



# **Financial Report Package**

**Unaudited for Management's Use Only**

**September 2025**

**Prepared for**

**Clearbrooke Townhouse Condo Assn Inc.**

**By**

**Ameri- Tech Realty, Inc.**

## **Management Financial Report**

It is the intent of Ameri-Tech Property Management services to produce a comprehensive self-contained Financial Report, where as the validity and accuracy of the information being reported can be easily understood and substantiated. The following financial information is for Management purposes only in order to assist the association in financial planning. The attached financials have not been Audited, Reviewed, or Compiled at this time by an independent CPA.



**Balance Sheet - Operating**

Clearbrooke Townhouse Condo Assn Inc.

End Date: 09/30/2025

Date: 10/6/2025

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**Assets**

10-1010-00-00 Petty Cash	\$200.00	
OPERATING FUNDS		
11-1015-00-00 South State Operating - 0936	60,332.85	
11-1026-00-00 South State Op/MM 3417	1,936.50	
Total OPERATING FUNDS:		\$62,269.35
RESERVE FUNDS		
12-1035-00-00 South State Reserve - 0939	206,036.27	
Total RESERVE FUNDS:		\$206,036.27
UTILITY DEPOSITS		
13-1150-00-00 Utility Deposits	1,413.00	
Total UTILITY DEPOSITS:		\$1,413.00
<b>Total Assets:</b>		<b>\$269,918.62</b>

**Liabilities & Equity**

LIABILITIES		
20-2010-00-00 Reserves - Painting	123,245.84	
20-2020-00-00 Reserves- Paving & Sealing	38,062.82	
20-2025-00-00 Reserves Paving & Sealing Long Term	14,062.50	
20-2030-00-00 Reserves- Roof (All)	6,790.52	
20-2040-00-00 Reserves- Pool	16,400.89	
20-2045-00-00 Reserves Sidewalks	2,600.04	
20-2080-00-00 Reserves - Reserve Interest	2,689.50	
20-2100-00-00 Reserves- Deferred Maintenance	12,682.51	
20-2105-00-00 Special Assessment 2025-Building Repairs	(10,498.35)	
Total LIABILITIES:		\$206,036.27
EQUITY/CAPITAL		
30-3200-00-00 Prior Years	25,763.11	
30-3800-00-00 Current Fund Balance	10,539.55	
Total EQUITY/CAPITAL:		\$36,302.66
Net Income Gain / Loss	27,579.69	
		\$27,579.69
<b>Total Liabilities &amp; Equity:</b>		<b>\$269,918.62</b>

