



THE Proprietors

STRATA PLAN NO.25

Agenda 2025 Annual General Meeting Strata Plan #25 9:00 AM - May 1, 2025

1. Welcome
2. Quorum
3. Election of Meeting Chair
4. Approval of 2024 AGM Minutes
5. Approval of Agenda
6. Executive Committee Election
7. Strata Financials
 - a. “Agreed Upon Procedures review”
 - b. Approval of 2024 Financial Statements
 - c. Major Reserve fund – current balance, interest earned in 2024 and at what rate?
 - d. Strata financials YTD- 2025
8. Capital Expenditures
 - a. 2025 projects – auto irrigation expansion, redo of beach pathway & stairs by Hemingway’s, B3-3rd floor re-tiling, IPTV cabling
 - b. CAPEX outlook
9. Future building on vacant land to our east
10. Smart Thermostats
11. Security & public access
12. Other Business & Questions
13. Results of Executive Committee Election
14. Adjournment

Post-AGM Agenda

1. Renovation Project Update '23 & '24 + Kitchen renovations
2. Management Briefing
 - a. Rental Performance, rates (where to find them) and market outlook
 - b. Real estate values in general and at the Sands. What’s for sale, have prices risen?
 - c. Government and Island Updates – Crime – St. Regis
3. Questions to Management
4. General Discussion

Strata Corp #25
The Sands at Grace Bay
Annual General Meeting
May 2, 2024

Strata Board:

Stan Hartling
Tom McKeown
Tom Mothorpe
Melissa Pauli, via Zoom
David Stewart Patterson, via Zoom

Management:

Mona Beeson, General Manager
Pierre Beswick, VP Resort Assets
Joan Hagan, Director of Owner Relations
Ben Hartling, Corporate Services Manager, via Zoom
Lincoln Martin, Controller
Marc Romkey, Commercial Asset Manager, via Zoom
Patrick Van Hamme, CFO
Karen Whitt, VP Marketing
Raymond Yip, Director of Revenue

Owners present:

Miles Hamm, Norm and Dolores Rogers, Tim and Susan Lamothe, Tom Soltys, Yvonne Mothorpe, Brian and Alison Peck, Matt Ressegieu, Theresa and Paul Osborn, Sanjeep Jagger (proxy for 5101/5102).

Owners via Zoom:

Pam and John Dixon, Debbie Recce, Peter Marut, Toni and Mike Sottak, Amy Hughes, Judy Long, Tracy Ward, Randy Shoedinger, Kevin and Shelly Cawood, Ed Darlington, Pieter de Jonge, Robert and Cheryl Adolph, Renee and Al Salvato, Craig Emby, Carol Perroton, Katherine and Joe Cayan, Marc Grimaud, Joanne and Howard Lowre, Melissa Pauli, David Stewart Patterson, Dale Brown.

Tom McKeown, (TMCK) Executive Committee Member, opened the meeting and introduced Erica Krygsman, Strata Attorney who confirmed that a quorum had been established, which is needed to conduct the meeting.

TMCK stated that per the Strata Ordinance, a Chairman for the meeting needs to be elected. Tom Mothorpe (TM) made the motion to elect TMCK as the meeting Chairman, Stan Hartling (SH) seconded the motion.

TMCK then made the motion to approve the minutes from the 2023 Annual General Meeting and TM seconded the motion.

Financial Reports - Tom Mothorpe (TM)

Balance Sheet:

Tom Mothorpe (TM) explained the Balance Sheet.

Operating Statement:

TM stated that the P&L statement that was sent out was incorrect. It was off by approximately \$7000.

Payroll was over budget as there was a mandatory 28% minimum wage increase from \$6.25 to \$8.00 per hour and some minimum wages were even increased to \$9.00 like security, construction and banking.

He then asked if there were any questions. Miles Hamm inquired about the Automotive Expense of \$10,000. Pierre Beswick (PB) explained that while the Strata Corp does not own a Strata Vehicle like at the other HG properties, the Management Company loans one out to the Strata Corp and this expense is for the maintenance/gas of the vehicle. The Management Company also shares in these costs as it is used by the Management Company as well.

TMCK urged owners to review the Q&A that is on the Owners' Website, which explains many of these questions.

2023 Capex Reserve

The original goal was to have the Major Reserve balance at \$500,000. At the December budget meeting in 2023, the Board decided to continue collecting to achieve \$625,000 by the end of 2023..

TM then explained the Television Cabling Phases. Phase 1 has been completed and Phase 2 will begin shortly. TMCK commented that Digicel had stated that with the new cabling, loss of "TV Signal" and interruptions in service will no longer occur. We will also have a new menu. The project will include new hospitality televisions where 43" will now be the smallest television size permitted and 55" will be the largest. With the IPTV, set top boxes will no longer be necessary. The Management Company will be sending out a survey to see who would wish to upgrade their televisions now or wait until it is made mandatory which will be once the upgrade is complete and then we can obtain the costs based on the number of televisions needed.

TMCK explained the thermostat testing that has been conducted by Honeywell Corp. in 3310/09 and 3206/05 over the past 6 months. The process included sensors, motion detection, and special thermostats. More details will be provided as the results are further evaluated.

TM then explained the March 31, 2024 Financial Statements as well.

PB explained that the recruitment expense is high because for work permit positions, advertising in the local newspapers for 2 weeks is required as well as headhunter fees, etc.

