



Monthly Report

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

To All,

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

Income

In November, we collected \$6,093.90 in Total Income, which is \$506.90 above the budget estimate of \$5,587.00. Year-To-Date we have collected \$95,948.69 in Total Income, which is \$1,944.31 below the budget estimate of \$97,893.00.

Account Balances

As of November 31th, the balance of each account is as follows:

- Operating Account = \$21,544.61
- Savings Account = \$15,010.68
- Total = \$36,555.29

Delinquencies

As of November 30th, we are at \$14,038.10 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 7 homeowners. The attached report provides a more detailed reference for your review.

Prepays

In November, there was \$1,086.00 in Prepays from 7 homeowners. The attached report provides a more detailed reference for your review.

Expenses

In November, Total Expenses were \$5,636.74, which is \$1,001.26 below the budget estimate of \$6,638.00. Year-To-Date Total Expenses are \$93,326.49, which is \$8,033.49 above the budget estimate of \$90,293.00. There were no expenses that were significantly different from this month's budget.

CC&R Notices

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

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

Management Issues

A Board meeting was held on November 2nd. Several topics were discussed, including:

- Roadway Repair Quotes
- Reserve Study Assessments
- Developer Dues & HRH Liens
- 2018 Budget
- HOA ARC

Since the Board meeting, the issue of roadway repairs has been an ongoing discussion between the Board and Management. Phil Barto, a roadway construction engineer met with Mike Durgan and Eric Lundin on November 29th, and the Board is awaiting his final analysis of Upper and Lower West Bolan. Verbally, Mr. Barto has indicated that because of the significant pavement deformation observed on our site visit, he is going to recommend a replacement of Upper West Bolan. An additional meeting has been called in December to review his recommendations, although the date has

yet to be determined. We will continue to work with Mr. Barto, the vendors, and the Board on this project.

Four of the five sitting Board members terms are set to expire at the end of 2017. The Board and Management drafted a letter that was sent to all homeowners on November 13th. To date, we have received 3 volunteers. Matt Enfield, David Walker, and Zerman Whitley have been invited to join the Board meeting in December. Their bios have been sent to the Board, and will be forwarded to the members of the HOA for a vote. Since additional volunteers are needed, additional postcard will be mailed on December 1st, and if need be, on December 13th asking for volunteers. The Annual Meeting of Homeowners has been scheduled for Tuesday, January 16th at 6:00 PM at St. John's Lutheran Church on Meadow Lane. We are preparing the proxies and ballots for the budget as well as Board election. These will be sent to homeowners in December.

The homeowner at 5120 S Lincoln Way contacted management and asked permission to have the concrete and asphalt approach at the corner of Anton Court and the Anton Private Drive shaved to prevent her van from bottoming out when they come and go from their home. She sent the Board a formal request letter, which is attached to this monthly report. Their conversion van, which is used to transport a motorized wheelchair, is not able to clear the approach skirt without scraping the asphalt, causing damage to both the van and the skirt. They requested that the HOA allow them to pay for a professional company to come and grind the top of the drive, where the sidewalk and the asphalt join that would enable their van to more easily clear the approach to their private driveway. The Board and management met with the homeowner and Carrie Wurzburg, the contractor who built their home, on November 29th to review their request. Carrie was able to recommend a vendor who will cut the asphalt and concrete, and the homeowner has accepted financial responsibility for the work. We will continue to work with Carrie on this project to ensure it is complete in time for winter. There may be additional concrete that needs to be poured in the spring to complete the project.

