



Monthly Report

To: Overlook Board of Directors
From: WEB Properties, Inc.
Date: February 28, 2019
Re: Overlook HOA Operating Statements, February 2019

To All,

Enclosed you will find the February 2019 monthly statement and financial reports for the Overlook Home Owners Association.

Income

In February, we collected \$5,576.50 in Total Income, which is \$2,673.50 below the budget estimate of \$8,250.00. Year-To-Date we have collected \$27,006.24 in Total Income, which is \$1,304.76 below the budget estimate of \$28,311.

Account Balances

As of February 28th the balance of each account is as follows:

Overlook Operating Account	\$60,390.08
Overlook Reserve Account	\$25,047.76
Overlook Savings Account	\$15,035.45
Total	\$100,473.29

Delinquencies

As of February 28th, we are at \$13,034.50 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 17 homeowners. The attached report provides a more detailed reference for your review.

We sent an impending lien notice out to Michael and Lucinda Brown for both of their properties. We have heard nothing back from them and will be recording liens against their properties as of March 2019

Prepays

In February, there was \$2,698.97 in Prepays from 10 homeowners. The attached report provides a more detailed reference for your review.

Expenses

In February, Total Expenses were \$6,808.07, which is \$3,313.93 below the budget estimate of \$10,122.00. Year-To-Date Total Expenses are \$12,158.81 which is \$10,958.19 below the budget estimate of \$23,117.00.

CC&R Notices

In February, 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	0
Landscape Letter	0
Total	0

Management Issues

I am working with the City regarding the drainage issues on Main W. Bolan. In all that I have found, it seems the responsible party for the maintenance of the Drainage ditch is the HOA. Per the plans, the drainage is a continuous HOA Easement across all properties. Payment is either by the HOA or the District that the drainage area effects.

The new management contract was executed for the first of February and took effect.

The contract with Dundee landscaping to take care of the upper West Bolan Drainage ditch work was signed and sent to them. This work will start as soon as the ground thaws and the area is dry enough for large equipment work.

The Annual/Budget ratification meeting was held and the Budget was ratified. Several homeowners were there with comments.

Parking notices went out to Upper West Bolan private drive and towing signs were hung. One homeowner believes that it is not legal to tow due to the City not having the street designated as a street but as a private drive and the Fire department saying as long as it is passable they are not restricting the parking. We had the Lawyer look at this and I forwarded his position onto the Board. I am unsure where we should go from here. Once the ditch is fixed up there, the road will be even more susceptible to damage if larger trucks have to drive along the edge to get by parked vehicles.

The monthly billing has been set up for the private streets with utilities. The Utility reconciliation was also completed this month and the homeowners were given their credits as they had overpaid this year. These will show up on the new monthly billing that will go out on the 15th. I will be sending a letter/email with this billing notifying the homeowners of the change to monthly billing and the added \$15 a month snow removal fee so that we hopefully will not need to be charging large reconciled amounts once a year.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of February 2019. 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 blue ink that reads "Bridgett McCain". The signature is written in a cursive style with a horizontal line through the middle of the name.

Bridgett McCain
HOA Manager

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

01/01/19 - 02/28/19 (cash basis)