TMCK stated that they have received the BCQS survey report which is more of a map of the works that should be carried out but it is not a "bible". Patrick and Pierre will review the report in detail and advise accordingly.

Other projects planned for 2024 are more unit door replacements (unit door replacements are a Strata expense, while items like the door blind inserts are an owner expense); 3rd floor landing project in Building 3 - which is sealing it to prevent water leaking to the 2nd floor; automatic irrigation system for landscaping; and a study regarding the recent water pressure issues.

Additionally, there may need to be an enhancement to the Waste Water Treatment Plant (WWTP) as it is working to its capacity due to the increasingly high occupancy.

TMCK further stated that the Management Company will be putting together a policy for owners wishing to use an outside 3rd party maintenance contractor as the maintenance team is extremely busy with the day to day maintenance repairs of the units and does not always have the time nor manpower to rectify some of the owners requests in a timely manner.

Other Strata Items:

TMCK stated that there is approximately 60% participation in the Owner Directory.

The Executive Committee has spent a lot of time increasing the communication to the owners over the past year with Town Hall meetings and newsletters.

The question arose about the term length of the Executive Committee Members and that it should be at least 2 years as it takes some members at least year to get familiarized with ins and outs of the Strata Areas/Procedures.

It was suggested that a security gate be constructed at the entrance of the resort. While the new St. Regis will provide a barrier on that side of the resort, there are still many outside people coming to use the facilities and beach, not just coming to Hemingway's to dine. The Management Company and Strata Executive Committee will look into the possibility of a manned gate.

BP commented that while the Pool and Beach staff are friendly, they should be raking the beach with the special rakes more often as there have been numerous times recently that there are cigarette butts, glass, etc found in the sand around the palapas instead of just sitting at the towel hut.

Another suggestion was that a "Meet and Greet" with the Executive Committee and the owners be held. The Executive Committee will arrange.

Brian Peck explained the Emergency Medical Equipment Procedures and locations. He will inspect the equipment on his frequent visits.

Re-Election of the Strata Board:

Legal Counsel was asked to attend the Meeting and verify the validity of each proxy submitted and tabulate the votes.

Mrs. Krygsman, announced the results of the election and all of the existing Strata Executive Committee Members were re-elected.

TMCK then officially adjourned The Strata Corp #25 2024 Annual General Meeting.

THE SANDS AT GRACE BAY
STRATA PLAN NO. 25
Balance Sheet

	<u>As of</u> <u>12/31/2024</u>	<u>As of</u> <u>12/31/2023</u>	<u>Variance</u> <u>2024 vs 2023</u>
Assets			
Cash / Bank			
First Caribbean Operating Account	\$ 92,470	\$ 12,374	\$ 80,096
Term Deposit	586,769	502,361	84,408
	<u>679,239</u>	<u>514,735</u>	<u>164,504</u>
Accounts Receivable			
Employee Advances	700	800	(100)
	<u>700</u>	<u>800</u>	<u>(100)</u>
Inventory			
Maintenance/Engineering	185,525	230,992	(45,467)
Grounds	33,478	35,290	(1,812)
Treatment Plant	1,040	1,965	(925)
Pool and Beach	21,826	33,994	(12,168)
Uniforms	3,498	1,986	1,512
Hurricane Supplies	28,384	38,433	(10,049)
	<u>273,751</u>	<u>342,660</u>	<u>(68,909)</u>
Prepaid Expenses			
Supplies	-	2,433	(2,433)
Pipe Replacement Project	-	4,869	(4,869)
Insurance	1,243	1,210	33
	<u>1,243</u>	<u>8,512</u>	<u>(7,269)</u>
Deposits			
Security Deposit-Power	11,250	11,250	-
Intercompany Account			
Due from (to) Oceanside Corp	82,124	95,943	(13,819)
Total Assets	<u><u>\$ 1,048,307</u></u>	<u><u>\$ 973,900</u></u>	<u><u>\$ 74,407</u></u>
Liabilities & Equity			
Liabilities			
Accounts Payable-Trade	\$ 110,316	\$ 89,327	\$ 20,989
Accrued Expenses	22,194	21,558	636
NIS Payable	31,869	16,160	15,709
NHIP Payable	9,830	16,163	(6,333)
Total Liabilities	<u>174,209</u>	<u>143,208</u>	<u>31,001</u>
Equity			
Operating Fund	197,278	207,296	(10,018)
Capex Fund	(73,821)	(2,160)	(71,661)
Major Reserve Fund	750,641	625,556	125,085
Total Equity	<u>874,098</u>	<u>830,692</u>	<u>43,406</u>
Total Liabilities & Equity	<u><u>\$ 1,048,307</u></u>	<u><u>\$ 973,900</u></u>	<u><u>\$ 74,407</u></u>

