



Monthly Report

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

To All,

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

Income

This month we collected \$10,307.17 in Total Income, which is \$3,042.17 above the budget estimate of \$7,265.00. Year-To-Date we have collected \$92,969.93 in Total Income, which is \$8,040.93 above the budget estimate of \$84,929.00.

Account Balances

At month end the cash balance in the Operating Account is \$38,334.37. The savings account balance at month end is \$5000.02.

Delinquencies

This month we are at \$4,038.37 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 11 homeowners. The attached report has been provided for your reference.

Prepays

This month there were \$724.36 in Prepays from 8 homeowners. The attached report has been provided for your reference.

Expenses

This month Total Expenses were \$6,351.61, which is \$203.39 below the budget estimate of \$6,555.00. Year-To-Date Total Expenses are \$75,246.83, which is \$4,124.17 below the budget estimate of \$79,371.00.

CC&R Notices

In November we sent out the following CC&R Violation and Thank You Letters:

CC&R Violation Notices	
1st Notice	0
2nd Notice	0
1st Fine	0
2nd Fine	0
3 or More Fines	1
Thank You Letter	0
Total	1

Management Issues

A Board meeting is scheduled for December 1st. We will be in attendance and provide the Board with a summary of the Reserve Study.

There is a valve box at the bottom of Menaul Court that contains a backflow valve. During the reserve walk, this valve was found to be leaking. Also, it did not have a heat source to keep it from freezing throughout the winter. RC Worst completed repairs to the backflow valve and added heat tape to keep it from freezing in the winter.

As we have reported in the past, the culvert that drains water underneath Lower West Bolan ~~was~~ covered up by landscaping for 911 W Bolan. We were able to speak with the homeowner, and he agreed to allow our maintenance engineer uncover the culvert. There was a drain grate that had been covered with an inch of dirt, and this has been removed. The project was completed in about two hours.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of November 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
Date Range: 01/01/16 - 11/30/16 (cash basis)

	Month to Date 11/01/16 - 11/30/16	% Income	01/01/16 - 11/30/16	% Income
OPERATING ACTIVITIES				
INCOME				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	120.00	1.16 %	120.00	0.13 %
4101 Other HOA DUES	4,955.67	48.08 %	47,463.26	51.05 %
4101 Total HOA DUES	5,075.67	49.24 %	47,583.26	51.18 %
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	0.00	0.00 %	1,428.31	1.54 %
4105 JL - Upgrade to Larger Trash Can	0.00	0.00 %	160.17	0.17 %
4106 JL - Utility Fees	3,960.00	38.42 %	20,771.49	22.34 %
4102 Total JORDAN LANE FEES	3,960.00	38.42 %	22,359.97	24.05 %
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	0.00	0.00 %	1,187.50	1.28 %
4107 Total LOWER WEST BOLAN FEES	0.00	0.00 %	1,187.50	1.28 %
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	1,271.50	12.34 %	16,206.20	17.43 %
4109 Total MENAUL COURT FEES	1,271.50	12.34 %	16,206.20	17.43 %
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	0.00	0.00 %	1,474.00	1.59 %
4113 Total UPPER WEST BOLAN FEES	0.00	0.00 %	1,474.00	1.59 %
4100 Total INCOME	10,307.17	100.00 %	88,810.93	95.53 %
4200 OTHER PROPERTY INCOME				
4208 CC&R Fines	0.00	0.00 %	125.00	0.13 %
4210 Other Income	0.00	0.00 %	4,034.00	4.34 %
4200 Total OTHER PROPERTY INCOME	0.00	0.00 %	4,159.00	4.47 %
TOTAL INCOME	10,307.17	100.00%	92,969.93	100.00%
EXPENSE				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5002 Repairs Materials	0.00	0.00 %	-17.41	-0.02 %
5003 Repairs Contract	0.00	0.00 %	-1,546.75	-1.66 %
5005 Plumbing Contract	0.00	0.00 %	-478.28	-0.51 %
5007 Electrical Contract	0.00	0.00 %	-740.95	-0.80 %
5009 Locks & Keys	0.00	0.00 %	-11.31	-0.01 %
5011 Pest Control	0.00	0.00 %	-81.53	-0.09 %
5022 Maintenance Miscellaneous	0.00	0.00 %	-353.23	-0.38 %
5001 Total MAINTENANCE EXPENSES	0.00	0.00 %	-3,229.46	-3.47 %
5100 LANDSCAPING				
5101 Lawn Mowing	-165.22	-1.60 %	-1,702.24	-1.83 %
5102 Sprinkler Materials	-292.40	-2.84 %	-515.57	-0.55 %
5103 Pruning	0.00	0.00 %	-2,943.34	-3.17 %
5105 Spray/Fertilization	0.00	0.00 %	-2,716.25	-2.92 %
5106 Grounds Materials	0.00	0.00 %	-89.56	-0.10 %
5107 Grounds Contract	-98.92	-0.96 %	-1,010.75	-1.09 %
5100 Total LANDSCAPING	-556.54	-5.40 %	-8,977.71	-9.66 %
5150 PARKING				
5151 Sweeping	0.00	0.00 %	-822.63	-0.88 %
5152 Snow Plowing Contract	0.00	0.00 %	-4,122.94	-4.43 %
5150 Total PARKING	0.00	0.00 %	-4,945.57	-5.32 %
5300 UTILITIES				
5301 Common Area Electric	-100.00	-0.97 %	-250.00	-0.27 %
5304 Water	-69.22	-0.67 %	-1,685.12	-1.81 %
5305 Sewer	0.00	0.00 %	-706.56	-0.76 %
5309 Jordan Lane Utilities	-1,779.63	-17.27 %	-17,289.06	-18.60 %

