

# UNOFFICIAL COPY



0533950063

This document was prepared by and following recording shall be returned to:

Doc#: 0533950063 Fee: \$92.00  
Eugene "Gene" Moore RHSP Fee: \$10.00  
Cook County Recorder of Deeds  
Date: 12/05/2005 04:42 PM Pg: 1 of 35

Glenn A. Browne, Esq.,  
Braun, Browne & Associates, P.C.  
300 Saunders Road  
Suite 100  
Riverwoods, Illinois 60015

Property Address:

8900 N. Central Park  
Skokie, Illinois 60076

Legal Description: Lot 478 in Swenson Brothers 3rd Addition To College Hill Addition To Evanston Being A Subdivision In The Southwest 1/4 Of The Southeast 1/4 Of Section 14, Township 41 North, Range 13 East Of The Third Principal Meridian, In Cook County, Illinois

PIN: 10-14-415-011

### AGREEMENT

This AGREEMENT ("Agreement") is made and entered into as of the 21<sup>st</sup> day of March 2005, by and between Shore Community Services, Inc., an Illinois not for profit corporation ("Shore") and Jack R. Glasser, an individual ("Glasser").

### RECITALS

WHEREAS, among other businesses, Shore is in the business of managing residences for disabled adult persons each of which residence is known as a Community Integrated Living Arrangement ("CILA"); and

WHEREAS, Glasser owns a residence with a common street address of 8900 Central Park located in Skokie, Illinois ("Residence") which Glasser desires to donate to Shore for the purpose of the Residence to be utilized as a CILA upon the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the promises and of the mutual covenants and agreements contained herein, the sufficiency of which are hereby acknowledged, the parties agree as follows:

### TERMS

1. Donation of Residence. Upon the completion of the following conditions to the satisfaction of Glasser, Glasser shall donate the Residence to Shore, subject to the terms and conditions set forth herein, pursuant to a Warranty Deed in substantially the form set forth in the document attached hereto and marked for identification as Exhibit A:

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- A. **Condition 1, Residence qualifies as a CILA.** The date Shore delivers documentation to Glasser, in form satisfactory to Glasser, evidencing that the Residence may be used as a CILA and is eligible for those benefits so provided to a CILA by the State of Illinois to accommodate at least three (3) Residents (as herein defined).
- B. **Condition 2, Shore Approved to Manage the Residence as a CILA.** The date Shore delivers documentation to Glasser, in form satisfactory to Glasser, evidencing that Shore has been authorized by the State of Illinois to manage the Residence as a CILA.
- C. **Condition 3, Three (3) Residents Approved to reside in the Residence.** The date Shore delivers documentation to Glasser, in form satisfactory to Glasser, evidencing that the State of Illinois (or its designated agency) has approved at least three (3) individuals with developmental disabilities to reside in the Residence as a CILA (each such individual so approved is herein referred to as a "Resident"), one of which must be Laura T. Glasser, an individual resident of Skokie, Illinois ("Laura") and that such Residents will reside in the Residence upon the completion of the Renovations (as such term is herein defined).
2. **Renovations to Residence.** The Residence shall require certain renovations to accommodate the Residents. The parties acknowledge that the renovations that will be made to the Residence shall be limited to those required to be made to the Residence in order to satisfy the minimum requirements of the State of Illinois Office of Developmental Disabilities CILA Rates Unit ("Renovations").
3. **Shore's Obligation for Renovations.**
- A. **Fund Raising.** Shore shall use its best efforts to obtain all of the funding (which may be received in various forms, including money, property or other considerations, and may be received as donations or otherwise, all or which, for purposes hereof, are collectively referred to herein as "funding") needed for the Renovations as well as the funding for the Personal Property, the Vehicle and the Operating Shortfall (as such terms are herein defined in Paragraphs 5, 6, and 7, hereof, respectively). The parties acknowledge that funding for the Renovations, Personal Property, Vehicle and Operating Shortfall may be available from many different sources and through a variety of different programs and/or grants. The sources for funding include but are not necessarily limited to the Federal Government, the State of Illinois (which shall include Shore making application for all amounts available pursuant to that certain document issued by the Illinois Department of Human Services Office of Developmental Disabilities Bureau of Community Reimbursement CILA Rates Unit entitled "Community Integrated Living Arrangement (CILA) Individual Rate Determination Model - User Guide, Cost Center Definitions and

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Reimbursement Levels, Revised January 2002," excerpts of which are attached hereto and marked for identification as Exhibit B herein sometimes referred to as "CILA Reimbursement Levels"), Cook County, the local village or city in which the Residence is located (i.e., the Village of Skokie), and various individuals, trusts, corporations for profit, corporations not for profit and other benefactors, previous or potential, of Shore (collectively referred to as "Outside Sources").

- B. **Renovations Budget.** Shore, at its expense, shall develop a budget for the Renovations ("Renovations Budget"). Shore shall submit the Renovations Budget to Glasser for his review and approval. The Renovations Budget, as approved by Glasser, is herein referred to as the "Approved Renovations Budget." As described later in this Agreement, to the extent funding from Outside Sources is not obtained for the Approved Renovations Budget, Glasser will, subject to the terms below, advance the funding required for the Approved Renovations Budget ("Renovations Advance"). However, Shore shall reimburse Glasser for the Renovations Advance to the extent of any amounts received by Shore from Outside Sources.
- C. **Oversight of Renovations.** Shore shall supervise, manage and be responsible for the installation of the Renovations.
4. **Glasser's Obligations for Renovations.** In the event funds are needed for the Renovations, to the extent set forth in the Approved Renovations Budget, at a time when the necessary amounts for same are not available to Shore, Glasser will, subject to the terms of this Agreement, advance the balance of the funding so required for the Approved Renovations Budget ("Renovations Advance").
5. **Personal Property.** The Residence will require certain personal property, such as furniture, appliances, and equipment ("Personal Property"). Shore, at its expense, shall develop a budget for the Personal Property ("Personal Property Budget"). Shore shall submit the Personal Property Budget to Glasser for his review and approval. Once approved by Glasser ("Approved Personal Property Budget") to the extent funding from Outside Sources is not available for the Approved Personal Property Budget, Glasser will, subject to the terms below, advance the funding required for the Approved Personal Property Budget ("Personal Property Advance"). Any money Shore may receive from Outside Sources shall be paid to Glasser as reimbursement for the Personal Property Advance.
6. **Vehicle.** In connection with the initial occupancy of the Residence by the Residents, Shore will determine if it needs to obtain a vehicle other than those available to the Residents by public or quasi-public agencies and/or authorities (e.g. PACE, MEDICAR, etc.) dedicated solely to service the transportation needs of the Residents ("Vehicle"). Shore shall develop a budget for the Vehicle ("Vehicle Budget"). Shore

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shall submit the Vehicle Budget to Glasser for his review and approval. Once approved by Glasser ("Approved Vehicle Budget"), to the extent funding from Outside Sources is not available for the Approved Vehicle Budget, Glasser will, subject to the terms below, advance the funding required for the Approved Vehicle Budget ("Vehicle Advance"). Any money Shore receives from Outside Sources shall be paid to Glasser as reimbursement for the Vehicle Advance.