Financial Statement

December 2024

SUMMARY STATEMENT	year-to-date						variance	
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Revenues	2,003,484	100%	1,931,496	100%	1,822,102	100%	71,988	181,382
TOTAL REVENUES	2,003,484	100%	1,931,496	100%	1,822,102	100%	71,988	181,382
Payroll & Related	880,137	44%	879,778	46%	783,139	43%	358	96,997
Admin & General	398,365	20%	397,320	21%	382,447	21%	1,045	15,918
Maintenance	348,349	17%	247,614	13%	240,244	13%	100,735	108,105
Grounds & Landscaping	109,241	5%	90,750	5%	89,320	5%	18,491	19,921
Pool & Beach	114,709	6%	126,685	7%	116,541	6%	(11,976)	(1,833)
Common Areas	162,702	8%	188,986	10%	178,961	10%	(26,284)	(16,259)
TOTAL EXPENSES	2,013,503	101%	1,931,133	100%	1,790,652	98%	82,369	222,850
Insurance Assessment	621,397	31%	621,397	32%	581,675	32%	-	39,722
Insurance Expenses	(621,397)	-31%	(621,397)	-32%	(581,675)	-32%	-	(39,722)
Management Fee	-	0%	-	0%	-	0%	-	-
TOTAL INSURANCE	-	0%	-	0%	-	0%	-	-
Capex Reserve Assessment	294,847	15%	294,900	15%	235,917	13%	(53)	58,931
Major Reserve Assessment	125,087	6%	125,082	6%	125,086	7%	5	1
Reserve Fund	(419,934)	-21%	(419,982)	-22%	(361,000)	-20%	48	(58,935)
TOTAL RESERVE FUND	(0)	0%	-	0%	2	0%	(0)	(3)
PROFIT / (LOSS)	(10,018)	-1%	363	0%	31,447	2%	(10,382)	(41,466)

REVENUES	year-to-date						variance	
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Strata Fees	1,564,279	78%	1,565,377	81%	1,497,900	82%	(1,098)	66,379
Maintenance Revenue	209,840	10%	165,120	9%	136,614	7%	44,720	73,226
Income from Utilities	113,412	6%	92,624	5%	92,651	5%	20,788	20,761
OSM Contributions - Watersports	31,519	2%	31,519	2%	30,750	2%	(0)	769
Other Income	84,434	4%	76,856	4%	64,187	4%	7,578	20,247
TOTAL REVENUES	2,003,484	100%	1,931,496	100%	1,822,102	100%	71,988	181,382

PAYROLL & RELATED							variance	
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Landscaping	119,844	6%	110,631	6%	105,298	6%	9,213	14,546
Pool & Beach	174,987	9%	166,363	9%	151,258	8%	8,624	23,729
Maintenance	141,774	7%	147,560	8%	111,162	6%	(5,786)	30,612
Common Area	58,770	3%	50,739	3%	49,455	3%	8,030	9,315
Security	79,158	4%	87,660	5%	77,095	4%	(8,503)	2,063
Overtime	-	0%	-	0%	-	0%	-	-
Bonus	7,770	0%	8,700	0%	8,050	0%	(930)	(280)
Subcontractors	1,368	0%	18,000	1%	50,175	3%	(16,632)	(48,807)
TOTAL PAYROLL	583,670	29%	589,653	31%	552,492	30%	(5,983)	31,178
NIS	55,540	3%	55,797	3%	45,523	2%	(257)	10,017
NHIP	30,075	2%	31,180	2%	27,062	1%	(1,104)	3,013
Other Benefits	55,557	3%	62,360	3%	58,219	3%	(6,802)	(2,661)
Vacation Pay	32,896	2%	38,907	2%	28,442	2%	(6,011)	4,454
Holiday Pay	12,529	1%	14,400	1%	13,073	1%	(1,871)	(544)
Training	559	0%	2,400	0%	337	0%	(1,841)	222
Housing & Utilities	26,013	1%	25,248	1%	16,700	1%	765	9,313
Employee Relations	24,250	1%	23,554	1%	10,443	1%	696	13,807
Strata Lot Fees	-	0%	-	0%	-	0%	-	-
Recruitment	12,044	1%	3,630	0%	9,215	1%	8,414	2,829
Work Permits	28,089	1%	24,250	1%	15,140	1%	3,839	12,949
Uniforms	18,914	1%	8,400	0%	6,494	0%	10,514	12,420
TOTAL PAYROLL BENEFITS	296,467	15%	290,125	15%	230,647	13%	6,341	65,819
TOTAL PAYROLL & BENEFITS	880,137	44%	879,778	46%	783,139	43%	358	96,997

ADMIN & GENERAL							variance	
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Bank charges	1,083	0%	1,020	0%	626	0%	63	457
Insurance	9,986	0%	15,180	1%	15,177	1%	(5,194)	(5,191)
Telephone	6,907	0%	3,600	0%	3,583	0%	3,307	3,324
Legal/Professional Fees	8,500	0%	-	0%	-	0%	8,500	8,500
Hurricane expenses	-	0%	1,500	0%	-	0%	(1,500)	-
Miscellaneous	4,173	0%	7,100	0%	4,309	0%	(2,927)	(136)
Management Fee	367,716	18%	367,720	19%	358,752	20%	(4)	8,964
Employee Severance	-	0%	1,200	0%	-	0%	(1,200)	-
Strata Lot Fee	-	0%	-	0%	-	0%	-	-
TOTAL ADMIN & GENERAL	398,365	20%	397,320	21%	382,447	21%	1,045	15,918

