



Monthly Report

To: Overlook Board of Directors
From: WEB Properties, Inc.
Date: April 30, 2016
Re: Overlook HOA Operating Statements, April 2016

To All,

Enclosed you will find the April 2016 monthly statement and financial reports for the Overlook Home Owners Association.

Income

We collected \$14,019.97 in total income this month. This is \$3,724.97 above the budget of \$10,295.00. Year to Date Total Income is at \$36,496.80. This is \$6,566.80 above the budget of \$29,930.00.

Account Balances

At month end the cash balance in the Operating Account is \$41,803.23.

Delinquencies

This month there is \$12,641.96 in outstanding homeowner dues. This amount is made up of 30 homeowners. The attached report has been provided for your review.

Prepays

There is \$649.09 in prepaid HOA dues from 6 homeowners. We have included a report in the financials that details prepays for your information.

Expenses

This month the Total Operating Expenses were \$3,549.20, which is \$3,537.80 below the budget of \$7,087.00. Year to Date Expenses are \$20,304.84, which is \$7,277.16 below the budget of \$27,582.00.

Management Issues-

The Board and Management met with our landscaping representative, Pete, who is the field manager for Arborpro. We toured the property and gave him further instructions on our expectations and assigned additional tasks including spraying the weeds in the cracks of streets.

At the direction of the Board, we forwarded the scope of work for landscaping put together by the Board of directors to two of vendors. Unfortunately, both declined to bid the work. We will forward the bid to other companies for their review.

In April, the lights at the monument and on the trees along Bolan were repaired. Additionally, the halogen bulbs were replaced with energy efficient LED's. We also had Blacks Painting re-paint the monument at Bolan and Willapa.

Last month we reported that the owners of 5124/5126 Lincoln way had asked us to confirm that his home was in the HOA. After researching the issue with a title company, we found that the home was in the HOA. We advised the homeowner of this, and asked him to pay his outstanding dues within 30 days.

We were contacted by Constance (former Board Member) who informed us that two flow meters need to be installed to monitor water usage at Jordan and Willapa in the summer. This has always been done by Crystal Springs, and we have been in touch and scheduled an appointment with them for the second week in May.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of April 2016. If there is anything else we can do to be of assistance, please feel free to call or email us.

Sincerely,

WEB Properties, Inc.



Eric J. Lundin
HOA Manager

Cash Flow MTD Comparison

All Properties

Period 01/01/16 - 04/30/16 (cash basis)

	Month To Date 04/01/16 - 04/30/16	% Income	01/01/16 - 04/30/16	% Income
OPERATING ACTIVITIES				
INCOME				
4100 INCOME				
4101 HOA DUES	6,999.67	49.93%	16,414.28	44.97%
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	244.80	1.75%	1,275.31	3.49%
4105 JL - Upgrade to Larger Trash Can	40.32	0.29%	79.53	0.22%
4106 JL - Utility Fees	2,882.25	20.56%	8,076.99	22.13%
4102 Total JORDAN LANE FEES	3,167.37	22.59%	9,431.83	25.84%
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	395.30	2.82%	994.15	2.72%
4107 Total LOWER WEST BOLAN FEES	395.30	2.82%	994.15	2.72%
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	2,258.18	16.11%	5,041.65	13.81%
4109 Total MENAUL COURT FEES	2,258.18	16.11%	5,041.65	13.81%
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	486.65	3.47%	1,358.89	3.72%
4113 Total UPPER WEST BOLAN FEES	486.65	3.47%	1,358.89	3.72%
4100 Total INCOME	13,307.17	94.92%	33,240.80	91.08%
4200 OTHER PROPERTY INCOME				
4210 Other Income	712.80	5.08%	3,256.00	8.92%
4200 Total OTHER PROPERTY INCOME	712.80	5.08%	3,256.00	8.92%
TOTAL INCOME	14,019.97	100.00%	36,496.80	100.00%
EXPENSE				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5002 Repairs Materials	-17.41	-0.12%	-17.41	-0.05%
5001 Total MAINTENANCE EXPENSES	-17.41	-0.12%	-17.41	-0.05%
5100 LANDSCAPING				
5103 Pruning	-326.10	-2.33%	-326.10	-0.89%
5107 Grounds Contract			-80.41	-0.22%
5100 Total LANDSCAPING	-326.10	-2.33%	-406.54	-1.11%
5150 PARKING				
5151 Sweeping			-18.25	-0.05%
5152 Snow Plowing Contract			-4,122.94	-11.30%
5150 Total PARKING	0.00	0.00%	-4,141.19	-11.35%
5300 UTILITIES				
5304 Water	-16.93	-0.12%	-49.49	-0.14%
5305 Sewer			-353.28	-0.97%
5309 Jordan Lane Utilities	-1,506.60	-10.75%	-4,503.55	-12.34%
5310 Menaul Ct Utilities	-53.66	-0.38%	-2,330.43	-6.39%
5300 Total UTILITIES	-1,577.19	-11.25%	-7,236.75	-19.83%
5400 TAX & LICENSES				
5404 Licenses			-10.00	-0.03%
5400 Total TAX & LICENSES	0.00	0.00%	-10.00	-0.03%
5450 PAYROLL				
5451 Maintenance Engineer	-22.50	-0.16%	-92.37	-0.25%
5456 Travel Reimbursements	-7.51	-0.05%	-47.60	-0.13%
5450 Total PAYROLL	-30.01	-0.21%	-139.97	-0.38%
5500 PAYROLL TAXES				
5501 FICA	-1.39	-0.01%	-5.72	-0.02%
5502 Medicare	-0.32	0.00%	-1.33	0.00%
5503 FUTA			-0.41	0.00%
5504 SUTA	-0.61	0.00%	-2.49	-0.01%
5505 Workmen's Comp Ins	-1.04	-0.01%	-4.34	-0.01%