7. **Operating Shortfall.** It is acknowledged that for the period of time commencing with the date Laura initially occupies the Residence as a CILA until the date that the Residence is fully occupied by at least four (4) Residents, in addition to Laura (i.e., a total of five (5) Residents), there may be a shortfall between the revenues received from Outside Sources and the costs of operating the Residence as a CILA ("Operating Shortfall"). Shore desires for Glasser to contribute to the Operating Shortfall. Glasser will only contribute to the Operating Shortfall to the extent, prior to Laura's initial occupancy of the Residence as a CILA, Shore prepared and submitted to Glasser a budget for all of the expenses to be incurred to operate the Residence as a CILA on a day to day basis, presented as a monthly and annual budget ("Operating Budget"). Once approved by Glasser ("Approved Operating Shortfall"), to the extent revenues received from Outside Sources are less than the Approved Operating Budget ("Approved Operating Shortfall"), Glasser will, subject to the terms below, advance the funding required to make up the Approved Operating Shortfall ("Shortfall Advance"). Any money Shore may receive from Outside Sources shall be paid to Glasser as reimbursement for the Shortfall Advance.

8. **Contingent Obligation of Shore.**

- A. **Purchase Price of the Residence.** The total amount paid and incurred by Glasser in the purchase of the Residence, including but not limited to amounts paid to the seller of the Residence, as well as amounts paid to title companies, surveyors, brokers, the State of Illinois, county and local governing authorities, all professional fees and other miscellaneous expenses in connection with the purchase of the Residence shall be deemed to be part of the purchase price of the Residence ("Purchase Price of the Residence"), as set forth in Exhibit D, attached hereto and made a part hereof.
- B. **Repayment of Amount.** If Laura, for whatever reason (other than death which in such case shall be subject to the terms of Paragraph 9, and other than if Shore ceases to provide the services contemplated under this Agreement and/or the Residents of the Residence, e.g., Shore ceases to exist as an entity, which in such case shall be subject to the terms of Paragraph 11), ceases to be a Resident of the Residence, Shore shall pay Glasser the following sum of money within twenty-four (24) months following the date Laura ceases her residency at the Residence:

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- (i) The Purchase Price of the Residence, reduced by the amount obtained when dividing the Purchase Price by 47.5 [i.e.,  $\text{Purchase Price} - (\text{Purchase Price}/47.5)$ ] multiplied by the number of full calendar years Laura resided in the Residence; plus
- (ii) The Renovations Advance, reduced by the amount paid to Glasser as reimbursement for the Renovations Advance; plus
- (iii) The Personal Property Advance, reduced by the amount paid to Glasser as reimbursement for the Personal Property Advance; plus
- (iv) The Vehicle Advance, reduced by the amount paid to Glasser as reimbursement for the Vehicle Advance; plus
- (v) The Shortfall Advance, reduced by the amount paid to Glasser as reimbursement for the Shortfall Advance; plus
- (vi) Any other amounts advanced and/or paid by Glasser to the extent not reimbursed to Glasser (for purposes hereof, the amount obtained in items (i) through (vi) is sometimes referred to as the "Repayment Amount"); plus
- (vii) Interest at the annual rate of eight percent (8%) on the Repayment Amount computed from the date Laura ceases to reside in the Residence until the date Glasser receives the entire Repayment Amount. Provided however, if the Repayment Amount has not been paid in full within said twenty-four (24) month period, then interest shall accrue at the rate of twelve percent (12%) on the unpaid portion of the Repayment Amount commencing on the date Laura ceased to occupy the Residence until Glasser receives the entire Repayment Amount.
9. **Lapse of Contingent Obligation of Shore.** If Laura resides in the Residence until her death, none of the Repayment Amount shall be due and owing to Glasser.
10. **Shore's Agreement to Pay Advances and Shortfalls/Reporting.** Any funds obtained by Shore in connection with the Residence, including but not limited to, the Renovation, Personal Property, Vehicle, and/or Operating Shortfall, shall first be paid to Glasser for amounts so expended by Glasser as of such date (except the Purchase Price of the Residence), including but not limited to the Renovations Advance, Personal Property Advance, Vehicle Advance, the Shortfall Advance and any other amount paid by Glasser for and/or in connection with the Residence. Any amounts received in excess of said amounts shall be held by Shore solely and exclusively for any and all expenses and/or capital improvements required to be made to the Residence.

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For the period from the date of this Agreement through June 30, 2007, twenty (20) days following the end of each calendar quarter (i.e., March, June, September and December), beginning with the calendar quarter ending June 30, 2005, Shore shall deliver to Glasser: (i) a statement, in form satisfactory to Glasser, certified by an officer of Shore, therein detailing any funds received by Shore in connection with the Residence, the application of said funds and the balance due Glasser as of the end of the immediately preceding calendar quarter (herein referred to as a "Certified Reimbursement Statement") and (ii) a payment, if any, in the amount that corresponds with the amount set forth on the Certified Reimbursement Statement as being received by Shore in connection with the Residence for said period. For the period beginning July 1, 2007 and continuing until Shore has fully reimbursed Glasser for all amounts so expended by Glasser in connection with the Residence, as described above, twenty (20) days following the end of Shore's fiscal year (i.e., Shore's fiscal year ends on June 30; as a result on July 20, for the immediately preceding fiscal year beginning July 1 and ending the following June 30 which for the fiscal year beginning July 1, 2007 and ending June 30, 2008 shall be issued by July 20, 2008) Shore shall deliver to Glasser: (i) the Certified Reimbursement Statement and (ii) a payment, if any, in the amount that corresponds with the amount set forth on the Certified Reimbursement Statement as being received by Shore in connection with the Residence for said period.

11. **Shore's Cessation of Management Residence.** Notwithstanding anything contained in this Agreement to the contrary, in the event for whatever reason (subject however to the terms of Paragraph 9 of this Agreement), Shore ceases to provide the services contemplated under this Agreement and/or the Residents of the Residence, then, immediately upon such occurrence, the ownership of the Residence shall revert to Glasser.
12. **Authority/Approval.** The parties executing this Agreement represent and warrant to the other that each has the authority to so bind the entity or individual, as the case may be, to the terms of this Agreement. In addition, the party executing this Agreement on behalf of Shore represents and warrants to Glasser, upon which Glasser relies, that such party has the absolute authority to enter into this Agreement on behalf of Shore and that by doing same, Shore shall be absolutely bound by its terms, covenants, conditions and agreements contained herein. To further evidence Shore's agreement to be bound and subject to the terms of this Agreement and to further evidence the authority of the person signing this Agreement possess the authority to bind Shore to the terms hereof, attached hereto and marked for identification as Exhibit C is a certified copy of the resolution issued by the Shore Board of Directors therein evidencing its approval of Agreement and granting its authority to the person signing this Agreement to so execute this Agreement on behalf of Shore.
13. **Mutual Benefit.** The parties acknowledge that they have entered into this Agreement for their mutual benefit in good faith and that the terms of this Agreement will be complied with in good faith and reasonableness.