MAINTENANCE							variance	
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Automotive	5,747	0%	11,400	1%	10,354	1%	(5,653)	(4,607)
Building	39,559	2%	13,200	1%	14,422	1%	26,359	25,137
Cooling systems & A/C	2,540	0%	1,260	0%	1,321	0%	1,280	1,220
Electrical Supplies	34,289	2%	22,150	1%	21,824	1%	12,139	12,464
Elevators	5,074	0%	4,320	0%	4,488	0%	754	587
Maintenance contracts	-	0%	-	0%	-	0%	-	-
Materials & Supplies	168,056	8%	98,000	5%	99,086	5%	70,056	68,970
Office Supplies	692	0%	1,440	0%	1,351	0%	(748)	(659)
Life Safety	7,770	0%	3,000	0%	-	0%	4,770	7,770
Plumbing	20,492	1%	12,400	1%	11,843	1%	8,092	8,649
Rental Equipment	-	0%	-	0%	-	0%	-	-
Travel & Entertainment	-	0%	-	0%	-	0%	-	-
Corporate Allocation	56,578	3%	60,644	3%	58,006	3%	(4,066)	(1,428)
Security	7,552	0%	19,800	1%	17,549	1%	(12,248)	(9,997)
TOTAL MAINTENANCE	348,349	17%	247,614	13%	240,244	13%	100,735	108,105

GROUNDS & LANDSCAPING							variance	
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Equipment	-	0%	900	0%	290	0%	(900)	(290)
Supplies	26,027	1%	14,400	1%	14,129	1%	11,627	11,899
Spraying	1,050	0%	2,000	0%	1,613	0%	(950)	(563)
Treatment Plant - Water	-	0%	-	0%	-	0%	-	-
Treatment Plant - Power	23,162	1%	21,450	1%	21,373	1%	1,712	1,790
Treatment Plant - Maintenance	24,460	1%	18,000	1%	17,318	1%	6,460	7,141
Treatment Plant - Supplies	10,543	1%	12,000	1%	12,598	1%	(1,458)	(2,056)
Trash Removal	24,000	1%	22,000	1%	22,000	1%	2,000	2,000
TOTAL GROUNDS & LANDSCAPING	109,241	5%	90,750	5%	89,320	5%	18,491	19,921

POOL & BEACH	Actual			Budget			Last Year			variance	
		%			%			%	to bud	to LY	
Swimming Pool Supplies	12,587	1%	12,675	1%	13,298	1%	(88)	(711)			
Swimming Pool Repairs	7,254	0%	4,800	0%	5,540	0%	2,454	1,714			
Hot Tub & Pool Propane	21,229	1%	22,750	1%	16,391	1%	(1,521)	4,838			
Swimming Pool - Power	21,477	1%	28,800	1%	24,466	1%	(7,323)	(2,990)			
Swimming Pool - Water	-	0%	-	0%	-	0%	-	-			
Umbrellas	-	0%	-	0%	-	0%	-	-			
Beach Equipment & Supplies	-	0%	2,040	0%	181	0%	(2,040)	(181)			
Outside Maintenance	43,200	2%	43,200	2%	43,200	2%	-	-			
Watersport Equipment & Repairs	6,205	0%	6,420	0%	7,565	0%	(215)	(1,360)			
Beach Equipment & Repairs	2,757	0%	6,000	0%	5,901	0%	(3,243)	(3,143)			
TOTAL POOL & BEACH	114,709	6%	126,685	7%	116,541	6%	(11,976)	(1,833)			

COMMON AREAS	Actual			Budget			Last Year			variance	
		0.00628273			%			0.0072981	to bud	to LY	
Hospitality Lounge - Equipment/Rep	1,105	0%	900	0%	1,809	0%	205	(704)			
Gym Equipment - Repairs	2,335	0%	3,900	0%	2,887	0%	(1,565)	(552)			
Cleaning Supplies	12,847	1%	17,300	1%	17,079	1%	(4,453)	(4,232)			
Water	14,744	1%	20,975	1%	21,111	1%	(6,231)	(6,366)			
Power	131,671	7%	145,911	8%	136,075	7%	(14,240)	(4,404)			
TOTAL COMMON AREAS	162,702	8%	188,986	10%	178,961	10%	(26,284)	(16,259)			

TOTAL OPERATING EXPENSES	2,013,503	101%	1,931,133	100%	1,790,652	98%	82,369	222,850		
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**THE SANDS AT GRACE BAY
STRATA PLAN NO. 25
Statement of Fund Balances**

	<u>Operating</u> <u>Fund</u>	<u>Capex Fund</u>	<u>Major Reserve</u> <u>Fund</u>
Balance 12/31/2021	\$ 222,121	\$ 65,350	\$ 292,644
Fundings 2022	2,262,861	276,435	207,826
Expenditures 2022	(2,282,431)	(257,190)	-
Over/<Under> Collected	(19,570)	19,245	207,826
Balance 12/31/2022	\$ 202,551	\$ 84,595	\$ 500,470
Fundings 2023	2,404,945	235,915	125,086
Expenditures 2023	(2,380,453)	(322,670)	-
Prior Period Adjustment	(19,747)	-	-
Over/<Under> Collected	4,745	(86,755)	125,086
Balance 12/31/2023	\$ 207,296	\$ (2,160)	\$ 625,556
Fundings 2024	2,624,881	294,847	125,085
Expenditures 2024	(2,634,899)	(366,508)	-
Over/<Under> Collected	(10,018)	(71,661)	125,085
Balance 12/31/2024	\$ 197,278	\$ (73,821)	\$ 750,641