## Income Statement - Operating

### Clearbrooke Townhouse Condo Assn Inc.

09/30/2025

Date: 10/6/2025  
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Description		Current Period			Year-to-date			Annual Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
REVENUE								
4010	Unit Maintenance Fees	\$58,118.57	\$55,292.17	\$2,826.40	\$512,545.27	\$497,629.53	\$14,915.74	\$663,506.00
4015	Rental Income	-	1,400.00	(1,400.00)	-	12,600.00	(12,600.00)	16,800.00
4120	2025 Special Assessment	546.99	-	546.99	33,995.35	-	33,995.35	-
4500	Application Fees	-	-	-	800.00	-	800.00	-
4705	Insurance Proceeds-Carport Damage Claim	-	-	-	8,033.00	-	8,033.00	-
4800	Other Income/Legal	537.70	-	537.70	1,268.34	-	1,268.34	-
Total REVENUE		59,203.26	56,692.17	2,511.09	556,641.96	510,229.53	46,412.43	680,306.00
OPERATING EXPENSES								
ADMINISTRATIVE								
5010	Office Expense	817.10	541.67	(275.43)	7,519.55	4,875.03	(2,644.52)	6,500.00
5015	Bank Charges/Lockbox	816.00	68.00	(748.00)	816.00	612.00	(204.00)	816.00
5020	Website	-	62.50	62.50	750.00	562.50	(187.50)	750.00
5025	State/Bureau/Division Fees	-	47.83	47.83	634.00	430.47	(203.53)	574.00
5040	Storage Files 18 Boxes	-	67.50	67.50	-	607.50	607.50	810.00
5210	Termite Treatment/Annual Renewals	-	623.08	623.08	7,121.00	5,607.72	(1,513.28)	7,477.00
5300	Insurance	13,777.29	18,003.08	4,225.79	128,157.65	162,027.72	33,870.07	216,037.00
5400	Lawn & Irrigation Service	3,445.00	3,445.33	0.33	30,905.00	31,007.97	102.97	41,344.00
5410	Landscaping- Misc	-	166.67	166.67	-	1,500.03	1,500.03	2,000.00
5420	Irrigation Repairs	56.00	208.33	152.33	3,254.17	1,874.97	(1,379.20)	2,500.00
5440	Tree Trimming	3,265.00	291.67	(2,973.33)	3,915.00	2,625.03	(1,289.97)	3,500.00
5600	License/Taxes/Permits	-	-	-	300.00	-	(300.00)	-
5800	Management Fee Exp 12/27-30 day notice	1,100.00	1,100.00	-	9,900.00	9,900.00	-	13,200.00
5900	Professional - Legal	450.00	500.00	50.00	5,826.70	4,500.00	(1,326.70)	6,000.00
5910	Accounting Fees/Review	-	39.58	39.58	-	356.22	356.22	475.00
6100	Repair/Maint - Building	2,326.29	3,333.33	1,007.04	26,524.69	29,999.97	3,475.28	40,000.00
6120	Repair/Maintenance-Fire Protection	-	125.00	125.00	1,158.01	1,125.00	(33.01)	1,500.00
6200	Pool Maintenance/Supplies	768.00	750.00	(18.00)	6,577.75	6,750.00	172.25	9,000.00
6400	Salaries Expense	1,728.00	2,083.33	355.33	16,008.00	18,749.97	2,741.97	25,000.00
6515	Unit 1883 -Taxes	-	150.00	150.00	-	1,350.00	1,350.00	1,800.00
7000	Electric	709.67	583.33	(126.34)	6,190.91	5,249.97	(940.94)	7,000.00
7001	Utilities- Water	3,735.19	3,333.33	(401.86)	26,968.84	29,999.97	3,031.13	40,000.00
7002	Utilities -Sewer	8,658.15	4,250.00	(4,408.15)	52,581.28	38,250.00	(14,331.28)	51,000.00
7004	Utilities - Trash	936.59	1,008.33	71.74	8,429.31	9,074.97	645.66	12,100.00
7005	Spectrum-Ring Clubhouse	6,464.73	6,388.67	(76.06)	57,801.84	57,498.03	(303.81)	76,664.00
Total ADMINISTRATIVE		49,053.01	47,170.56	(1,882.45)	401,339.70	424,535.04	23,195.34	566,047.00
NON OPERATING EXPENSES								
9010	Reserves- Painting	2,275.08	2,275.08	-	28,508.72	20,475.72	(8,033.00)	27,301.00
9020	Reserves- Paving & Sealing	177.92	177.92	-	1,601.28	1,601.28	-	2,135.00
9025	Reserves Paving & Sealing Long Term	312.50	312.50	-	2,812.50	2,812.50	-	3,750.00
9030	Reserves- Roof (All)	2,392.33	2,392.33	-	21,530.97	21,530.97	-	28,708.00
9040	Reserves- Pool	197.08	197.08	-	1,773.72	1,773.72	-	2,365.00
9100	Reserves- Deferred Maintenance	4,166.67	4,166.67	-	37,500.03	37,500.03	-	50,000.00
9105	Special Assessment 2025-Building Repairs	943.73	-	(943.73)	33,995.35	-	(33,995.35)	-
Total NON OPERATING EXPENSES		10,465.31	9,521.58	(943.73)	127,722.57	85,694.22	(42,028.35)	114,259.00
Total OPERATING EXPENSES		\$59,518.32	\$56,692.14	(\$2,826.18)	\$529,062.27	\$510,229.26	(\$18,833.01)	\$680,306.00



Income Statement - Operating

Clearbrooke Townhouse Condo Assn Inc.

09/30/2025

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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
COMBINED NET INCOME	(\$315.06)	\$0.03	(\$315.09)	\$27,579.69	\$0.27	\$27,579.42	\$-

