



**CITY OF SOMERS POINT
OPEN PUBLIC RECORDS ACT REQUEST FORM**

1 West New Jersey Avenue, Somers Point, N.J. 08244

Phone: 609-927-9088 x 144; Fax: 609-926-3016

smollenkopf@spgov.org

Lucy R. Samuelsen, RMC, City Clerk



Important Notice

The last page of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Tami MI L Last Name Rutkowski
E-mail Address Tami.Rutkowski@associa.us
Mailing Address 14000 Horizon Way, Suite 200
City Mt. Laurel State NT Zip 08054
Telephone 856-996-1684 FAX 856-234-5479
Preferred Delivery: ☐ Pick Up ☐ US Mail ☐ On-Site Inspect ☐ Fax ☒ E-mail ☒
If you are requesting records containing personal information, please circle one: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.
Signature [Signature] Date _____

Payment Information

Maximum Authorization Cost: _____
Select Payment Method: ☐ Cash ☐ Check ☐ Money Order
Fees: Letter size pages per page _____
Legal size pages per page _____
Other materials (if any) – actual cost _____
Delivery: Delivery / postage additional dependent upon delivery type.
Extras: Special service charges dependent upon _____

Record Request Information: Please be as specific as possible in describing the records being requested. Also, please note that the preferred method of delivery will only be accommodated if the custodian has the technological means and the integrity of the records will not be jeopardized by such method of delivery.

All billing + payment information prior to January 2014 for the sewer bill for 65 Dockside & 11 Woodloch Block/Lot 2043.6, we need to confirm who paid bills prior to January 2014

(this is on behalf of Sunset Marina Condo Assn.)

AGENCY USE ONLY

AGENCY USE ONLY

AGENCY USE ONLY

Tami, she agreed to receiving Utility Account status reports from 2006 - 2014, per phone call 8/30/17 @ 10:43A
[Signature]

<table style="width: 100%;"> <tr><td>Est. Document Cost</td><td>_____</td></tr> <tr><td>Est. Delivery Cost</td><td>_____</td></tr> <tr><td>Est. Extras Cost</td><td>_____</td></tr> <tr><td>Total Est. Cost</td><td>_____</td></tr> <tr><td>Deposit Amount</td><td>_____</td></tr> <tr><td>Estimated Balance</td><td>_____</td></tr> <tr><td> </td><td> </td></tr> <tr><td>Deposit Date</td><td>_____</td></tr> </table>	Est. Document Cost	_____	Est. Delivery Cost	_____	Est. Extras Cost	_____	Total Est. Cost	_____	Deposit Amount	_____	Estimated Balance	_____			Deposit Date	_____	Disposition Notes Custodian: If any part of request cannot be delivered in seven business days, detail reasons here. <table style="width: 100%;"> <tr><td>In Progress</td><td>-</td><td>Open</td><td>_____</td></tr> <tr><td>Denied</td><td>-</td><td>Closed</td><td>_____</td></tr> <tr><td>Filled</td><td>-</td><td>Closed</td><td>_____</td></tr> <tr><td>Partial</td><td>-</td><td>Closed</td><td>_____</td></tr> </table>	In Progress	-	Open	_____	Denied	-	Closed	_____	Filled	-	Closed	_____	Partial	-	Closed	_____	<table style="width: 100%;"> <tr> <th style="text-align: left;">Tracking Information</th> <th style="text-align: left;">Final Cost</th> </tr> <tr> <td>Tracking # _____</td> <td>Total _____</td> </tr> <tr> <td>Rec'd Date _____</td> <td>Deposit _____</td> </tr> <tr> <td>Ready Date _____</td> <td>Balance Due _____</td> </tr> <tr> <td>Total Pages _____</td> <td>Balance Paid _____</td> </tr> <tr> <td colspan="2" style="text-align: center;">Records Provided</td> </tr> </table> <i>see attached report.</i> <i>Greg R. Sander</i> 8/30/17 Custodian Signature	Tracking Information	Final Cost	Tracking # _____	Total _____	Rec'd Date _____	Deposit _____	Ready Date _____	Balance Due _____	Total Pages _____	Balance Paid _____	Records Provided	
Est. Document Cost	_____																																													
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DEPOSITS

The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the anticipates that the documents requested will cost in excess of \$5 to reproduce.