5500 Total PAYROLL TAXES	-3.36	-0.02%	-14.29	-0.04%
5550 MARKETING EXPENSE				
5551 Advertising	-105.00	-0.75%	-105.00	-0.29%
5550 Total MARKETING EXPENSE	-105.00	-0.75%	-105.00	-0.29%
5600 ADMINISTRATIVE				
5601 Property Management Fee	-750.00	-5.35%	-3,000.00	-8.22%
5602 Legal Fees	-615.00	-4.39%	-615.00	-1.69%
5603 Accounting Fees	-1.14	-0.01%	-1,104.65	-3.03%
5604 Bank Service Charges	-46.85	-0.33%	-46.85	-0.13%
5607 Qualchan HOA Monthly Fee			-315.00	-0.86%
5610 Other Admin Exp			-1,118.68	-3.07%
5600 Total ADMINISTRATIVE	-1,412.99	-10.08%	-6,200.18	-16.99%
5650 INSURANCE				
5652 Board of Directors Ins			-1,468.00	-4.02%
5653 Other Insurance	-0.36	0.00%	-1.87	-0.01%
5650 Total INSURANCE	-0.36	0.00%	-1,469.87	-4.03%
5700 OFFICE				
5701 Office Supply			-165.20	-0.45%
5702 Mail/Postage	-15.57	-0.11%	-208.71	-0.57%
5703 Copies/Reproductions	-61.21	-0.44%	-189.73	-0.52%
5700 Total OFFICE	-76.78	-0.55%	-563.64	-1.54%
5000 Total EXPENSES	-3,549.20	-25.32%	-20,304.84	-55.63%
TOTAL EXPENSE	-3,549.20	-25.32%	-20,304.84	-55.63%
Net Income	10,470.77	74.68%	16,191.96	44.37%
Net cash provided by Operating Activities	10,470.77		16,191.96	
Net cash increase for period	10,470.77		16,191.96	
Cash at beginning of period	31,332.46		25,611.27	
Cash at end of period	41,803.23		41,803.23	

Budget Comparison

All Properties

Comparison Periods: 4/1/16 - 4/30/16 and 1/1/16 - 4/30/16 (cash basis)

