



Monthly Report

To: Overlook Board of Directors
From: WEB Properties, Inc.
Date: April 30, 2017
Re: Overlook HOA Operating Statements, April 2017

To All,

Enclosed you will find the April 2017 monthly statement and financial reports for the Overlook Home Owners Association.

Income

In April, we collected \$15,707.58 in Total Income, which is \$2,061.58 above the budget estimate of \$13,646.00. Year-To-Date we have collected \$41,386.15 in Total Income, which is \$1,279.85 below the budget estimate of \$42,666.00.

Account Balances

As of April 30th, the balance of each account is as follows:

- Operating Account = \$35,192.84
- Savings Account = \$15,003.63
- Total = \$50,196.47

Delinquencies

As of April 30th, we are at \$2,602.07 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 2 homeowners. The attached report provides a more detailed reference for your review.

Prepays

In April, there was \$918.00 in Prepays from 5 homeowners. The attached report provides a more detailed reference for your review.

Expenses

In April, Total Expenses were \$5,277.96, which is \$1,095.04 below the budget estimate of \$6,373.00. Year-To-Date Total Expenses are \$30,115.72, which is \$1,228.72 above the budget estimate of \$28,887.00.

Administrative Expenses

In April, Administrative Expenses were \$2,186.95, which is \$1,278.95 above the budget estimate of \$908.00. This was primarily for mailing expenses. Costs for 2nd Quarter 2017 HOA Dues mailing, CC&R Violations, Private Driveway Garbage Cans, and the 2016 Utility Reconciliation are all included in this total. Year-To-Date Administrative Expenses are \$6,964.76, which is \$2,232.76 above the budget estimate of \$4,732.00.

CC&R Notices

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

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

Management Issues

The pipe in the common area that seems to be one of the sources of the water incursion onto the property at 1111 W Bolan Ave has been capped. However, there is still water leaking from the pipe, and it is flowing down the culvert next to Upper W Bolan. The water travels about half the distance of the road before it disappears into the ground. The long term effects of this are unknown and may cause unforeseen problems.

Overall, we have seen a reduction in the number of infractions present at the HOA. This is mainly due to the Board's direction not to infract green yard waste bins, boats, or trailers. Neither issue seems to have had a significant adverse effect on the appearance of the community.

The Board and management have worked together to finalize the design and language of the private driveway road signs. These signs should be ready for installation in May.

Our maintenance engineers reversed two panels of the fence at Willapa and Jordan, hiding small holes that were facing the street. A third panel was replaced because it had a hole that went clear through the vinyl to the other side.

The Board has asked that one section of the fence be cleaned to see if it makes a difference in the overall appearance of the swale. Unfortunately, there is no water source; therefore we cannot use our power washer. We will come up with an alternative plan to clean the fence and update the Board.

Rock was installed in several common areas throughout the HOA. Additionally, some unimproved common areas were hydroseeded.

A Board meeting was held April 26th. At the meeting, the Board voted to begin assessing HOA dues for parcel 34062.0074; 995 W Anton Ct owned by HRH Holdings. In addition, the Board voted to fine them for unkempt weeds and the broken sidewalks on their property.

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 2017. 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

Enclosures

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: 01/01/17 - 04/30/17 (cash basis)