	Month to Date			
	02/01/19 - 02/28/19	% Income	01/01/19 - 02/28/19	% Income
OPERATING ACTIVITIES				
INCOME				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	138.75	2.49 %	1,199.40	4.44 %
4101 Other HOA DUES	2,130.00	38.20 %	12,236.74	45.31 %
4101 Total HOA DUES	2,268.75	40.68 %	13,436.14	49.75 %
4102 JORDAN LANE FEES				
4106 JL - Utility Fees	1,321.86	23.70 %	3,894.36	14.42 %
4116 JL - Private Dr Res Assessment	0.00	0.00 %	127.50	0.47 %
4121 JL - PUD Res Assessment	243.75	4.37 %	682.50	2.53 %
4102 Total JORDAN LANE FEES	1,565.61	28.08 %	4,704.36	17.42 %
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	0.00	0.00 %	236.01	0.87 %
4118 LWB - Private Dr Res Assessment	42.50	0.76 %	474.00	1.76 %
4107 Total LOWER WEST BOLAN FEES	42.50	0.76 %	710.01	2.63 %
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	840.76	15.08 %	3,939.95	14.59 %
4115 MC - Snow Removal	0.00	0.00 %	45.77	0.17 %
4119 MC - Lift Station Res Assessments	100.00	1.79 %	470.00	1.74 %
4122 MC - PUD Res Assessment	59.14	1.06 %	449.14	1.66 %
4109 Total MENAUL COURT FEES	999.90	17.93 %	4,904.86	18.16 %
4113 UPPER WEST BOLAN FEES				
4120 UWB - Private Dr Res Assessment	0.00	0.00 %	340.00	1.26 %
4113 Total UPPER WEST BOLAN FEES	0.00	0.00 %	340.00	1.26 %
4123 ANTON COURT FEES				
4124 AC - Private Dr Res Assessment	85.00	1.52 %	127.50	0.47 %
4123 Total ANTON COURT FEES	85.00	1.52 %	127.50	0.47 %
4150 CA RESERVE ASSESSMENTS				
4151 Com Area Res Assessment	356.25	6.39 %	2,011.74	7.45 %
4150 Total CA RESERVE ASSESSMENTS	356.25	6.39 %	2,011.74	7.45 %
4100 Total INCOME	5,318.01	95.36 %	26,234.61	97.14 %
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	258.49	4.64 %	771.63	2.86 %
4200 Total OTHER PROPERTY INCOME	258.49	4.64 %	771.63	2.86 %
TOTAL INCOME	5,576.50	100.00%	27,006.24	100.00%
EXPENSE				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5022 Maintenance Miscellaneous	-70.94	-1.27 %	-70.94	-0.26 %
5023 Maintenance Engineer	-45.99	-0.82 %	-104.51	-0.39 %
5024 Travel Reimbursement	-10.10	-0.18 %	-12.92	-0.05 %
5001 Total MAINTENANCE EXPENSES	-127.03	-2.28 %	-188.37	-0.70 %
5150 STREETS & SIDEWALKS				
5158 JL Snow Removal	-1,642.88	-29.46 %	-2,067.20	-7.65 %
5150 Total STREETS & SIDEWALKS	-1,642.88	-29.46 %	-2,067.20	-7.65 %
5300 UTILITIES				
5301 Common Area Electric	-71.74	-1.29 %	-140.35	-0.52 %
5304 Water	-35.24	-0.63 %	-69.72	-0.26 %
5309 Jordan Lane Utilities	-1,729.20	-31.01 %	-3,423.81	-12.68 %
5310 Menaul Ct Utilities	-1,150.70	-20.63 %	-2,285.17	-8.46 %
5300 Total UTILITIES	-2,986.88	-53.56 %	-5,919.05	-21.92 %
5600 ADMINISTRATIVE				
5601 Property Management Fee	-1,000.00	-17.93 %	-2,250.00	-8.33 %
5602 Legal Fees	-875.00	-15.69 %	-875.00	-3.24 %

5603 Accounting Fees	-42.00	-0.75 %	-58.00	-0.21 %
5605 Meeting Expenses	0.00	0.00 %	-100.00	-0.37 %
5607 Qualchan HOA Monthly Fee	0.00	0.00 %	-157.50	-0.58 %
5610 Other Admin Exp	-134.28	-2.41 %	-437.23	-1.62 %
5600 Total ADMINISTRATIVE	-2,051.28	-36.78 %	-3,877.73	-14.36 %
5700 OFFICE				
5702 Mail/Postage	0.00	0.00 %	-29.36	-0.11 %
5703 Copies/Reproductions	0.00	0.00 %	-77.10	-0.29 %
5700 Total OFFICE	0.00	0.00 %	-106.46	-0.39 %
5000 Total EXPENSES	-6,808.07	-122.08 %	-12,158.81	-45.02 %
TOTAL EXPENSE	-6,808.07	-122.07%	-12,158.81	-45.02%
NON OPERATING EXPENSE				
6000 NON-OPERATING EXPENSES				
6002 Funds Transf. to Res. from Oper.	0.00	0.00 %	-3,795.74	-14.06 %
6000 Total NON-OPERATING EXPENSES	0.00	0.00 %	-3,795.74	-14.06 %
TOTAL NON OPERATING EXPENSE	0.00	0.00%	-3,795.74	-14.06%
Net Income	-1,231.57	-22.08 %	11,051.69	40.92 %
Net cash provided by Operating Activities	-1,231.57		11,051.69	
Net cash increase for period	-1,231.57		11,051.69	
Cash at beginning of period	61,621.65		49,338.39	
Cash at end of period	60,390.08		60,390.08	

