



# Monthly Report

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

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To All,

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

## *Income*

We collected \$1,594.80 in total income this month. This is \$2,600.20 below the monthly budget of \$4,195.00. Year to Date Total Income is at \$70,697.49. This is \$6,948.49 above the budget of \$63,749.00.

## *Account Balances*

At month end the cash balance in the Operating Account is \$41,032.91.

## *Delinquencies*

This month there is \$3,303.46 in outstanding homeowner dues. This amount is made up of 4 homeowners. The attached report has been provided for your review.

## *Prepays*

There is \$254.66 in prepaid HOA dues from 2 homeowners. We have included a report in the financials that details prepay for your information.

**Expenses**

This month the Total Operating Expenses were \$4,530.16, which is \$2,284.84 below the budget of \$6,815.00. Year to Date Expenses are \$55,275.85, which is \$10,805.15 below the budget of \$66,081.00.

**Management Issues**

After sending a courtesy notice of infraction to Wurzburg Homes, LLC., we were contacted by Carrie Wurzburg. She has asked for the ARC to contact her about her plans to build on 5116 and 5120 Lincoln Way. I forwarded her contact information to the President.

We met with Ken Pfaff of Pfaff engineering onsite in September to begin the reserve study. We toured the community and expect the reserve study to be ready for the Board in late October or early November.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of September 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 - 09/30/16 (cash basis)

	Month To Date 09/01/16 - 09/30/16		01/01/16 - 09/30/16	
		% Income		% Income
<b>OPERATING ACTIVITIES</b>				
<b>INCOME</b>				
4100 INCOME				
4101 HOA DUES	678.80	42.56%	34,876.69	49.33%
4102 JORDAN LANE FEES				
4104 JL - Snow Removal			1,428.31	2.02%
4105 JL - Upgrade to Larger Trash Can			119.85	0.17%
4106 JL - Utility Fees			15,249.24	21.57%
4102 Total JORDAN LANE FEES	0.00	0.00%	16,797.40	23.76%
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal			1,187.50	1.68%
4107 Total LOWER WEST BOLAN FEES	0.00	0.00%	1,187.50	1.68%
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	916.00	57.44%	12,327.90	17.44%
4109 Total MENAUL COURT FEES	916.00	57.44%	12,327.90	17.44%
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal			1,474.00	2.08%
4113 Total UPPER WEST BOLAN FEES	0.00	0.00%	1,474.00	2.08%
4100 Total INCOME	1,594.80	100.00%	66,663.49	94.29%
4200 OTHER PROPERTY INCOME				
4210 Other Income			4,034.00	5.71%
4200 Total OTHER PROPERTY INCOME	0.00	0.00%	4,034.00	5.71%
<b>TOTAL INCOME</b>	<b>1,594.80</b>	<b>100.00%</b>	<b>70,697.49</b>	<b>100.00%</b>
<b>EXPENSE</b>				
<b>5000 EXPENSES</b>				
<b>5001 MAINTENANCE EXPENSES</b>				
5002 Repairs Materials			-17.41	-0.02%
5003 Repairs Contract			-1,546.75	-2.19%
5005 Plumbing Contract			-478.28	-0.68%
5007 Electrical Contract			-740.95	-1.05%
5009 Locks & Keys			-11.31	-0.02%
5011 Pest Control			-81.53	-0.12%
5022 Maintenance Miscellaneous			-298.93	-0.42%
5001 Total MAINTENANCE EXPENSES	0.00	0.00%	-3,175.16	-4.49%
<b>5100 LANDSCAPING</b>				
5101 Lawn Mowing	-276.10	-17.31%	-1,537.02	-2.17%
5102 Sprinkler Materials	-119.90	-7.52%	-223.17	-0.32%
5103 Pruning			-1,421.14	-2.01%
5105 Spray/Fertilization	-282.62	-17.72%	-2,526.20	-3.57%
5106 Grounds Materials			-89.56	-0.13%
5107 Grounds Contract			-325.02	-0.46%
5100 Total LANDSCAPING	-678.62	-42.55%	-6,122.11	-8.66%
<b>5150 PARKING</b>				
5151 Sweeping			-822.63	-1.16%
5152 Snow Plowing Contract			-4,122.94	-5.83%
5150 Total PARKING	0.00	0.00%	-4,945.57	-7.00%
<b>5300 UTILITIES</b>				
5301 Common Area Electric			-150.00	-0.21%
5304 Water	-606.45	-38.03%	-1,560.57	-2.21%
5305 Sewer			-706.56	-1.00%
5309 Jordan Lane Utilities	-1,921.49	-120.48%	-13,541.47	-19.15%
5310 Menaul Ct Utilities	-49.63	-3.11%	-7,964.69	-11.27%
5300 Total UTILITIES	-2,577.57	-161.62%	-23,923.29	-33.84%
<b>5400 TAX &amp; LICENSES</b>				
5404 Licenses			-178.55	-0.25%

