



Monthly Report

To: Overlook Board of Directors
From: WEB Properties, Inc.
Date: December 31, 2017
Re: Overlook HOA Operating Statements, December 2017

To All,

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

Income

In December we collected \$1,757.20 in Total Income, which is \$5,229.80 below the budget estimate of \$6,987.00. Year-To-Date we have collected \$97,716.14 in Total Income, which is \$7,207.86 below the budget estimate of \$104,924.00.

Account Balances

As of December 31st, the balance of each account is as follows:

- Operating Account = \$16,371.83
- Savings Account = \$15,011.67
- Total = \$31,383.50

Delinquencies

As of December 31st, we are at \$32,803.50 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 31 homeowners. The attached report provides a more detailed reference for your review.

Prepays

In December, there was \$360.00 in Prepays from 3 homeowners. The attached report provides a more detailed reference for your review.

Expenses

In December, Total Expenses were \$6,928.99, which is \$415.99 above the budget estimate of \$6,513.00. Year-To-Date Total Expenses are \$105,255.48, which is \$8,449.48 above the budget estimate of \$96,806.00. While most expenses are self-explanatory, the following should be brought to your attention:

Streets & Sidewalks Expenses

Streets & Sidewalks Expenses were \$781.70, which is \$1,243.30 below the budget estimate of \$2,025.00. This was due to less snow removal than budgeted. Year-To-Date Street & Sidewalks Expenses are \$9,568.55, which is \$1,468.55 above the budget estimate of \$8,100.00.

Administrative Expenses

Administrative Expenses were \$1,954.99, which is \$1,046.99 above the budget estimate of \$908.00. This was due to 1st quarter 2018 invoicing as well as setting up the general ledger accounts for reserve assessments in the management software system. Year-To-Date Administrative Expenses are \$19,292.48, which is \$2,296.48 above the budget estimate of \$16,996.00.

CC&R Notices

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

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

Management Issues

A Board meeting was held on December 28th. Several topics were discussed, including:

- The 2018 budget was adopted.
- The Board decided not to install guide poles along Lower West Bolan.

- WEB Payment Portal was discussed.
- Annual meeting preparations were discussed.

After the meeting, we mailed all homeowners their 1st Quarter 2018 HOA Statements. The following documents were included in the mailing:

- 2017 Estimated total and 2018 Budget Summary.
- Board Candidate Bio's.
- Board Letter to homeowners.
- Ballots for budget ratification and Board election.
- Reserve Assessment Spreadsheet.

Transition to the new Tenant Online Access Portal is going well, with a number of homeowners now using the new system. We have begun to work directly with homeowners that have not signed up to help them migrate to the new system. We continue to learn more about the great features of the portal, one of which is for homeowners that own multiple properties. We can link multiple accounts at the same property to a single username. This means that instead of having individual logins for each home, we can link the accounts together so the homeowner only has to login once, making the process much more efficient and user friendly. These homeowners are then able to toggle between their accounts to view each ledger and make a payment. To set this up homeowners simply need to contact our office and we can complete the process very quickly. As well, we would like to pass along information we have learned through working with homeowners that have concerns about making payments online and security issues. Below is a statement from our PayLease representative:

"PayLease is a PCI Level 1 Compliance company. This is the highest level of "Payment Card Industry" security measures. All financial information provided is tokenized. This means that the information is turned into a code and encrypted. Even if somehow, someone were able to hack into the Portal System, all the individual will be able to see would be the last four digits of any information that is on the account. And with that information they will only be able to make a payment to the homeowner account. They will not be able to withdraw funds. As well, the website is an "https:" which means it is a secure server."

If homeowners reach out to you with concerns about the new portal, you can assure them that the system is very secure and if they have any questions they can contact WEB Properties to speak with the HOA Manager.

Last month, we reported that, *"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” Carrie Wurzburg coordinated with one of her vendors to have the work done on a day when they were going to be onsite. This helped keep costs low for the Schwartz’s. We also received an email from Sherry Schwartz that they accept financial responsibility for the remediation of the drive. The cutting work was completed, but the homeowner is still having issues hanging up on the concrete. She has communicated to us that she believes there is still work to do to remove the pieces cut by the concrete vendor. She expects an update from Carrie in January, and will stay in touch with us if there is anything we can do to help.