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14. **Notices.** All notices required or permitted hereunder shall be in writing and shall be deemed to be properly given when: (i) personally delivered to the party entitled to receive the notice, or (ii) sent by certified or registered mail, return receipt requested, postage prepaid, properly addressed to the party entitled to receive such notice at the address stated below; or (iii) sent by a reputable overnight courier service (charges prepaid) properly addressed to the party entitled to receive such notice at the address stated below.

If to Shore, to:

Shore Community Services, Inc.  
4232 Dempster Street  
Skokie, Illinois 60076  
Attn: Jerry Gulley, Executive Director  
Phone: (847) 982-2030 ext. 22  
Fax: (847) 982-2039

With a copy to:

Harold Berg, Esq.  
5215 Old Orchard Road  
Suite 150  
Skokie, Illinois 60077  
Phone: (847) 965-8282  
Fax: (847) 965-8299

If to Glasser, to:

Jack R. Glasser  
8542 Sleeping Bear Road  
Skokie, Illinois 60076  
Phone: (312) 879-0730  
Fax: (312) 879-0731

With a copy to:

Sheldon Braun, Esq.  
Braun, Browne & Associates, P.C.  
300 Saunders Road, Suite 100  
Riverwoods, Illinois 60015  
Phone: (847) 940-8800  
Fax: (847) 940-8850

All such notices, demands or other communications will be deemed to have been given upon the first to occur of (a) actual receipt by the recipient, (b) three (3) business days following the sending of such notice in accordance with item (ii) above, or (c) one (1) business day following the sending of such notice in accordance with item (iii) above. Any party may change their address for notice by notice as herein provided to all other parties to this Agreement.

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15. **Survival and Indemnity.** All representations, warranties, covenants, obligations and agreements of the parties herein shall survive the execution of this Agreement. Each party hereto (for purposes of this sentence, such applicable party is referred to as an "Indemnifying Party") will indemnify the other (for purposes of this sentence, such applicable party is referred to as an "Indemnified Party") and hold the Indemnified Party harmless from and against all damages, liabilities, loss, expense (including reasonable attorneys' fees) and costs resulting from or arising out of the breach by the Indemnifying Party of any of its representations, warranties, covenants, obligations or agreements contained herein.
16. **Costs of Enforcement of Agreement.** In the event any action or proceeding is brought by any party to enforce the terms of this Agreement, the prevailing party's reasonable attorneys' fees, costs and expenses shall be paid by the nonprevailing party. No litigation shall be instituted, however, until after the party allegedly in breach is given an opportunity to cure any alleged breach within 30 days of written notification of the alleged breach. If the breach is cured in a timely manner no further action will be taken.
17. **Successors and Assigns.** This Agreement and the instruments delivered pursuant hereto shall be binding upon and inure to the benefit of each of the parties and their heirs, successors and permitted assigns. No party hereto shall have the right to assign this Agreement or any of its rights or obligations hereunder without the prior written consent of the other party.
18. **Entire Agreement; Binding Effect; Waiver.** This Agreement, including the Recitals and Exhibits attached hereto, shall constitute the entire agreement between the parties hereto with respect to the subject matter hereof and shall supersede all previous negotiations, commitments and writings. The failure of any party hereto to enforce at any time any of the provisions of this Agreement shall in no way be construed to be a waiver of such provision, nor in any way to affect the validity of this Agreement or any part thereof or the right of any party thereafter to enforce each and every such provision. No waiver of any breach of this Agreement shall be held to be a waiver of any other subsequent breach.
19. **Captions.** The captions appearing in this Agreement were inserted only as a matter of convenience and as a reference and in no way define, limit or describe the scope or intent of this Agreement or any of the provisions hereof.
20. **Further Assurance.** Each party agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement, including the completion of all exhibits to this Agreement, which shall be continuing conditions subsequent to the enforceability of this Agreement.



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21. **Governing Law.** This Agreement shall be construed pursuant to and governed by the laws of the State of Illinois.
22. **Amendments, Etc.** Any and all amendments, waivers, consents and other agreements with respect to this Agreement shall be made only by an instrument or instruments in writing signed by the parties hereto.
23. **Mutual Contribution.** The parties to this Agreement and their counsel have mutually contributed to its drafting. Consequently, no provision of this Agreement shall be construed against any party on the grounds that such party drafted the provision or caused it to be drafted.
24. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. Signatures transmitted by facsimile shall be considered authentic and binding.
25. **Dispute Resolution.** Any dispute concerning this Agreement shall be resolved by binding arbitration in Chicago, Illinois, under the commercial arbitration rules of the American Arbitration Association. However, in any action for injunctive relief the Circuit Court of Cook County, Illinois, or Federal courts located in Chicago, Illinois, shall have exclusive jurisdiction; the non-prevailing party in any such dispute shall pay the prevailing party's reasonable attorney's fees, costs and expenses and all court costs.

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IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

Shore:

Shore Community Services, Inc.,  
an Illinois not for profit corporation

By: *Robert Kurz*  
Robert Kurz

ATTEST:

By: *Victor R. Fernitz*  
Victor R. Fernitz

Its: Secretary

Its: President

WITNESS:

*Sheron Braun*  
SHERON BRAUN  
(print name)

Glasser:

*Jack R. Glasser*  
Jack R. Glasser

Property of Cook County Clerk's Office

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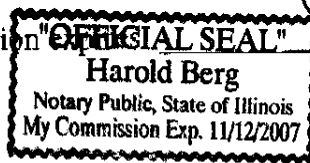
STATE OF ILLINOIS        )  
   ) SS.  
 COUNTY OF COOK         )

The undersigned, a notary public in and for said County, in the State aforesaid, certifies that ~~Robert Kurz~~ Robert Kurz, personally known to me to be the President of Shore Community Services, Inc., an Illinois not for profit corporation, and Victor Ferrer personally known to me to be the SECRETARY of said corporation and personally known to me to be the same persons whose names are subscribed to the foregoing Agreement, appeared before me this day in person and severally acknowledged that they signed the Agreement as President and \_\_\_\_\_ of said corporation, pursuant to authority given by the Board of Directors of said corporation, as their free and voluntary acts and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

GIVEN, under my hand and notarial seal this 11 day of Nov., 2005.

Harold Berg  
 \_\_\_\_\_  
 NOTARY PUBLIC

My commission



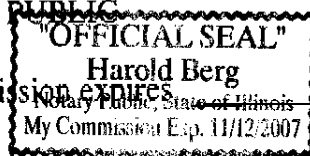
STATE OF ILLINOIS        )  
   ) SS.  
 COUNTY OF COOK         )

The undersigned, a notary public in and for said County, in the State aforesaid, certifies that Jack R. Glasser known to me to be the same person whose name is subscribed to the foregoing Agreement, appeared before me in person and acknowledged signing the Agreement as his free and voluntary act, for the uses and purposes therein set forth.

