



Monthly Report

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

To All,

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

Income

In September, we collected \$1,488.76 in Total Income, which is \$4,098.24 below the budget estimate of \$5,587.00. Year-To-Date we have collected \$72,340.19 in Total Income, which is \$6,319.81 below the budget estimate of \$78,660.00.

Account Balances

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

- Operating Account = \$10,056.81
- Savings Account = \$15,008.67
- Total = \$25,065.48

Delinquencies

As of September 30th, we are at \$19,396.85 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 16 homeowners. The attached report provides a more detailed reference for your review.

Prepays

In September, there was \$480.00 in Prepays from 2 homeowners. The attached report provides a more detailed reference for your review.

Expenses

In September, Total Expenses were \$8,023.86, which is \$729.14 below the budget estimate of \$8,753.00. Year-To-Date Total Expenses are \$86,197.55, which is \$8,970.55 above the budget estimate of \$77,227.00. Most expenses are self-explanatory; however, the following should be brought to your attention:

Utilities Expenses

Utilities Expenses were \$4,661.92, which is \$1,061.92 above the budget estimate of \$3,600.00. This was due to higher than anticipated water usage. Year-To-Date Utilities Expenses are \$31,524.59, which is \$225.41 below the budget estimate of \$31,750.00.

CC&R Notices

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

CC&R Violation Notices	
1st Notice	5
2nd Notice	5
1st Fine	0
2nd Fine	0
3 or More Fines	4
Landscape Letter	0
Total	14

Management Issues

A Board Meeting was held on September 21st. Several topics were discussed, including:

- Financial Update through 8/31/17.
- Roadway Repair Quotes.
- Developer Dues.
- Fence Grandfathering.
- Fire Hydrant Painting.
- Drainage Complaints.

WEB Properties was tasked with a number of different projects from the meeting. We are working on a letter advising the developer that he will be responsible for dues. We are working with our crack sealing and seal coat vendors to get bids for next year.

We have reviewed the Boards request for ARC services. At our other HOA's, we serve in a purely administrative context and we are not able to provide Architectural Review Services. We do work with qualified Architects and we have reached out to them to see if they are interested in taking on additional projects. We will forward their information once we have heard from them.

Additionally, as discussed at the meeting, we are working on the first draft of the 2018 budget, and updating the scope of work for snow plow bids. We will provide these to the Board in early October.

We received an email and a phone call from Mary Ann Gibson asking about drainage remediation at her home. We let her know someone from the Board would be in touch with her soon per our understanding from the Board meeting. If there is anything else you need us to do, please let us know.

We received a report from the Board in August that someone was rolling boulders down the hill behind Bolan Ave. On October 2, we received another report of vandalism from Sheree Tedesto of 1007 W Bolan. Over the weekend of September 30, someone was rolling boulders and throwing rocks from Willapa Ave. causing several thousand dollars of damage to cars and homes along Bolan.

The police have been notified of this vandalism and we will continue to update the Board with any additional reports of this nature. A follow up email was sent to the Tedesto's offering the Board's and Management's sympathies, and explaining that this was a police matter.

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 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 - 09/30/17 (cash basis)

