



# Monthly Report

**To:** Overlook Board of Directors  
**From:** WEB Properties, Inc.  
**Date:** January 31, 2019  
**Re:** Overlook HOA Operating Statements, January 2019

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To All,

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

## **Income**

In January, we collected \$21,429.74 in Total Income, which is \$1,368.74 above the budget estimate of \$20,061.00. Year-To-Date we have collected \$21,429.74 in Total Income, which is \$1,368.74 above the budget estimate of \$20,061.00.

## **Account Balances**

As of January 31<sup>st</sup>, the balance of each account is as follows:

Overlook Operating Account	\$61,621.65
Overlook Reserve Account	\$21,244.71
Overlook Savings Account	\$15,030.16
Total	\$97,896.52

**Delinquencies**

As of January 31<sup>st</sup>, we are at \$18,195.37 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 107 homeowners. The attached report provides a more detailed reference for your review.

**Prepays**

In January, there was \$2,560.22 in Prepays from 10 homeowners. The attached report provides a more detailed reference for your review.

**Expenses**

In January, Total Expenses were \$5,350.74, which is \$7,644.20 below the budget estimate of \$12,995.00. Year-To-Date Total Expenses are \$5,350.74 which is \$7,644.26 below the budget estimate of \$12,995.00.

**CC&R Notices**

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

<b>CC&amp;R Violation Notices</b>	
1st Notice	0
2nd Notice	0
1st Fine	0
2nd Fine	0
3 or More Fines	0
Landscape Letter	0
<b>Total</b>	<b>0</b>

**Management Issues**

I notified both homeowners with drainage issues on Main W. Bolan of the Boards decision to remedy the problem and charge them back the second homeowner Brad, feels that it is the Board's and HOA's problem and they need geological surveys and to scope the pipe that is draining the water. I am working with the City to find out who they say is the responsible party.

The new management contract was sent to Mike Durgan for signature after several negotiations back and forth.

The contract with Dundee landscaping to take care of the upper West Bolan Drainage ditch work was signed and sent to them.

The Annual/Budget ratification meeting was set up and notices sent out. Mike and Bridgett went over the budget in detail to make sure no increases were needed. Volunteers were requested for Ricks open position. At this time we have not received and nominations or volunteers.

Parking notices went out to all Bolan private drives hoping to keep them from using each other's driveways to turn around and so that people will stop parking on the private drive.

An interested party asked to purchase some of the HOA common area. Nick Bergh, an attorney, was asked to give his opinion on if it were possible to sell the property or deed the property to the individual. His response was that it could not be done without a full 100% approval vote from the homeowners.

A homeowner who was delinquent for a few years due to not fixing his auto pay has paid in full what he owed and for the rest of 2019. He would like to have the Board consider a refund of his late fees and interest.

Several city signs were broken off this month with a board member noticing the City the signs were very quickly fixed.

A letter was sent out to the homeowners on Menaul CT regarding snow removal. The response I received was 'wait a minute who was the homeowner who stopped the plowing? It needed to be done and I'm upset it wasn't he better not do it again'. I don't think we will have a problem as long as the driver knows not to listen to him again.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of January 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.

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

Date Range: 01/01/19 - 01/31/19 (cash basis)

	Month to Date			
	01/01/19 - 01/31/19	% Income	01/01/19 - 01/31/19	% Income
<b>OPERATING ACTIVITIES</b>				
<b>INCOME</b>				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	1,060.65	4.95 %	1,060.65	4.95 %
4101 Other HOA DUES	10,106.74	47.16 %	10,106.74	47.16 %
4101 Total HOA DUES	11,167.39	52.11 %	11,167.39	52.11 %
4102 JORDAN LANE FEES				
4106 JL - Utility Fees	2,572.50	12.00 %	2,572.50	12.00 %
4116 JL - Private Dr Res Assessment	127.50	0.59 %	127.50	0.59 %
4121 JL - PUD Res Assessment	438.75	2.05 %	438.75	2.05 %
4102 Total JORDAN LANE FEES	3,138.75	14.65 %	3,138.75	14.65 %
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	236.01	1.10 %	236.01	1.10 %
4118 LWB - Private Dr Res Assessment	431.50	2.01 %	431.50	2.01 %
4107 Total LOWER WEST BOLAN FEES	667.51	3.11 %	667.51	3.11 %
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	3,099.19	14.46 %	3,099.19	14.46 %
4115 MC - Snow Removal	45.77	0.21 %	45.77	0.21 %
4119 MC - Lift Station Res Assessments	370.00	1.73 %	370.00	1.73 %
4122 MC - PUD Res Assessment	390.00	1.82 %	390.00	1.82 %
4109 Total MENAUL COURT FEES	3,904.96	18.22 %	3,904.96	18.22 %
4113 UPPER WEST BOLAN FEES				
4120 UWB - Private Dr Res Assessment	340.00	1.59 %	340.00	1.59 %
4113 Total UPPER WEST BOLAN FEES	340.00	1.59 %	340.00	1.59 %
4123 ANTON COURT FEES				
4124 AC - Private Dr Res Assessment	42.50	0.20 %	42.50	0.20 %
4123 Total ANTON COURT FEES	42.50	0.20 %	42.50	0.20 %
4150 CA RESERVE ASSESSMENTS				
4151 Com Area Res Assessment	1,655.49	7.73 %	1,655.49	7.73 %
4150 Total CA RESERVE ASSESSMENTS	1,655.49	7.73 %	1,655.49	7.73 %
4100 Total INCOME	20,916.60	97.61 %	20,916.60	97.61 %
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	513.14	2.39 %	513.14	2.39 %
4200 Total OTHER PROPERTY INCOME	513.14	2.39 %	513.14	2.39 %
<b>TOTAL INCOME</b>	<b>21,429.74</b>	<b>99.99%</b>	<b>21,429.74</b>	<b>99.99%</b>
<b>EXPENSE</b>				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5023 Maintenance Engineer	-58.52	-0.27 %	-58.52	-0.27 %
5024 Travel Reimbursement	-2.82	-0.01 %	-2.82	-0.01 %
5001 Total MAINTENANCE EXPENSES	-61.34	-0.29 %	-61.34	-0.29 %
5150 STREETS & SIDEWALKS				
5158 JL Snow Removal	-424.32	-1.98 %	-424.32	-1.98 %
5150 Total STREETS & SIDEWALKS	-424.32	-1.98 %	-424.32	-1.98 %
5300 UTILITIES				
5301 Common Area Electric	-68.61	-0.32 %	-68.61	-0.32 %
5304 Water	-34.48	-0.16 %	-34.48	-0.16 %
5309 Jordan Lane Utilities	-1,694.61	-7.91 %	-1,694.61	-7.91 %
5310 Menaul Ct Utilities	-1,134.47	-5.29 %	-1,134.47	-5.29 %
5300 Total UTILITIES	-2,932.17	-13.68 %	-2,932.17	-13.68 %
5600 ADMINISTRATIVE				
5601 Property Management Fee	-1,250.00	-5.83 %	-1,250.00	-5.83 %
5603 Accounting Fees	-16.00	-0.07 %	-16.00	-0.07 %
5605 Meeting Expenses	-100.00	-0.47 %	-100.00	-0.47 %