GIVEN, under my hand and notarial seal this 11 day of Nov., 2005.

Harold Berg  
 \_\_\_\_\_  
 NOTARY PUBLIC

My commission



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## SCHEDULE OF EXHIBITS

TO

## AGREEMENT

EXHIBIT A

WARRANTY DEED

EXHIBIT B

CILA REIMBURSEMENT LEVELS

EXHIBIT C

CERTIFICATE AND RESOLUTION

EXHIBIT D

PURCHASE PRICE OF THE  
RESIDENCE

Property of Cook County Clerk's Office



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EXHIBIT "A"

TO

AGREEMENT

Warranty Deed

Property of Cook County Clerk

COOK COUNTY  
RECORDER  
EUGENE "GENE" MOORE  
SKOKIE OFFICE

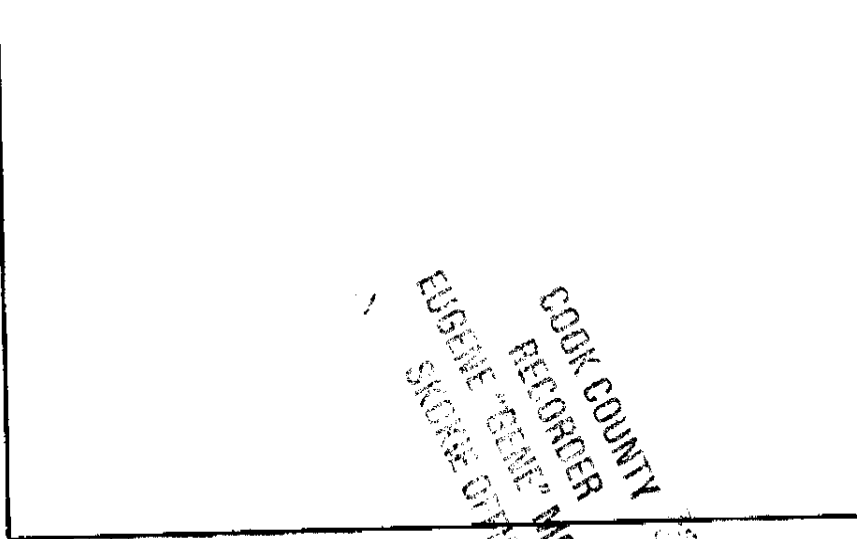
COOK COUNTY  
RECORDER  
EUGENE "GENE" MOORE  
SKOKIE OFFICE

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Chicago Title Insurance Company

## TRUSTEE'S DEED



COOK COUNTY  
RECORDER  
EUGENE "GENE" MOORE  
SKOKIE OFFICE

Property of Cook County Clerk's Office

THIS INDENTURE, made on \_\_\_\_\_, 2005 between Jack R. Glasser, not personally but as Trustee under the provisions of Jack R. Glasser Trust No. 1, dated October 26, 1995, as amended ("Trust"), party of the first part, and Shore Community Services, Inc., an Illinois not for profit corporation, party of the second part.

WITNESSETH, that said party of the first part, in consideration of the sum of TEN & 00/100 DOLLARS, and other good and valuable consideration, receipt and sufficiency of which are hereby acknowledged by the parties hereto, does hereby convey and **QUIT-CLAIM** unto said party of the second part, the following described REAL ESTATE, situated in Cook County, Illinois, to wit:

Lot 478 in Swenson Brothers 3rd Addition To College Hill Addition To Evanston Being A Subdivision In The Southwest 1/4 OF The Southeast 1/4 OF Section 14, Township 41 North, Range 13 East Of The Third Principal Meridian, In Cook County, Illinois;

together with the improvements, tenements and appurtenances thereunto belonging;

THIS IS NOT HOMESTEAD PROPERTY

Commonly Known As: 8900 N. Central Park, Skokie, Illinois 60076

Property Index Number 10-14-415-011

TO HAVE AND TO HOLD, the same unto said party of the second part forever, subject to the terms of that certain Agreement by and between the party of the first part and the party of the second part, dated of even date with this Trustee's Deed.

This Trustee's Deed is executed by the party of the first part, as Trustee, as aforesaid, pursuant to and in the exercise of the power and authority granted to and vested in it by the terms of said Deed or Deeds in Trust and the provisions of said Trust Agreement above mentioned, and of every other power and authority thereunto enabling. This Trustee's Deed is made subject to the liens of all trust deeds and/or mortgages upon said real estate, if any, recorded or registered in said county.

IN WITNESS WHEREOF, said party of the first part has caused its name to be signed to this Trustee's Deed by the Trustee of said Trust, upon the day and year first above written.

By \_\_\_\_\_  
Jack R. Glasser,  
as Trustee, as aforesaid, and not personally

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State of Cook )  
County of Illinois )

I, \_\_\_\_\_, a notary Public in and for said County, in the State aforesaid, do hereby certify that Jack R. Glasser personally known to me to be the same person whose name is subscribed to the foregoing instrument, and known to me to be the Trustee of said Trust, appeared before me this day in person and acknowledged that he signed and delivered this instrument as a free and voluntary act of said Trust, for the uses and purposes therein set forth.

GIVEN under my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

EXEMPT UNDER PROVISIONS OF PARAGRAPH  
SECTION 31 - 45,  
REAL ESTATE TRANSFER TAX LAW  
DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature of Buyer, Seller or Representative

*Prepared By:* Sheldon Braun, Esq.  
Braun, Browne & Associates, P.C.  
300 Saunders Road, Suite 100  
Riverwoods, Illinois 60015

*Mail To:*  
Shore Community Services, Inc.  
4232 Dempster Street  
Skokie, Illinois 60076  
Attn: Jerry Gully, President

COOK COUNTY  
RECORDER  
EUGENE "GENE" MOORE  
SKOKIE OFFICE

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EXHIBIT "B"

TO

AGREEMENT

CILA Reimbursement Levels

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COOK COUNTY  
RECORDERS  
EUGENE "GENE" MOORE  
SKOKIE OFFICE



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EXCERPTS FROM :

**Community-Integrated Living Arrangement  
(CILA) Individual Rate Determination Model**

**User Guide, Cost Center Definitions,  
and Reimbursement Levels**

Revised, January 2002



Department of Human Services  
Office of Developmental Disabilities  
Bureau of Community Reimbursement  
CILA Rates Unit

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## Illinois Department of Human Services