	<u>Month to Date</u> <u>09/01/17 - 09/30/17</u>	<u>% Income</u>	<u>01/01/17 - 09/30/17</u>	<u>% Income</u>
OPERATING ACTIVITIES				
INCOME				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	-919.70	-61.82 %	480.00	0.66 %
4101 Other HOA DUES	1,239.70	83.33 %	43,729.34	60.46 %
4101 Total HOA DUES	<u>320.00</u>	<u>21.51 %</u>	<u>44,209.34</u>	<u>61.12 %</u>
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	0.00	0.00 %	476.51	0.66 %
4105 JL - Upgrade to Larger Trash Can	0.00	0.00 %	120.96	0.17 %
4106 JL - Utility Fees	420.00	28.23 %	12,813.14	17.71 %
4102 Total JORDAN LANE FEES	<u>420.00</u>	<u>28.23 %</u>	<u>13,410.61</u>	<u>18.54 %</u>
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	0.00	0.00 %	383.00	0.53 %
4107 Total LOWER WEST BOLAN FEES	<u>0.00</u>	<u>0.00 %</u>	<u>383.00</u>	<u>0.53 %</u>
4109 MENAUL COURT FEES				
4111 MC - Sewer Pump Maint./Rprs.	16.86	1.13 %	1,118.76	1.55 %
4112 MC - Utility Fees	349.73	23.51 %	10,706.54	14.80 %
4115 MC - Snow Removal	0.00	0.00 %	177.43	0.25 %
4117 MC - Other Repairs	0.00	0.00 %	669.68	0.93 %
4109 Total MENAUL COURT FEES	<u>366.59</u>	<u>24.64 %</u>	<u>12,672.41</u>	<u>17.52 %</u>
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	0.00	0.00 %	399.12	0.55 %
4113 Total UPPER WEST BOLAN FEES	<u>0.00</u>	<u>0.00 %</u>	<u>399.12</u>	<u>0.55 %</u>
4100 Total INCOME	<u>1,106.59</u>	<u>74.38 %</u>	<u>71,074.48</u>	<u>98.26 %</u>
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	0.00	0.00 %	313.74	0.43 %
4208 CC&R Fines	0.00	0.00 %	166.43	0.23 %
4210 Other Income	381.15	25.62 %	777.30	1.07 %
4200 Total OTHER PROPERTY INCOME	<u>381.15</u>	<u>25.62 %</u>	<u>1,257.47</u>	<u>1.74 %</u>
TOTAL INCOME	1,487.74	100.00 %	72,331.95	100.00 %
EXPENSE				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5002 Repairs Materials	0.00	0.00 %	-11.90	-0.02 %
5005 Plumbing Contract	0.00	0.00 %	-976.95	-1.35 %
5018 Fence Repairs	0.00	0.00 %	-10.01	-0.01 %
5023 Maintenance Engineer	-174.61	-11.74 %	-928.04	-1.28 %
5024 Travel Reimbursement	-10.01	-0.67 %	-167.00	-0.23 %
5001 Total MAINTENANCE EXPENSES	<u>-184.62</u>	<u>-12.41 %</u>	<u>-2,093.90</u>	<u>-2.89 %</u>
5100 LANDSCAPING				
5101 Lawn Mowing	-1,663.99	-111.85 %	-3,252.98	-4.50 %
5102 Sprinkler Materials	-410.30	-27.58 %	-1,240.86	-1.72 %
5103 Pruning	0.00	0.00 %	-64.80	-0.09 %
5105 Spray/Fertilization	0.00	0.00 %	-189.00	-0.26 %
5106 Weed Trimming	0.00	0.00 %	-2,994.75	-4.14 %
5108 Common Area Weed Control	0.00	0.00 %	-1,050.02	-1.45 %
5110 Landscaping Other	0.00	0.00 %	-4,235.79	-5.86 %
5100 Total LANDSCAPING	<u>-2,074.29</u>	<u>-139.43 %</u>	<u>-13,028.20</u>	<u>-18.01 %</u>
5120 UNIMPROVED COMMON AREAS				
5121 Seeding/Irrigation	0.00	0.00 %	-10,936.99	-15.12 %
5120 Total UNIMPROVED COMMON	<u>0.00</u>	<u>0.00 %</u>	<u>-10,936.99</u>	<u>-15.12 %</u>
5150 STREETS & SIDEWALKS				
5153 Snow Removal CA Sidewalks	0.00	0.00 %	-3,404.52	-4.71 %
5157 Parking Other	0.00	0.00 %	-16.31	-0.02 %