Last month, we reported that:

"Early in the month, Harold Huber of HRH Properties contacted WEB Properties. He stated that he has been out of the country for a few years, and when he got back, he has \$4,000.00 in fines, and a lien on his property. He postured a bit; asking for the name of our attorney, and at the same time, continually stated that he wants to be a good neighbor. We pressed him on "the HOA wants to be a good neighbor too, but has been sending notices to you with no contact for over a year." He does not feel he is subject to the HOA's rules & regulations, and we forwarded him a copy of the CC&R's. He does not want to repair the sidewalk, but I let him know that in Spokane County, he is responsible for the sidewalks. He grumbled a bit about subdividing the property, and wanting to wait until construction was underway, but I think I got the message through to him that he needs to repair the heaving sidewalks due to the trip hazard liability. After our discussion with Harold Huber, Josh Taylor contacted WEB Properties. Regarding the dues issue, he would like to discuss the issue further with the Board. He stated he drafted the CC&R's in such a way as to have the final say in all issues until the last lot is sold. He is going to look for a letter he had his attorney draft several years ago to a previous Board who assessed his builders dues. We have yet to receive any documentation from him, although he stated he will look for the letter, and forward it to the Board. In regards to the sidewalk

issue, he maintains that the sidewalks are enforceable by the City, and if the City infracts him, he would be happy to point out "thousands" of sidewalks that need to be repaired, and he would not know why he is being discriminated against, should the city infract for the sidewalk. He does not feel it is appropriate for the HOA to enforce City codes." In November, the Board received a letter from Josh Taylor drafted in 2006 by Winston & Cashatt regarding developer and builder dues and responsibilities; it is attached to this report. The developer does not believe he is responsible for Dues and compliance with the CC&R's and Rules and Regulations. He has offered to meet with the Board in January to discuss the issue. The Board was advised by Rob Redmond of Hennessey-Edwards that the assertions in the letter sent by Josh are no longer valid, and the Board can continue with its plans to assess dues, and make the developer comply with the CC&R's and Rules and Regulations. The Board responded to Josh with a letter challenging the assertions in the 2006 opinion by Winston & Cashatt; that letter is also attached to the monthly report. I received a call from Larry Troutman who stated he was on the Board when the Board last asked Josh Taylor to pay dues, and he stated in the phone call that Josh made the Board pay all his legal fees in the 2006 legal dispute over dues. At the Boards direction, we are working on adding Josh's ten properties to the system, and will invoice him for 1st Quarter HOA Dues and Reserve Assessments in December. Going forward, we will also assess him for maintenance costs associated with the lots. We will work with Josh Taylor and the Board to schedule a meeting in January.

The Board and Management were contacted by Bob McVicars regarding the water incursion on Bolan Ave. Bob asserts in his email that *"There is a storm water drainage system throughout the entire Qualchan area which was required by the City from the time it was first developed and each HOA is responsible for maintaining this system. You will find this responsibility specified under Section I. Drainage Easements of the CC&Rs and under Additional Provisions A) Utility Billings of Amendment #1 to the CC&Rs."* Bob's email was forwarded to Joel Lee for review, he is working with the City, and we have not yet heard his final report on the issue yet.

We were contacted by the owner of 5119 S Menaul Court about the trees and landscaping in the ornamental bed on the corner of their lot. The bed also contains the Menaul Court Lift Station, Electric box, and Backflow Valve which is inside a "hot box." Their concerns are; the tree roots may grow to damage the lift system, there is a dead birch tree, and there are two evergreen trees growing into the electric panel. Mike Durgan and Eric Lundin visited the site on November 29th, and it was decided that WEB Properties maintenance engineers can prune the evergreen trees back from the electric box, and we will wait until Spring to work with the homeowner on a plan for the bed going forward.

The owner of 5210 S Jordan Lane had a water leak in their home. The plumber needed to turn the water off in their home to fix the leak, but the main water shutoff valve to their home from the street could not be located. Originally, the homeowner advised me that the fix could be completed in mid-December. Unfortunately, the problem was more urgent than originally communicated, and an emergency shutoff was arranged for December 1st. The City came out to turn the water off for all of Jordan Lane, but was able to locate the shutoff valve for the home in the street. The plumber was able to make repairs, and we followed up with the homeowner who is happy to put this behind them.

The Management Agreement with the Overlook at Qualchan HOA provides that the HOA will reimburse WEB Properties for services that are outside the scope of our normal, routine, and reoccurring monthly management services. As such, we prepare and invoice the HOA per Exhibit A of the contract. Going forward, we will forward all invoices for these extraordinary services to the Board President for approval.

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 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.