5406 Tax & Lic. Other			-10.00	-0.01%
5400 Total TAX & LICENSES	0.00	0.00%	-188.55	-0.27%
5450 PAYROLL				
5451 Maintenance Engineer	-47.93	-3.01%	-202.05	-0.29%
5453 Repairs Payroll	-77.56	-4.86%	-77.56	-0.11%
5456 Travel Reimbursements	-30.63	-1.92%	-135.98	-0.19%
5450 Total PAYROLL	-156.12	-9.79%	-415.59	-0.59%
5500 PAYROLL TAXES				
5501 FICA			-9.54	-0.01%
5502 Medicare			-2.22	0.00%
5503 FUTA			-0.53	0.00%
5504 SUTA			-4.15	-0.01%
5505 Workmen's Comp Ins			-6.77	-0.01%
5500 Total PAYROLL TAXES	0.00	0.00%	-23.21	-0.03%
5550 MARKETING EXPENSE				
5551 Advertising			-105.00	-0.15%
5552 Signage			-55.44	-0.08%
5553 Contract Printing			-115.52	-0.16%
5550 Total MARKETING EXPENSE	0.00	0.00%	-275.96	-0.39%
5600 ADMINISTRATIVE				
5601 Property Management Fee	-750.00	-47.03%	-6,750.00	-9.55%
5602 Legal Fees	-60.00	-3.76%	-810.00	-1.15%
5603 Accounting Fees			-1,107.76	-1.57%
5604 Bank Service Charges			-46.85	-0.07%
5605 Meeting Expenses			-108.69	-0.15%
5607 Qualchan HOA Monthly Fee	-157.50	-9.88%	-1,417.50	-2.01%
5610 Other Admin Exp	-7.72	-0.48%	-1,237.98	-1.75%
5600 Total ADMINISTRATIVE	-975.22	-61.15%	-11,478.78	-16.24%
5650 INSURANCE				
5651 Liability & Multi-Peril			-1,649.06	-2.33%
5652 Board of Directors Ins			-1,468.00	-2.08%
5653 Other Insurance			-2.70	0.00%
5650 Total INSURANCE	0.00	0.00%	-3,119.76	-4.41%
5700 OFFICE				
5701 Office Supply			-165.20	-0.23%
5702 Mail/Postage	-20.28	-1.27%	-706.72	-1.00%
5703 Copies/Reproductions	-122.35	-7.67%	-735.95	-1.04%
5700 Total OFFICE	-142.63	-8.94%	-1,607.87	-2.27%
5000 Total EXPENSES	-4,530.16	-284.06%	-55,275.85	-78.19%
<b>TOTAL EXPENSE</b>	<b>-4,530.16</b>	<b>-284.06%</b>	<b>-55,275.85</b>	<b>-78.19%</b>
<b>NON OPERATING INCOME</b>				
7000 NON-OPERATING INCOME				
7001 Funds Transf. from Oper. to Sav.	5,000.00	313.52%	5,000.00	7.07%
7000 Total NON-OPERATING INCOME	5,000.00	313.52%	5,000.00	7.07%
<b>TOTAL NON OPERATING INCOME</b>	<b>5,000.00</b>	<b>313.52%</b>	<b>5,000.00</b>	<b>7.07%</b>
<b>NON OPERATING EXPENSE</b>				
6000 NON-OPERATING EXPENSES				
6003 Funds Transf. to Sav. from Oper.	-5,000.00	-313.52%	-5,000.00	-7.07%
6000 Total NON-OPERATING EXPENSE	-5,000.00	-313.52%	-5,000.00	-7.07%
<b>TOTAL NON OPERATING EXPENSE</b>	<b>-5,000.00</b>	<b>-313.52%</b>	<b>-5,000.00</b>	<b>-7.07%</b>
<b>Net Income</b>	<b>-2,935.36</b>	<b>-184.06%</b>	<b>15,421.64</b>	<b>21.81%</b>
<b>Net cash provided by Operating Activities</b>	<b>-2,935.36</b>		<b>15,421.64</b>	
<b>Net cash Increase for period</b>	<b>-2,935.36</b>		<b>15,421.64</b>	
<b>Cash at beginning of period</b>	<b>43,968.27</b>		<b>25,611.27</b>	