5310 Menaul Ct Utilities	-1,586.97	-15.40 %	-14,593.68	-15.70 %
5300 Total UTILITIES	-3,535.82	-34.30 %	-34,524.42	-37.14 %
5400 TAX & LICENSES				
5404 Licenses	0.00	0.00 %	-178.55	-0.19 %
5406 Tax & Lic. Other	0.00	0.00 %	-10.00	-0.01 %
5400 Total TAX & LICENSES	0.00	0.00 %	-188.55	-0.20 %
5450 PAYROLL				
5451 Maintenance Engineer	0.00	0.00 %	-202.05	-0.22 %
5453 Repairs Payroll	-159.90	-1.55 %	-237.46	-0.26 %
5456 Travel Reimbursements	-23.89	-0.23 %	-168.83	-0.18 %
5450 Total PAYROLL	-183.79	-1.78 %	-608.34	-0.65 %
5500 PAYROLL TAXES				
5501 FICA	0.00	0.00 %	-9.54	-0.01 %
5502 Medicare	0.00	0.00 %	-2.22	0.00 %
5503 FUTA	0.00	0.00 %	-0.53	0.00 %
5504 SUTA	0.00	0.00 %	-4.15	0.00 %
5505 Workmen's Comp Ins	0.00	0.00 %	-6.77	-0.01 %
5500 Total PAYROLL TAXES	0.00	0.00 %	-23.21	-0.02 %
5550 MARKETING EXPENSE				
5551 Advertising	0.00	0.00 %	-105.00	-0.11 %
5552 Signage	0.00	0.00 %	-55.44	-0.06 %
5553 Contract Printing	0.00	0.00 %	-115.52	-0.12 %
5550 Total MARKETING EXPENSE	0.00	0.00 %	-275.96	-0.30 %
5600 ADMINISTRATIVE				
5601 Property Management Fee	-750.00	-7.28 %	-8,250.00	-8.87 %
5602 Legal Fees	-75.00	-0.73 %	-1,180.17	-1.27 %
5603 Accounting Fees	0.00	0.00 %	-1,107.76	-1.19 %
5604 Bank Service Charges	0.00	0.00 %	-46.85	-0.05 %
5605 Meeting Expenses	0.00	0.00 %	-108.69	-0.12 %
5607 Qualchan HOA Monthly Fee	-157.50	-1.53 %	-1,732.50	-1.86 %
5610 Other Admin Exp	-939.50	-9.12 %	-5,137.16	-5.53 %
5600 Total ADMINISTRATIVE	-1,922.00	-18.65 %	-17,563.13	-18.89 %
5650 INSURANCE				
5651 Liability & Multi-Peril	0.00	0.00 %	-1,649.06	-1.77 %
5652 Board of Directors Ins	0.00	0.00 %	-1,468.00	-1.58 %
5653 Other Insurance	0.00	0.00 %	-2.70	0.00 %
5650 Total INSURANCE	0.00	0.00 %	-3,119.76	-3.36 %
5700 OFFICE				
5701 Office Supply	0.00	0.00 %	-174.48	-0.19 %
5702 Mail/Postage	-117.25	-1.14 %	-823.97	-0.89 %
5703 Copies/Reproductions	-36.21	-0.35 %	-792.27	-0.85 %
5700 Total OFFICE	-153.46	-1.49 %	-1,790.72	-1.93 %
5000 Total EXPENSES	-6,351.61	-61.62 %	-75,246.83	-80.94 %
TOTAL EXPENSE	-6,351.61	-61.64%	-75,246.83	-80.92%
NON OPERATING EXPENSE				
6000 NON-OPERATING EXPENSES				
6003 Funds Transf. to Sav. from Oper.	0.00	0.00 %	-5,000.00	-5.38 %
6000 Total NON-OPERATING EXPENSES	0.00	0.00 %	-5,000.00	-5.38 %
TOTAL NON OPERATING EXPENSE	0.00	0.00%	-5,000.00	-5.38%
Net Income	3,955.56	38.38 %	12,723.10	13.69 %
Net cash provided by Operating Activities	3,955.56		12,723.10	
Net cash increase for period	3,955.56		12,723.10	
Cash at beginning of period	34,378.81		25,611.27	
Cash at end of period	38,334.37		38,334.37	