**THE SANDS AT GRACE BAY
STRATA PLAN NO. 25
Summary of Capex**

	<u>Budget</u> <u>2024</u>	<u>Actual</u> <u>2024</u>	<u>Actual</u> <u>2023</u>	<u>Actual</u> <u>2022</u>
Capex				
Common Area	\$ 29,800	\$ 18,014	\$ 33,106	\$ 30,039
Grounds	87,695	60,605	52,980	19,040
Maintenance	73,500	87,695	73,988	94,896
Pool & Beach	77,670	96,171	62,290	31,582
General	12,000	32,809	33,259	17,225
Total Capex	<u>280,665</u>	<u>295,294</u>	<u>255,623</u>	<u>192,782</u>
Capex-Major Projects				
Room Door Replacements & Installation	36,400	16,430	25,547	3,300
Building 3 Third Floor Landing Re-Tile Work	70,000	-	-	-
Various Roof Repairs/Tile Purchase	25,000	25,000	10,522	-
Phase I TV Cabling Project	18,504	10,972	13,878	-
Building 1 Gym/Common Area A/C Replacement	-	18,812	-	-
Tennis Court Resurfacing	-	-	17,100	-
Various Building Repairs	-	-	-	17,443
Main Pool Resurfacing	-	-	-	43,665
Total Major	<u>149,904</u>	<u>71,214</u>	<u>67,047</u>	<u>64,408</u>
Grand Total	<u>\$ 430,569</u>	<u>\$ 366,508</u>	<u>\$ 322,670</u>	<u>\$ 257,190</u>

**THE SANDS AT GRACE BAY
STRATA PLAN NO. 25
Balance Sheet**

	<u>As of</u> <u>3/31/2025</u>	<u>As of</u> <u>12/31/2024</u>	<u>Variance</u> <u>2025 vs 2024</u>
Assets			
Cash / Bank			
First Caribbean Operating Account	\$ 45,265	\$ 92,470	\$ (47,205)
Term Deposit	590,941	586,769	4,172
	<u>636,206</u>	<u>679,239</u>	<u>(43,033)</u>
Accounts Receivable			
Employee Advances	(1,300)	700	(2,000)
	<u>(1,300)</u>	<u>700</u>	<u>(2,000)</u>
Inventory			
Maintenance/Engineering	181,104	185,432	(4,328)
Grounds	31,865	33,478	(1,613)
Treatment Plant	482	1,040	(558)
Pool and Beach	19,048	21,826	(2,778)
Uniforms	3,457	3,498	(41)
Hurricane Supplies	28,060	28,384	(324)
	<u>264,016</u>	<u>273,658</u>	<u>(9,642)</u>
Prepaid Expenses			
Supplies	1,645	-	1,645
Insurance	8,137	1,243	6,894
	<u>9,782</u>	<u>1,243</u>	<u>8,539</u>
Deposits			
Security Deposit-Power	11,250	11,250	-
Intercompany Account			
Due from (to) Oceanside Corp	224,431	82,619	141,812
Total Assets	<u><u>\$ 1,144,385</u></u>	<u><u>\$ 1,048,709</u></u>	<u><u>\$ 95,676</u></u>
Liabilities & Equity			
Liabilities			
Accounts Payable-Trade	\$ 128,246	\$ 110,316	17,930
Accrued Expenses	16,373	22,195	(5,822)
NIS Payable	29,939	31,869	(1,930)
NHIP Payable	7,987	9,830	(1,843)
Total Liabilities	<u>182,545</u>	<u>174,210</u>	<u>8,335</u>
Equity			
Operating Fund	222,698	197,679	25,019
Capex Fund	44,650	(73,821)	118,471
Major Reserve Fund	694,492	750,641	(56,149)
Total Equity	<u>961,840</u>	<u>874,499</u>	<u>87,341</u>
Total Liabilities & Equity	<u><u>\$ 1,144,385</u></u>	<u><u>\$ 1,048,709</u></u>	<u><u>\$ 95,676</u></u>

Financial Statement

March 2025

SUMMARY STATEMENT	year-to-date					variance		
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Revenues	504,108	100%	501,210	100%	493,307	100%	2,899	10,802
TOTAL REVENUES	504,108	100%	501,210	100%	493,307	100%	2,899	10,802
Payroll & Related	206,086	41%	227,475	45%	215,896	44%	(21,389)	(9,810)
Admin & General	98,292	19%	99,255	20%	96,751	20%	(963)	1,541
Maintenance	81,208	16%	63,201	13%	61,092	12%	18,008	20,116
Grounds & Landscaping	23,083	5%	27,175	5%	24,947	5%	(4,092)	(1,864)
Pool & Beach	28,732	6%	37,400	7%	36,783	7%	(8,668)	(8,051)
Common Areas	41,689	8%	42,425	8%	41,818	8%	(736)	(129)
TOTAL EXPENSES	479,090	95%	496,931	99%	477,287	97%	(17,841)	1,803
Insurance Assessment	623,573	124%	621,397	124%	621,397	126%	2,176	2,176
Insurance Expenses	(623,573)	-124%	(621,397)	-124%	(621,397)	-126%	(2,176)	(2,176)
Management Fee	-	0%	-	0%	-	0%	-	-
TOTAL INSURANCE	-	0%	-	0%	-	0%	-	-
Capex Reserve Assessment	92,517	18%	92,155	18%	73,672	15%	362	18,845
Major Reserve Assessment	32,172	6%	32,171	6%	31,271	6%	1	901
Reserve Fund	(124,689)	-25%	(124,326)	-25%	(104,944)	-21%	(363)	(19,745)
TOTAL RESERVE FUND	(0)	0%	-	0%	(1)	0%	(0)	0
PROFIT / (LOSS)	25,019	5%	4,279	1%	16,020	3%	20,740	8,999