Cash at end of period

41,032.91

41,032.91

# Budget Comparison

All Properties

Comparison Periods: 9/1/16 - 9/30/16 and 1/1/16 - 9/30/16 (cash basis)

INCOME	Actual	Budget	\$ Change	% Change	Actual YTD	Budget YTD	\$ Change	% Change
	9/1/16 - 9/30/16	9/16			1/1/16 - 9/30/16	1/16 - 9/16		
<b>4100 INCOME</b>								
4101 HOA DUES	678.80	980.00	-301.20	-30.7%	34,876.69	32,808.00	2,068.69	6.3%
<b>4102 JORDAN LANE FEES</b>								
4104 JL - Snow Removal	0.00	0.00	0.00		1,428.31	1,000.00	428.31	42.8%
4105 JL - Upgrade to Larger Tr	0.00	0.00	0.00		119.85	0.00	119.85	
4106 JL - Utility Fees	0.00	1,745.00	-1,745.00	-100.0%	15,249.24	15,701.00	-451.76	-2.9%
4102 Total JORDAN LANE FEE	0.00	1,745.00	-1,745.00	-100.0%	16,797.40	16,701.00	96.40	0.6%
<b>4107 LOWER WEST BOLAN FEES</b>								
4108 LWB - Snow Removal	0.00	0.00	0.00		1,187.50	0.00	1,187.50	
4107 Total LOWER WEST BOL	0.00	0.00	0.00		1,187.50	0.00	1,187.50	
<b>4109 MENAUL COURT FEES</b>								
4112 MC - Utility Fees	916.00	1,470.00	-554.00	-37.7%	12,327.90	13,240.00	-912.10	-6.9%
4109 Total MENAUL COURT F	916.00	1,470.00	-554.00	-37.7%	12,327.90	13,240.00	-912.10	-6.9%
<b>4113 UPPER WEST BOLAN FEES</b>								
4114 UWB - Snow Removal	0.00	0.00	0.00		1,474.00	1,000.00	474.00	47.4%
4113 Total UPPER WEST BOL	0.00	0.00	0.00		1,474.00	1,000.00	474.00	47.4%
4100 Total INCOME	1,594.80	4,195.00	-2,600.20	-62.0%	66,663.49	63,749.00	2,914.49	4.6%
<b>4200 OTHER PROPERTY INCOME</b>								
4210 Other Income	0.00	0.00	0.00		4,034.00	0.00	4,034.00	
4200 Total OTHER PROPERTY IN	0.00	0.00	0.00		4,034.00	0.00	4,034.00	
<b>TOTAL INCOME</b>	<b>1,594.80</b>	<b>4,195.00</b>	<b>-2,600.20</b>	<b>-62.0%</b>	<b>70,697.49</b>	<b>63,749.00</b>	<b>6,948.49</b>	<b>10.9%</b>
<b>EXPENSE</b>								
<b>5000 EXPENSES</b>								
<b>5001 MAINTENANCE EXPENSES</b>								
5002 Repairs Materials	0.00	0.00	0.00		17.41	0.00	17.41	
5003 Repairs Contract	0.00	0.00	0.00		1,546.75	0.00	1,546.75	
5005 Plumbing Contract	0.00	0.00	0.00		478.28	0.00	478.28	
5007 Electrical Contract	0.00	0.00	0.00		740.95	500.00	240.95	48.2%
5009 Locks & Keys	0.00	0.00	0.00		11.31	0.00	11.31	
5011 Pest Control	0.00	0.00	0.00		81.53	0.00	81.53	
5022 Maintenance Miscellaneous	0.00	0.00	0.00		298.93	500.00	-201.07	-40.2%
5001 Total MAINTENANCE EX	0.00	0.00	0.00		3,175.16	1,000.00	2,175.16	217.5%
<b>5100 LANDSCAPING</b>								