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

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 - 11/30/17 (cash basis)

	Month to Date 11/01/17 - 11/30/17	% Income	01/01/17 - 11/30/17	% Income
OPERATING ACTIVITIES				
INCOME				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	3.90	0.06 %	1,131.90	1.18 %
4101 Other HOA DUES	3,007.43	49.35 %	57,132.64	59.54 %
4101 Total HOA DUES	3,011.33	49.42 %	58,264.54	60.72 %
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	0.00	0.00 %	476.51	0.50 %
4105 JL - Upgrade to Larger Trash Can	0.00	0.00 %	161.28	0.17 %
4106 JL - Utility Fees	1,320.00	21.66 %	16,863.14	17.58 %
4102 Total JORDAN LANE FEES	1,320.00	21.66 %	17,500.93	18.24 %
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	0.00	0.00 %	383.00	0.40 %
4107 Total LOWER WEST BOLAN FEES	0.00	0.00 %	383.00	0.40 %
4109 MENAUL COURT FEES				
4111 MC - Sewer Pump Maint./Rprs.	47.98	0.79 %	1,550.58	1.62 %
4112 MC - Utility Fees	1,282.69	21.05 %	15,314.04	15.96 %
4115 MC - Snow Removal	0.00	0.00 %	177.43	0.18 %
4117 MC - Other Repairs	0.00	0.00 %	669.68	0.70 %
4109 Total MENAUL COURT FEES	1,330.67	21.84 %	17,711.73	18.46 %
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	0.00	0.00 %	399.12	0.42 %
4113 Total UPPER WEST BOLAN FEES	0.00	0.00 %	399.12	0.42 %
4100 Total INCOME	5,662.00	92.91 %	94,259.32	98.24 %
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	381.90	6.27 %	695.64	0.73 %
4208 CC&R Fines	50.00	0.82 %	216.43	0.23 %
4210 Other Income	0.00	0.00 %	777.30	0.81 %
4200 Total OTHER PROPERTY INCOME	431.90	7.09 %	1,689.37	1.76 %
TOTAL INCOME	6,093.90	100.00 %	95,948.69	100.02 %
EXPENSE				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5002 Repairs Materials	0.00	0.00 %	-11.90	-0.01 %
5005 Plumbing Contract	0.00	0.00 %	-976.95	-1.02 %
5014 Paint	-21.65	-0.36 %	-21.65	-0.02 %
5018 Fence Repairs	0.00	0.00 %	-10.01	-0.01 %
5023 Maintenance Engineer	-119.93	-1.97 %	-1,110.09	-1.16 %
5024 Travel Reimbursement	-11.60	-0.19 %	-190.16	-0.20 %
5001 Total MAINTENANCE EXPENSES	-153.18	-2.51 %	-2,320.76	-2.42 %
5100 LANDSCAPING				
5101 Lawn Mowing	-190.40	-3.12 %	-4,017.84	-4.19 %
5102 Sprinkler Materials	-287.23	-4.71 %	-1,691.29	-1.76 %
5103 Pruning	0.00	0.00 %	-64.80	-0.07 %
5105 Spray/Fertilization	-244.80	-4.02 %	-433.80	-0.45 %
5106 Weed Trimming	0.00	0.00 %	-2,994.75	-3.12 %
5108 Common Area Weed Control	0.00	0.00 %	-1,050.02	-1.09 %
5110 Landscaping Other	0.00	0.00 %	-4,235.79	-4.41 %
5100 Total LANDSCAPING	-722.43	-11.85 %	-14,488.29	-15.10 %
5120 UNIMPROVED COMMON AREAS				
5121 Seeding/Irrigation	0.00	0.00 %	-10,936.99	-11.40 %
5120 Total UNIMPROVED COMMON	0.00	0.00 %	-10,936.99	-11.40 %
5150 STREETS & SIDEWALKS				
5153 Snow Removal CA Sidewalks	0.00	0.00 %	-3,404.52	-3.55 %

