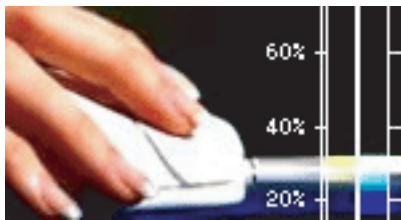


Barrington

Barrington Management is a real estate service organization specializing in the management of condominiums and apartment complexes. Barrington clients receive the most comprehensive array of services and industry expertise.



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Barrington

Accounting Services

Barrington Management Company's internal client accounting team provides full accounting services for Barrington's managed properties. Barrington's property management accounting system provides wide flexibility in accounting reports. Our goal is to serve the best interests of the Board of Trustees and unit owners by creating a well-operated Association. We pride ourselves on the personal attention that each Association receives, and as a condominium trustee or unit owner, you can be assured that your property will be maintained at the highest possible level.

Accounting Reports

Reports can be generated on both accrual and cash basis.

The operational process of accounting for managed properties includes the following:

- Disbursements
- Financial Statements
- Cash Analysis
- Balance Sheet
- Budget Comparison Report
- General Ledger
- Property Management Receivables Summary - "Owner Detail" Report
- Property Management "Historical Owner Ledger"
- Property Management "Aged Receivables Detail"
- Accounts Payable Register
- Check Register Detail
- Deposit Register Summary
- Bank Reconciliation Report

Detailed Accounting Information

Barrington Management Company's internal client accounting team provides full accounting services for Barrington's managed properties. Barrington's property management accounting system provides wide flexibility in accounting reports. Reports can be generated on both accrual and cash basis. A set of standard reports has been included with this proposal.

We believe that it is necessary for the Trustees to obtain their financial and operating reports as soon after the close of each month as is possible. A complete financial report will be delivered no later than the twenty-fifth (25th) day following the close of business each month unless otherwise specified in the management agreement. The operational process of accounting for managed properties includes the following:

Disbursements

Disbursements are processed twice a month. The invoices are coded and approved by the Property Manager, with the assistance of the site manager, since they are most familiar with the property and the budget. When approved, the checks are processed by the accounting staff assigned to the property. The checks are then signed by the President. Disbursements pertaining to capital expenditures for condominiums may only be disbursed with written authorization from the Board of Trustees in accordance with Chapter 400.

Financial Statements

Financial statements are generated on a monthly basis by the Accounting Department. The first draft is distributed to the Property Manager for review. Bank reconciliations are prepared and reviewed by the Property Manager prior to release of the final financial statements, which are distributed to the Association in a timely manner based upon the management contract. A brief description of standard and customized financial reports is provided below. Please note, that these are standard reports and variations can be developed to meet the individual needs of properties and Associations.

Cash Analysis

This report gives the balance of the operating and reserve accounts at the end of the month.

Balance Sheet

This report gives the balance of assets, liabilities and capital at the end of the month. The current year retained earnings can be stated separately for ease of reference.

Budget Comparison Report

This report provides monthly and year-to-date comparisons of the operating performance of the property in relation to the operating budget. Below are some of the financial accounting forms that can be utilized.

Barrington

General Ledger

This report details all activity for the month by account. Any activity, which is not, generated through cash receipts or disbursements will be referenced in this report.

Property Management Receivables Summary (Owner Detail Report)

End of month balance summary, by unit owner.

Property Management (Historical Owner Ledger)

Detail, by unit owner, of monthly charge(s), adjustments, special assessments and payments for multiple months.

Property Management (Aged Receivables Detail)

Report of delinquencies at month-end aged over thirty (30) days, sixty (60) days, ninety plus (90+) days, plus late and/or other charge(s) (if any), and amount of current month payment.

Accounts Payable Register

This report details open invoices with projected payment dates.

Check Register Detail

This report details all disbursements in check number order plus general ledger account distribution. This allows management/Trustees quick reference of payment.

Deposit Register Summary

This report details each deposit into the operating account. An itemization with a total of the deposit is illustrated. A deposit slip number (DS#) is assigned to each deposit.

Bank Reconciliation Report

This report reconciles the operating account to the actual bank statement, illustrating all outstanding transactions and listing an actual current bank balance, which agrees with the bank statement to the penny.