COMMUNITY-INTEGRATED LIVING ARRANGEMENT (CILA)  
START-UP FUNDING GUIDELINES

- I. **Base Start-Up Funding:** When a CILA residence is being developed, one-time initial costs are incurred as the home is being prepared. Such costs can include the purchase of the person's bedroom furniture, shared living room and kitchen furniture, utensils and appliances, home decor items such as window coverings or rugs, or can include the costs of deposits, utility hookups or security deposits on rental units. Base Start-Up Funding can also be used for general staff training prior to an individual's enrollment in the program. For all new CILA capacity, a one-time Base Start-Up Funding stipend of \$2,500 per person will be awarded. Base Start-Up Funding is not provided in cases where the individual CILA rate is being "redetermined" using the Rate Model.
- II. **NonBase Start-Up Funding:** Community agencies may request additional Start-Up Funding for the special conditions associated with an individual's need not covered by Base Start-Up Funding. All NonBase Start-Up Funding requests must be received in writing and be pre-approved by the Department. All NonBase Start-Up Funding reimbursement is subject to the availability of Department funds. "Family Home" CILAs are not eligible for NonBase Start-Up Funding. Community agencies should not incur any expenses under the assumption that they will receive NonBase Start-Up reimbursement without first receiving written prior approval from the Department.
  - A. **Site Modification:** Providers may request additional Start-Up Funding for the special conditions associated with structural modification for wheelchair accessibility or other modifications directly related to the need of an individual. Other related needs may include the additional start-up costs associated with providing supports to persons who are blind, deaf, or both. All NonBase Start-Up Funding requests will be reviewed by the Department and are subject to funding limits and the availability of resources. The Department will limit all NonBase Start-Up Funding requests for site modification to existing structures to a total of \$15,000 per CILA home and to \$7,500 for new construction homes.
    1. **New Construction** - NonBase Start-Up Funding for site modification will be limited to reimbursement for items that are atypical in non-CILA homes, subject to the conditions within these Guidelines. Such atypical items include sprinkler systems, special adaptive equipment, and such structural modification items as listed in #4 below, except "Accessibility Modifications," which are not reimbursed. When applicable, reimbursement for new construction will be based on a cost difference between the price of "typical" versus "atypical" items; e.g., special bathtub versus regular bathtub cost.
    2. **Rental Property** - NonBase Start-Up Funding reimbursement for permanent site modification expenses in rental property will be limited to \$5,000 per CILA home with the total amount of reimbursement for

CILA Start-Up Funding Guidelines

Page 2

permanent and nonpermanent modification funding being capped at \$15,000. Additional permanent structural renovations or accessibility modifications over the \$5,000 to rental property will not be reimbursed.

3. **Special Adaptive Equipment/Assistive Technology** - When special adaptive equipment or assistive technology for a specific individual is required, the funding request for its purchase should be forwarded to the Illinois Department of Public Aid. If special adaptive equipment or assistive technology is required and will be used by more than one person in the home, the request should be forwarded to the Department of Human Services as an addendum to the CILA rate request. Reimbursement requests for Special Adaptive Equipment/Assistive Technology expenses are subject to preapproval by the Department and NonBase Start-Up Funding limits.

**Tub Lifts/Hoyer Lifts** - Reimbursable expense, subject to preapproval by the Department and subject to NonBase Start-Up Funding limits.

4. **Structural Modifications** - Two independent estimates are required prior to the start of construction. Upon completion of construction, the community agency must submit copies of bills to the Department. (See "Documentation Requirements.")

a) **Ramps** - Reimbursed with correct documentation, subject to Department review and prior approval. Reimbursement is also subject to the NonBase Start-Up limit.

b) **Hydraulic Lifts** - When a space restriction exists and when city code prohibits the construction of a ramp, such expenses are reimbursed with correct documentation, subject to the NonBase Start-Up limit.

c) **Fire Sprinkler Systems** - For a CILA of four or more persons in size, or when the residents of the home do not meet the "prompt evacuation" requirement, such expenses are reimbursed with correct documentation, subject to the NonBase Start-Up limit.

d) **Hardwired Fire Detection Systems** - Expenses for the electrical wiring of such systems are reimbursable with correct documentation, subject to the NonBase Start-Up limit.

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Page 3

e) Electronic Key Pad Systems (Fire/Police/Ambulance) - Expenses for the installation of electronic key pad communications systems and the fees for monitoring, are not reimbursable.

f) Accessibility Modification - Structural modifications to a CILA home for wheelchair accessibility are reimbursable with certain restrictions. (Also see "Site Modification - Rental Property.")

- ✓ Expenses for the widening of doorways and hallways, or to make bathrooms or kitchens accessible are reimbursable, subject to Department review and pre-approval and the NonBase Start-Up limits.

5. Structural Renovations and Accessibility Modification Expenses NOT Reimbursed - Department staff will review all NonBase Start-Up Funding requests for structural renovation and accessibility modifications. Nonreimbursable expenses for structural renovations and site modifications include, but are not limited to, expenses for:

- ✓ new flooring;
- ✓ roof repair or replacement;
- ✓ heating and air conditioning;
- ✓ general plumbing and electrical repair;
- ✓ room additions;
- ✓ decking;
- ✓ the addition or renovation of garages;
- ✓ the widening of driveways and sidewalks;
- ✓ installation or replacement of windows;
- ✓ satellite television reception systems;
- ✓ general appearance remodeling or updating not related to accessibility;
- ✓ other general structural repair not related to accessibility.

B. Staff Training For Specific Individual Medical/Behavioral Needs - Staff training required to meet the medical and/or behavioral needs of a specific individual are reimbursable. Such expenses may include the cost of on-site training with nursing staff who have set up self-medication programs. Expenses incurred for the on-site training of staff to implement a specific individual's behavior, physical, occupational, and/or speech program, in cases where the individual is present and a part of the training, are reimbursable. Such staff training should be tied directly to an individual's service plan.

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CILA Start-Up Funding Guidelines

Page 4

- ✓ **Maximum Reimbursement** - A maximum of 30 hours of NonBase Start-Up Funding per person will be approved for nursing or other therapy professionals to set up individual programs, develop programs appropriate to the domain, train staff, and monitor the program.

- C. **Transitional Staffing** - Community agency expenses incurred in providing extra transitional staffing for individuals of extremely high need are reimbursable. Agencies must include documentation of the need (such as severity and frequency of behaviors) and a behavioral or other relevant program plan with their request for transitional staffing. Program plans must describe the agency's plan to phase-out the transitional staffing.

- ✓ **Maximum Reimbursement** - Reimbursement for NonBase Start-Up Funding for transitional staffing will be limited to a maximum of 8 hours per day, for 30 days, at the prevailing Modal wage rate plus fringe benefit. An additional 30 days of reimbursement may be requested, but such requests must be reviewed on an individual-by-individual basis and can only be approved by the Associate Director, the Assistant Associate Director, or the Chief of the Bureau of Community Reimbursement.

- ✓ **24-Hour to Intermittent Support Transitional Staffing** - The Department will make special consideration for reimbursement of transitional staffing expenses incurred by community agencies who transition persons from 24-Hour supports to Intermittent supports. Also, special transitional staffing consideration will be given for new CILA residents who would generally receive 24-Hour supports but are provided with Intermittent services if the outcome is expected to be that the person can live with Intermittent supports.