5157 Parking Other	0.00	0.00 %	-16.31	-0.02 %
5158 JL Snow Removal	0.00	0.00 %	-1,325.13	-1.38 %
5159 LWB Snow Removal	0.00	0.00 %	-1,460.46	-1.52 %
5160 UWB Snow Removal	0.00	0.00 %	-1,654.38	-1.72 %
5161 MC Snow Removal	0.00	0.00 %	-926.05	-0.97 %
5150 Total STREETS & SIDEWALKS	0.00	0.00 %	-8,786.85	-9.16 %
5300 UTILITIES				
5304 Water	-50.58	-0.83 %	-1,527.57	-1.59 %
5305 Sewer	0.00	0.00 %	-353.61	-0.37 %
5309 Jordan Lane Utilities	-1,853.06	-30.41 %	-19,254.60	-20.07 %
5310 Menaul Ct Utilities	-1,479.84	-24.28 %	-17,003.25	-17.72 %
5315 Utilities Other	0.00	0.00 %	-913.50	-0.95 %
5300 Total UTILITIES	-3,383.48	-55.52 %	-39,052.53	-40.70 %
5400 TAX & LICENSES				
5404 Licenses	0.00	0.00 %	-20.00	-0.02 %
5405 Lien Filling Fee	0.00	0.00 %	-249.00	-0.26 %
5400 Total TAX & LICENSES	0.00	0.00 %	-269.00	-0.28 %
5450 PAYROLL - DNU				
5451 Maintenance Engineer - DNU	0.00	0.00 %	-22.56	-0.02 %
5450 Total PAYROLL - DNU	0.00	0.00 %	-22.56	-0.02 %
5550 MARKETING EXPENSE				
5552 Signage	0.00	0.00 %	-304.64	-0.32 %
5550 Total MARKETING EXPENSE	0.00	0.00 %	-304.64	-0.32 %
5600 ADMINISTRATIVE				
5601 Property Management Fee	-750.00	-12.31 %	-8,250.00	-8.60 %
5602 Legal Fees	0.00	0.00 %	-2,476.50	-2.58 %
5603 Accounting Fees	-5.00	-0.08 %	-5.00	-0.01 %
5605 Meeting Expenses	0.00	0.00 %	-276.98	-0.29 %
5607 Qualchan HOA Monthly Fee	-157.50	-2.58 %	-1,732.50	-1.81 %
5610 Other Admin Exp	-223.75	-3.67 %	-4,596.51	-4.79 %
5600 Total ADMINISTRATIVE	-1,136.25	-18.65 %	-17,337.49	-18.07 %
5650 INSURANCE				
5651 Liability & Multi-Peril	0.00	0.00 %	-3,202.16	-3.34 %
5650 Total INSURANCE	0.00	0.00 %	-3,202.16	-3.34 %
5700 OFFICE				
5701 Office Supply	-9.72	-0.16 %	-41.10	-0.04 %
5702 Mail/Postage	-130.73	-2.15 %	-892.72	-0.93 %
5703 Copies/Reproductions	-100.95	-1.66 %	-671.40	-0.70 %
5700 Total OFFICE	-241.40	-3.96 %	-1,605.22	-1.67 %
5000 Total EXPENSES	-5,636.74	-92.50 %	-98,326.49	-102.48 %
TOTAL EXPENSE	-5,636.74	-92.50%	-98,326.49	-102.48%
Net Income	457.16	7.50 %	-2,377.80	-2.48 %
Net cash provided by Operating Activities	457.16		-2,377.80	
Net cash increase for period	457.16		-2,377.80	
Cash at beginning of period	21,087.45		23,922.41	
Cash at end of period	21,544.61		21,544.61	

Cash Flow MTD Comparison

Property: Overlook Savings

Date Range: 01/01/17 - 11/30/17 (cash basis)

	Month to Date	% Income	01/01/17 - 11/30/17	% Income
OPERATING ACTIVITIES	11/01/17 - 11/30/17			
INCOME				
4200 OTHER PROPERTY INCOME				
4209 Interest Income	1.02	100.00 %	10.25	100.00 %
4200 Total OTHER PROPERTY INCOME	1.02	100.00 %	10.25	100.00 %
TOTAL INCOME	1.02	100.00%	10.25	100.00%
Net Income	1.02	100.00 %	10.25	100.00 %
Net cash provided by Operating Activities	1.02		10.25	
Net cash increase for period	1.02		10.25	
Cash at beginning of period	15,009.66		15,000.43	
Cash at end of period	15,010.68		15,010.68	