5158 JL Snow Removal	0.00	0.00 %	-1,325.13	-1.83 %
5159 LWB Snow Removal	0.00	0.00 %	-1,460.46	-2.02 %
5160 UWB Snow Removal	0.00	0.00 %	-1,654.38	-2.29 %
5161 MC Snow Removal	0.00	0.00 %	-926.05	-1.28 %
5150 Total STREETS & SIDEWALKS	0.00	0.00 %	-8,786.85	-12.15 %
5300 UTILITIES				
5304 Water	-429.13	-28.84 %	-1,402.92	-1.94 %
5305 Sewer	0.00	0.00 %	-353.61	-0.49 %
5309 Jordan Lane Utilities	-2,100.69	-141.20 %	-15,366.99	-21.25 %
5310 Manual Ct Utilities	-2,132.10	-143.31 %	-13,487.57	-18.65 %
5315 Utilities Other	0.00	0.00 %	-913.50	-1.26 %
5300 Total UTILITIES	-4,661.92	-313.36 %	-31,524.59	-43.58 %
5400 TAX & LICENSES				
5404 Licenses	0.00	0.00 %	-20.00	-0.03 %
5405 Lien Filing Fee	0.00	0.00 %	-249.00	-0.34 %
5400 Total TAX & LICENSES	0.00	0.00 %	-269.00	-0.37 %
5450 PAYROLL - DNU				
5451 Maintenance Engineer - DNU	0.00	0.00 %	-22.56	-0.03 %
5450 Total PAYROLL - DNU	0.00	0.00 %	-22.56	-0.03 %
5550 MARKETING EXPENSE				
5552 Signage	0.00	0.00 %	-304.64	-0.42 %
5550 Total MARKETING EXPENSE	0.00	0.00 %	-304.64	-0.42 %
5600 ADMINISTRATIVE				
5601 Property Management Fee	-750.00	-50.41 %	-6,750.00	-9.33 %
5602 Legal Fees	0.00	0.00 %	-2,476.50	-3.42 %
5605 Meeting Expenses	0.00	0.00 %	-276.98	-0.38 %
5607 Qualchan HOA Monthly Fee	-157.50	-10.59 %	-1,417.50	-1.96 %
5610 Other Admin Exp	-96.40	-6.48 %	-3,858.53	-5.33 %
5600 Total ADMINISTRATIVE	-1,003.90	-67.48 %	-14,779.51	-20.43 %
5650 INSURANCE				
5651 Liability & Multi-Peril	0.00	0.00 %	-3,202.16	-4.43 %
5650 Total INSURANCE	0.00	0.00 %	-3,202.16	-4.43 %
5700 OFFICE				
5701 Office Supply	0.00	0.00 %	-31.38	-0.04 %
5702 Mail/Postage	-75.13	-5.05 %	-687.07	-0.95 %
5703 Copies/Reproductions	-24.00	-1.61 %	-530.70	-0.73 %
5700 Total OFFICE	-99.13	-6.66 %	-1,249.15	-1.73 %
5000 Total EXPENSES	-8,023.86	-539.33 %	-86,197.55	-119.17 %
TOTAL EXPENSE	-8,023.86	-539.33%	-86,197.55	-119.16%
Net Income	-6,536.12	-439.33 %	-13,865.60	-19.17 %
Net cash provided by Operating Activities	-6,536.12		-13,865.60	
Net cash increase for period	-6,536.12		-13,865.60	
Cash at beginning of period	16,592.93		23,922.41	
Cash at end of period	10,056.81		10,056.81	

Cash Flow MTD Comparison

Property: Overlook Savings

Date Range: 09/01/17 - 09/30/17 (cash basis)

	Month to Date	% Income	09/01/17 - 09/30/17	% 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	15,007.65		15,007.65	
Cash at end of period	15,008.67		15,008.67	

Budget Comparison

All Properties

Comparison Periods: 09/01/17 - 09/30/17 and 01/01/17 - 09/30/17 (cash basis)

