



Monthly Report

To: Overlook Board of Directors
From: WEB Properties, Inc.
Date: October 31, 2016
Re: Overlook HOA Operating Statements, October 2016

To All,

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

Income

We collected \$11,965.27 in Total Income this month, which is \$1,949.73 below the estimated budget of \$13,915.00. Year-To-Date Total Income is at \$82,662.76, which is \$4,998.76 above the estimated budget of \$77,664.00.

Account Balances

At month end the cash balance in the Operating Account is \$34,378.81. The savings account balance at month end is \$5000.02.

Delinquencies

This month there is \$11,825.17 in outstanding HOA Dues, which is made up of 27 homeowners. The attached report has been provided for your reference.

Prepays

There is \$564.36 in prepaid HOA Dues from 6 homeowners. The attached report has been provided for your reference.

Expenses

This month the Total Operating Expenses were \$13,619.37, which is \$6,884.37 above the budget estimate of \$6,735.00. Year-To-Date Expenses are \$68,895.22, which is \$3,920.78 below the budget estimate of \$72,816.00. Most expenses are self-explanatory; however, the following should be brought to your attention:

Landscaping Expenses

Landscaping expenses came in at \$2,299.06 against a budget estimate of \$1,180.00. That is \$1,119.06 above the estimated budget due to expenses for pruning and a grounds contract. Year-To-Date expenses in this category are below the estimated budget by \$3,178.83 at \$8,421.17 in actual expenses, versus a budget estimate of \$11,600.00.

Utilities Expenses

Utilities Expenses came in at \$7,065.31 against a budget estimate of \$3,745.00. This is \$3,320.31 above the estimated budget due to mis-billing by the city as we weren't receiving paper copies. We believe we've rectified the situation with the city. Year-To-Date expenses in this category are below the estimated budget by \$5,157.40 at \$30,988.60 in actual expenses, versus a budget estimate of \$36,146.00.

Administrative Expenses

Administrative Expenses came in at \$4,162.35 against a budget estimate of \$1,600.00. This is \$2,562.35 above the estimated budget due to expenses from Criterium-Pfaff Engineers for the reserve study and CC&R infraction letter mailings. Year-To-Date expenses in this category are below the estimated budget by \$3,458.87 at \$15,641.13 in actual expenses, versus a budget estimate of \$19,100.00.

CC&R Notices

In the month of October we sent the following notices:

CC&R Violation Notices:	Number
1st Notices	8
2nd Notices	0
1st Fines	3
2nd Fines	2
3+ Fines	1
Thank you Letters	0
Total	14

Management Issues

The reserve study was completed in October. Management has been asked by the Board to summarize the report, and we will provide that in November.

We have attached the latest HOA newsletter from Nick Bergh, who publishes a quarterly HOA newsletter. It contains helpful updates and reminders for everyone.

In October, we sent two mailings to homeowners. We sent a mailing asking homeowners about the level of snow plowing service they want, as well as, a letter from the Board about various issues the Board has been working on throughout the year. Results are being tabulated from the snow plow survey and will be given to the Board in November.

We have been working with Jamie Eggink to re-write all new infraction letters. We have been provided those, but have not heard back from the Board on several questions we have about their use and enforcement guidelines in general. Additionally, she worked on and provided us with a series of infraction letters to be used only for landscaping violations. These encompass hillside grasses & weeds as well as backyards that have not been landscaped in the provided time frame. We are holding on to these for the time being while Jamie consults with the Board to finalize a few remaining issues before issuing the letters.

An ARC form was drafted for use at Overlook HOA. This has undergone several different versions, and we are still working to finalize the document.

During the Reserve study walk-through we found out that the backflow valve at the end of Menaul is leaking and does not have a heat source. As it is above ground, this is a problem. We contracted with Patriot to repair the backflow and install heat tape. We expect this work to be done in early November.

The homeowner at 911 Bolan has not uncovered the culvert going under the road that relieves the water runoff in the winter. There was a brief discussion with him after sending him a fine, but he did not return our call as promised. The drainage culvert is on his land and we are hesitant to clear it out without his written permission. We will continue to try to get in touch with him.

The homeowner at 5107 S Menaul has dug a trench on common area property and connected his gutter drain system to it. We have sent him infractions, but have not heard back from him.