Last month, we reported, *“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.”* After meeting with Phil Barto in late November, the Board and management reviewed his initial assessment of Upper and Lower West Bolan. After some questions, the Board approved a full road maintenance study of Upper and Lower West Bolan. The study is expected to be ready in early January, and will not exceed \$2,000.00. Phil has agreed to attend the annual meeting to discuss his findings and recommendations with homeowners.

We have received several negative reports from homeowners about snow plow services this year. One homeowner at 615 W Bolan was concerned that too much de-ice was used on Lower West Bolan. I drove to the street immediately after receiving the report to observe conditions, and while I saw that the road had been treated, I did not see any pooling or other indications that the de-ice had been over-applied as reported. Additionally, we received feedback from the Menaul homeowners that snow was not being plowed to the correct place in the cul de sac. On a subsequent visit, we found this to be true, and the drain at the bottom of Menaul had to be uncovered to ensure water could drain from the street. We followed up with C&C to ensure they were aware of the requirement to pile snow between 5120 and 5124 Menaul.

The Board had hoped to meet with Josh Taylor in January to talk about dues assessments to his vacant lots. Because the Board is in a state of transition, it was decided that meeting in February with the new Board was reasonable. After the annual meeting, we will reach out to the Board and developer to arrange a meeting.

Andrew Mills had volunteered for an open position on the Board. However, he had an outstanding balance of \$783.54, and the Board expressed concern with his application because he was not in good standing with the HOA because of his outstanding balance. After speaking with Mr. Mills, he expressed that he felt that his CC&R Fees, Late Fees, and Interest were inappropriately applied, and that the Board's response to his request for reimbursement for landscaping expenses was inadequate. He offered to pay his dues, and the Board agreed to waive his fees and interest. Additionally, the Board asked him to furnish his landscaping invoice for review, which he did. The Board and management are working on a response to his submission, which should be ready to send before the annual meeting.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of December 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: Anton Court, 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 - 12/31/17 (cash basis)