The Department will consider agency proposals for "24-Hour to Intermittent Support Transitional Staffing" on a case-by-case basis. CILA agencies who wish to pursue this options should contact their Network Facilitator.

- D. **Other Expenses Not Covered** - NonBase Start-Up Funding is not available to cover expenses associated with:

- ✓ Day program transition;
- ✓ Transportation-related expenses;
- ✓ Medicaid-reimbursable expenses (medical and adaptive equipment, supplies including medical dispensers, wheelchairs, communication boards, and special diet supplements);

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CILA Start-Up Funding Guidelines

- ✓ General staff training expenses not specific to an individual's needs. General staff training in addition to the three days per year, per FTE built into the Base rate are not eligible for NonBase Start-Up Funding. Community agencies should contact their Network Facilitator to arrange for such training.
- ✓ Items covered by the Base Start-Up.

III. **Documentation Requirements** - Requests for NonBase Start-Up Funding reimbursement must be accompanied by proper documentation. The Department will review all requests.

- A. **Contractor Bids and Estimates** - Community agencies should submit two bids for NonBase Start-Up Funding expenses. Both bids must be specific in their estimate of costs and descriptions of the work to be done. Prior approval from the Department should be obtained before work is begun or items are purchased. Only expense requests that have received prior approval from the Department will be reimbursed.
- B. **Reimbursement Procedure** - Upon approval of NonBase Start-Up Funding expenses by the Department, one-half of the pre-approved expenditure will be released for payment. Within 60 days of the completion of the work, or following the purchase of the pre-approved item(s) or service(s), community agencies must submit copies of remittance for materials and/or services to the Department to receive the remainder of the reimbursement due. Upon receipt of such remittance, the Department will release the remainder of the pre-approved NonBase Start-Up expenditure.

Questions concerning these Start-Up Funding Guidelines should be addressed to the CILA Rates Unit, Bureau of Community Reimbursement, 401 North Fourth Street, Springfield, Illinois 62702, 217/782-0632.

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**ADDENDUM #9**

**Example: CILA Individual Rate Determination  
Rate Sheet**

**24-Hour Supports**

COOK COUNTY  
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SKOKIE OFFICE

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EXHIBIT "C"

TO

AGREEMENT

Certificate and Resolution

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COOK COUNTY  
RECORDER  
EUGENE "GENE" MOORE  
SKOKIE OFFICE

COOK COUNTY  
RECORDER  
EUGENE "GENE" MOORE  
SKOKIE OFFICE



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## SHORE COMMUNITY SERVICES, INC.

### CERTIFICATION

I, \_\_\_\_\_, do hereby certify that I am the duly elected, qualified and acting Secretary of SHORE COMMUNITY SERVICES, INC., a not for profit corporation organized and existing under the laws of the State of Illinois (the "Corporation"), and that the following is a true and correct copy of certain resolutions duly adopted by the Board of Directors ("Directors") on March \_\_\_\_, 2005 ("Resolution") and done in accordance with the law and By-Laws of the Corporation:

**WHEREAS**, the Corporation desires to expand its business of managing residences for disabled adult persons each of which residence is known as a Community Integrated Living Arrangement ("CILA"); and

**WHEREAS**, Jack R. Glasser ("Glasser") owns a residence with a common street address of 8900 Central Park, Skokie, Illinois ("Residence") which Glasser desires to donate to the Corporation for the purpose of the Residence being utilized as a CILA upon certain terms and conditions, as set forth in that certain Agreement ("Agreement") attached to the Resolution and marked therein for identification as Schedule 1

**NOW THEREFORE, BE IT RESOLVED**, that the Corporation hereby approves the Agreement in the form presented in Schedule 1.

**FURTHER RESOLVED**, the president and secretary of the Corporation are hereby authorized, empowered and directed, for, on behalf of, and in the name of the Corporation:

- (a) To execute, acknowledge and deliver any and all agreement, including the Agreement, substantially in the form presented in Schedule 1 and any other documents on behalf of the Corporation; and
- (b) To carry out and perform all of the undertakings of the Corporation under all of said documents and any and all other acts which may be necessary or required under the terms of any of said documents, including the Agreement, and to carry out the foregoing provisions of the Resolution.

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**FURTHER RESOLVED**, that the Directors of the Corporation hereby unanimously ratify, confirm and approve all that said officers of the Corporation have done, or shall or may do or cause to be done in connection with and in pursuance of the foregoing provisions of the Resolution.

IN WITNESS WHEREOF, I have affixed my name as Secretary and have caused the corporate seal of the Corporation to be hereunto affixed this 21st day of March, 2005.

\_\_\_\_\_

\_\_\_\_\_

(print name)  
Secretary

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## SHORE COMMUNITY SERVICES, INC.

### SPECIAL MEETING OF THE BOARD OF DIRECTORS

The undersigned, being the directors of Shore Community Services, Inc., an Illinois not-for-profit corporation (the "Corporation"), hereby take the following actions and adopt the following resolutions in accordance with the By-Laws of the Corporation and in accordance with and as permitted by the Illinois Not For Profit Corporation Act of 1986:

**WHEREAS**, the Corporation desires to expand its business of managing residences for disabled adult persons each of which residence is known as a Community Integrated Living Arrangement ("CILA"); and

**WHEREAS**, Jack R. Glasser ("Glasser") owns a residence with a common street address of 8900 Central Park, Skokie, Illinois ("Residence") which Glasser desires to donate to the Corporation for the purpose of the Residence being utilized as a CILA upon certain terms and conditions, as set forth in that certain Agreement ("Agreement") attached hereto and marked for identification as Schedule 1.

**NOW THEREFORE, BE IT RESOLVED** that the Corporation hereby approves the Agreement in the form presented in Schedule 1.

**FURTHER RESOLVED**, the president and secretary of the Corporation are hereby authorized, empowered and directed, for, on behalf of, and in the name of the Corporation:

- (a) To execute, acknowledge and deliver any and all agreements, including the Agreement, substantially in the form presented in Schedule 1 and any other documents on behalf of the Corporation; and
- (b) To carry out and perform all of the undertakings of the Corporation under all of said documents and any and all other acts which may be necessary or required under the terms of any of said documents, including the Agreement, and to carry out the foregoing provisions of this Resolution.

**FURTHER RESOLVED**, that the Directors of the Corporation hereby unanimously ratify, confirm and approve all that said officers of the Corporation have done, or shall or may do or cause to be done in connection with and in pursuance of the foregoing provisions of this Resolution.