The upper padlock leading to the common area behind Menaul was cut in October. We replaced both locks to the swale with master locks that can be replaced with locks that can be keyed to use the same key. We can purchase individual locks if this happens again.

Eric and Bob have been trying to connect to drive the property to look at a few issues. October was very busy and we have not been able to meet up, but continue to work to find a time that works for both of us.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of October 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.

A handwritten signature in cursive script, appearing to read "Eric J. Lundin".

Eric J. Lundin
HOA Manager

Cash Flow MTD Comparison

Properties: Bolan - Lower West, Bolan - Upper West, Bolan Avenue, Jordan Lane, Lincoln Way, Menaul Court, Overlook
HOA, W Willapa, Willapa Court, Z - Vacant Lot
Period 01/01/16 - 10/31/16 (cash basis)

	Month To Date 10/01/16 - 10/31/16	% Income	01/01/16 - 10/31/16	% Income
OPERATING ACTIVITIES				
INCOME				
4100 INCOME				
4101 HOA DUES	7,630.90	63.78%	42,507.59	51.42%
4102 JORDAN LANE FEES				
4104 JL - Snow Removal			1,428.31	1.73%
4105 JL - Upgrade to Larger Trash Can	40.32	0.34%	160.17	0.19%
4106 JL - Utility Fees	1,562.25	13.06%	16,811.49	20.34%
4102 Total JORDAN LANE FEES	1,602.57	13.39%	18,399.97	22.26%
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal			1,187.50	1.44%
4107 Total LOWER WEST BOLAN FEES	0.00	0.00%	1,187.50	1.44%
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	2,606.80	21.79%	14,934.70	18.07%
4109 Total MENAUL COURT FEES	2,606.80	21.79%	14,934.70	18.07%
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal			1,474.00	1.78%
4113 Total UPPER WEST BOLAN FEES	0.00	0.00%	1,474.00	1.78%
4100 Total INCOME	11,840.27	98.96%	78,503.76	94.97%
4200 OTHER PROPERTY INCOME				
4208 CC&R Fines	125.00	1.04%	125.00	0.15%
4210 Other Income			4,034.00	4.88%
4200 Total OTHER PROPERTY INCOME	125.00	1.04%	4,159.00	5.03%
TOTAL INCOME	11,965.27	100.00%	82,662.76	100.00%
EXPENSE				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5002 Repairs Materials			-17.41	-0.02%
5003 Repairs Contract			-1,546.75	-1.87%
5005 Plumbing Contract			-478.28	-0.58%
5007 Electrical Contract			-740.95	-0.90%
5009 Locks & Keys			-11.31	-0.01%
5011 Pest Control			-81.53	-0.10%
5022 Maintenance Miscellaneous	-54.30	-0.45%	-353.23	-0.43%
5001 Total MAINTENANCE EXPENSES	-54.30	-0.45%	-3,229.46	-3.91%
5100 LANDSCAPING				
5101 Lawn Mowing			-1,537.02	-1.86%
5102 Sprinkler Materials			-223.17	-0.27%
5103 Pruning	-1,522.20	-12.72%	-2,943.34	-3.56%
5105 Spray/Fertilization	-190.05	-1.59%	-2,716.25	-3.29%
5106 Grounds Materials			-89.56	-0.11%
5107 Grounds Contract	-586.81	-4.90%	-911.83	-1.10%
5100 Total LANDSCAPING	-2,299.06	-19.21%	-8,421.17	-10.19%
5150 PARKING				
5151 Sweeping			-822.63	-1.00%
5152 Snow Plowing Contract			-4,122.94	-4.99%
5150 Total PARKING	0.00	0.00%	-4,945.57	-5.98%
5300 UTILITIES				
5301 Common Area Electric			-150.00	-0.18%
5304 Water	-55.33	-0.46%	-1,615.90	-1.95%
5305 Sewer			-706.56	-0.85%
5309 Jordan Lane Utilities	-1,967.96	-16.45%	-15,509.43	-18.76%
5310 Menaul Ct Utilities	-5,042.02	-42.14%	-13,006.71	-15.73%
5300 Total UTILITIES	-7,065.31	-59.05%	-30,988.60	-37.49%