REVENUES	year-to-date					variance		
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Strata Fees	410,893	82%	410,893	82%	391,201	79%	-	19,692
Maintenance Revenue	36,059	7%	29,886	6%	23,526	5%	6,173	12,533
Income from Utilities	28,755	6%	28,500	6%	44,430	9%	255	(15,675)
OSM Contributions - Watersports	8,077	2%	8,077	2%	7,880	2%	0	197
Other Income	20,325	4%	23,854	5%	26,270	5%	(3,530)	(5,945)
TOTAL REVENUES	504,108	100%	501,210	100%	493,307	100%	2,899	10,802

PAYROLL & RELATED							variance	
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Landscaping	28,812	6%	28,744	6%	30,424	6%	68	(1,612)
Pool & Beach	44,869	9%	43,891	9%	45,370	9%	977	(502)
Maintenance	37,342	7%	35,376	7%	32,296	7%	1,966	5,046
Common Area	10,718	2%	14,063	3%	15,055	3%	(3,345)	(4,337)
Security	22,513	4%	20,643	4%	21,667	4%	1,870	846
Overtime	-	0%	-	0%	-	0%	-	-
Bonus	-	0%	-	0%	-	0%	-	-
Subcontractors	-	0%	900	0%	652	0%	(900)	(652)
TOTAL PAYROLL	144,254	29%	143,618	29%	145,465	29%	636	(1,211)
NIS	14,711	3%	13,509	3%	12,120	2%	1,202	2,590
NHIP	8,200	2%	7,881	2%	7,859	2%	319	341
Other Benefits	13,112	3%	15,763	3%	15,019	3%	(2,651)	(1,907)
Vacation Pay	3,290	1%	9,454	2%	2,502	1%	(6,165)	787
Holiday Pay	2,342	0%	3,600	1%	2,325	0%	(1,258)	17
Training	-	0%	600	0%	150	0%	(600)	(150)
Housing & Utilities	6,315	1%	7,700	2%	5,239	1%	(1,385)	1,076
Employee Relations	2,561	1%	3,300	1%	5,501	1%	(739)	(2,940)
Strata Lot Fees	-	0%	-	0%	-	0%	-	-
Recruitment	1,762	0%	2,400	0%	5,863	1%	(638)	(4,101)
Work Permits	9,500	2%	14,700	3%	12,460	3%	(5,200)	(2,960)
Uniforms	41	0%	4,950	1%	1,392	0%	(4,910)	(1,351)
TOTAL PAYROLL BENEFITS	61,832	12%	83,857	17%	70,431	14%	(22,025)	(8,598)
TOTAL PAYROLL & BENEFITS	206,086	41%	227,475	45%	215,896	44%	(21,389)	(9,810)

ADMIN & GENERAL							variance	
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Bank charges	136	0%	255	0%	192	0%	(119)	(56)
Insurance	2,599	1%	2,373	0%	2,792	1%	226	(193)
Telephone	2,030	0%	900	0%	1,838	0%	1,130	192
Legal/Professional Fees	-	0%	-	0%	-	0%	-	-
Hurricane expenses	-	0%	-	0%	-	0%	-	-
Miscellaneous	(700)	0%	1,500	0%	-	0%	(2,200)	(700)
Management Fee	94,228	19%	94,227	19%	91,929	19%	1	2,299
Employee Severance	-	0%	-	0%	-	0%	-	-
Strata Lot Fee	-	0%	-	0%	-	0%	-	-
TOTAL ADMIN & GENERAL	98,292	19%	99,255	20%	96,751	20%	(963)	1,541

MAINTENANCE				variance				
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Automotive	4,293	1%	2,100	0%	1,919	0%	2,193	2,374
Building	3,000	1%	4,200	1%	2,211	0%	(1,200)	789
Cooling systems & A/C	2,365	0%	1,275	0%	188	0%	1,090	2,177
Electrical Supplies	6,921	1%	8,250	2%	7,779	2%	(1,329)	(858)
Elevators	1,050	0%	1,050	0%	924	0%	-	126
Maintenance contracts	-	0%	-	0%	-	0%	-	-
Materials & Supplies	27,723	5%	22,414	4%	26,990	5%	5,308	732
Office Supplies	240	0%	300	0%	141	0%	(60)	98
Life Safety	9,329	2%	1,800	0%	2,145	0%	7,529	7,184
Plumbing	3,252	1%	4,200	1%	3,700	1%	(948)	(447)
Rental Equipment	-	0%	-	0%	-	0%	-	-
Travel & Entertainment	-	0%	-	0%	-	0%	-	-
Corporate Allocation	15,932	3%	14,911	3%	13,942	3%	1,020	1,990
Security	7,104	1%	2,700	1%	1,152	0%	4,404	5,952
TOTAL MAINTENANCE	81,208	16%	63,201	13%	61,092	12%	18,008	20,116