INCOME	Actual 09/01/17 - 09/30/17	Budget 09/17 - 09/17	\$ Change	% Change	Actual YTD 01/01/17 - 09/30/17	Budget YTD 01/17 - 09/17	\$ Change	% Change
4100 INCOME								
4101 HOA DUES								
2201 Prepays	-919.70	0.00	-919.70		480.00	0.00	480.00	
4101 Other HOA DUES	1,239.70	2,187.00	-947.30	-43.3 %	43,729.34	43,740.00	-10.66	0.0 %
4101 Total HOA DUES	320.00	2,187.00	-1,867.00	-85.4 %	44,209.34	43,740.00	469.34	1.1 %
4102 JORDAN LANE FEES								
4104 JL - Snow Removal	0.00	0.00	0.00		476.51	1,050.00	-573.49	-54.6 %
4105 JL - Upgrade to Larger Trash Car	0.00	0.00	0.00		120.96	120.00	0.96	0.8 %
4106 JL - Utility Fees	420.00	1,900.00	-1,480.00	-77.9 %	12,813.14	17,100.00	-4,286.86	-25.1 %
4102 Total JORDAN LANE FEES	420.00	1,900.00	-1,480.00	-77.9 %	13,410.61	18,270.00	-4,859.39	-26.6 %
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	0.00	0.00	0.00		383.00	1,050.00	-667.00	-63.5 %
4107 Total LOWER WEST BOLAN FE	0.00	0.00	0.00		383.00	1,050.00	-667.00	-63.5 %
4109 MENAUL COURT FEES								
4111 MC - Sewer Pump Maint./Rprs.	16.86	0.00	16.86		1,118.76	0.00	1,118.76	
4112 MC - Utility Fees	349.73	1,500.00	-1,150.27	-76.7 %	10,706.54	13,500.00	-2,793.46	-20.7 %
4115 MC - Snow Removal	0.00	0.00	0.00		177.43	1,050.00	-872.57	-83.1 %
4117 MC - Other Repairs	0.00	0.00	0.00		669.68	0.00	669.68	
4109 Total MENAUL COURT FEES	366.59	1,500.00	-1,133.41	-75.6 %	12,672.41	14,550.00	-1,877.59	-12.9 %
4113 UPPER WEST BOLAN FEES								
4114 UWB - Snow Removal	0.00	0.00	0.00		399.12	1,050.00	-650.88	-62.0 %
4113 Total UPPER WEST BOLAN FE	0.00	0.00	0.00		399.12	1,050.00	-650.88	-62.0 %
4100 Total INCOME	1,106.59	5,587.00	-4,480.41	-80.2 %	71,074.48	78,660.00	-7,585.52	-9.6 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	0.00	0.00	0.00		313.74	0.00	313.74	
4208 CC&R Fines	0.00	0.00	0.00		166.43	0.00	166.43	
4209 Interest Income	1.02	0.00	1.02		8.24	0.00	8.24	
4210 Other Income	381.15	0.00	381.15		777.30	0.00	777.30	
4200 Total OTHER PROPERTY INCOME	382.17	0.00	382.17		1,265.71	0.00	1,265.71	
TOTAL INCOME	1,488.76	5,587.00	-4,098.24	-73.4 %	72,340.19	78,660.00	-6,319.81	-8.0 %
EXPENSE								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								

	Actual 09/01/17 - 09/30/17	Budget 09/17 - 09/17	\$ Change	% Change	Actual YTD 01/01/17 - 09/30/17	Budget YTD 01/17 - 09/17	\$ Change	% Change
5002 Repairs Materials	0.00	0.00	0.00		11.90	0.00	11.90	
5003 Repairs Contract	0.00	1,000.00	-1,000.00	-100.0 %	0.00	2,000.00	-2,000.00	-100.0 %
5005 Plumbing Contract	0.00	0.00	0.00		976.95	500.00	476.95	95.4 %
5018 Fence Repairs	0.00	0.00	0.00		10.01	0.00	10.01	
5023 Maintenance Engineer	174.61	150.00	24.61	16.4 %	928.04	1,350.00	-421.96	-31.3 %
5024 Travel Reimbursement	10.01	20.00	-9.99	-50.0 %	167.00	180.00	-13.00	-7.2 %
5001 Total MAINTENANCE EXPENSE	184.62	1,170.00	-985.38	-84.2 %	2,093.90	4,030.00	-1,936.10	-48.0 %
5100 LANDSCAPING								
5101 Lawn Mowing	1,663.99	700.00	963.99	137.7 %	3,252.98	3,100.00	152.98	4.9 %
5102 Sprinkler Materials	410.30	0.00	410.30		1,240.86	835.00	405.86	48.6 %
5103 Pruning	0.00	0.00	0.00		64.80	0.00	64.80	
5105 Spray/Fertilization	0.00	0.00	0.00		189.00	880.00	-691.00	-78.5 %
5106 Weed Trimming	0.00	1,015.00	-1,015.00	-100.0 %	2,994.75	3,045.00	-50.25	-1.7 %
5108 Common Area Weed Control	0.00	0.00	0.00		1,050.02	0.00	1,050.02	
5110 Landscaping Other	0.00	200.00	-200.00	-100.0 %	4,235.79	900.00	3,335.79	370.6 %
5100 Total LANDSCAPING	2,074.29	1,915.00	159.29	8.3 %	13,028.20	8,760.00	4,268.20	48.7 %
5120 UNIMPROVED COMMON AREAS								
5121 Seeding/Irrigation	0.00	0.00	0.00		10,936.99	7,500.00	3,436.99	45.8 %
5120 Total UNIMPROVED COMMON	0.00	0.00	0.00		10,936.99	7,500.00	3,436.99	45.8 %
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								
5301 Common Area Electric	0.00	150.00	-150.00	-100.0 %	0.00	300.00	-300.00	-100.0 %
5304 Water	429.13	200.00	229.13	114.6 %	1,402.92	1,450.00	-47.08	-3.2 %
5305 Sewer	0.00	0.00	0.00		353.61	750.00	-396.39	-52.9 %
5309 Jordan Lane Utilities	2,100.69	1,750.00	350.69	20.0 %	15,366.99	15,750.00	-383.01	-2.4 %
5310 Menaul Ct Utilities	2,132.10	1,500.00	632.10	42.1 %	13,487.57	13,500.00	-12.43	-0.1 %
5315 Utilities Other	0.00	0.00	0.00		913.50	0.00	913.50	
5300 Total UTILITIES	4,661.92	3,600.00	1,061.92	29.5 %	31,524.59	31,750.00	-225.41	-0.7 %
5400 TAX & LICENSES								
5404 Licenses	0.00	0.00	0.00		20.00	200.00	-180.00	-90.0 %
5405 Lien Filling Fee	0.00	0.00	0.00		249.00	0.00	249.00	
5400 Total TAX & LICENSES	0.00	0.00	0.00		269.00	200.00	69.00	34.5 %
5450 PAYROLL - DNU								