	Actual 4/1/16 - 4/30/16	Budget 4/16	\$ Change	% Change	Actual YTD 1/1/16 - 4/30/16	Budget YTD 1/16 - 4/16	\$ Change	% Change
INCOME								
4100 INCOME								
4101 HOA DUES	6,999.67	6,750.00	249.67	3.7%	16,414.28	15,750.00	664.28	4.2%
4102 JORDAN LANE FEES								
4104 JL - Snow Removal	244.80	165.00	79.80	48.4%	1,275.31	660.00	615.31	93.2%
4105 JL - Upgrade to Larger Tr.	40.32	0.00	40.32		79.53	0.00	79.53	
4106 JL - Utility Fees	2,882.25	1,745.00	1,137.25	65.2%	8,076.99	6,980.00	1,096.99	15.7%
4102 Total JORDAN LANE FEE	3,167.37	1,910.00	1,257.37	65.8%	9,431.83	7,640.00	1,791.83	23.5%
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	395.30	0.00	395.30		994.15	0.00	994.15	
4107 Total LOWER WEST BOL	395.30	0.00	395.30		994.15	0.00	994.15	
4109 MENAUL COURT FEES								
4112 MC - Utility Fees	2,258.18	1,470.00	788.18	53.6%	5,041.65	5,880.00	-838.35	-14.3%
4109 Total MENAUL COURT F	2,258.18	1,470.00	788.18	53.6%	5,041.65	5,880.00	-838.35	-14.3%
4113 UPPER WEST BOLAN FEES								
4114 UWB - Snow Removal	486.65	165.00	321.65	194.9%	1,358.89	660.00	698.89	105.9%
4113 Total UPPER WEST BOL	486.65	165.00	321.65	194.9%	1,358.89	660.00	698.89	105.9%
4100 Total INCOME	13,307.17	10,295.00	3,012.17	29.3%	33,240.80	29,930.00	3,310.80	11.1%
4200 OTHER PROPERTY INCOME								
4210 Other Income	712.80	0.00	712.80		3,256.00	0.00	3,256.00	
4200 Total OTHER PROPERTY IN	712.80	0.00	712.80		3,256.00	0.00	3,256.00	
TOTAL INCOME	14,019.97	10,295.00	3,724.97	36.2%	36,496.80	29,930.00	6,566.80	21.9%
EXPENSE								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								
5002 Repairs Materials	17.41	0.00	17.41		17.41	0.00	17.41	
5022 Maintenance Miscellaneous	0.00	40.00	-40.00	-100.0%	0.00	160.00	-160.00	-100.0%
5001 Total MAINTENANCE EX	17.41	40.00	-22.59	-56.5%	17.41	160.00	-142.59	-89.1%
5100 LANDSCAPING								
5101 Lawn Mowing	0.00	592.00	-592.00	-100.0%	0.00	592.00	-592.00	-100.0%
5102 Sprinkler Materials	0.00	205.00	-205.00	-100.0%	0.00	205.00	-205.00	-100.0%
5103 Pruning	326.10	45.00	281.10	624.7%	326.10	45.00	281.10	624.7%
5105 Spray/Fertilization	0.00	475.00	-475.00	-100.0%	0.00	475.00	-475.00	-100.0%
5107 Grounds Contract	0.00	0.00	0.00		80.44	0.00	80.44	