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: 11/01/17 - 11/30/17 and 01/01/17 - 11/30/17 (cash basis)

	Actual 11/01/17 - 11/30/17	Budget 11/17 - 11/17	\$ Change	% Change	Actual YTD 01/01/17 - 11/30/17	Budget YTD 01/17 - 11/17	\$ Change	% Change
INCOME								
4100 INCOME								
4101 HOA DUES								
2201 Prepays	3.90	0.00	3.90		1,131.90	0.00	1,131.90	
4101 Other HOA DUES	3,007.43	2,187.00	820.43	37.5 %	57,132.64	56,133.00	999.64	1.8 %
4101 Total HOA DUES	3,011.33	2,187.00	824.33	37.7 %	58,264.54	56,133.00	2,131.54	3.8 %
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		161.28	160.00	1.28	0.8 %
4106 JL - Utility Fees	1,320.00	1,900.00	-580.00	-30.5 %	16,863.14	20,900.00	-4,036.86	-19.3 %
4102 Total JORDAN LANE FEES	1,320.00	1,900.00	-580.00	-30.5 %	17,500.93	22,110.00	-4,609.07	-20.8 %
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.	47.98	0.00	47.98		1,550.58	0.00	1,550.58	
4112 MC - Utility Fees	1,282.69	1,500.00	-217.31	-14.5 %	15,314.04	16,500.00	-1,185.96	-7.2 %
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	1,330.67	1,500.00	-169.33	-11.3 %	17,711.73	17,550.00	161.73	0.9 %
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	5,662.00	5,587.00	75.00	1.3 %	94,259.32	97,893.00	-3,633.68	-3.7 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	381.90	0.00	381.90		695.64	0.00	695.64	
4208 CC&R Fines	50.00	0.00	50.00		216.43	0.00	216.43	
4210 Other Income	0.00	0.00	0.00		777.30	0.00	777.30	
4200 Total OTHER PROPERTY INCOME	431.90	0.00	431.90		1,689.37	0.00	1,689.37	
TOTAL INCOME	6,093.90	5,587.00	506.90	9.1 %	95,948.69	97,893.00	-1,944.31	-2.0 %
EXPENSE								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								