Cash Flow MTD Comparison

Property: Overlook Savings

Date Range: 01/01/16 - 11/30/16 (cash basis)

	Month to Date 11/01/16 - 11/30/16	% Income	01/01/16 - 11/30/16	% Income
OPERATING ACTIVITIES				
INCOME				
4200 OTHER PROPERTY INCOME				
4209 Interest Income	0.00	0.00 %	0.02	100.00 %
4200 Total OTHER PROPERTY INCOME	0.00	0.00 %	0.02	100.00 %
TOTAL INCOME	0.00	0.00%	0.02	100.00%
NON OPERATING INCOME				
7000 NON-OPERATING INCOME				
7001 Funds Transf. from Oper. to Sav.	0.00	0.00 %	5,000.00	10000.00 %
7000 Total NON-OPERATING INCOME	0.00	0.00 %	5,000.00	10000.00 %
TOTAL NON OPERATING INCOME	0.00	0.00%	5,000.00	00000.00%
Net Income	0.00	0.00 %	5,000.02	10100.00 %
Net cash provided by Operating Activities	0.00		5,000.02	
Net cash increase for period	0.00		5,000.02	
Cash at beginning of period	5,000.02		0.00	
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: 11/01/16 - 11/30/16 and 01/01/16 - 11/30/16 (cash basis)