	<u>Month to Date</u> <u>12/01/17 - 12/31/17</u>	<u>% Income</u>	<u>01/01/17 - 12/31/17</u>	<u>% Income</u>
OPERATING ACTIVITIES				
INCOME				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	-771.90	-43.95 %	360.00	0.37 %
4101 Other HOA DUES	1,428.24	81.33 %	58,560.88	59.94 %
4101 Total HOA DUES	<u>656.34</u>	<u>37.37 %</u>	<u>58,920.88</u>	<u>60.30 %</u>
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	77.94	4.44 %	554.45	0.57 %
4105 JL - Upgrade Lrg Trsh Can	0.00	0.00 %	161.28	0.17 %
4106 JL - Utility Fees	480.00	27.33 %	17,343.14	17.75 %
4102 Total JORDAN LANE FEES	<u>557.94</u>	<u>31.77 %</u>	<u>18,058.87</u>	<u>18.48 %</u>
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	3.90	0.22 %	386.90	0.40 %
4107 Total LOWER WEST BOLAN FEES	<u>3.90</u>	<u>0.22 %</u>	<u>386.90</u>	<u>0.40 %</u>
4109 MENAUL COURT FEES				
4111 MC - Sewer Pump Maint./Rprs.	37.16	2.12 %	1,587.74	1.63 %
4112 MC - Utility Fees	482.81	27.49 %	15,796.85	16.17 %
4115 MC - Snow Removal	0.00	0.00 %	177.43	0.18 %
4117 MC - Other Repairs	0.00	0.00 %	669.68	0.69 %
4109 Total MENAUL COURT FEES	<u>519.97</u>	<u>29.61 %</u>	<u>18,231.70</u>	<u>18.66 %</u>
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	0.00	0.00 %	399.12	0.41 %
4113 Total UPPER WEST BOLAN FEES	<u>0.00</u>	<u>0.00 %</u>	<u>399.12</u>	<u>0.41 %</u>
4100 Total INCOME	<u>1,738.15</u>	<u>98.97 %</u>	<u>95,997.47</u>	<u>98.25 %</u>
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	18.06	1.03 %	713.70	0.73 %
4208 CC&R Fines	0.00	0.00 %	216.43	0.22 %
4210 Other Income	0.00	0.00 %	777.30	0.80 %
4200 Total OTHER PROPERTY INCOME	<u>18.06</u>	<u>1.03 %</u>	<u>1,707.43</u>	<u>1.75 %</u>
TOTAL INCOME	<u>1,756.21</u>	<u>100.01 %</u>	<u>97,704.90</u>	<u>100.03 %</u>
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	-1.00 %
5014 Paint	0.00	0.00 %	-21.65	-0.02 %
5018 Fence Repairs	0.00	0.00 %	-10.01	-0.01 %
5023 Maintenance Engineer	-144.76	-8.24 %	-1,277.41	-1.31 %
5024 Travel Reimbursement	-19.84	-1.13 %	-210.00	-0.21 %
5001 Total MAINTENANCE EXPENSES	<u>-164.60</u>	<u>-9.37 %</u>	<u>-2,507.92</u>	<u>-2.57 %</u>
5100 LANDSCAPING				
5101 Lawn Mowing	-348.16	-19.82 %	-4,366.00	-4.47 %
5102 Sprinkler Materials	0.00	0.00 %	-1,691.29	-1.73 %
5103 Pruning	0.00	0.00 %	-64.80	-0.07 %
5105 Spray/Fertilization	0.00	0.00 %	-433.80	-0.44 %
5106 Weed Trimming	0.00	0.00 %	-2,994.75	-3.07 %
5108 Common Area Weed Control	0.00	0.00 %	-1,050.02	-1.07 %
5110 Landscaping Other	-10.88	-0.62 %	-4,246.67	-4.35 %
5100 Total LANDSCAPING	<u>-359.04</u>	<u>-20.44 %</u>	<u>-14,847.33</u>	<u>-15.20 %</u>
5120 UNIMPROVED COMMON AREAS				
5121 Seeding/Irrigation	0.00	0.00 %	-10,936.99	-11.19 %
5120 Total UNIMPROVED COMMON	<u>0.00</u>	<u>0.00 %</u>	<u>-10,936.99</u>	<u>-11.19 %</u>
5150 STREETS & SIDEWALKS				
5153 Snow Removal CA Sidewalks	0.00	0.00 %	-3,404.52	-3.48 %