Where a special service charge is warranted under OPRA, that amount will be communicated to you as required under the statute. The opportunity to review and object to the charge prior to it being incurred. If, however, you approve of the fact and amount of the service charge, you may be required to pay a deposit or pay in full prior to reproduction of the documents.

YOUR REQUEST FOR RECORDS IS DENIED FOR THE FOLLOWING REASON(S):

(To be completed by the Custodian of Records – check the box of the numbered exemption(s) as they apply to the records requested. If multiple records are requested, be specific as to which exemption(s) apply to each record. Response is due to requestor as soon as possible, but no later than seven business days.)

N.J.S.A. 47:1A-1.1

- ☐ Inter-agency or intra-agency advisory, consultative or deliberative material
- ☐ Legislative records
- ☐ Law enforcement records:
 - ☐ Medical examiner photos
 - ☐ Criminal investigatory records (however, N.J.S.A. 47:1A-3.b. lists specific criminal investigatory information which disclosed)
 - ☐ Victims' records
- ☐ Trade secrets and proprietary commercial or financial information
- ☐ Any record within the attorney-client privilege
- ☐ Administrative or technical information regarding computer hardware, software and networks which, if disclosed would compromise computer security
- ☐ Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of building or facility or persons therein
- ☐ Security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, data or software
- ☐ Information which, if disclosed, would give an advantage to competitors or bidders
- ☐ Information generated by or on behalf of public employers or public employees in connection with:
 - ☐ Any sexual harassment complaint filed with a public employer
 - ☐ Any grievance filed by or against an employee
 - ☐ Collective negotiations documents and statements of strategy or negotiating
- ☐ Information that is a communication between a public agency and its insurance carrier, administrative service organization or management office
- ☐ Information that is to be kept confidential pursuant to court order
- ☐ Certificate of honorable discharge issued by the United States government (Form DD-214) filed with a public agency
- ☐ Social security numbers
- ☐ Credit card numbers
- ☐ Unlisted telephone numbers
- ☐ Drivers' license numbers
- ☐ Certain records of higher education institutions:
 - ☐ Research records
 - ☐ Questions or scores for exam for employment or academics
 - ☐ Charitable contribution information
 - ☐ Rare book collections gifted for limited access

- ☐ Ongoing investigations of non-law enforcement agencies (must prove disclosure is inimical to the public interest) N.J.S.A. 47:1A-9
- ☐ Public defender records N.J.S.A. 47:1A-5.k.
- ☐ Upholds exemptions contained in other State or federal statutes and regulations, Executive Orders, Rules of Court, and created by State Constitution, statute, court rule or judicial case law N.J.S.A. 47:1A-9
- ☐ Personnel and pension records (however, the following information must be disclosed:
 - An individual's name, title, position, salary, payroll record, length of service, date of separation and the reason for separation, and the amount and type of any pension received
 - When required to be disclosed by another law, when disclosure is essential to the performance of official duties or when authorized by this State or the US, or when authorized by an individual in interest
 - Data contained in information which disclose conformity with specific experiential, educational or medical qualifications required for government employment or for receipt of a public pension, but not including any detailed psychological information N.J.S.A. 47:1A-10

N.J.S.A. 47:1A-1

- ☐ "a public agency has a responsibility and an obligation to safeguard from public access a citizen's personal information which has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy."

Burnett v. County of Bergen, 196 N.J. 408 (2009). Without ambiguity, the court held that the privacy provision "is neither a preamble." Rather, "the very language expressed in the privacy clause reveals its substantive nature; it does not offer reasons for the exemption. OPRA was adopted, as preambles typically do; instead, it focuses on the law's implementation." "Specifically, it imposes an obligation on public agencies to protect against disclosure of personal information which would run contrary to reasonable interests."

Executive Order No. 21 (McGreevey 2002)

- ☐ Records where inspection, examination or copying would substantially interfere with the State's ability to protect and defend the State and its citizens against acts of sabotage or terrorism, or which, if disclosed, would materially increase the potential consequences of potential acts of sabotage or terrorism.
- ☐ Records exempted from disclosure by State agencies' proposed rules.

