0554-F422 00	Occupant Type:	Current
Property Name:	THE DANA POINT CONDOMINIUM ASSOCIATION		
Name:	Michael Locascio		
Address:	1615 E Central Rd 422C	Unit Number:	F422
City, State, Zip:	Arlington Hghts IL 60005		

Bill To: Michael Locascio or Nicole Acerenza
 1615 E Central Rd 422C
 Arlington Hghts, IL 60005

Account Balance: \$1,992.54
 E-Debit: No

Date Printed: 07/19/2013

Account Status: O.K.

Per your request, a statement of account follows. Thank you. Resident Services (847)459-0000

Chronological History					
Date	Code	Description	Chg. Amount	Adj. / Credit Amount	Balance
04/22/2013	Chg LG	Recharge lgl per PM	75.00		1,992.54
03/05/2013	Cr AM	6 Mon Frcls Assmts	-2,829.06		1,917.54
03/05/2013	Cr LT	6 Mn Frcls Late Fee	-150.00		4,746.60
03/05/2013	Cr LG	Pre Frcls Legal Fee	-1,848.75		4,896.60
01/25/2013	Chg LG	Prev Agnt BF-LG	1,848.75		6,745.35
01/25/2013	Chg LT	Prev Agnt BF-LT	225.00		4,896.60
01/25/2013	Chg AM	Prev Agnt BF-AM	4,671.60		4,671.60