	Month to Date 04/01/17 - 04/30/17	% Income	01/01/17 - 04/30/17	% Income
OPERATING ACTIVITIES				
INCOME				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	678.00	4.32 %	918.00	2.22 %
4101 Other HOA DUES	10,622.32	67.63 %	26,122.70	63.12 %
4101 Total HOA DUES	11,300.32	71.94 %	27,040.70	65.34 %
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	224.24	1.43 %	336.36	0.81 %
4105 JL - Upgrade to Larger Trash Can	0.00	0.00 %	40.32	0.10 %
4106 JL - Utility Fees	1,726.57	10.99 %	6,340.98	15.32 %
4102 Total JORDAN LANE FEES	1,950.81	12.42 %	6,717.66	16.23 %
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	153.20	0.98 %	153.20	0.37 %
4107 Total LOWER WEST BOLAN FEES	153.20	0.98 %	153.20	0.37 %
4109 MENAUL COURT FEES				
4111 MC - Sewer Pump Maint./Rprs.	578.16	3.68 %	819.13	1.98 %
4112 MC - Utility Fees	756.41	4.82 %	5,222.99	12.62 %
4115 MC - Snow Removal	96.78	0.62 %	137.49	0.33 %
4117 MC - Other Repairs	365.28	2.33 %	439.67	1.06 %
4109 Total MENAUL COURT FEES	1,796.63	11.44 %	6,619.28	15.99 %
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	399.12	2.54 %	399.12	0.96 %
4113 Total UPPER WEST BOLAN FEES	399.12	2.54 %	399.12	0.96 %
4100 Total INCOME	15,600.08	99.32 %	40,929.96	98.90 %
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	107.50	0.68 %	274.76	0.66 %
4208 CC&R Fines	0.00	0.00 %	166.43	0.40 %
4210 Other Income	0.00	0.00 %	15.00	0.04 %
4200 Total OTHER PROPERTY INCOME	107.50	0.68 %	456.19	1.10 %
TOTAL INCOME	15,707.58	100.02%	41,386.15	99.99%
EXPENSE				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5005 Plumbing Contract	0.00	0.00 %	-669.59	-1.62 %
5023 Maintenance Engineer	-55.71	-0.35 %	-309.76	-0.75 %
5024 Travel Reimbursement	-20.95	-0.13 %	-94.57	-0.23 %
5001 Total MAINTENANCE EXPENSES	-76.66	-0.49 %	-1,073.92	-2.59 %
5150 STREETS & SIDEWALKS				
5153 Snow Removal CA Sidewalks	0.00	0.00 %	-3,404.52	-8.23 %
5157 Parking Other	0.00	0.00 %	-16.31	-0.04 %
5158 JL Snow Removal	0.00	0.00 %	-1,325.13	-3.20 %
5159 LWB Snow Removal	0.00	0.00 %	-1,460.46	-3.53 %
5160 UWB Snow Removal	0.00	0.00 %	-1,654.38	-4.00 %
5161 MC Snow Removal	0.00	0.00 %	-926.05	-2.24 %
5150 Total STREETS & SIDEWALKS	0.00	0.00 %	-8,786.85	-21.23 %
5300 UTILITIES				
5304 Water	-67.41	-0.43 %	-117.42	-0.28 %
5308 Cell Phone	0.00	0.00 %	-45.00	-0.11 %
5309 Jordan Lane Utilities	-1,532.75	-9.76 %	-6,189.22	-14.95 %
5310 Menaul Ct Utilities	-1,266.85	-8.07 %	-4,734.37	-11.44 %
5300 Total UTILITIES	-2,867.01	-18.25 %	-11,086.01	-26.79 %
5400 TAX & LICENSES				
5404 Licenses	-10.00	-0.06 %	-20.00	-0.05 %
5400 Total TAX & LICENSES	-10.00	-0.06 %	-20.00	-0.05 %