		Actual	Budget	\$ Over Budget	% of Budget
<b>REVENUE</b>					
40-4010-00-00	Unit Maintenance Fees	\$512,545.27	\$663,506.00	(\$150,960.73)	77.25%
40-4015-00-00	Rental Income	\$0.00	\$16,800.00	(\$16,800.00)	0.00%
40-4120-00-00	2025 Special Assessment	\$33,995.35	\$0.00	\$33,995.35	100.00%
40-4500-00-00	Application Fees	\$800.00	\$0.00	\$800.00	100.00%
40-4705-00-00	Insurance Proceeds-Carport Damage Claim	\$8,033.00	\$0.00	\$8,033.00	100.00%
40-4800-00-00	Other Income/Legal	\$1,268.34	\$0.00	\$1,268.34	100.00%
<b>Total REVENUE:</b>		<b>\$556,641.96</b>	<b>\$680,306.00</b>	<b>(\$123,664.04)</b>	<b>81.82%</b>
		<b>\$556,641.96</b>	<b>\$680,306.00</b>	<b>(\$123,664.04)</b>	<b>81.82%</b>
<b>ADMINISTRATIVE</b>					
50-5010-00-09	Office Expense	\$7,519.55	\$6,500.00	\$1,019.55	115.69%
50-5015-00-09	Bank Charges/Lockbox	\$816.00	\$816.00	\$0.00	100.00%
50-5020-00-09	Website	\$750.00	\$750.00	\$0.00	100.00%
50-5025-00-09	State/Bureau/Division Fees	\$634.00	\$574.00	\$60.00	110.45%
50-5040-00-09	Storage Files 18 Boxes	\$0.00	\$810.00	(\$810.00)	0.00%
50-5210-00-09	Termite Treatment/Annual Renewals	\$7,121.00	\$7,477.00	(\$356.00)	95.24%
50-5300-00-09	Insurance	\$128,157.65	\$216,037.00	(\$87,879.35)	59.32%
50-5400-00-09	Lawn & Irrigation Service	\$30,905.00	\$41,344.00	(\$10,439.00)	74.75%
50-5410-00-09	Landscaping- Misc	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
50-5420-00-09	Irrigation Repairs	\$3,254.17	\$2,500.00	\$754.17	130.17%
50-5440-00-09	Tree Trimming	\$3,915.00	\$3,500.00	\$415.00	111.86%
50-5600-00-09	License/Taxes/Permits	\$300.00	\$0.00	\$300.00	100.00%
50-5800-00-09	Management Fee Exp 12/27-30 day notice	\$9,900.00	\$13,200.00	(\$3,300.00)	75.00%
50-5900-00-09	Professional - Legal	\$5,826.70	\$6,000.00	(\$173.30)	97.11%
50-5910-00-09	Accounting Fees/Review	\$0.00	\$475.00	(\$475.00)	0.00%
50-6100-00-09	Repair/Maint - Building	\$26,524.69	\$40,000.00	(\$13,475.31)	66.31%
50-6120-00-09	Repair/Maintenance-Fire Protection	\$1,158.01	\$1,500.00	(\$341.99)	77.20%
50-6200-00-09	Pool Maintenance/Supplies	\$6,577.75	\$9,000.00	(\$2,422.25)	73.09%
50-6400-00-09	Salaries Expense	\$16,008.00	\$25,000.00	(\$8,992.00)	64.03%
50-6515-00-09	Unit 1883 -Taxes	\$0.00	\$1,800.00	(\$1,800.00)	0.00%
50-7000-00-09	Electric	\$6,190.91	\$7,000.00	(\$809.09)	88.44%
50-7001-00-09	Utilities- Water	\$26,968.84	\$40,000.00	(\$13,031.16)	67.42%
50-7002-00-09	Utilities -Sewer	\$52,581.28	\$51,000.00	\$1,581.28	103.10%
50-7004-00-09	Utilities - Trash	\$8,429.31	\$12,100.00	(\$3,670.69)	69.66%
50-7005-00-09	Spectrum-Ring Clubhouse	\$57,801.84	\$76,664.00	(\$18,862.16)	75.40%
50-8500-00-09	Bank Transition Clearing Account	\$0.00	\$0.00	\$0.00	100.00%
<b>Total ADMINISTRATIVE:</b>		<b>\$401,339.70</b>	<b>\$566,047.00</b>	<b>(\$164,707.30)</b>	<b>70.90%</b>
<b>NON OPERATING EXPENSES</b>					
90-9010-00-09	Reserves- Painting	\$28,508.72	\$27,301.00	\$1,207.72	104.42%
90-9020-00-09	Reserves- Paving & Sealing	\$1,601.28	\$2,135.00	(\$533.72)	75.00%
90-9025-00-09	Reserves Paving & Sealing Long Term	\$2,812.50	\$3,750.00	(\$937.50)	75.00%
90-9030-00-09	Reserves- Roof (All)	\$21,530.97	\$28,708.00	(\$7,177.03)	75.00%
90-9040-00-09	Reserves- Pool	\$1,773.72	\$2,365.00	(\$591.28)	75.00%
90-9100-00-09	Reserves- Deferred Maintenance	\$37,500.03	\$50,000.00	(\$12,499.97)	75.00%
90-9105-00-09	Special Assessment 2025-Building Repairs	\$33,995.35	\$0.00	\$33,995.35	100.00%



<b>Income Statement Budget vs. Actual</b>
Clearbrooke Townhouse Condo Assn Inc.
1/1/2025 - 09/30/2025

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Total NON OPERATING EXPENSES:		\$127,722.57	\$114,259.00	\$13,463.57	111.78%
		\$529,062.27	\$680,306.00	(\$151,243.73)	77.77%
	Net Income:	\$27,579.69	\$0.00	\$27,579.69	100.00%



### Income Statement Summary - Operating

Clearbrooke Townhouse Condo Assn Inc.