Executive Order No. 26 (McGreevey 2002)

- ☐ Certain records maintained by the Office of the Governor
- ☐ Resumes, applications for employment or other information concerning job applicants while a recruitment search is ongoing
- ☐ Records of complaints and investigations undertaken pursuant to the Model Procedures for Internal Complaints and Investigations
- ☐ Discrimination, Harassment or Hostile Environments
- ☐ Information relating to medical, psychiatric or psychological history, diagnosis, treatment or evaluation
- ☐ Information in a personal income or other tax return
- ☐ Information describing a natural person's finances, income, assets, liabilities, net worth, bank balances, financial history or creditworthiness, except as otherwise required by law to be disclosed
- ☐ Test questions, scoring keys and other examination data pertaining to the administration of an examination for public employment or licensing
- ☐ Records in the possession of another department (including NJ Office of Information Technology or State Archives) where the records are made confidential by regulation or EO 9.

Other Exemption(s) contained in a State statute, resolution of either or both House of the Legislature, regulation, Executive Order, Rule of Court, any federal law, federal regulation or federal order pursuant to N.J.S.A. 47:1A-9.a.

(Please provide detailed information regarding the exemption from disclosure for which you are relying to deny access to government records. If multiple records are requested, be specific as to which exemption(s) apply to each record.)

REQUEST FOR RECORDS UNDER THE COMMON LAW

If, in addition to requesting records under OPRA, you are also requesting the government records under the common law, please check the box below.

authorized to perform that function, or a writing filed in a public office. The elements essential to constitute a public record are that it be made by a public officer, and that the officer be authorized by law to make it.

☐ Yes, I am also requesting the documents under common law.

If the information requested is a "public record" under common law and the requestor has a legally recognized interest in the subject matter contained in the material, then the material must be disclosed if the individual's right of access outweighs the State's interest in non-disclosure.

Please set forth your interest in the subject matter contained in the requested material:

Note that any challenge to a denial of a request for records under the common law cannot be made to the Government Records Council, as the Government Records Council only has jurisdiction to adjudicate challenges to denials of OPRA requests. Any challenge to the denial of access under the common law can be made by filing an action in Superior Court.

1. All government records are subject to public access under the Open Public Records Act ("OPRA"), unless specifically exempt.
2. A request for access to a government record under OPRA must be in writing, hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the appropriate custodian. N.J.S.A. 47:1A-5.g. The seven (7) business response time does not commence until the records custodian receives the request form. If you submit the request form to any other officer or employee of the **Name of Agency**, that officer or employee must either forward the request to the appropriate custodian, or direct you to the appropriate custodian. N.J.S.A. 47:1A-5.h.
3. Requestors may submit requests anonymously. If you elect not to provide a name, address, or telephone number or other means of contact, the custodian is not required to respond until you reappear before the custodian seeking response to the original request.
4. The fees for duplication of a government record in printed form are listed on the front of this form. We will notify you of any special service charges or other additional charges authorized by State law or regulation before processing your request. Payment shall be made by cash, check or money order payable to the **Name of Agency**.
5. **You may be charged a 50% or other deposit when a request for copies exceeds \$25.** The **Name of Agency** custodian will contact you and advise you of any deposit requirements. You agree to pay the balance due upon completion of the records. Anonymous requests in excess of \$5.00 require a deposit of 100% of estimated fees.
6. Under OPRA, a custodian must deny access to a person who has been convicted of an indictable offense in New Jersey, any other state, or the United States, and who is seeking government records containing personal information pertaining to the person's victim or the victim's family. This includes anonymous requests for said information.
7. By law, the **Name of Agency** must notify you that it grants or denies a request for access to government records within seven (7) business days after the agency custodian of records receives the request. If the record requested is currently available or is in storage, the custodian will advise you within seven (7) business days after receipt of the request when the record can be made available and the estimated cost for reproduction.
8. You may be denied access to a government record if your request would substantially disrupt agency operations or if the custodian is unable to reach a reasonable solution with you.
9. If the **Name of Agency** is unable to comply with your request for access to a government record, the custodian must indicate the reasons for denial on the request form or other written correspondence and send you a signed and dated copy.
10. Except as otherwise provided by law or by agreement with the requester, if the agency custodian of records does not respond to you within seven (7) business days of receiving a request, the failure to respond is a deemed denial of the request.
11. If your request for access to a government record has been denied or unfilled within the seven (7) business days required by law, you have a right to challenge the decision by the **Name of Agency** to deny access. At your option, you may either institute a proceeding in the Superior Court of New Jersey or file a complaint with the Government Records Council ("GRC") by completing the Denial of Access Complaint Form. You may contact the GRC by toll-free telephone at 866-850-0511, by mail at PO Box 819, Trenton, NJ, 08625, by e-mail at grc@dca.state.nj.us, or at their web site at www.state.nj.us/grc. The Council can also answer other questions about the law. All questions regarding complaints filed in Superior Court should be directed to the Court Clerk in your County.