5600 ADMINISTRATIVE				
5601 Property Management Fee	-750.00	-4.77 %	-3,000.00	-7.25 %
5602 Legal Fees	0.00	0.00 %	-706.50	-1.71 %
5605 Meeting Expenses	-271.54	-1.73 %	-276.98	-0.67 %
5607 Qualchan HOA Monthly Fee	-157.50	-1.00 %	-630.00	-1.52 %
5610 Other Admin Exp	-1,007.91	-6.42 %	-2,351.28	-5.68 %
5600 Total ADMINISTRATIVE	<u>-2,186.95</u>	<u>-13.92 %</u>	<u>-6,964.76</u>	<u>-16.83 %</u>
5650 INSURANCE				
5651 Liability & Multi-Peril	0.00	0.00 %	-1,450.00	-3.50 %
5650 Total INSURANCE	<u>0.00</u>	<u>0.00 %</u>	<u>-1,450.00</u>	<u>-3.50 %</u>
5700 OFFICE				
5701 Office Supply	-11.51	-0.07 %	-17.37	-0.04 %
5702 Mail/Postage	-54.80	-0.35 %	-286.20	-0.69 %
5703 Copies/Reproductions	-71.03	-0.45 %	-430.61	-1.04 %
5700 Total OFFICE	<u>-137.34</u>	<u>-0.87 %</u>	<u>-734.18</u>	<u>-1.77 %</u>
5000 Total EXPENSES	<u>-5,277.96</u>	<u>-33.60 %</u>	<u>-30,115.72</u>	<u>-72.77 %</u>
TOTAL EXPENSE	-5,277.96	-33.59%	-30,115.72	-72.77%
Net Income	<u>10,429.62</u>	66.40 %	<u>11,270.43</u>	27.23 %
Net cash provided by Operating Activities	10,429.62		11,270.43	
Net cash increase for period	<u>10,429.62</u>		<u>11,270.43</u>	
Cash at beginning of period	24,763.22		23,922.41	
Cash at end of period	<u>35,192.84</u>		<u>35,192.84</u>	

Cash Flow MTD Comparison

Property: Overlook Savings

Date Range: 04/01/17 - 04/30/17 (cash basis)

	Month to Date 04/01/17 - 04/30/17	% Income	04/01/17 - 04/30/17	% Income
OPERATING ACTIVITIES				
INCOME				
4200 OTHER PROPERTY INCOME				
4209 Interest Income	1.02	100.00 %	1.02	100.00 %
4200 Total OTHER PROPERTY INCOME	1.02	100.00 %	1.02	100.00 %
TOTAL INCOME	1.02	100.00%	1.02	100.00%
Net Income	1.02	100.00 %	1.02	100.00 %
Net cash provided by Operating Activities	1.02		1.02	
Net cash increase for period	1.02		1.02	
Cash at beginning of period	15,002.61		15,002.61	
Cash at end of period	15,003.63		15,003.63	

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: 04/01/17 - 04/30/17 and 01/01/17 - 04/30/17 (cash basis)