GROUNDS & LANDSCAPING				variance				
	Actual	%	Budget	%	Last Year	%	to bud	to LY
Equipment	-	0%	225	0%	-	0%	(225)	-
Supplies	4,548	1%	5,700	1%	4,887	1%	(1,152)	(340)
Spraying	-	0%	700	0%	-	0%	(700)	-
Treatment Plant - Water	-	0%	-	0%	-	0%	-	-
Treatment Plant - Power	6,421	1%	5,700	1%	5,929	1%	721	493
Treatment Plant - Maintenance	3,616	1%	5,700	1%	5,050	1%	(2,084)	(1,434)
Treatment Plant - Supplies	2,497	0%	3,150	1%	3,081	1%	(653)	(584)
Trash Removal	6,000	1%	6,000	1%	6,000	1%	-	-
TOTAL GROUNDS & LANDSCAPING	23,083	5%	27,175	5%	24,947	5%	(4,092)	(1,864)

POOL & BEACH	Actual			Budget			Last Year			variance	
		%		%		%		%	to bud	to LY	
Swimming Pool Supplies	1,945	0%	3,300	1%	5,351	1%			(1,355)	(3,405)	
Swimming Pool Repairs	2,413	0%	1,500	0%	1,517	0%			913	896	
Hot Tub & Pool Propane	5,286	1%	13,100	3%	12,174	2%			(7,814)	(6,888)	
Swimming Pool - Power	3,187	1%	5,700	1%	5,020	1%			(2,513)	(1,833)	
Swimming Pool - Water	-	0%	-	0%	-	0%			-	-	
Umbrellas	-	0%	-	0%	-	0%			-	-	
Beach Equipment & Supplies	-	0%	300	0%	-	0%			(300)	-	
Outside Maintenance	10,800	2%	10,800	2%	10,800	2%			-	-	
Watersport Equipment & Repairs	1,595	0%	1,800	0%	1,155	0%			(205)	439	
Beach Equipment & Repairs	3,506	1%	900	0%	766	0%			2,606	2,740	
TOTAL POOL & BEACH	28,732	6%	37,400	7%	36,783	7%			(8,668)	(8,051)	

COMMON AREAS	Actual			Budget			Last Year			variance	
		0.00385881		%		0.0108463		%	to bud	to LY	
Hospitality Lounge - Equipment/Rep	583	0%	300	0%	82	0%			283	501	
Gym Equipment - Repairs	86	0%	975	0%	537	0%			(889)	(450)	
Cleaning Supplies	7,001	1%	3,450	1%	4,042	1%			3,551	2,958	
Water	4,292	1%	3,700	1%	3,659	1%			592	633	
Power	29,727	6%	34,000	7%	33,497	7%			(4,273)	(3,770)	
TOTAL COMMON AREAS	41,689	8%	42,425	8%	41,818	8%			(736)	(129)	

TOTAL OPERATING EXPENSES	479,090	95%	496,931	99%	477,287	97%			(17,841)	1,803
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THE SANDS AT GRACE BAY
STRATA PLAN NO. 25
Statement of Fund Balances

	<u>Operating</u>		<u>Major Reserve</u>
	<u>Fund</u>	<u>Capex Fund</u>	<u>Fund</u>
Balance 12/31/2021	\$ 222,121	\$ 65,350	\$ 292,644
Fundings 2022	2,262,861	234,300	249,961
Expenditures 2022	(2,282,431)	(257,190)	-
Fund Transfer	-	42,135	(42,135)
Over/<Under> Collected	(19,570)	19,245	207,826
Balance 12/31/2022	\$ 202,551	\$ 84,595	\$ 500,470
Fundings 2023	2,404,945	235,915	125,086
Expenditures 2023	(2,380,453)	(322,670)	-
Prior Period Adjustment	(19,747)		
Over/<Under> Collected	4,745	(86,755)	125,086
Balance 12/31/2023	\$ 207,296	\$ (2,160)	\$ 625,556
Fundings 2024	2,624,881	294,847	125,085
Expenditures 2024	(2,634,498)	(366,508)	-
Over/<Under> Collected	(9,617)	(71,661)	125,085
Balance 3/31/2024	\$ 197,679	\$ (73,821)	\$ 750,641
Fundings thru 3/31/2025	1,127,682	92,517	31,272
Expenditures thru 3/31/2025	(1,102,663)	(47,867)	(13,600)
Fund Transfer	-	73,821	(73,821)
Over/<Under> Collected	25,019	118,471	(56,149)
Balance 3/31/2025	\$ 222,698	\$ 44,650	\$ 694,492