August 30, 2017
10:04 AM

CITY OF SOMERS POINT
Utility Account Status By Account Id

Page No: 1

2014-ON

Range: 4463-0 to 4463-0
Year: First to Last
Period: 1 to 12
Date: First to 12/31/17
Cycle: First to Last
Section: First to Last
Include Service Type: Sewer: Y

Account Type: First to Last
Include Prior Year/Prd in Bal: Y
Include Zero Bal: Y
Exclude Non-NSF Reversed Payments: N
Status: Both

Order By: Date
Report Type: Detail
Print Block/Lot/Qual: N
Name to Print: Bill To
Location to Print: Property
Print Service Debit/Credit Only:

* Overpayment amount applied to periods outside the range is not displayed

Account Id	Type	Section	Property Location						
Bill To Name			Address						
Cycle									
Date	Type	Yr/Prd	Code Meth	Check No	Description	Apply To	Principal	Interest	Balance
4463-0	R01		65 DOCKSIDE & 11 WOODLAWN						
SUNSET BAY PARTNERS, LLC			415 NEW RD, UNIT 5		SOMERS POINT, NJ	08244			
Sewer: 1									
02/17/17	Bill	17 2	Sewer	SR1			370.00		370.00
02/17/17	App'l	Ovr 17 1	Sewer	052 CK 1000372	FR Sewer	09/26/16	185.00-	0.00	0.00
02/17/17	App'l	Ovr 17 1	Sewer	052 CK 1000372	FR Sewer	09/26/16	185.00-	0.00	0.00
02/17/17	Bill	17 1	Sewer	SR1			370.00		0.00
09/26/16	Overpayment		Sewer	SEW CK 1000372			185.00-	0.00	370.00-
09/26/16	Overpayment		Sewer	SEW CK 1000372			185.00-	0.00	185.00-
06/09/16	Payment	16 2	Sewer	SEW CK 10880			370.00-	0.00	0.00
02/10/16	Bill	16 2	Sewer	SR1			370.00		370.00
02/10/16	App'l	Ovr 16 1	Sewer	052 CK 1000013	FR Sewer	09/21/15	370.00-	0.00	0.00
02/10/16	Bill	16 1	Sewer	SR1			370.00		0.00
09/21/15	Overpayment		Sewer	SEW CK 1000013			370.00-	0.00	370.00-
03/12/15	Payment	15 2	Sewer	SEW CK 10804			370.00-	0.00	0.00
03/05/15	Payment	15 1	Sewer	SEW CK 1000004			370.00-	0.00	370.00
02/13/15	Bill	15 2	Sewer	SR1			370.00		740.00
02/13/15	Bill	15 1	Sewer	SR1			370.00		370.00
01/14/15	Payment	14 2	Sewer	SEW CS			0.64-	0.00	0.00
12/22/14	Payment	14 2	Sewer	SEW CK 3615			303.93-	7.51-	0.64
09/04/14	Payment	14 2	Sewer	SEW CK 3479			65.43-	0.00	304.57
09/04/14	Payment	14 1	Sewer	SEW CK 3479			295.00-	9.57-	370.00
04/08/14	Payment	14 1	Sewer	SEW CK 3223	post correct		75.00-	0.00	665.00
01/31/14	Bill	14 2	Sewer	SR1			370.00		740.00
01/31/14	Bill	14 1	Sewer	SR1			370.00		370.00
Prev. Bal:									0.00

NOTE: Prior Year/Period Principal IS included on this report.