Cash Flow MTD Comparison

Property: Overlook Reserve
01/01/19 - 02/28/19 (cash basis)

	Month to Date		01/01/19 - 02/28/19	
	02/01/19 - 02/28/19	% Income	01/01/19 - 02/28/19	% Income
OPERATING ACTIVITIES				
INCOME				
4200 OTHER PROPERTY INCOME				
4209 Interest Income	7.31	100.00 %	13.21	100.00 %
4200 Total OTHER PROPERTY INCOME	7.31	100.00 %	13.21	100.00 %
TOTAL INCOME	7.31	100.00%	13.21	100.00%
NON OPERATING EXPENSE				
6000 NON-OPERATING EXPENSES				
6002 Funds Transf. to Res. from Oper.	3,795.74	1925.31 %	3,795.74	8733.84 %
6000 Total NON-OPERATING EXPENSES	3,795.74	1925.31 %	3,795.74	8733.84 %
TOTAL NON OPERATING EXPENSE	3,795.74	1925.31%	3,795.74	8733.84%
Net Income	3,803.05	1925.31 %	3,808.95	8833.84 %
Net cash provided by Operating Activities	3,803.05		3,808.95	
Net cash increase for period	3,803.05		3,808.95	
Cash at beginning of period	21,244.71		21,238.81	
Cash at end of period	25,047.76		25,047.76	

Cash Flow MTD Comparison

Property: Overlook Savings
01/01/19 - 02/28/19 (cash basis)

	Month to Date		01/01/19 - 02/28/19	
	02/01/19 - 02/28/19	% Income	01/01/19 - 02/28/19	% Income
OPERATING ACTIVITIES				
INCOME				
4200 OTHER PROPERTY INCOME				
4209 Interest Income	5.29	100.00 %	9.76	100.00 %
4200 Total OTHER PROPERTY INCOME	5.29	100.00 %	9.76	100.00 %
TOTAL INCOME	5.29	100.00%	9.76	100.00%
Net Income	5.29	100.00 %	9.76	100.00 %
Net cash provided by Operating Activities	5.29		9.76	
Net cash increase for period	5.29		9.76	
Cash at beginning of period	15,030.16		15,025.69	
Cash at end of period	15,035.45		15,035.45	

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: 02/01/19 - 02/28/19 and 01/01/19 - 02/28/19 (cash basis)