	Actual 04/01/17 - 04/30/17	Budget 04/17 - 04/17	\$ Change	% Change	Actual YTD 01/01/17 - 04/30/17	Budget YTD 01/17 - 04/17	\$ Change	% Change
INCOME								
4100 INCOME								
4101 HOA DUES								
2201 Prepays	678.00	0.00	678.00		918.00	0.00	918.00	
4101 Other HOA DUES	10,622.32	10,206.00	416.32	4.1 %	26,122.70	24,786.00	1,336.70	5.4 %
4101 Total HOA DUES	11,300.32	10,206.00	1,094.32	10.7 %	27,040.70	24,786.00	2,254.70	9.1 %
4102 JORDAN LANE FEES								
4104 JL - Snow Removal	224.24	0.00	224.24		336.36	1,050.00	-713.64	-68.0 %
4105 JL - Upgrade to Larger Trash Car	0.00	40.00	-40.00	-100.0 %	40.32	80.00	-39.68	-49.6 %
4106 JL - Utility Fees	1,726.57	1,900.00	-173.43	-9.1 %	6,340.98	7,600.00	-1,259.02	-16.6 %
4102 Total JORDAN LANE FEES	1,950.81	1,940.00	10.81	0.6 %	6,717.66	8,730.00	-2,012.34	-23.1 %
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	153.20	0.00	153.20		153.20	1,050.00	-896.80	-85.4 %
4107 Total LOWER WEST BOLAN FE	153.20	0.00	153.20		153.20	1,050.00	-896.80	-85.4 %
4109 MENAUL COURT FEES								
4111 MC - Sewer Pump Maint./Rprs.	578.16	0.00	578.16		819.13	0.00	819.13	
4112 MC - Utility Fees	756.41	1,500.00	-743.59	-49.6 %	5,222.99	6,000.00	-777.01	-13.0 %
4115 MC - Snow Removal	96.78	0.00	96.78		137.49	1,050.00	-912.51	-86.9 %
4117 MC - Other Repairs	365.28	0.00	365.28		439.67	0.00	439.67	
4109 Total MENAUL COURT FEES	1,796.63	1,500.00	296.63	19.8 %	6,619.28	7,050.00	-430.72	-6.1 %
4113 UPPER WEST BOLAN FEES								
4114 UWB - Snow Removal	399.12	0.00	399.12		399.12	1,050.00	-650.88	-62.0 %
4113 Total UPPER WEST BOLAN FE	399.12	0.00	399.12		399.12	1,050.00	-650.88	-62.0 %
4100 Total INCOME	15,600.08	13,646.00	1,954.08	14.3 %	40,929.96	42,666.00	-1,736.04	-4.1 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	107.50	0.00	107.50		274.76	0.00	274.76	
4208 CC&R Fines	0.00	0.00	0.00		166.43	0.00	166.43	
4210 Other Income	0.00	0.00	0.00		15.00	0.00	15.00	
4200 Total OTHER PROPERTY INCOME	107.50	0.00	107.50		456.19	0.00	456.19	
TOTAL INCOME	15,707.58	13,646.00	2,061.58	15.1 %	41,386.15	42,666.00	-1,279.85	-3.0 %
EXPENSE								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								