	Actual 9/1/16 - 9/30/16	Budget 9/16	\$ Change	% Change	Actual YTD 1/1/16 - 9/30/16	Budget YTD 1/16 - 9/16	\$ Change	% Change
5101 Lawn Mowing	276.10	485.00	-208.90	-43.1%	1,537.02	2,910.00	-1,372.98	-47.2%
5102 Sprinkler Materials	119.90	0.00	119.90		223.17	500.00	-276.83	-55.4%
5103 Pruning	0.00	0.00	0.00		1,421.14	0.00	1,421.14	
5104 New Plants	0.00	0.00	0.00		0.00	1,200.00	-1,200.00	-100.0%
5105 Spray/Fertilization	282.62	685.00	-402.38	-58.7%	2,526.20	4,110.00	-1,583.80	-38.5%
5106 Grounds Materials	0.00	0.00	0.00		89.56	1,200.00	-1,110.44	-92.5%
5107 Grounds Contract	0.00	0.00	0.00		325.02	500.00	-174.98	-35.0%
5100 Total LANDSCAPING	678.62	1,170.00	-491.38	-42.0%	6,122.11	10,420.00	-4,297.89	-41.2%
<b>5150 PARKING</b>								
5151 Sweeping	0.00	0.00	0.00		822.63	0.00	822.63	
5152 Snow Plowing Contract	0.00	0.00	0.00		4,122.94	2,000.00	2,122.94	106.1%
5150 Total PARKING	0.00	0.00	0.00		4,945.57	2,000.00	2,945.57	147.3%
<b>5300 UTILITIES</b>								
5301 Common Area Electric	0.00	80.00	-80.00	-100.0%	150.00	760.00	-610.00	-80.3%
5304 Water	606.45	450.00	156.45	34.8%	1,560.57	2,700.00	-1,139.43	-42.2%
5305 Sewer	0.00	0.00	0.00		706.56	0.00	706.56	
5309 Jordan Lane Utilities	1,921.49	1,745.00	176.49	10.1%	13,541.47	15,701.00	-2,159.53	-13.8%
5310 Menaul Ct Utilities	49.63	1,470.00	-1,420.37	-96.6%	7,964.69	13,240.00	-5,275.31	-39.8%
5300 Total UTILITIES	2,577.57	3,745.00	-1,167.43	-31.2%	23,923.29	32,401.00	-8,477.71	-26.2%
<b>5400 TAX &amp; LICENSES</b>								
5404 Licenses	0.00	0.00	0.00		178.55	0.00	178.55	
5406 Tax & Lic. Other	0.00	0.00	0.00		10.00	0.00	10.00	
5400 Total TAX & LICENSES	0.00	0.00	0.00		188.55	0.00	188.55	
<b>5450 PAYROLL</b>								
5451 Maintenance Engineer	47.93	0.00	47.93		202.05	0.00	202.05	
5453 Repairs Payroll	77.56	0.00	77.56		77.56	0.00	77.56	
5456 Travel Reimbursements	30.63	0.00	30.63		135.98	0.00	135.98	
5450 Total PAYROLL	156.12	0.00	156.12		415.59	0.00	415.59	
<b>5500 PAYROLL TAXES</b>								
5501 FICA	0.00	0.00	0.00		9.54	0.00	9.54	
5502 Medicare	0.00	0.00	0.00		2.22	0.00	2.22	
5503 FUTA	0.00	0.00	0.00		0.53	0.00	0.53	
5504 SUTA	0.00	0.00	0.00		4.15	0.00	4.15	
5505 Workmen's Comp Ins	0.00	0.00	0.00		6.77	0.00	6.77	
5500 Total PAYROLL TAXES	0.00	0.00	0.00		23.21	0.00	23.21	
<b>5550 MARKETING EXPENSE</b>								
5551 Advertising	0.00	0.00	0.00		105.00	0.00	105.00	
5552 Signage	0.00	0.00	0.00		55.44	0.00	55.44	
5553 Contract Printing	0.00	0.00	0.00		115.52	0.00	115.52	
5550 Total MARKETING EXPE	0.00	0.00	0.00		275.96	0.00	275.96	