# UNOFFICIAL COPY

Dated: March \_\_\_\_\_, 2005

\_\_\_\_\_

(print name)

\_\_\_\_\_

(print name)

\_\_\_\_\_

(print name)

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(print name)

\_\_\_\_\_

(print name)

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SCHEDULE 1

TO RESOLUTION

AGREEMENT

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COOK COUNTY  
RECORDER  
EUGENE "GENE" MOORE  
PHONE OFFICE

COOK COUNTY  
CLERK'S OFFICE  
JAN 10 2006

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## EXHIBIT D

### PURCHASE PRICE OF THE RESIDENCE

The Purchase Price of the Residence was in the amount of \$379,357.64, of which \$376,223.00, is set forth on the Closing Statement, dated August 16, 2004, attached to this Exhibit D, with the balance, \$3,134.64, representing professional fees and miscellaneous expenses, as set forth on the invoice issued to Glasser by Braun, Browne & Associates, P.C., Invoice No. 5347, dated October 1, 2004, attached to this Exhibit D.

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**First American Title Insurance Company  
Settlement Statement**

**1-5. Loan Type: Conv. Urins**  
**6. File Number: 880457**  
**7. Loan Number**  
**8. Mortgage Insurance Case Number**

**C. Note:** This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "PCOV" were paid outside this closing; they are shown here for informational purposes and are not included in the total.

**D. Name of Borrower:** Jack R. Glasser, Trustee

**E. Name of Seller:** Dorothy Gardner Henry, James Henry  
8906 Central Park Skokie, IL 60076

**F. Name of Lender:** Harris Trust and Savings Bank  
3630 Golf Road Suite 300  
Rolling Meadows, IL 60008

**G. Property Location:** 8900 Central Park, Skokie, IL 60076

**H. Settlement Agent:** First American Title Insurance Company  
Address: 7250 North Cicero Avenue, Suite 104, Lincolnwood, IL 60712  
Settlement Date: 08/16/2004  
Print Date: 08/16/2004 11:13 AM  
Disbursement Date: 08/16/2004

**I. Place of Settlement Address:** 7250 North Cicero Avenue, Suite 104, Lincolnwood, IL 60712

J. Summary of Borrower's Transaction		K. Summary of Seller's Transaction	
100. Gross Amount Due From Borrower		400. Gross Amount Due To Seller	
101. Contract Sales Price	773,000.00	401. Contract Sales Price	375,000.00
102. Personal Property		402. Personal Property	
103. Settlement charges to borrower (line 1400)	1,806.37	403. Total Deposits	
104.		404.	
105.		405.	
Adjustments for items paid by seller in advance		Adjustments for items paid by seller in advance	
106. City/town taxes		406. City/town taxes	
107. County taxes		407. County taxes	
108. Assessments		408. Assessments	
109.		409.	
110.		410.	
111.		411.	
112.		412.	
113.		413.	
114.		414.	
115.		415.	
120. Gross Amount Due From Borrower	376,806.33	420. Gross Amount Due To Seller	375,000.00
200. Amounts Paid By Or in Behalf of Borrower		500. Reductions in Amount Due to Seller	
201. Deposit of earnest money	18,750.00	501. Excess deposit (see instructions)	18,750.00
202. Principal amount of new loan(s)	300,000.00	502. Settlement charges (line 1100)	6,195.00
203. Existing loan(s) taken subject		503. Existing loan(s) taken subject	
204. Lock-In Deposit from Harris Trust and Savings Bank	1,500.00	504. Payoff of first mortgage loan - Bank One	75,875.55
205. Credit from Application Cost from Harris Trust and Savings	25.00	505. Payoff of second mortgage loan - Bank One	146,673.00
206.		506. Disbursed as Proceeds (30.00)	
207.		507.	
208.		508.	
209.		509.	
Adjustments for items unpaid by seller		Adjustments for items unpaid by seller	
210. City/town taxes		510. City/town taxes	
211. County taxes 07/01/03 to 12/31/03 @ \$1948.52/yr	2,339.42	511. County taxes 07/01/03 to 12/31/03 @ \$1948.52/yr	2,339.42
212. Assessments		512. Assessments	
213. County Taxes 01/01/04 to 08/31/04 @ \$62.00/yr	2,683.53	513. County Taxes 01/01/04 to 08/31/04 @ \$62.00/yr	2,683.53
214.		514.	
215.		515.	
216.		516.	
217.		517.	
218.		518.	
219.		519.	
220. Total Paid By/for Borrower	325,297.94	520. Total Reduction Amount Due Seller	248,468.73
300. Cash At Settlement From/To Borrower		600. Cash At Settlement For/From Seller	
301. Gross amount due from borrower (line 120)	376,806.33	601. Gross amount due to seller (line 420)	375,000.00
302. Less amounts paid by/for borrower (line 200)	325,297.94	602. Less reductions in amounts due to seller (line 520)	248,468.73
303. Cash (X From) ( To) Borrower	51,508.39	603. Cash (X To) ( From) Seller	126,531.27

The HUD-1 Settlement Statement which I have prepared is a true and accurate account of this transaction. I have caused or will cause the funds to be disbursed in accordance with this statement.  
Settlement Agent: *ta mc* Date: 8-16-04

\* See Supplemental Page for details.

BOOK COUNTY  
RECORDED  
2004 AUG 16 10:46 AM  
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L. Settlement Charges	Paid From Borrower's Funds at Settlement	Paid From Seller's Funds at Settlement
700 Total Sales/Broker's Commission based on price Deduction of Commission (line 700) as follows		
701		
702		
703 Commission paid at Settlement		
704		
800 Items Payable in Connection with Loan		
801 Loan Origination Fee		
802 Loan Discount		
803 Appraisal Fee - Rick Hillon & Associates	POC \$225.00	
804 Credit Report - "and Union"	POC \$15.00	
805 Lender's Inspection Fee		
805 Mortgage Insurance Application Premium		
807 Assumption Fee		56.00
809 Tax Service Contract - Transamerica		9.00
809 Flood Certification Fee - Harris Trust and Savings Bank		160.00
810 Underwriting Fee - Harris Trust & Savings (POC \$250.00)		
811		
812		
813		
814		
Supplemental Summary		
900 Items Required by Lender to be Paid in Advance		583.33
901 Interest 09/16/04 to 09/01/04 @ 6.36458% (Harris Trust and Savings Bank)		
902		
903 Hazard Insurance Premium for 1c Airtable	POC \$822.00	
904		
905		
Supplements Summary		
1000 Reserves Deposited with Lender		
1001 Hazard Insurance		
1002 Mortgage Insurance		
1003 City Property Taxes		
1004 County Property Taxes		
1005 Annual assessments		
1006		
1007		
1008 Aggregate Accounting Adjustment		
1100 Title Charges		500.00
1101 Settlement or closing fee - First American Title Insurance Company		
1102 Abstract or title search		
1103 Title examination		
1104 Title Insurance Binder		
1105 Document Fee		
1106 Notary Fee		675.00
1107 Agency Fee to Bradley & Jackson		
1108 Title Insurance - See supplemental page for breakdown of individual fees and payees (Includes above item numbers.)	280.00	1,087.50
1109 Lender's coverage \$370,000.00 Premium \$250.00		
1110 Owner's coverage \$375,000.00 Premium \$1,037.50		
1111 EP - First American Title Insurance Company	250.00	
1112 ARM Endorsement - First American Title Insurance Company	250.00	
1113		
1114		
1115		
1116		
1117		
1200 Government Recording and Transfer Charges		76.00
1201 Recording fees - Deed \$25.00 Mortgage \$52.00 Release \$0.00		187.50
1202 City/County tax/stamps - Deed \$107.50 Mortgage \$0.00		375.00
1203 State tax/stamps - Deed \$375.00 Mortgage \$0.00		
1204 State of Illinois Loan Policy Fee	3.00	
1205 State of Illinois Owner's Policy Fee		3.00
1206 Certificate of Release Recording Fee		52.00
1300 Additional Settlement Charges		650.00
1301 Survey to B.R. Suhr		
1302 Post Inspection to		1,125.00
1303 State Transfer Tax to Bradley & Jackson	5.00	
1304 Document Processing Fee - First American Title Insurance Company	20.00	30.00
1305 Delivery/Service Charge - First American Title Insurance Company		
1306		
1307		
1308		
1309		
1310		
1311		
1312		
1313		
1314		
Supplemental Summary	1,806.33	4,195.00
1400 Total Settlement Charges (enter on lines 103, Section J and 602, Section K)		