	Actual 02/01/19 - 02/28/19	Budget 02/19 - 02/19	\$ Change	% Change	Actual YTD 01/01/19 - 02/28/19	Budget YTD 01/19 - 02/19	\$ Change	% Change
INCOME								
4100 INCOME								
4101 HOA DUES								
2201 Prepays	138.75	0.00	138.75		1,199.40	0.00	1,199.40	
4101 Other HOA DUES	2,130.00	2,500.00	-370.00	-14.8 %	12,236.74	14,100.00	-1,863.26	-13.2 %
4101 Total HOA DUES	2,268.75	2,500.00	-231.25	-9.2 %	13,436.14	14,100.00	-663.86	-4.7 %
4102 JORDAN LANE FEES								
4106 JL - Utility Fees	1,321.86	2,000.00	-678.14	-33.9 %	3,894.36	5,000.00	-1,105.64	-22.1 %
4116 JL - Private Dr Res Assessment	0.00	0.00	0.00		127.50	170.00	-42.50	-25.0 %
4121 JL - PUD Res Assessment	243.75	300.00	-56.25	-18.8 %	682.50	682.50	0.00	0.0 %
4102 Total JORDAN LANE FEES	1,565.61	2,300.00	-734.39	-31.9 %	4,704.36	5,852.50	-1,148.14	-19.6 %
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	0.00	0.00	0.00		236.01	0.00	236.01	
4118 LWB - Private Dr Res Assessment	42.50	200.00	-157.50	-78.8 %	474.00	467.50	6.50	1.4 %
4107 Total LOWER WEST BOLAN FEES	42.50	200.00	-157.50	-78.8 %	710.01	467.50	242.51	51.9 %
4109 MENAUL COURT FEES								
4112 MC - Utility Fees	840.76	1,500.00	-659.24	-43.9 %	3,939.95	4,000.00	-60.05	-1.5 %
4115 MC - Snow Removal	0.00	0.00	0.00		45.77	0.00	45.77	
4119 MC - Lift Station Res Assessment	100.00	250.00	-150.00	-60.0 %	470.00	550.00	-80.00	-14.5 %
4122 MC - PUD Res Assessment	59.14	200.00	-140.86	-70.4 %	449.14	536.00	-86.86	-16.2 %
4109 Total MENAUL COURT FEES	999.90	1,950.00	-950.10	-48.7 %	4,904.86	5,086.00	-181.14	-3.6 %
4113 UPPER WEST BOLAN FEES								
4120 UWB - Private Dr Res Assessment	0.00	200.00	-200.00	-100.0 %	340.00	425.00	-85.00	-20.0 %
4113 Total UPPER WEST BOLAN FEES	0.00	200.00	-200.00	-100.0 %	340.00	425.00	-85.00	-20.0 %
4123 ANTON COURT FEES								
4124 AC - Private Dr Res Assessment	85.00	100.00	-15.00	-15.0 %	127.50	255.00	-127.50	-50.0 %
4123 Total ANTON COURT FEES	85.00	100.00	-15.00	-15.0 %	127.50	255.00	-127.50	-50.0 %
4150 CA RESERVE ASSESSMENTS								
4151 Com Area Res Assessment	356.25	1,000.00	-643.75	-64.4 %	2,011.74	2,125.00	-113.26	-5.3 %
4150 Total CA RESERVE ASSESSMENTS	356.25	1,000.00	-643.75	-64.4 %	2,011.74	2,125.00	-113.26	-5.3 %
4100 Total INCOME	5,318.01	8,250.00	-2,931.99	-35.5 %	26,234.61	28,311.00	-2,076.39	-7.3 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	258.49	0.00	258.49		771.63	0.00	771.63	
4200 Total OTHER PROPERTY INCOME	258.49	0.00	258.49		771.63	0.00	771.63	