5400 TAX & LICENSES				
5404 Licenses			-178.55	-0.22%
5406 Tax & Lic. Other			-10.00	-0.01%
5400 Total TAX & LICENSES	0.00	0.00%	-188.55	-0.23%
5450 PAYROLL				
5451 Maintenance Engineer			-202.05	-0.24%
5453 Repairs Payroll			-77.56	-0.09%
5456 Travel Reimbursements	-8.96	-0.07%	-144.94	-0.18%
5450 Total PAYROLL	-8.96	-0.07%	-424.55	-0.51%
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	-0.13%
5552 Signage			-55.44	-0.07%
5553 Contract Printing			-115.52	-0.14%
5550 Total MARKETING EXPENSE	0.00	0.00%	-275.96	-0.33%
5600 ADMINISTRATIVE				
5601 Property Management Fee	-750.00	-6.27%	-7,500.00	-9.07%
5602 Legal Fees	-295.17	-2.47%	-1,105.17	-1.34%
5603 Accounting Fees			-1,107.76	-1.34%
5604 Bank Service Charges			-46.85	-0.06%
5605 Meeting Expenses			-108.69	-0.13%
5607 Qualchan HOA Monthly Fee	-157.50	-1.32%	-1,575.00	-1.91%
5610 Other Admin Exp	-2,959.68	-24.74%	-4,197.66	-5.08%
5600 Total ADMINISTRATIVE	-4,162.35	-34.79%	-15,641.13	-18.92%
5650 INSURANCE				
5651 Liability & Multi-Peril			-1,649.06	-1.99%
5652 Board of Directors Ins			-1,468.00	-1.78%
5653 Other Insurance			-2.70	0.00%
5650 Total INSURANCE	0.00	0.00%	-3,119.76	-3.77%
5700 OFFICE				
5701 Office Supply	-9.28	-0.08%	-174.48	-0.21%
5702 Mail/Postage			-706.72	-0.85%
5703 Copies/Reproductions	-20.11	-0.17%	-756.06	-0.91%
5700 Total OFFICE	-29.39	-0.25%	-1,637.26	-1.98%
5000 Total EXPENSES	-13,619.37	-113.82%	-68,895.22	-83.34%
TOTAL EXPENSE	-13,619.37	-113.82%	-68,895.22	-83.34%
NON OPERATING EXPENSE				
6000 NON-OPERATING EXPENSES				
6003 Funds Transf. to Sav. from Oper.			-5,000.00	-6.05%
6000 Total NON-OPERATING EXPENSE	0.00	0.00%	-5,000.00	-6.05%
TOTAL NON OPERATING EXPENSE	0.00	0.00%	-5,000.00	-6.05%
Net Income	-1,654.10	-13.82%	8,767.54	10.61%
Net cash provided by Operating Activities	-1,654.10		8,767.54	
Net cash increase for period	-1,654.10		8,767.54	
Cash at beginning of period	36,032.91		25,611.27	
Cash at end of period	34,378.81		34,378.81	

Cash Flow MTD Comparison

Properties: Overlook Savings
Period 10/01/16 - 10/31/16 (cash basis)

	Month To Date 10/01/16 - 10/31/16	Month To Date 10/01/16 - 10/31/16
OPERATING ACTIVITIES		
Net Income	0.02	0.02
Net cash provided by Operating Activities	0.02	0.02
Net cash increase for period	0.02	0.02
Cash at beginning of period	5,000.00	5,000.00
Cash at end of period	5,000.02	5,000.02

Budget Comparison

Properties: Bolan - Lower West, Bolan - Upper West, Bolan Avenue, Jordan Lane, Lincoln Way, Menaul Court, Overlook HOA, W Willapa, Willapa Court, Z - Vacant Lot

Comparison Periods: 10/1/16 - 10/31/16 and 1/1/16 - 10/31/16 (cash basis)