Fiscal Period: September 2025

Date: 10/6/2025

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Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>REVENUE</b>													
4010 Unit Maintenance Fees	68,391.23	53,709.91	56,698.63	62,722.91	53,877.68	45,965.59	55,104.29	57,956.46	58,118.57	-	-	-	\$512,545.27
4120 2025 Special Assessment	-	-	-	1,840.04	13,880.30	14,750.03	2,014.05	963.94	546.99	-	-	-	33,995.35
4500 Application Fees	-	250.00	(100.00)	-	300.00	-	200.00	150.00	-	-	-	-	800.00
4705 Insurance Proceeds-Carport Damage Claim	-	-	-	8,033.00	-	-	-	-	-	-	-	-	8,033.00
4800 Other Income/Legal	-	-	-	627.94	-	-	102.38	0.32	537.70	-	-	-	1,268.34
<b>Total REVENUE</b>	<b>68,391.23</b>	<b>53,959.91</b>	<b>56,598.63</b>	<b>73,223.89</b>	<b>68,057.98</b>	<b>60,715.62</b>	<b>57,420.72</b>	<b>59,070.72</b>	<b>59,203.26</b>	-	-	-	<b>556,641.96</b>
<b>OPERATING EXPENSES</b>													
<b>ADMINISTRATIVE</b>													
5010 Office Expense	951.20	326.15	289.69	3,180.31	260.75	1,108.10	306.50	279.75	817.10	-	-	-	7,519.55
5015 Bank Charges/Lockbox	-	-	-	-	-	-	-	-	816.00	-	-	-	816.00
5020 Website	750.00	-	-	-	-	-	-	-	-	-	-	-	750.00
5025 State/Bureau/Division Fees	384.00	-	-	-	-	-	250.00	-	-	-	-	-	634.00
5210 Termite Treatment/Annual Renewals	-	-	-	-	-	7,121.00	-	-	-	-	-	-	7,121.00
5300 Insurance	15,100.27	13,246.35	17,147.29	13,777.29	13,777.29	13,777.29	13,777.29	13,777.29	13,777.29	-	-	-	128,157.65
5400 Lawn & Irrigation Service	3,445.00	3,345.00	3,445.00	3,445.00	3,445.00	3,445.00	3,445.00	3,445.00	3,445.00	-	-	-	30,905.00
5420 Irrigation Repairs	157.00	302.00	175.00	82.00	904.00	1,333.17	120.00	125.00	56.00	-	-	-	3,254.17
5440 Tree Trimming	-	500.00	-	150.00	-	-	-	-	3,265.00	-	-	-	3,915.00
5600 License/Taxes/Permits	-	-	-	300.00	-	-	-	-	-	-	-	-	300.00
5800 Management Fee Exp 12/27-30 day notice	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	1,100.00	-	-	-	9,900.00
5900 Professional - Legal	2,329.00	1,357.50	740.00	187.50	225.00	268.85	208.85	60.00	450.00	-	-	-	5,826.70
6100 Repair/Maint - Building	14,431.61	749.77	1,551.89	1,849.49	2,703.56	1,102.32	577.38	1,232.38	2,326.29	-	-	-	26,524.69
6120 Repair/Maintenance-Fire Protection	-	-	-	1,158.01	-	-	-	-	-	-	-	-	1,158.01
6200 Pool Maintenance/Supplies	383.00	598.67	898.27	889.28	630.06	812.94	829.53	768.00	768.00	-	-	-	6,577.75
6400 Salaries Expense	1,566.50	1,664.00	1,768.00	1,664.00	1,664.00	2,592.00	1,633.50	1,728.00	1,728.00	-	-	-	16,008.00
7000 Electric	626.97	606.06	623.79	606.41	892.88	769.57	633.58	721.98	709.67	-	-	-	6,190.91
7001 Utilities- Water	6,880.90	-	6,638.01	-	5,027.58	-	4,687.16	-	3,735.19	-	-	-	26,968.84
7002 Utilities -Sewer	10,724.75	-	13,420.41	-	10,282.82	-	9,495.15	-	8,658.15	-	-	-	52,581.28
7004 Utilities - Trash	936.59	936.59	936.59	936.59	936.59	936.59	936.59	936.59	936.59	-	-	-	8,429.31
7005 Spectrum-Ring Clubhouse	6,084.00	6,464.73	6,464.73	6,464.73	6,464.73	6,464.73	6,464.73	6,464.73	6,464.73	-	-	-	57,801.84
<b>Total ADMINISTRATIVE</b>	<b>65,850.79</b>	<b>31,196.82</b>	<b>55,198.67</b>	<b>35,790.61</b>	<b>48,314.26</b>	<b>40,831.56</b>	<b>44,465.26</b>	<b>30,638.72</b>	<b>49,053.01</b>	-	-	-	<b>401,339.70</b>
<b>NON OPERATING EXPENSES</b>													
9010 Reserves- Painting	2,275.08	2,275.08	2,275.08	2,275.08	2,275.08	2,275.08	10,308.08	2,275.08	2,275.08	-	-	-	28,508.72
9020 Reserves- Paving & Sealing	177.92	177.92	177.92	177.92	177.92	177.92	177.92	177.92	177.92	-	-	-	1,601.28
9025 Reserves Paving & Sealing Long Term	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	312.50	-	-	-	2,812.50
9030 Reserves- Roof (All)	2,392.33	2,392.33	2,392.33	2,392.33	2,392.33	2,392.33	2,392.33	2,392.33	2,392.33	-	-	-	21,530.97
9040 Reserves- Pool	197.08	197.08	197.08	197.08	197.08	197.08	197.08	197.08	197.08	-	-	-	1,773.72
9100 Reserves- Deferred Maintenance	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	4,166.67	-	-	-	37,500.03
9105 Special Assessment 2025-Building Repairs	-	-	-	-	-	30,184.49	1,903.19	963.94	943.73	-	-	-	33,995.35