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CITY OF SOMERS POINT
Utility Account Status By Account Id

Page No: 1

Before 2014

Range: 3857-0 to 3857-0
Year: First to Last
Period: 1 to 12
Date: First to 12/31/17
Cycle: First to Last
Section: First to Last
Include Service Type: Sewer: Y

Account Type: First to Last
Include Prior Year/Prd in Bal: Y
Include Zero Bal: Y
Exclude Non-NSF Reversed Payments: N
Status: Both

Order By: Date
Report Type: Detail
Print Block/Lot/Qual: N
Name to Print: Bill To
Location to Print: Property
Print Service Debit/Credit Only:

* Overpayment amount applied to periods outside the range is not displayed

Account Id	Type	Section	Property Location	Address						
Bill To Name										
Cycle										
Date	Type	Yr/Prd	Code	Meth	Check No	Description	Apply To	Principal	Interest	Balance
3857-0	R01		MAYS LANDING RD							
SUNSET BAY CONDOMINIUM ASSOC			MAYS LANDING RD			SOMERS POINT, NJ	08244			
Sewer: 1										
04/08/14	NSF	Sewer	COR CK 3223			move to ind accts		6,675.00	0.00	0.00
12/30/13	Overpayment	Sewer	SEW CK 3223					6,675.00-	0.00	6,675.00-
09/24/13	Payment	13 4 Sewer	SEW CK 3141					6,675.00-	0.00	0.00
06/14/13	Payment	13 3 Sewer	SEW CK 3056					6,675.00-	0.00	6,675.00
04/09/13	Payment	13 2 Sewer	SEW CK 2995					6,675.00-	0.00	13,350.00
12/27/12	Payment	13 1 Sewer	SEW CK 2911					6,675.00-	0.00	20,025.00
11/14/12	Bill	13 4 Sewer	SR1					6,675.00		26,700.00
11/14/12	Bill	13 3 Sewer	SR1					6,675.00		20,025.00
11/14/12	Bill	13 2 Sewer	SR1					6,675.00		13,350.00
11/14/12	Bill	13 1 Sewer	SR1					6,675.00		6,675.00
09/17/12	Payment	12 4 Sewer	SEW CK 2822					6,675.00-	0.00	0.00
06/15/12	Payment	12 3 Sewer	SEW CK 2746					6,675.00-	0.00	6,675.00
03/19/12	Payment	12 2 Sewer	SEW CK 2644					6,675.00-	0.00	13,350.00
12/23/11	Payment	12 1 Sewer	SEW CK 2593					6,675.00-	0.00	20,025.00
10/25/11	Bill	12 4 Sewer	SR1					6,675.00		26,700.00
10/25/11	Bill	12 3 Sewer	SR1					6,675.00		20,025.00
10/25/11	Bill	12 2 Sewer	SR1					6,675.00		13,350.00
10/25/11	Bill	12 1 Sewer	SR1					6,675.00		6,675.00
09/19/11	Payment	11 4 Sewer	SEW CK 2517					6,675.00-	0.00	0.00
06/17/11	Payment	11 3 Sewer	SEW CK 2435					6,675.00-	0.00	6,675.00
03/18/11	Payment	11 2 Sewer	SEW CK 2367					6,675.00-	0.00	13,350.00
01/03/11	Payment	11 1 Sewer	SEW CK 2305					6,675.00-	0.00	20,025.00
11/30/10	Bill	11 4 Sewer	SR1					6,675.00	0.00	26,700.00
11/30/10	Bill	11 3 Sewer	SR1					6,675.00		20,025.00
11/30/10	Bill	11 2 Sewer	SR1					6,675.00		13,350.00
11/30/10	Bill	11 1 Sewer	SR1					6,675.00		6,675.00
10/01/10	Payment	10 4 Sewer	SEW CK 2255					6,675.00-	0.00	0.00
06/18/10	Payment	10 3 Sewer	SEW CK 2184					6,675.00-	0.00	6,675.00
04/16/10	Payment	10 2 Sewer	SEW CK 2145					6,675.00-	0.00	13,350.00
02/18/10	Payment	10 1 Sewer	SEW CK 2107					6,675.00-	137.28-	20,025.00
11/30/09	Bill	10 4 Sewer	SR1					6,675.00		26,700.00
11/30/09	Bill	10 3 Sewer	SR1					6,675.00		20,025.00
11/30/09	Bill	10 2 Sewer	SR1					6,675.00		13,350.00
11/30/09	Bill	10 1 Sewer	SR1					6,675.00		6,675.00
10/27/09	Payment	09 4 Sewer	SEW CK 2031					6,007.50-	0.00	0.00
07/10/09	Payment	09 3 Sewer	SEW CK 1098					6,007.50-	0.00	6,007.50
06/18/09	Payment	09 2 Sewer	SEW CK 1090					213.27-	0.64-	12,015.00
06/12/09	Payment	09 2 Sewer	SEW CK 1077					5,794.23-	213.27-	12,228.27
04/02/09	Payment	09 1 Sewer	SEW CK 1037					495.62-	0.50-	18,022.50