5157 Parking Other	0.00	0.00 %	-16.31	-0.02 %
5158 JL Snow Removal	-281.67	-16.04 %	-1,606.80	-1.64 %
5159 LWB Snow Removal	-204.36	-11.64 %	-1,664.82	-1.70 %
5160 UWB Snow Removal	-161.97	-9.22 %	-1,816.35	-1.86 %
5161 MC Snow Removal	0.00	0.00 %	-926.05	-0.95 %
5162 AC Snow Removal	-133.70	-7.61 %	-133.70	-0.14 %
5150 Total STREETS & SIDEWALKS	-781.70	-44.51 %	-9,568.55	-9.79 %
5300 UTILITIES				
5304 Water	-16.75	-0.95 %	-1,544.32	-1.58 %
5305 Sewer	-353.61	-20.13 %	-707.22	-0.72 %
5309 Jordan Lane Utilities	-1,664.15	-94.76 %	-20,918.75	-21.41 %
5310 Menaul Ct Utilities	-1,325.24	-75.46 %	-18,328.49	-18.76 %
5315 Utilities Other	0.00	0.00 %	-913.50	-0.93 %
5300 Total UTILITIES	-3,359.75	-191.31 %	-42,412.28	-43.41 %
5400 TAX & LICENSES				
5404 Licenses	0.00	0.00 %	-20.00	-0.02 %
5405 Lien Filling Fee	0.00	0.00 %	-249.00	-0.25 %
5400 Total TAX & LICENSES	0.00	0.00 %	-269.00	-0.28 %
5550 MARKETING EXPENSE				
5552 Signage	0.00	0.00 %	-304.64	-0.31 %
5550 Total MARKETING EXPENSE	0.00	0.00 %	-304.64	-0.31 %
5600 ADMINISTRATIVE				
5601 Property Management Fee	-750.00	-42.71 %	-9,000.00	-9.21 %
5602 Legal Fees	0.00	0.00 %	-2,476.50	-2.53 %
5603 Accounting Fees	0.00	0.00 %	-5.00	-0.01 %
5605 Meeting Expenses	0.00	0.00 %	-276.98	-0.28 %
5607 Qualchan HOA Monthly Fee	-157.50	-8.97 %	-1,890.00	-1.93 %
5610 Other Admin Exp	-1,047.49	-59.64 %	-5,644.00	-5.78 %
5600 Total ADMINISTRATIVE	-1,954.99	-111.32 %	-19,292.48	-19.75 %
5650 INSURANCE				
5651 Liability & Multi-Peril	0.00	0.00 %	-3,202.16	-3.28 %
5650 Total INSURANCE	0.00	0.00 %	-3,202.16	-3.28 %
5700 OFFICE				
5701 Office Supply	0.00	0.00 %	-41.10	-0.04 %
5702 Mail/Postage	-239.04	-13.61 %	-1,131.76	-1.16 %
5703 Copies/Reproductions	-69.87	-3.98 %	-741.27	-0.76 %
5700 Total OFFICE	-308.91	-17.59 %	-1,914.13	-1.96 %
5000 Total EXPENSES	-6,928.99	-394.54 %	-105,255.48	-107.73 %
TOTAL EXPENSE	-6,928.99	-394.53%	-105,255.48	-107.70%
Net Income	-5,172.78	-294.54 %	-7,550.58	-7.73 %
Net cash provided by Operating Activities	-5,172.78		-7,550.58	
Net cash increase for period	-5,172.78		-7,550.58	
Cash at beginning of period	21,544.61		23,922.41	
Cash at end of period	16,371.83		16,371.83	

Cash Flow MTD Comparison

Property: Overlook Savings

Date Range: 12/01/17 - 12/31/17 (cash basis)

	<u>Month to Date</u>		<u>12/01/17 - 12/31/17</u>	
	<u>12/01/17 - 12/31/17</u>	<u>% Income</u>	<u>12/01/17 - 12/31/17</u>	<u>% Income</u>
OPERATING ACTIVITIES				
INCOME				
4200 OTHER PROPERTY INCOME				
4209 Interest Income	0.99	100.00 %	0.99	100.00 %
4200 Total OTHER PROPERTY INCOME	0.99	100.00 %	0.99	100.00 %
TOTAL INCOME	0.99	100.00%	0.99	100.00%
Net Income	0.99	100.00 %	0.99	100.00 %
Net cash provided by Operating Activities	0.99		0.99	
Net cash increase for period	0.99		0.99	
Cash at beginning of period	15,010.68		15,010.68	
Cash at end of period	15,011.67		15,011.67	

Budget Comparison

Properties: Anton Court, 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: 12/01/17 - 12/31/17 and 01/01/17 - 12/31/17 (cash basis)