## Income Statement Summary - Operating

Clearbrooke Townhouse Condo Assn Inc.

Fiscal Period: September 2025

Date: 10/6/2025

Time: 1:01 pm

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Account	January	February	March	April	May	June	July	August	September	October	November	December	Total
Total NON OPERATING EXPENSES	9,521.58	9,521.58	9,521.58	9,521.58	9,521.58	39,706.07	19,457.77	10,485.52	10,465.31	-	-	-	\$127,722.57
Total OPERATING EXPENSES	75,372.37	40,718.40	64,720.25	45,312.19	57,835.84	80,537.63	63,923.03	41,124.24	59,518.32	-	-	-	\$529,062.27
Net Income:	(6,981.14)	13,241.51	(8,121.62)	27,911.70	10,222.14	(19,822.01)	(6,502.31)	17,946.48	(315.06)	-	-	-	\$27,579.69



To: Our Valued Clients

From: Ameri-Tech Realty, Inc. Executive Leadership – Mike Perez, CEO

Date: October 10, 2025

**We have some important and exciting news to share with you!**

Ameri-Tech's philosophy is to be the best management company in our area and provide a higher level of customized service to our communities. Toward this goal, we have been wildly successful thanks to the efforts of our team members and the volunteers who serve their communities. We deeply appreciate the relationships we have with all of you.

To stay competitive, cutting-edge and to provide an even more robust suite of services, we have decided to partner with a larger management company. After months of extensive conversations and due diligence, we have found a wonderful company to partner with so that we can expand our unique level of service to even more associations. Summit Management Partners has 15 branch locations across the U.S., with three in the Florida market, all operating independently. This means that Ameri-Tech's name, brand, all our staff, and processes and procedures will continue without change. The only changes we expect are geared to enhance our clients' and team members' experiences. Most importantly, there are no changes to your current management agreement, business partnerships and all terms, conditions and scope of services with existing contracts remaining in place.

Summit's expertise and unique collaborative model among all locations brings even greater synergies to management and our clients. We agree that the consistency of staff and the relationships that we have developed with our valued clients is what has brought us tremendous success and helped us build thriving communities together. Both Ameri-Tech and Summit have closely aligned cultures and extremely high service values.

The Ameri-Tech brand will remain; the three offices will remain and most importantly all team members will also remain intact. I will continue as President and CEO, and Karen Browder will lead accounting and serve as CFO along with the Florida Summit Management Partners leadership.

Please understand Karen and I are getting older, and we have over 100 employees that depend on us. One of our main concerns was that if one or both of us should become sick, we didn't have strong enough leadership in place to keep Ameri-Tech growing strong. With our new Partners, Summit Management Partners, we do now! Our associations will see no changes with respect to how we operate, other than more internal accountability and better benefits.

If you have any questions, please contact me at [mperez@ameritechmail.com](mailto:mperez@ameritechmail.com)

Your business and trust in us are greatly appreciated.