	Actual 9/1/16 - 9/30/16	Budget 9/16	\$ Change	% Change	Actual YTD 1/1/16 - 9/30/16	Budget YTD 1/16 - 9/16	\$ Change	% Change
<b>5600 ADMINISTRATIVE</b>								
5601 Property Management Fe	750.00	750.00	0.00	0.0%	6,750.00	7,500.00	-750.00	-10.0%
5602 Legal Fees	60.00	300.00	-240.00	-80.0%	810.00	2,700.00	-1,890.00	-70.0%
5603 Accounting Fees	0.00	0.00	0.00		1,107.76	0.00	1,107.76	
5604 Bank Service Charges	0.00	0.00	0.00		46.85	0.00	46.85	
5605 Meeting Expenses	0.00	0.00	0.00		108.69	0.00	108.69	
5607 Qualchan HOA Monthly F	157.50	350.00	-192.50	-55.0%	1,417.50	3,150.00	-1,732.50	-55.0%
5610 Other Admin Exp	7.72	200.00	-192.28	-96.1%	1,237.98	4,150.00	-2,912.02	-70.2%
<b>5600 Total ADMINISTRATIVE</b>	<b>975.22</b>	<b>1,600.00</b>	<b>-624.78</b>	<b>-39.0%</b>	<b>11,478.78</b>	<b>17,500.00</b>	<b>-6,021.22</b>	<b>-34.4%</b>
<b>5650 INSURANCE</b>								
5651 Liability & Multi-Peril	0.00	100.00	-100.00	-100.0%	1,649.06	1,200.00	449.06	37.4%
5652 Board of Directors Ins	0.00	100.00	-100.00	-100.0%	1,468.00	1,200.00	268.00	22.3%
5653 Other Insurance	0.00	0.00	0.00		2.70	0.00	2.70	
<b>5650 Total INSURANCE</b>	<b>0.00</b>	<b>200.00</b>	<b>-200.00</b>	<b>-100.0%</b>	<b>3,119.76</b>	<b>2,400.00</b>	<b>719.76</b>	<b>30.0%</b>
<b>5700 OFFICE</b>								
5701 Office Supply	0.00	0.00	0.00		165.20	0.00	165.20	
5702 Mail/Postage	20.28	0.00	20.28		706.72	0.00	706.72	
5703 Copies/Reproductions	122.35	100.00	22.35	22.4%	735.95	360.00	375.95	104.4%
<b>5700 Total OFFICE</b>	<b>142.63</b>	<b>100.00</b>	<b>42.63</b>	<b>42.6%</b>	<b>1,607.87</b>	<b>360.00</b>	<b>1,247.87</b>	<b>346.6%</b>
<b>5000 Total EXPENSES</b>	<b>4,530.16</b>	<b>6,815.00</b>	<b>-2,284.84</b>	<b>-33.5%</b>	<b>55,275.85</b>	<b>66,081.00</b>	<b>-10,805.15</b>	<b>-16.4%</b>
<b>TOTAL EXPENSE</b>	<b>4,530.16</b>	<b>6,815.00</b>	<b>-2,284.84</b>	<b>-33.5%</b>	<b>55,275.85</b>	<b>66,081.00</b>	<b>-10,805.15</b>	<b>-16.4%</b>
<b>NOI</b>	<b>-2,935.36</b>	<b>-2,620.00</b>	<b>-315.36</b>	<b>-12.0%</b>	<b>15,421.64</b>	<b>-2,332.00</b>	<b>17,753.64</b>	<b>761.3%</b>
<b>N/O INCOME</b>								
<b>7000 NON-OPERATING INCOME</b>								
7001 Funds Transf. from Oper. to S	5,000.00	0.00	5,000.00		5,000.00	0.00	5,000.00	
<b>7000 Total NON-OPERATING INCOME</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>		<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	
<b>TOTAL N/O INCOME</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>		<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>	
<b>N/O EXPENSE</b>								
<b>6000 NON-OPERATING EXPENSES</b>								
6003 Funds Transf. to Sav. from Op	5,000.00	0.00	5,000.00		5,000.00	0.00	5,000.00	
6004 Funds Transf. to Oper. from R	0.00	0.00	0.00		0.00	5,000.00	-5,000.00	-100.0%
<b>6000 Total NON-OPERATING EXP</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL N/O EXPENSE</b>	<b>5,000.00</b>	<b>0.00</b>	<b>5,000.00</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>NET INCOME</b>	<b>-2,935.36</b>	<b>-2,620.00</b>	<b>-315.36</b>	<b>-12.0%</b>	<b>15,421.64</b>	<b>-7,332.00</b>	<b>22,753.64</b>	<b>310.3%</b>