	Actual 12/01/17 - 12/31/17	Budget 12/17 - 12/17	\$ Change	% Change	Actual YTD 01/01/17 - 12/31/17	Budget YTD 01/17 - 12/17	\$ Change	% Change
INCOME								
4100 INCOME								
4101 HOA DUES								
2201 Prepays	-771.90	0.00	-771.90		360.00	0.00	360.00	
4101 Other HOA DUES	1,428.24	2,187.00	-758.76	-34.7 %	58,560.88	58,364.00	196.88	0.3 %
4101 Total HOA DUES	656.34	2,187.00	-1,530.66	-70.0 %	58,920.88	58,364.00	556.88	1.0 %
4102 JORDAN LANE FEES								
4104 JL - Snow Removal	77.94	350.00	-272.06	-77.7 %	554.45	1,400.00	-845.55	-60.4 %
4105 JL - Upgrade Lrgr Trash Can	0.00	0.00	0.00		161.28	160.00	1.28	0.8 %
4106 JL - Utility Fees	480.00	1,900.00	-1,420.00	-74.7 %	17,343.14	22,800.00	-5,456.86	-23.9 %
4102 Total JORDAN LANE FEES	557.94	2,250.00	-1,692.06	-75.2 %	18,058.87	24,360.00	-6,301.13	-25.9 %
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	3.90	350.00	-346.10	-98.9 %	386.90	1,400.00	-1,013.10	-72.4 %
4107 Total LOWER WEST BOLAN FE	3.90	350.00	-346.10	-98.9 %	386.90	1,400.00	-1,013.10	-72.4 %
4109 MENAUL COURT FEES								
4111 MC - Sewer Pump Maint./Rprs.	37.16	0.00	37.16		1,587.74	0.00	1,587.74	
4112 MC - Utility Fees	482.81	1,500.00	-1,017.19	-67.8 %	15,796.85	18,000.00	-2,203.15	-12.2 %
4115 MC - Snow Removal	0.00	350.00	-350.00	-100.0 %	177.43	1,400.00	-1,222.57	-87.3 %
4117 MC - Other Repairs	0.00	0.00	0.00		669.68	0.00	669.68	
4109 Total MENAUL COURT FEES	519.97	1,850.00	-1,330.03	-71.9 %	18,231.70	19,400.00	-1,168.30	-6.0 %
4113 UPPER WEST BOLAN FEES								
4114 UWB - Snow Removal	0.00	350.00	-350.00	-100.0 %	399.12	1,400.00	-1,000.88	-71.5 %
4113 Total UPPER WEST BOLAN FE	0.00	350.00	-350.00	-100.0 %	399.12	1,400.00	-1,000.88	-71.5 %
4100 Total INCOME	1,738.15	6,987.00	-5,248.85	-75.1 %	95,997.47	104,924.00	-8,926.53	-8.5 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	18.06	0.00	18.06		713.70	0.00	713.70	
4208 CC&R Fines	0.00	0.00	0.00		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	18.06	0.00	18.06		1,707.43	0.00	1,707.43	
TOTAL INCOME	1,756.21	6,987.00	-5,230.79	-74.9 %	97,704.90	104,924.00	-7,219.10	-6.9 %
EXPENSE								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								