	Actual 10/1/16 - 10/31/16	Budget 10/16	\$ Change	% Change	Actual YTD 1/1/16 - 10/31/16	Budget YTD 1/16 - 10/16	\$ Change	% Change
INCOME								
4100 INCOME								
4101 HOA DUES	7,630.90	10,700.00	-3,069.10	-28.7%	42,507.59	43,508.00	-1,000.41	-2.3%
4102 JORDAN LANE FEES								
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	40.32	0.00	40.32		160.17	0.00	160.17	
4106 JL - Utility Fees	1,562.25	1,745.00	-182.75	-10.5%	16,811.49	17,446.00	-634.51	-3.6%
4102 Total JORDAN LANE FEI	1,602.57	1,745.00	-142.43	-8.2%	18,399.97	18,446.00	-46.03	-0.2%
4107 LOWER WEST BOLAN FEES								
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	
4109 MENAUL COURT FEES								
4112 MC - Utility Fees	2,606.80	1,470.00	1,136.80	77.3%	14,934.70	14,710.00	224.70	1.5%
4109 Total MENAUL COURT F	2,606.80	1,470.00	1,136.80	77.3%	14,934.70	14,710.00	224.70	1.5%
4113 UPPER WEST BOLAN FEES								
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	11,840.27	13,915.00	-2,074.73	-14.9%	78,503.76	77,664.00	839.76	1.1%
4200 OTHER PROPERTY INCOME								
4208 CC&R Fines	125.00	0.00	125.00		125.00	0.00	125.00	
4210 Other Income	0.00	0.00	0.00		4,034.00	0.00	4,034.00	
4200 Total OTHER PROPERTY IN	125.00	0.00	125.00		4,159.00	0.00	4,159.00	
TOTAL INCOME	11,965.27	13,915.00	-1,949.73	-14.0%	82,662.76	77,664.00	4,998.76	6.4%
EXPENSE								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								
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 Miscellaneo	54.30	0.00	54.30		353.23	500.00	-146.77	-29.4%
5001 Total MAINTENANCE EX	54.30	0.00	54.30		3,229.46	1,000.00	2,229.46	222.9%

	<u>Actual</u> <u>10/1/16 - 10/31/16</u>	<u>Budget</u> <u>10/16</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Actual YTD</u> <u>1/1/16 - 10/31/16</u>	<u>Budget YTD</u> <u>1/16 - 10/16</u>	<u>\$ Change</u>	<u>% Change</u>
5100 LANDSCAPING								
5101 Lawn Mowing	0.00	490.00	-490.00	-100.0%	1,537.02	3,400.00	-1,862.98	-54.8%
5102 Sprinkler Materials	0.00	0.00	0.00		223.17	500.00	-276.83	-55.4%
5103 Pruning	1,522.20	0.00	1,522.20		2,943.34	0.00	2,943.34	
5104 New Plants	0.00	0.00	0.00		0.00	1,200.00	-1,200.00	-100.0%
5105 Spray/Fertilization	190.05	690.00	-499.95	-72.5%	2,716.25	4,800.00	-2,083.75	-43.4%
5106 Grounds Materials	0.00	0.00	0.00		89.56	1,200.00	-1,110.44	-92.5%
5107 Grounds Contract	586.81	0.00	586.81		911.83	500.00	411.83	82.4%
5100 Total LANDSCAPING	2,299.06	1,180.00	1,119.06	94.8%	8,421.17	11,600.00	-3,178.83	-27.4%
5150 PARKING								
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%
5300 UTILITIES								
5301 Common Area Electric	0.00	80.00	-80.00	-100.0%	150.00	840.00	-690.00	-82.1%
5304 Water	55.33	450.00	-394.67	-87.7%	1,615.90	3,150.00	-1,534.10	-48.7%
5305 Sewer	0.00	0.00	0.00		706.56	0.00	706.56	
5309 Jordan Lane Utilities	1,967.96	1,745.00	222.96	12.8%	15,509.43	17,446.00	-1,936.57	-11.1%
5310 Menaul Ct Utilities	5,042.02	1,470.00	3,572.02	243.0%	13,006.71	14,710.00	-1,703.29	-11.6%
5300 Total UTILITIES	7,065.31	3,745.00	3,320.31	88.7%	30,988.60	36,146.00	-5,157.40	-14.3%
5400 TAX & LICENSES								
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	
5450 PAYROLL								
5451 Maintenance Engineer	0.00	0.00	0.00		202.05	0.00	202.05	
5453 Repairs Payroll	0.00	0.00	0.00		77.56	0.00	77.56	
5456 Travel Reimbursements	8.96	0.00	8.96		144.94	0.00	144.94	
5450 Total PAYROLL	8.96	0.00	8.96		424.55	0.00	424.55	
5500 PAYROLL TAXES								
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	
5550 MARKETING EXPENSE								
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	