	Actual 11/01/17 - 11/30/17	Budget 11/17 - 11/17	\$ Change	% Change	Actual YTD 01/01/17 - 11/30/17	Budget YTD 01/17 - 11/17	\$ Change	% Change
5002 Repairs Materials	0.00	0.00	0.00		11.90	0.00	11.90	
5003 Repairs Contract	0.00	0.00	0.00		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 %
5014 Paint	21.65	0.00	21.65		21.65	0.00	21.65	
5018 Fence Repairs	0.00	0.00	0.00		10.01	0.00	10.01	
5023 Maintenance Engineer	119.93	150.00	-30.07	-20.0 %	1,110.09	1,650.00	-539.91	-32.7 %
5024 Travel Reimbursement	11.60	20.00	-8.40	-42.0 %	190.16	220.00	-29.84	-13.6 %
5001 Total MAINTENANCE EXPENSE	153.18	170.00	-16.82	-9.9 %	2,320.76	4,370.00	-2,049.24	-46.9 %
5100 LANDSCAPING								
5101 Lawn Mowing	190.40	700.00	-509.60	-72.8 %	4,017.84	4,500.00	-482.16	-10.7 %
5102 Sprinkler Materials	287.23	235.00	52.23	22.2 %	1,691.29	1,070.00	621.29	58.1 %
5103 Pruning	0.00	0.00	0.00		64.80	400.00	-335.20	-83.8 %
5105 Spray/Fertilization	244.80	0.00	244.80		433.80	1,320.00	-886.20	-67.1 %
5106 Weed Trimming	0.00	1,015.00	-1,015.00	-100.0 %	2,994.75	4,060.00	-1,065.25	-26.2 %
5108 Common Area Weed Control	0.00	0.00	0.00		1,050.02	0.00	1,050.02	
5110 Landscaping Other	0.00	100.00	-100.00	-100.0 %	4,235.79	1,200.00	3,035.79	253.0 %
5100 Total LANDSCAPING	722.43	2,050.00	-1,327.57	-64.8 %	14,488.29	12,550.00	1,938.29	15.4 %
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								
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	1,050.00	275.13	26.2 %
5159 LWB Snow Removal	0.00	0.00	0.00		1,460.46	1,050.00	410.46	39.1 %
5160 UWB Snow Removal	0.00	0.00	0.00		1,654.38	1,050.00	604.38	57.6 %
5161 MC Snow Removal	0.00	0.00	0.00		926.05	1,050.00	-123.95	-11.8 %
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	0.00	0.00		0.00	300.00	-300.00	-100.0 %
5304 Water	50.58	100.00	-49.42	-49.4 %	1,527.57	1,750.00	-222.43	-12.7 %
5305 Sewer	0.00	0.00	0.00		353.61	750.00	-396.39	-52.9 %
5309 Jordan Lane Utilities	1,853.06	1,750.00	103.06	5.9 %	19,254.60	19,250.00	4.60	0.0 %
5310 Menaul Ct Utilities	1,479.84	1,500.00	-20.16	-1.3 %	17,003.25	16,500.00	503.25	3.0 %
5315 Utilities Other	0.00	0.00	0.00		913.50	0.00	913.50	
5300 Total UTILITIES	3,383.48	3,350.00	33.48	1.0 %	39,052.53	38,550.00	502.53	1.3 %
5400 TAX & LICENSES								
5404 Licenses	0.00	0.00	0.00		20.00	200.00	-180.00	-90.0 %
5405 Lien Filing 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 11/01/17 - 11/30/17	Budget 11/17 - 11/17	\$ Change	% Change	Actual YTD 01/01/17 - 11/30/17	Budget YTD 01/17 - 11/17	\$ 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 %	8,250.00	8,250.00	0.00	0.0 %
5602 Legal Fees	0.00	0.00	0.00		2,476.50	5,000.00	-2,523.50	-50.5 %
5603 Accounting Fees	5.00	0.00	5.00		5.00	1,100.00	-1,095.00	-99.5 %
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 %	1,732.50	1,738.00	-5.50	-0.3 %
5610 Other Admin Exp	223.75	0.00	223.75		4,596.51	0.00	4,596.51	
5600 Total ADMINISTRATIVE	1,136.25	908.00	228.25	25.1 %	17,337.49	16,088.00	1,249.49	7.8 %
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	9.72	0.00	9.72		41.10	0.00	41.10	
5702 Mail/Postage	130.73	80.00	50.73	63.4 %	892.72	880.00	12.72	1.4 %
5703 Copies/Reproductions	100.95	80.00	20.95	26.2 %	671.40	880.00	-208.60	-23.7 %
5700 Total OFFICE	241.40	160.00	81.40	50.9 %	1,605.22	1,760.00	-154.78	-8.8 %
5000 Total EXPENSES	5,636.74	6,638.00	-1,001.26	-15.1 %	98,326.49	90,293.00	8,033.49	8.9 %
TOTAL EXPENSE	5,636.74	6,638.00	-1,001.26	-15.1 %	98,326.49	90,293.00	8,033.49	8.9 %
NET INCOME	457.16	-1,051.00	1,508.16	143.5 %	-2,377.80	7,600.00	-9,977.80	-131.3 %
NET INCOME SUMMARY								
Income	6,093.90	5,587.00	506.90	9.1 %	95,948.69	97,893.00	-1,944.31	-2.0 %
Expense	-5,636.74	-6,638.00	1,001.26	15.1 %	-98,326.49	-90,293.00	-8,033.49	8.9 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
NET INCOME	457.16	-1,051.00	1,508.16	143.5 %	-2,377.80	7,600.00	-9,977.80	-131.3 %