



CHECK REQUEST - NON-MANUAL -

Property managers must fill in "*" items

*DATE OF REQUEST:	07-29-2013	*CHECK DUE DATE:	
*PROPERTY NAME:	The Dana Point	*PROPERTY #	0554
*CHECK PAYABLE TO:	Sarah Bootz		
*ADDRESS:	603 Fairbanks Unit W1		
CITY, STATE, ZIP CODE	Schaumburg, IL 60194		
*CHECK AMOUNT	\$	162.50	
*CHARGE TO ACCOUNT#	7610		
*EXPLANATION:	*Backup Attached <input checked="" type="checkbox"/> (Request will not be processed without back-up)		
Board approved reimbursement to owner for 50% of plumbing expense for unit back up. Minutes attached.			
Note Any special delivery instructions should be noted on the weekly voucher report, at the time of approval. If nothing is noted on the voucher, the check will be sent via regular US mail.			
*REQUESTED BY	Lisette Ray, Property Manager Name and title		
*APPROVED BY	Regional Director/District Manager name and signature		
NEW VENDOR TAX ID NUMBER:			
W-9 Attached:	YES <input type="checkbox"/> NO <input type="checkbox"/>		

ACCOUNTING DEPT. USE

VENDOR#	
VOUCHER#	

July 25, 2013 - Board of Directors Meeting

Please note, an accounting code is used and not the unit address when listed for a violation determination below.

Executive Session Determinations

- F402 – No violation and no fine
- E318 – No fine for motorcycle violation
- F122 – No fine for moving violation
- A102 - \$50 fine for bird house violation with per diem if not removed in 10 days
- A106 – No fine for bird house violation
- B320 – No fine for balcony construction delay
- A103 – No fine with verification from VAH for wildlife removal in writing

The following units have complied providing proof of insurance and will not receive a fine:

- | | | |
|--------|--------|--------|
| • A214 | • D364 | • F212 |
| • A414 | • D365 | • F415 |
| • B417 | • E216 | |
| • C409 | • F110 | |

The following units have failed to provide proof of insurance and will incur a \$250 fine after August 1, 2013 if insurance is not received:

- | | | |
|--------|--------|--------|
| • A109 | • C112 | • E313 |
| • B107 | • C404 | • E404 |
| • B109 | • D156 | • F110 |
| • B403 | • E216 | • F403 |

The Board has issued the following determinations to homeowner requests:

- B207 – Approval of \$50 late fee waiver
- E106 – Reimbursement of \$175 locksmith fee
- E217 – Decline of violation fine waiver
- D322 – Approval of \$25 late fee waiver
- D260 – Reimbursement of 50% of plumber expense
- B301 – Decline of \$150 violation fine waiver
- F115 – Decline of landscaping request
- E213 – Decline of tax appeal opt out
- A203 – Approval of Garage cleaning
- E419 – Decline of violation fine waiver
- E418 – Approval of \$25 late fee waiver
- E117 – Decline of carpet reimbursement



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*CHECK PAYABLE TO:	Petar and Bogdana Stoeva		
*ADDRESS:	1605 E. Cenrtal Road #107		
CITY, STATE, ZIP CODE	Arlington Heights, IL 60005		
*CHECK AMOUNT	\$	175.00	
*CHARGE TO ACCOUNT#	7642		
*EXPLANATION:	*Backup Attached <input checked="" type="checkbox"/> (Request will not be processed without back-up)		
Board approved reimbursement to tenant for association owned unit lock repair. Minutes approved.			
Note Any special delivery instructions should be noted on the weekly voucher report, at the time of approval. If nothing is noted on the voucher, the check will be sent via regular US mail.			
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*APPROVED BY	Regional Director/District Manager name and signature		
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W-9 Attached:	YES <input type="checkbox"/> NO <input type="checkbox"/>		

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