	<u>Actual</u> <u>4/1/16 - 4/30/16</u>	<u>Budget</u> <u>4/16</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Actual YTD</u> <u>1/1/16 - 4/30/16</u>	<u>Budget YTD</u> <u>1/16 - 4/16</u>	<u>\$ Change</u>	<u>% Change</u>
5100 Total LANDSCAPING	326.10	1,317.00	-990.90	-75.2%	406.54	1,317.00	-910.46	-69.1%
5150 PARKING								
5151 Sweeping	0.00	0.00	0.00		18.25	0.00	18.25	
5152 Snow Plowing Contract	0.00	0.00	0.00		4,122.94	4,000.00	122.94	3.1%
5150 Total PARKING	0.00	0.00	0.00		4,141.19	4,000.00	141.19	3.5%
5300 UTILITIES								
5301 Common Area Electric	0.00	80.00	-80.00	-100.0%	0.00	320.00	-320.00	-100.0%
5304 Water	16.93	450.00	-433.07	-96.2%	49.49	450.00	-400.51	-89.0%
5305 Sewer	0.00	0.00	0.00		353.28	0.00	353.28	
5309 Jordan Lane Utilities	1,506.60	1,745.00	-238.40	-13.7%	4,503.55	6,980.00	-2,476.45	-35.5%
5310 Menaul Ct Utilities	53.66	1,470.00	-1,416.34	-96.3%	2,330.43	5,880.00	-3,549.57	-60.4%
5300 Total UTILITIES	1,577.19	3,745.00	-2,167.81	-57.9%	7,236.75	13,630.00	-6,393.25	-46.9%
5400 TAX & LICENSES								
5404 Licenses	0.00	0.00	0.00		10.00	0.00	10.00	
5400 Total TAX & LICENSES	0.00	0.00	0.00		10.00	0.00	10.00	
5450 PAYROLL								
5451 Maintenance Engineer	22.50	0.00	22.50		92.37	0.00	92.37	
5456 Travel Reimbursements	7.51	5.00	2.51	50.2%	47.60	20.00	27.60	138.0%
5450 Total PAYROLL	30.01	5.00	25.01	500.2%	139.97	20.00	119.97	599.9%
5500 PAYROLL TAXES								
5501 FICA	1.39	0.00	1.39		5.72	0.00	5.72	
5502 Medicare	0.32	0.00	0.32		1.33	0.00	1.33	
5503 FUTA	0.00	0.00	0.00		0.41	0.00	0.41	
5504 SUTA	0.61	0.00	0.61		2.49	0.00	2.49	
5505 Workmen's Comp Ins	1.04	0.00	1.04		4.34	0.00	4.34	
5500 Total PAYROLL TAXES	3.36	0.00	3.36		14.29	0.00	14.29	
5550 MARKETING EXPENSE								
5551 Advertising	105.00	0.00	105.00		105.00	0.00	105.00	
5550 Total MARKETING EXPE	105.00	0.00	105.00		105.00	0.00	105.00	
5600 ADMINISTRATIVE								
5601 Property Management Fe	750.00	750.00	0.00	0.0%	3,000.00	3,000.00	0.00	0.0%
5602 Legal Fees	615.00	300.00	315.00	105.0%	615.00	1,200.00	-585.00	-48.8%
5603 Accounting Fees	1.14	0.00	1.14		1,104.65	0.00	1,104.65	
5604 Bank Service Charges	46.85	0.00	46.85		46.85	0.00	46.85	
5607 Qualchan HOA Monthly F	0.00	350.00	-350.00	-100.0%	315.00	1,400.00	-1,085.00	-77.5%
5610 Other Admin Exp	0.00	170.00	-170.00	-100.0%	1,118.68	1,430.00	-311.32	-21.8%
5600 Total ADMINISTRATIVE	1,412.99	1,570.00	-157.01	-10.0%	6,200.18	7,030.00	-829.82	-11.8%
5650 INSURANCE								
5651 Liability & Multi-Peril	0.00	200.00	-200.00	-100.0%	0.00	600.00	-600.00	-100.0%
5652 Board of Directors Ins	0.00	200.00	-200.00	-100.0%	1,468.00	600.00	868.00	144.7%

	<u>Actual</u> <u>4/1/16 - 4/30/16</u>	<u>Budget</u> <u>4/16</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Actual YTD</u> <u>1/1/16 - 4/30/16</u>	<u>Budget YTD</u> <u>1/16 - 4/16</u>	<u>\$ Change</u>	<u>% Change</u>
5653 Other Insurance	0.36	0.00	0.36		1.87	0.00	1.87	
5650 Total INSURANCE	0.36	400.00	-399.64	-99.9%	1,469.87	1,200.00	269.87	22.5%
5700 OFFICE								
5701 Office Supply	0.00	0.00	0.00		165.20	0.00	165.20	
5702 Mail/Postage	15.57	0.00	15.57		208.71	75.00	133.71	178.3%
5703 Copies/Reproductions	61.21	10.00	51.21	512.1%	189.73	150.00	39.73	26.5%
5700 Total OFFICE	76.78	10.00	66.78	667.8%	563.64	225.00	338.64	150.5%
5000 Total EXPENSES	3,549.20	7,087.00	-3,537.80	-49.9%	20,304.84	27,582.00	-7,277.16	-26.4%
TOTAL EXPENSE	3,549.20	7,087.00	-3,537.80	-49.9%	20,304.84	27,582.00	-7,277.16	-26.4%
NET INCOME	10,470.77	3,208.00	7,262.77	226.4%	16,191.96	2,348.00	13,843.96	589.6%
NET INCOME SUMMARY								
Income	14,019.97	10,295.00	3,724.97	36.2%	36,496.80	29,930.00	6,566.80	21.9%
Expense	-3,549.20	-7,087.00	3,537.80	-49.9%	-20,304.84	-27,582.00	7,277.16	-26.4%
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
NET INCOME	10,470.77	3,208.00	7,262.77	226.4%	16,191.96	2,348.00	13,843.96	589.6%