	Actual 10/1/16 - 10/31/16	Budget 10/16	\$ Change	% Change	Actual YTD 1/1/16 - 10/31/16	Budget YTD 1/16 - 10/16	\$ Change	% Change
5550 Total MARKETING EXPE	0.00	0.00	0.00		275.96	0.00	275.96	
5600 ADMINISTRATIVE								
5601 Property Management Fe	750.00	750.00	0.00	0.0%	7,500.00	8,250.00	-750.00	-9.1%
5602 Legal Fees	295.17	300.00	-4.83	-1.6%	1,105.17	3,000.00	-1,894.83	-63.2%
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%	1,575.00	3,500.00	-1,925.00	-55.0%
5610 Other Admin Exp	2,959.68	200.00	2,759.68	1379.8%	4,197.66	4,350.00	-152.34	-3.5%
5600 Total ADMINISTRATIVE	4,162.35	1,600.00	2,562.35	160.1%	15,641.13	19,100.00	-3,458.87	-18.1%
5650 INSURANCE								
5651 Liability & Multi-Peril	0.00	100.00	-100.00	-100.0%	1,649.06	1,300.00	349.06	26.9%
5652 Board of Directors Ins	0.00	100.00	-100.00	-100.0%	1,468.00	1,300.00	168.00	12.9%
5653 Other Insurance	0.00	0.00	0.00		2.70	0.00	2.70	
5650 Total INSURANCE	0.00	200.00	-200.00	-100.0%	3,119.76	2,600.00	519.76	20.0%
5700 OFFICE								
5701 Office Supply	9.28	0.00	9.28		174.48	0.00	174.48	
5702 Mail/Postage	0.00	0.00	0.00		706.72	0.00	706.72	
5703 Copies/Reproductions	20.11	10.00	10.11	101.1%	756.06	370.00	386.06	104.3%
5700 Total OFFICE	29.39	10.00	19.39	193.9%	1,637.26	370.00	1,267.26	342.5%
5000 Total EXPENSES	13,619.37	6,735.00	6,884.37	102.2%	68,895.22	72,816.00	-3,920.78	-5.4%
TOTAL EXPENSE	13,619.37	6,735.00	6,884.37	102.2%	68,895.22	72,816.00	-3,920.78	-5.4%
NOI	-1,654.10	7,180.00	-8,834.10	-123.0%	13,767.54	4,848.00	8,919.54	184.0%
N/O EXPENSE								
6000 NON-OPERATING EXPENSES								
6003 Funds Transf. to Sav. from Op	0.00	0.00	0.00		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%
6000 Total NON-OPERATING EXP	0.00	0.00	0.00		5,000.00	5,000.00	0.00	0.0%
TOTAL N/O EXPENSE	0.00	0.00	0.00		5,000.00	5,000.00	0.00	0.0%
NET INCOME	-1,654.10	7,180.00	-8,834.10	-123.0%	8,767.54	-152.00	8,919.54	5868.1%
NET INCOME SUMMARY								
Income	11,965.27	13,915.00	-1,949.73	-14.0%	82,662.76	77,664.00	4,998.76	6.4%

	Actual 10/1/16 - 10/31/16	Budget 10/16	\$ Change	% Change	Actual YTD 1/1/16 - 10/31/16	Budget YTD 1/16 - 10/16	\$ Change	% Change
Expense	-13,619.37	-6,735.00	-6,884.37	102.2%	-68,895.22	-72,816.00	3,920.78	-5.4%
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
Net Operating Income	-1,654.10	7,180.00	-8,834.10	-123.0%	13,767.54	4,848.00	8,919.54	184.0%
Non Operating Expense	0.00	0.00	0.00		-5,000.00	-5,000.00	0.00	0.0%
NET INCOME	-1,654.10	7,180.00	-8,834.10	-123.0%	8,767.54	-152.00	8,919.54	-5868.1%