**THE SANDS AT GRACE BAY
STRATA PLAN NO. 25
SUMMARY CAPEX - 2025**

	<u>2025 Budget</u>	<u>YTD Thru 3/31/2025</u>	<u>Variance</u>	<u>Comments</u>
Capex Projects Funded by Capex Fund				
Common Area				
Lighting - Uplights, Downlights, Pathway Lighting with Boots	\$ 6,765	\$ (3,695)	\$ 3,070	Accent lights & installation
Walkway Repairs	6,000		6,000	
Building-Stair Treads	8,500	(3,332)	5,168	Materials & installation
Building-Shutters	5,000		5,000	
Gym-New Matrix Treadmill	10,000		10,000	
Security Surveillance	3,000		3,000	
Parking Lot Repairs-Asphalt and Speed Bumps (2)	4,250		4,250	
Parking Lot Solar Lights	3,000		3,000	
Grounds				
WWTP-Bionest Motors, Pumps, Blowers	14,800	(761)	14,039	Sanitation
WWTP-Bionest 2/3 Interior Replacement of Diffusers, Pipes, etc.	23,000		23,000	
Building 2 Lift Station Pumps (2)	13,082		13,082	
Irrigation Automation Equipment	10,000	(6,923)	3,077	Motor, rainbird supplies, installation
Landscaping - Plants/Foliage & Battery Operated Equipment	10,000	(2,550)	7,450	Assorted plants
Tennis Court Light Repairs	3,000		3,000	
Miscellaneous MEP	9,300		9,300	
Maintenance				
Building-Outside Painting & Wall Repairs	47,000	(12,412)	34,588	Labor \$11,648 & Materials \$764
Building-Façade, Balustrade, Gutter Repairs	4,600		4,600	
Building-Railing Painting and Repairs	21,500		21,500	
Building-Patio Frame Replacements	7,000		7,000	
Building-Roof Repairs & CSE Report	7,500	(3,250)	4,250	CSE roof analysis report
Timber Enclosures, Pergola, Gazebos	15,000	(3,665)	11,335	Repairs-Deck \$1,550 & Pergola \$2,115
Elevator Repairs-Digital Positioning Indicator	6,000		6,000	
Radios and Alice Phones for Communication, Security Wands	2,300		2,300	
Phase 2 Cabling Project-Digital Cables	26,267	(594)	25,673	
Fire Systems General Area	6,000		6,000	

Pool & Beach

Beach Furniture-Slings, Tables, Augers, Umbrellas	22,500	(8,141)	14,359	Polywood white beach tables (30)
Beach Furniture-20 New Chaise Loungers	24,659		24,659	
Beach Footpaths and Washes	2,500		2,500	
Pool Furniture Repairs and Cushion Replacements	12,000	(1,248)	10,752	Lounge chair repairs
Watersports Equipment-Hobie Mast and Sail	3,871	(1,296)	2,575	Paddle board
Pool Heater-Interchangeable with Hot Tub	5,000		5,000	
Pool Pump and Equipment-Silica Sands, Valves, Pump Straps	14,500		14,500	
Pools #2 and #3 and Lazy River Diamond Brite & Coping Repairs	10,000		10,000	
Hot Tub Equipment-Pump, Valves, Silica Sands, Jets	8,000		8,000	
General Miscellaneous	12,000		12,000	

Total From Capex Fund

<u>\$</u>	<u>387,894</u>	<u>\$</u>	<u>(47,867)</u>	<u>\$</u>	<u>340,027</u>
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Capex Projects Funded by Major Reserve Fund

Building 3 3rd Floor Landing Rehab	\$	24,500	\$	(13,600)	\$	10,900	Carry over from 2024
Room Door Replacements & Installation (7)		85,000				85,000	
Hemingway's Roof Repairs		15,000				15,000	
WWTP-Bionest 1/3 Interior Replacement of Diffusers, Pipes, etc.		12,500				12,500	
Footwash IPE Pathway Rebuild		26,254				26,254	

Total From Major Reserve Fund

<u>\$</u>	<u>163,254</u>	<u>\$</u>	<u>(13,600)</u>	<u>\$</u>	<u>149,654</u>
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Grand Total

<u>\$</u>	<u>551,148</u>	<u>\$</u>	<u>(61,467)</u>	<u>\$</u>	<u>489,681</u>
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Background and scope of work

The Sands at Grace Bay (the Resort) is a luxury condominium resort located in the Turks & Caicos Islands. The Resort offers both short and long-term accommodation and is governed by The Proprietors, Strata Plan 25 (The Strata). The Resorts Proprietors can opt in or out of the Resort managed rental pool program. Effective June 2021, Oceanside Marketing Corporation Ltd (OSM or Management) was appointed as the management company for the Resorts operations for a period of 15 years commencing January 1, 2022.

WB Financial Management Ltd (WB or WB Financial) have been engaged by The Strata to provide consulting services, the scope of which have been outlined in the signed engagement letter dated May 28, 2024, and as detailed below:

The services

The work to be completed and the report to be provided will include the following:

1. Inventory
 - Obtain a detailed listing of inventory items as of December 31, 2023 and 2022.
 - Understand and document the processes surrounding inventory including frequency of inventory counts, locations inventory is held, etc.
2. Purchasing process:
 - Obtain and document the controls surrounding the purchasing process.
 - Review the general ledger and select a sample of 10 transactions to ensure that
 - Purchases have a valid approved purchase order.
 - The invoice has been correctly recorded in the general ledger.
 - Appropriate checks have been made to ensure that on delivery, items ordered are correctly checked off against the purchase order and received.
 - The payment amount is correct and has been appropriately approved.
 - ExCO approval has been sought where required as per the management agreement.
 - Make a reasonableness assessment on the purchase order and if consideration appears to have been made in relation to existing inventory on hand.
3. Strata fees:
 - Obtain a detailed listing of monthly strata fees charged and reconcile the totals into financial statements.
 - Obtain a listing of the square footage of **all** strata properties and reconcile the amounts.
 - Investigate any variances from standard monthly rates charged on any unit.
 - Document the strata fees charged in relation to all OSM properties such as Hemingway's restaurant, reception areas, basement, gymnasium, etc.
4. Review of expenses charged directly to Strata owners:
 - Perform a review of the following expenses which are charged directly to owners water, electricity, and cable.
 - Document the processes surrounding the allocations to owners, OSM, and the Strata, noting any markups identified in the amount charged.
 - Ensure OSM is allocated their appropriate share of these costs i.e. utilities costs incurred relating to Hemingway's restaurant, reception areas, etc.

Thank you