	Actual 04/01/17 - 04/30/17	Budget 04/17 - 04/17	\$ Change	% Change	Actual YTD 01/01/17 - 04/30/17	Budget YTD 01/17 - 04/17	\$ Change	% Change
5003 Repairs Contract	0.00	1,000.00	-1,000.00	-100.0 %	0.00	1,000.00	-1,000.00	-100.0 %
5005 Plumbing Contract	0.00	0.00	0.00		669.59	0.00	669.59	
5023 Maintenance Engineer	55.71	150.00	-94.29	-62.9 %	309.76	600.00	-290.24	-48.4 %
5024 Travel Reimbursement	20.95	20.00	0.95	4.8 %	94.57	80.00	14.57	18.2 %
5001 Total MAINTENANCE EXPENSE	76.66	1,170.00	-1,093.34	-93.4 %	1,073.92	1,680.00	-606.08	-36.1 %
5100 LANDSCAPING								
5102 Sprinkler Materials	0.00	835.00	-835.00	-100.0 %	0.00	835.00	-835.00	-100.0 %
5100 Total LANDSCAPING	0.00	835.00	-835.00	-100.0 %	0.00	835.00	-835.00	-100.0 %
5150 STREETS & SIDEWALKS								
5152 DNU - Snow Removal Streets	0.00	0.00	0.00		0.00	4,200.00	-4,200.00	-100.0 %
5153 Snow Removal CA Sidewalks	0.00	0.00	0.00		3,404.52	1,875.00	1,529.52	81.6 %
5157 Parking Other	0.00	0.00	0.00		16.31	0.00	16.31	
5158 JL Snow Removal	0.00	0.00	0.00		1,325.13	0.00	1,325.13	
5159 LWB Snow Removal	0.00	0.00	0.00		1,460.46	0.00	1,460.46	
5160 UWB Snow Removal	0.00	0.00	0.00		1,654.38	0.00	1,654.38	
5161 MC Snow Removal	0.00	0.00	0.00		926.05	0.00	926.05	
5150 Total STREETS & SIDEWALKS	0.00	0.00	0.00		8,786.85	6,075.00	2,711.85	44.6 %
5300 UTILITIES								
5304 Water	67.41	50.00	17.41	34.8 %	117.42	50.00	67.42	134.8 %
5305 Sewer	0.00	0.00	0.00		0.00	375.00	-375.00	-100.0 %
5308 Cell Phone	0.00	0.00	0.00		45.00	0.00	45.00	
5309 Jordan Lane Utilities	1,532.75	1,750.00	-217.25	-12.4 %	6,189.22	7,000.00	-810.78	-11.6 %
5310 Menaul Ct Utilities	1,266.85	1,500.00	-233.15	-15.5 %	4,734.37	6,000.00	-1,265.63	-21.1 %
5300 Total UTILITIES	2,867.01	3,300.00	-432.99	-13.1 %	11,086.01	13,425.00	-2,338.99	-17.4 %
5400 TAX & LICENSES								
5404 Licenses	10.00	0.00	10.00		20.00	0.00	20.00	
5400 Total TAX & LICENSES	10.00	0.00	10.00		20.00	0.00	20.00	
5600 ADMINISTRATIVE								
5601 Property Management Fee	750.00	750.00	0.00	0.0 %	3,000.00	3,000.00	0.00	0.0 %
5602 Legal Fees	0.00	0.00	0.00		706.50	0.00	706.50	
5603 Accounting Fees	0.00	0.00	0.00		0.00	1,100.00	-1,100.00	-100.0 %
5605 Meeting Expenses	271.54	0.00	271.54		276.98	0.00	276.98	
5607 Qualchan HOA Monthly Fee	157.50	158.00	-0.50	-0.3 %	630.00	632.00	-2.00	-0.3 %
5610 Other Admin Exp	1,007.91	0.00	1,007.91		2,351.28	0.00	2,351.28	
5600 Total ADMINISTRATIVE	2,186.95	908.00	1,278.95	140.9 %	6,964.76	4,732.00	2,232.76	47.2 %
5650 INSURANCE								
5651 Liability & Multi-Peril	0.00	0.00	0.00		1,450.00	0.00	1,450.00	
5652 Board of Directors Ins	0.00	0.00	0.00		0.00	1,500.00	-1,500.00	-100.0 %
5650 Total INSURANCE	0.00	0.00	0.00		1,450.00	1,500.00	-50.00	-3.3 %
5700 OFFICE								

	Actual 04/01/17 - 04/30/17	Budget 04/17 - 04/17	\$ Change	% Change	Actual YTD 01/01/17 - 04/30/17	Budget YTD 01/17 - 04/17	\$ Change	% Change
5701 Office Supply	11.51	0.00	11.51		17.37	0.00	17.37	
5702 Mail/Postage	54.80	80.00	-25.20	-31.5 %	286.20	320.00	-33.80	-10.6 %
5703 Copies/Reproductions	71.03	80.00	-8.97	-11.2 %	430.61	320.00	110.61	34.6 %
5700 Total OFFICE	137.34	160.00	-22.66	-14.2 %	734.18	640.00	94.18	14.7 %
5000 Total EXPENSES	5,277.96	6,373.00	-1,095.04	-17.2 %	30,115.72	28,887.00	1,228.72	4.3 %
TOTAL EXPENSE	5,277.96	6,373.00	-1,095.04	-17.2 %	30,115.72	28,887.00	1,228.72	4.3 %
NET INCOME	10,429.62	7,273.00	3,156.62	43.4 %	11,270.43	13,779.00	-2,508.57	-18.2 %
NET INCOME SUMMARY								
Income	15,707.58	13,646.00	2,061.58	15.1 %	41,386.15	42,666.00	-1,279.85	-3.0 %
Expense	-5,277.96	-6,373.00	1,095.04	17.2 %	-30,115.72	-28,887.00	-1,228.72	4.3 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
NET INCOME	10,429.62	7,273.00	3,156.62	43.4 %	11,270.43	13,779.00	-2,508.57	-18.2 %