	<u>Actual</u> <u>9/1/16 - 9/30/16</u>	<u>Budget</u> <u>9/16</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Actual YTD</u> <u>1/1/16 - 9/30/16</u>	<u>Budget YTD</u> <u>1/16 - 9/16</u>	<u>\$ Change</u>	<u>% Change</u>
<b>NET INCOME SUMMARY</b>								
Income	1,594.80	4,195.00	-2,600.20	-62.0%	70,697.49	63,749.00	6,948.49	10.9%
Expense	-4,530.16	-6,815.00	2,284.84	-33.5%	-55,275.85	-66,081.00	10,805.15	-16.4%
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
Net Operating Income	<u>-2,935.36</u>	<u>-2,620.00</u>	<u>-315.36</u>	<u>-12.0%</u>	<u>15,421.64</u>	<u>-2,332.00</u>	<u>17,753.64</u>	<u>761.3%</u>
Non Operating Income	5,000.00	0.00	5,000.00		5,000.00	0.00	5,000.00	
Non Operating Expense	<u>-5,000.00</u>	0.00	<u>-5,000.00</u>		<u>-5,000.00</u>	<u>-5,000.00</u>	0.00	0.0%
<b>NET INCOME</b>	<u><b>-2,935.36</b></u>	<u><b>-2,620.00</b></u>	<u><b>-315.36</b></u>	<u><b>12.0%</b></u>	<u><b>15,421.64</b></u>	<u><b>-7,332.00</b></u>	<u><b>22,753.64</b></u>	<u><b>-310.3%</b></u>