	Actual 11/01/16 - 11/30/16	Budget 11/16 - 11/16	\$ Change	% Change	Actual YTD 01/01/16 - 11/30/16	Budget YTD 01/16 - 11/16	\$ Change	% Change
INCOME								
4100 INCOME								
4101 HOA DUES								
2201 Prepays	120.00	0.00	120.00		120.00	0.00	120.00	
4101 Other HOA DUES	4,955.67	3,050.00	1,905.67	62.5 %	47,463.26	46,558.00	905.26	1.9 %
4101 Total HOA DUES	5,075.67	3,050.00	2,025.67	66.4 %	47,583.26	46,558.00	1,025.26	2.2 %
4102 JORDAN LANE FEES								
4104 JL - Snow Removal	0.00	500.00	-500.00	-100.0 %	1,428.31	1,500.00	-71.69	-4.8 %
4105 JL - Upgrade to Larger Trash Car	0.00	0.00	0.00		160.17	0.00	160.17	
4106 JL - Utility Fees	3,960.00	1,745.00	2,215.00	126.9 %	20,771.49	19,191.00	1,580.49	8.2 %
4102 Total JORDAN LANE FEES	3,960.00	2,245.00	1,715.00	76.4 %	22,359.97	20,691.00	1,668.97	8.1 %
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 BOLAN FE	0.00	0.00	0.00		1,187.50	0.00	1,187.50	
4109 MENAUL COURT FEES								
4112 MC - Utility Fees	1,271.50	1,470.00	-198.50	-13.5 %	16,206.20	16,180.00	26.20	0.2 %
4109 Total MENAUL COURT FEES	1,271.50	1,470.00	-198.50	-13.5 %	16,206.20	16,180.00	26.20	0.2 %
4113 UPPER WEST BOLAN FEES								
4114 UWB - Snow Removal	0.00	500.00	-500.00	-100.0 %	1,474.00	1,500.00	-26.00	-1.7 %
4113 Total UPPER WEST BOLAN FE	0.00	500.00	-500.00	-100.0 %	1,474.00	1,500.00	-26.00	-1.7 %
4100 Total INCOME	10,307.17	7,265.00	3,042.17	41.9 %	88,810.93	84,929.00	3,881.93	4.6 %
4200 OTHER PROPERTY INCOME								
4208 CC&R Fines	0.00	0.00	0.00		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 INCOME	0.00	0.00	0.00		4,159.00	0.00	4,159.00	
TOTAL INCOME	10,307.17	7,265.00	3,042.17	41.9 %	92,969.93	84,929.00	8,040.93	9.5 %
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 %

	Actual 11/01/16 - 11/30/16	Budget 11/16 - 11/16	\$ Change	% Change	Actual YTD 01/01/16 - 11/30/16	Budget YTD 01/16 - 11/16	\$ Change	% Change
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		353.23	500.00	-146.77	-29.4 %
5001 Total MAINTENANCE EXPENSE	0.00	0.00	0.00		3,229.46	1,000.00	2,229.46	222.9 %
5100 LANDSCAPING								
5101 Lawn Mowing	165.22	0.00	165.22		1,702.24	3,400.00	-1,697.76	-49.9 %
5102 Sprinkler Materials	292.40	0.00	292.40		515.57	500.00	15.57	3.1 %
5103 Pruning	0.00	0.00	0.00		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	0.00	0.00	0.00		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	98.92	0.00	98.92		1,010.75	500.00	510.75	102.2 %
5100 Total LANDSCAPING	556.54	0.00	556.54		8,977.71	11,600.00	-2,622.29	-22.6 %
5150 PARKING								
5151 Sweeping	0.00	0.00	0.00		822.63	0.00	822.63	
5152 Snow Plowing Contract	0.00	1,000.00	-1,000.00	-100.0 %	4,122.94	3,000.00	1,122.94	37.4 %
5150 Total PARKING	0.00	1,000.00	-1,000.00	-100.0 %	4,945.57	3,000.00	1,945.57	64.9 %
5300 UTILITIES								
5301 Common Area Electric	100.00	80.00	20.00	25.0 %	250.00	920.00	-670.00	-72.8 %
5304 Water	69.22	450.00	-380.78	-84.6 %	1,685.12	3,600.00	-1,914.88	-53.2 %
5305 Sewer	0.00	0.00	0.00		706.56	0.00	706.56	
5309 Jordan Lane Utilities	1,779.63	1,745.00	34.63	2.0 %	17,289.06	19,191.00	-1,901.94	-9.9 %
5310 Menauf Ct Utilities	1,586.97	1,470.00	116.97	8.0 %	14,593.68	16,180.00	-1,586.32	-9.8 %
5300 Total UTILITIES	3,535.82	3,745.00	-209.18	-5.6 %	34,524.42	39,891.00	-5,366.58	-13.5 %
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	159.90	0.00	159.90		237.46	0.00	237.46	
5456 Travel Reimbursements	23.89	0.00	23.89		168.83	0.00	168.83	
5450 Total PAYROLL	183.79	0.00	183.79		608.34	0.00	608.34	
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	