	Actual 12/01/17 - 12/31/17	Budget 12/17 - 12/17	\$ Change	% Change	Actual YTD 01/01/17 - 12/31/17	Budget YTD 01/17 - 12/17	\$ 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	0.00	0.00	0.00		21.65	0.00	21.65	
5018 Fence Repairs	0.00	0.00	0.00		10.01	0.00	10.01	
5023 Maintenance Engineer	144.76	150.00	-5.24	-3.5 %	1,254.85	1,800.00	-545.15	-30.3 %
5024 Travel Reimbursement	19.84	20.00	-0.16	-0.8 %	210.00	240.00	-30.00	-12.5 %
5001 Total MAINTENANCE EXPENSE	164.60	170.00	-5.40	-3.2 %	2,485.36	4,540.00	-2,054.64	-45.3 %
5100 LANDSCAPING								
5101 Lawn Mowing	348.16	0.00	348.16		4,366.00	4,500.00	-134.00	-3.0 %
5102 Sprinkler Materials	0.00	0.00	0.00		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	0.00	0.00	0.00		433.80	1,320.00	-886.20	-67.1 %
5106 Weed Trimming	0.00	0.00	0.00		2,994.75	4,060.00	-1,065.25	-26.2 %
5107 Grounds Contract - DNU	10.88	0.00	10.88		10.88	0.00	10.88	
5108 Common Area Weed Control	0.00	0.00	0.00		1,050.02	0.00	1,050.02	
5110 Landscaping Other	0.00	0.00	0.00		4,235.79	1,200.00	3,035.79	253.0 %
5100 Total LANDSCAPING	359.04	0.00	359.04		14,847.33	12,550.00	2,297.33	18.3 %
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	625.00	-625.00	-100.0 %	3,404.52	2,500.00	904.52	36.2 %
5157 Parking Other	0.00	0.00	0.00		16.31	0.00	16.31	
5158 JL Snow Removal	281.67	350.00	-68.33	-19.5 %	1,606.80	1,400.00	206.80	14.8 %
5159 LWB Snow Removal	204.36	350.00	-145.64	-41.6 %	1,664.82	1,400.00	264.82	18.9 %
5160 UWB Snow Removal	161.97	350.00	-188.03	-53.7 %	1,816.35	1,400.00	416.35	29.7 %
5161 MC Snow Removal	0.00	350.00	-350.00	-100.0 %	926.05	1,400.00	-473.95	-33.9 %
5162 AC Snow Removal	133.70	0.00	133.70		133.70	0.00	133.70	
5150 Total STREETS & SIDEWALKS	781.70	2,025.00	-1,243.30	-61.4 %	9,568.55	8,100.00	1,468.55	18.1 %
5300 UTILITIES								
5301 Common Area Electric	0.00	0.00	0.00		0.00	300.00	-300.00	-100.0 %
5304 Water	16.75	0.00	16.75		1,544.32	1,750.00	-205.68	-11.8 %
5305 Sewer	353.61	0.00	353.61		707.22	750.00	-42.78	-5.7 %
5309 Jordan Lane Utilities	1,664.15	1,750.00	-85.85	-4.9 %	20,918.75	21,000.00	-81.25	-0.4 %
5310 Menaul Ct Utilities	1,325.24	1,500.00	-174.76	-11.7 %	18,328.49	18,000.00	328.49	1.8 %
5315 Utilities Other	0.00	0.00	0.00		913.50	0.00	913.50	
5300 Total UTILITIES	3,359.75	3,250.00	109.75	3.4 %	42,412.28	41,800.00	612.28	1.5 %
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 %

	Actual 12/01/17 - 12/31/17	Budget 12/17 - 12/17	\$ Change	% Change	Actual YTD 01/01/17 - 12/31/17	Budget YTD 01/17 - 12/17	\$ Change	% Change
5450 PAYROLL - DNU								
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 %	9,000.00	9,000.00	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	0.00	0.00	0.00		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 %	1,890.00	1,896.00	-6.00	-0.3 %
5610 Other Admin Exp	1,047.49	0.00	1,047.49		5,644.00	0.00	5,644.00	
5600 Total ADMINISTRATIVE	1,954.99	908.00	1,046.99	115.3 %	19,292.48	16,996.00	2,296.48	13.5 %
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		41.10	0.00	41.10	
5702 Mail/Postage	239.04	80.00	159.04	198.8 %	1,131.76	960.00	171.76	17.9 %
5703 Copies/Reproductions	69.87	80.00	-10.13	-12.7 %	741.27	960.00	-218.73	-22.8 %
5700 Total OFFICE	308.91	160.00	148.91	93.1 %	1,914.13	1,920.00	-5.87	-0.3 %
5000 Total EXPENSES	6,928.99	6,513.00	415.99	6.4 %	105,255.48	96,806.00	8,449.48	8.7 %
TOTAL EXPENSE	6,928.99	6,513.00	415.99	6.4 %	105,255.48	96,806.00	8,449.48	8.7 %
NET INCOME	-5,172.78	474.00	-5,646.78	-1,191.3 %	-7,550.58	8,118.00	-15,668.58	-193.0 %
NET INCOME SUMMARY								
Income	1,756.21	6,987.00	-5,230.79	-74.9 %	97,704.90	104,924.00	-7,219.10	-6.9 %
Expense	-6,928.99	-6,513.00	-415.99	6.4 %	-105,255.48	-96,806.00	-8,449.48	8.7 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
NET INCOME	-5,172.78	474.00	-5,646.78	-1,191.3 %	-7,550.58	8,118.00	-15,668.58	-193.0 %