COOK COUNTY  
RECORDER  
EUGENE "GENE" MOORE  
SKOKIE OFFICE

\* See Supplemental Page for details.



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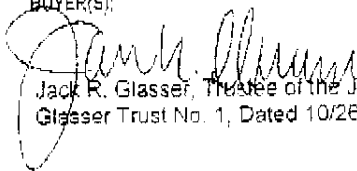
Supplemental Page HUD-1 Settlement Stat	File No. 980457
<b>First American Title Insurance Company Settlement Statement</b>	Loan No.
	Settlement Date: 03/16/2004
Borrower Name & Address: Jack R. Glasser, Trustee	
Seller Name & Address: Dorothy Gardner Henry, James Henry 8200 Central Park Skokie, IL 60076	

Section L, Settlement Charges continued	Paid From Borrower's Funds at Settlement	Paid From Seller's Funds at Settlement
1108. Supplemental Summary	1,347.50	
a) Owner's Policy - First American Title Insurance Company		1,097.50
b) Loan Policy - First American Title Insurance Company	250.00	



The following Section is restated from the Settlement Statement Page 1			
300. Cash At Settlement From/To Borrower		600. Cash At Settlement To/From Seller	
301. Gross amount due from Borrower (line 120)	375,870.33	601. Gross Amount due to Seller (line 426)	375,000.00
302. Less amounts paid by/for Borrower (line 220)	325,297.97	602. Less reductions in amounts due to Seller (line 520)	249,466.73
303. Cash (X From) ( To) Borrower	51,508.39	603. Cash (X To) ( From) Seller	125,533.27

I have carefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and distributions made on my account or by me in this transaction. I further certify that I have received a copy of the HUD-1 Settlement Statement.

BUYER(S):

  
Jack R. Glasser, Trustee of the Jack R.  
Glasser Trust No. 1, Dated 10/26/95

SELLER(S):

  
Dorothy Gardner Henry  
  
James Henry

COOK COUNTY  
RECORDER  
EUGENE "BENE" MOORE  
SKOKIE OFFICE

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Oct 01, 2004

Jack Glasser  
501 North Clinton Street  
Unit 3004  
Chicago, Illinois 60610

File #: 7-1  
Inv #: 5347

Attention:

RE: Jack Glasser

DATE	DESCRIPTION	HOURS	AMOUNT	AWYER
MATTER	7-7			
RE:	Purchase of 1900 N. Central Park, Skokie, Illinois 60076			
Jul-01-04	P/c w/Jack Glasser and Ethel Sostrin re: terms of executed contract	0.80	200.00	GAB
Jul-05-04	Draft attorney review letter to Seller's attorney	1.50	375.00	GAB
Jul-08-04	P/c w/Jack Glasser, Stewart Schechter and Seller's attorney re: purchase of property	0.60	150.00	GAB
Jul-12-04	P/c w/Jack Glasser and Harris Bank re: financing of transaction	1.00	250.00	GAB
Jul-13-04	Handle financing issues with Harris Bank; conf. w/SB re: same; called Jack Glasser	1.00	250.00	GAB
Jul-14-04	Address financing alternatives w/Jack Glasser	0.50	125.00	GAB
Jul-16-04	Handle financing issues with Harris Bank; prepare package to Brian Jessen; draft letter to Brian Jessen	1.20	300.00	GAB
Jul-19-04	P/c w/Brian Jessen and Jack Glasser re: financing of the purchase of the property	1.20	300.00	GAB
Jul-26-04	Meet with Jack Glasser re: financing options for property purchase	0.80	200.00	GAB
Aug-09-04	Review and revise closing documents; p/c w/Seller's attorney re: closing; p/c w/Jack Glasser re: same	1.80	450.00	GAB
Aug-10-04	P/c w/lender; p/c w/Jack Glasser re: closing items including insurance and transfer of utilities; revise closing documents	1.20	300.00	GAB
Aug-11-04	P/c w/lender re: title being in Jack Glasser Trust No. 1	0.30	75.00	GAB
Aug-13-04	Review closing figures; review revised warranty deed	0.50	125.00	GAB
Aug-16-04	Attend Closing	2.60	650.00	GAB
Oct-08-04	Write-off	0.00	-875.00	GAB
	MATTER TOTALS:	15.00	\$2,875.00	
MATTER	7-8			
RE:	[REDACTED]			
Sep-02-04	[REDACTED]	0.80	200.00	GAB

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Oct-08-04	Write-off	0.00	-100.00	GAB
	MATTER TOTALS:	0.80	\$100.00	
	Totals	15.80	\$2,975.00	

**FEE SUMMARY:**

Lawyer	Hours	Effective Rate	Amount
GLENN A. BROWNE	15.80	\$188.29	\$2,975.00

**DISBURSEMENTS**

		Disbursements	Receipts
MATTER	7-999		
RE:			
Jul-27-04	Invoice #F8211825 Dated 7/27/04	34.37	
	Invoice #F8211825 Dated 7/27/04	5.06	
Jul-31-04	Faxes, July 2004	31.50	
	Postage, July 2004	5.36	
	Postage, July 2004	1.88	
	Photocopies, July 2004	110.73	
Aug-09-04	Sprint Long Distance #924251146 Dated 8/9/04	1.79	
Aug-31-04	Photocopies, August 2004	28.69	
	Photocopies, August 2004	0.19	
	Faxes, August 2004	2.25	
Sep-30-04	Postage, September 2004	9.42	
	Faxes, September 2004	4.50	
	Photocopies, September 2004	23.90	
	MATTER TOTALS:	\$259.64	
	Totals	\$259.64	\$0.00