	Actual 11/01/16 - 11/30/16	Budget 11/16 - 11/16	\$ Change	% Change	Actual YTD 01/01/16 - 11/30/16	Budget YTD 01/16 - 11/16	\$ Change	% Change
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	
5550 Total MARKETING EXPENSE	0.00	0.00	0.00		275.96	0.00	275.96	
5600 ADMINISTRATIVE								
5601 Property Management Fee	750.00	750.00	0.00	0.0 %	8,250.00	9,000.00	-750.00	-8.3 %
5602 Legal Fees	75.00	300.00	-225.00	-75.0 %	1,180.17	3,300.00	-2,119.83	-64.2 %
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 Fee	157.50	350.00	-192.50	-55.0 %	1,732.50	3,850.00	-2,117.50	-55.0 %
5610 Other Admin Exp	939.50	200.00	739.50	369.8 %	5,137.16	4,550.00	587.16	12.9 %
5600 Total ADMINISTRATIVE	1,922.00	1,600.00	322.00	20.1 %	17,563.13	20,700.00	-3,136.87	-15.2 %
5650 INSURANCE								
5651 Liability & Multi-Peril	0.00	100.00	-100.00	-100.0 %	1,649.06	1,400.00	249.06	17.8 %
5652 Board of Directors Ins	0.00	100.00	-100.00	-100.0 %	1,468.00	1,400.00	68.00	4.9 %
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	2,800.00	319.76	11.4 %
5700 OFFICE								
5701 Office Supply	0.00	0.00	0.00		174.48	0.00	174.48	
5702 Mail/Postage	117.25	0.00	117.25		823.97	0.00	823.97	
5703 Copies/Reproductions	36.21	10.00	26.21	262.1 %	792.27	380.00	412.27	108.5 %
5700 Total OFFICE	153.46	10.00	143.46	1,434.6 %	1,790.72	380.00	1,410.72	371.2 %
5000 Total EXPENSES	6,351.61	6,555.00	-203.39	-3.1 %	75,246.83	79,371.00	-4,124.17	-5.2 %
TOTAL EXPENSE	6,351.61	6,555.00	-203.39	-3.1 %	75,246.83	79,371.00	-4,124.17	-5.2 %
NOI	3,955.56	710.00	3,245.56	457.1 %	17,723.10	5,558.00	12,165.10	218.9 %
NON OPERATING EXPENSE								
6000 NON-OPERATING EXPENSES								
6003 Funds Transf. to Sav. from Oper.	0.00	0.00	0.00		5,000.00	0.00	5,000.00	
6004 Funds Transf. to Oper. from Res.	0.00	0.00	0.00		0.00	5,000.00	-5,000.00	-100.0 %
6000 Total NON-OPERATING EXPENSE	0.00	0.00	0.00		5,000.00	5,000.00	0.00	0.0 %
TOTAL NON OPERATING EXPENSE	0.00	0.00	0.00		5,000.00	5,000.00	0.00	0.0 %
NET INCOME	3,955.56	710.00	3,245.56	457.1 %	12,723.10	558.00	12,165.10	2,180.1 %

	Actual 11/01/16 - 11/30/16	Budget 11/16 - 11/16	\$ Change	% Change	Actual YTD 01/01/16 - 11/30/16	Budget YTD 01/16 - 11/16	\$ Change	% Change
NET INCOME SUMMARY								
Income	10,307.17	7,265.00	3,042.17	41.9 %	92,969.93	84,929.00	8,040.93	9.5 %
Expense	-6,351.61	-6,555.00	203.39	3.1 %	-75,246.83	-79,371.00	4,124.17	5.2 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
Non Operating Expense	0.00	0.00	0.00		-5,000.00	-5,000.00	0.00	
NET INCOME	3,955.56	710.00	3,245.56	457.1 %	12,723.10	558.00	12,165.10	2,180.1 %