	Actual 02/01/19 - 02/28/19	Budget 02/19 - 02/19	\$ Change	% Change	Actual YTD 01/01/19 - 02/28/19	Budget YTD 01/19 - 02/19	\$ Change	% Change
TOTAL INCOME	5,576.50	8,250.00	-2,673.50	-32.4 %	27,006.24	28,311.00	-1,304.76	-4.6 %
EXPENSE								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								
5022 Maintenance Miscellaneous	70.94	0.00	70.94		70.94	0.00	70.94	
5023 Maintenance Engineer	45.99	150.00	-104.01	-69.3 %	104.51	300.00	-195.49	-65.2 %
5024 Travel Reimbursement	10.10	0.00	10.10		12.92	0.00	12.92	
5001 Total MAINTENANCE EXPENS	127.03	150.00	-22.97	-15.3 %	188.37	300.00	-111.63	-37.2 %
5150 STREETS & SIDEWALKS								
5153 Snow Removal CA Sidewalks	0.00	600.00	-600.00	-100.0 %	0.00	1,500.00	-1,500.00	-100.0 %
5158 JL Snow Removal	1,642.88	1,000.00	642.88	64.3 %	2,067.20	2,000.00	67.20	3.4 %
5159 LWB Snow Removal	0.00	600.00	-600.00	-100.0 %	0.00	1,600.00	-1,600.00	-100.0 %
5160 UWB Snow Removal	0.00	700.00	-700.00	-100.0 %	0.00	1,600.00	-1,600.00	-100.0 %
5161 MC Snow Removal	0.00	600.00	-600.00	-100.0 %	0.00	1,500.00	-1,500.00	-100.0 %
5162 AC Snow Removal	0.00	552.00	-552.00	-100.0 %	0.00	1,352.00	-1,352.00	-100.0 %
5163 JL Private Dr Snow Removal	0.00	775.00	-775.00	-100.0 %	0.00	1,775.00	-1,775.00	-100.0 %
5150 Total STREETS & SIDEWALKS	1,642.88	4,827.00	-3,184.12	-66.0 %	2,067.20	11,327.00	-9,259.80	-81.7 %
5300 UTILITIES								
5301 Common Area Electric	71.74	0.00	71.74		140.35	0.00	140.35	
5304 Water	35.24	150.00	-114.76	-76.5 %	69.72	300.00	-230.28	-76.8 %
5305 Sewer	0.00	400.00	-400.00	-100.0 %	0.00	400.00	-400.00	-100.0 %
5309 Jordan Lane Utilities	1,729.20	2,000.00	-270.80	-13.5 %	3,423.81	4,000.00	-576.19	-14.4 %
5310 Menaul Ct Utilities	1,150.70	1,417.00	-266.30	-18.8 %	2,285.17	2,834.00	-548.83	-19.4 %
5300 Total UTILITIES	2,986.88	3,967.00	-980.12	-24.7 %	5,919.05	7,534.00	-1,614.95	-21.4 %
5600 ADMINISTRATIVE								
5601 Property Management Fee	1,000.00	1,000.00	0.00	0.0 %	2,250.00	2,000.00	250.00	12.5 %
5602 Legal Fees	875.00	0.00	875.00		875.00	0.00	875.00	
5603 Accounting Fees	42.00	20.00	22.00	110.0 %	58.00	40.00	18.00	45.0 %
5605 Meeting Expenses	0.00	0.00	0.00		100.00	0.00	100.00	
5607 Qualchan HOA Monthly Fee	0.00	158.00	-158.00	-100.0 %	157.50	316.00	-158.50	-50.2 %
5610 Other Admin Exp	134.28	0.00	134.28		437.23	0.00	437.23	
5600 Total ADMINISTRATIVE	2,051.28	1,178.00	873.28	74.1 %	3,877.73	2,356.00	1,521.73	64.6 %
5650 INSURANCE								
5652 Board of Directors Ins	0.00	0.00	0.00		0.00	1,600.00	-1,600.00	-100.0 %
5650 Total INSURANCE	0.00	0.00	0.00		0.00	1,600.00	-1,600.00	-100.0 %
5700 OFFICE								
5702 Mail/Postage	0.00	0.00	0.00		29.36	0.00	29.36	
5703 Copies/Reproductions	0.00	0.00	0.00		77.10	0.00	77.10	
5700 Total OFFICE	0.00	0.00	0.00		106.46	0.00	106.46	

	Actual 02/01/19 - 02/28/19	Budget 02/19 - 02/19	\$ Change	% Change	Actual YTD 01/01/19 - 02/28/19	Budget YTD 01/19 - 02/19	\$ Change	% Change
5000 Total EXPENSES	6,808.07	10,122.00	-3,313.93	-32.7 %	12,158.81	23,117.00	-10,958.19	-47.4 %
TOTAL EXPENSE	6,808.07	10,122.00	-3,313.93	-32.7 %	12,158.81	23,117.00	-10,958.19	-47.4 %
NOI	-1,231.57	-1,872.00	640.43	34.2 %	14,847.43	5,194.00	9,653.43	185.9 %
NON OPERATING EXPENSE								
6000 NON-OPERATING EXPENSES								
6002 Funds Transf. to Res. from Oper.	0.00	2,150.00	-2,150.00	-100.0 %	3,795.74	4,956.00	-1,160.26	-23.4 %
6000 Total NON-OPERATING EXPENSE	0.00	2,150.00	-2,150.00	-100.0 %	3,795.74	4,956.00	-1,160.26	-23.4 %
TOTAL NON OPERATING EXPENSE	0.00	2,150.00	-2,150.00	-100.0 %	3,795.74	4,956.00	-1,160.26	-23.4 %
NET INCOME	-1,231.57	-4,022.00	2,790.43	69.4 %	11,051.69	238.00	10,813.69	4,543.6 %
NET INCOME SUMMARY								
Income	5,576.50	8,250.00	-2,673.50	-32.4 %	27,006.24	28,311.00	-1,304.76	-4.6 %
Expense	-6,808.07	-10,122.00	3,313.93	32.7 %	-12,158.81	-23,117.00	10,958.19	47.4 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
Non Operating Expense	0.00	-2,150.00	2,150.00	100.0 %	-3,795.74	-4,956.00	1,160.26	23.4 %
NET INCOME	-1,231.57	-4,022.00	2,790.43	69.4 %	11,051.69	238.00	10,813.69	4,543.6 %