	Actual 09/01/17 - 09/30/17	Budget 09/17 - 09/17	\$ Change	% Change	Actual YTD 01/01/17 - 09/30/17	Budget YTD 01/17 - 09/17	\$ Change	% Change
5451 Maintenance Engineer - DNU	0.00	0.00	0.00		22.56	0.00	22.56	
5450 Total PAYROLL - DNU	0.00	0.00	0.00		22.56	0.00	22.56	
5550 MARKETING EXPENSE								
5552 Signage	0.00	0.00	0.00		304.64	0.00	304.64	
5550 Total MARKETING EXPENSE	0.00	0.00	0.00		304.64	0.00	304.64	
5600 ADMINISTRATIVE								
5601 Property Management Fee	750.00	750.00	0.00	0.0 %	6,750.00	6,750.00	0.00	0.0 %
5602 Legal Fees	0.00	1,000.00	-1,000.00	-100.0 %	2,476.50	5,000.00	-2,523.50	-50.5 %
5603 Accounting Fees	0.00	0.00	0.00		0.00	1,100.00	-1,100.00	-100.0 %
5605 Meeting Expenses	0.00	0.00	0.00		276.98	0.00	276.98	
5607 Qualchan HOA Monthly Fee	157.50	158.00	-0.50	-0.3 %	1,417.50	1,422.00	-4.50	-0.3 %
5610 Other Admin Exp	96.40	0.00	96.40		3,858.53	0.00	3,858.53	
5600 Total ADMINISTRATIVE	1,003.90	1,908.00	-904.10	-47.4 %	14,779.51	14,272.00	507.51	3.6 %
5650 INSURANCE								
5651 Liability & Multi-Peril	0.00	0.00	0.00		3,202.16	1,700.00	1,502.16	88.4 %
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		3,202.16	3,200.00	2.16	0.1 %
5700 OFFICE								
5701 Office Supply	0.00	0.00	0.00		31.38	0.00	31.38	
5702 Mail/Postage	75.13	80.00	-4.87	-6.1 %	687.07	720.00	-32.93	-4.6 %
5703 Copies/Reproductions	24.00	80.00	-56.00	-70.0 %	530.70	720.00	-189.30	-26.3 %
5700 Total OFFICE	99.13	160.00	-60.87	-38.0 %	1,249.15	1,440.00	-190.85	-13.3 %
5000 Total EXPENSES	8,023.86	8,753.00	-729.14	-8.3 %	86,197.55	77,227.00	8,970.55	11.6 %
TOTAL EXPENSE	8,023.86	8,753.00	-729.14	-8.3 %	86,197.55	77,227.00	8,970.55	11.6 %
NET INCOME	-6,535.10	-3,166.00	-3,369.10	-106.4 %	-13,857.36	1,433.00	-15,290.36	-1,067.0 %
NET INCOME SUMMARY								
Income	1,488.76	5,587.00	-4,098.24	-73.4 %	72,340.19	78,660.00	-6,319.81	-8.0 %
Expense	-8,023.86	-8,753.00	729.14	8.3 %	-86,197.55	-77,227.00	-8,970.55	11.6 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
NET INCOME	-6,535.10	-3,166.00	-3,369.10	-106.4 %	-13,857.36	1,433.00	-15,290.36	-1,067.0 %