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CITY OF SOMERS POINT
Utility Account Status By Account Id

Page No: 2

Account Id	Type	Section	Property Location	Address					
Bill To Name									
Cycle									
Date	Type	Yr/Prd	Code Meth	Check No	Description	Apply To	Principal	Interest	Balance
3857-0	MAYS LANDING RD				Continued				
03/31/09	Payment	09 1	SEW	CK 1001			5,511.88-	267.33-	18,518.12
03/31/09	Payment	08 4	SEW	CK 1001			7,186.75-	427.61-	24,030.00
03/31/09	Payment	08 3	SEW	CK 1001			7,186.75-	427.61-	31,216.75
03/31/09	Payment	08 2	SEW	CK 1001			4,828.25-	287.28-	38,403.50
03/31/09	Payment	08 1	SEW	CK 1001			4,828.25-	287.28-	43,231.75
12/01/08	Payment	08 4	SEW	CK 47236			0.00	215.60-	48,060.00
12/01/08	Payment	08 3	SEW	CK 47236			0.00	539.01-	48,060.00
12/01/08	Payment	08 2	SEW	CK 47236			0.00	579.39-	48,060.00
12/01/08	Payment	08 1	SEW	CK 47236			0.00	796.66-	48,060.00
12/01/08	Payment	07 4	SEW	CK 47236			4,828.25-	745.96-	48,060.00
12/01/08	Payment	07 3	SEW	CK 47236			322.98-	49.90-	52,888.25
11/14/08	Bill	09 4	SR1				6,007.50		53,211.23
11/14/08	Bill	09 3	SR1				6,007.50		47,203.73
11/14/08	Bill	09 2	SR1				6,007.50		41,196.23
11/14/08	Bill	09 1	SR1				6,007.50		35,188.73
05/01/08	Bill	08 4	SR1				7,186.75		29,181.23
05/01/08	Bill	08 3	SR1				7,186.75		21,994.48
01/22/08	Payment	07 4	SEW	CK 1011			0.00	267.97-	14,807.73
01/22/08	Payment	07 3	SEW	CK 1011			4,505.27-	485.24-	14,807.73
01/22/08	Payment	07 2	SEW	CK 1011			172.79-	15.29-	19,313.00
12/04/07	Bill	08 2	SR1				4,828.25		19,485.79
12/04/07	Bill	08 1	SR1				4,828.25		14,657.54
07/25/07	Payment	07 2	SEW	CK 1351			4,558.56-	269.69-	9,829.29
01/10/07	Payment	07 2	SEW	CK 1270			96.90-	0.00	14,387.85
01/10/07	Payment	07 1	SEW	CK 1270			0.38-	0.00	14,484.75
01/09/07	Payment	07 1	SEW	CK 1279			4,827.87-	0.00	14,485.13
10/03/06	Bill	07 4	SR1				4,828.25		19,313.00
10/03/06	Bill	07 3	SR1				4,828.25		14,484.75
10/03/06	Bill	07 2	SR1				4,828.25		9,656.50
10/03/06	Bill	07 1	SR1				4,828.25		4,828.25
Prev. Bal:									0.00

NOTE: Prior Year/Period Principal IS included on this report.