5607 Qualchan HOA Monthly Fee	-157.50	-0.73 %	-157.50	-0.73 %
5610 Other Admin Exp	-302.95	-1.41 %	-302.95	-1.41 %
5600 Total ADMINISTRATIVE	-1,826.45	-8.52 %	-1,826.45	-8.52 %
5700 OFFICE				
5702 Mail/Postage	-29.36	-0.14 %	-29.36	-0.14 %
5703 Copies/Reproductions	-77.10	-0.36 %	-77.10	-0.36 %
5700 Total OFFICE	-106.46	-0.50 %	-106.46	-0.50 %
5000 Total EXPENSES	-5,350.74	-24.97 %	-5,350.74	-24.97 %
<b>TOTAL EXPENSE</b>	<b>-5,350.74</b>	<b>-24.95%</b>	<b>-5,350.74</b>	<b>-24.95%</b>
<b>NON OPERATING EXPENSE</b>				
6000 NON-OPERATING EXPENSES				
6002 Funds Transf. to Res. from Oper.	-3,795.74	-17.71 %	-3,795.74	-17.71 %
6000 Total NON-OPERATING EXPENSES	-3,795.74	-17.71 %	-3,795.74	-17.71 %
<b>TOTAL NON OPERATING EXPENSE</b>	<b>-3,795.74</b>	<b>-17.71%</b>	<b>-3,795.74</b>	<b>-17.71%</b>
<b>Net Income</b>	<b>12,283.26</b>	<b>57.32 %</b>	<b>12,283.26</b>	<b>57.32 %</b>
<b>Net cash provided by Operating Activities</b>	<b>12,283.26</b>		<b>12,283.26</b>	
<b>Net cash increase for period</b>	<b>12,283.26</b>		<b>12,283.26</b>	
<b>Cash at beginning of period</b>	<b>49,338.39</b>		<b>49,338.39</b>	
<b>Cash at end of period</b>	<b>61,621.65</b>		<b>61,621.65</b>	

# Cash Flow MTD Comparison

Property: Overlook Reserve  
Date Range: 01/01/19 - 01/31/19 (cash basis)

	Month to Date		01/01/19 - 01/31/19	
	01/01/19 - 01/31/19	% Income	01/01/19 - 01/31/19	% Income
<b>OPERATING ACTIVITIES</b>				
<b>INCOME</b>				
4200 OTHER PROPERTY INCOME				
4209 Interest Income	5.90	100.00 %	5.90	100.00 %
4200 Total OTHER PROPERTY INCOME	5.90	100.00 %	5.90	100.00 %
<b>TOTAL INCOME</b>	<b>5.90</b>	<b>100.00%</b>	<b>5.90</b>	<b>100.00%</b>
<b>Net Income</b>	5.90	100.00 %	5.90	100.00 %
<b>Net cash provided by Operating Activities</b>	<b>5.90</b>		<b>5.90</b>	
<b>Net cash increase for period</b>	5.90		5.90	
<b>Cash at beginning of period</b>	21,238.81		21,238.81	
<b>Cash at end of period</b>	21,244.71		21,244.71	

# Cash Flow MTD Comparison

Property: Overlook Savings  
Date Range: 01/01/19 - 01/31/19 (cash basis)

	Month to Date		01/01/19 - 01/31/19	
	01/01/19 - 01/31/19	% Income	01/01/19 - 01/31/19	% Income
<b>OPERATING ACTIVITIES</b>				
<b>INCOME</b>				
4200 OTHER PROPERTY INCOME				
4209 Interest Income	4.47	100.00 %	4.47	100.00 %
4200 Total OTHER PROPERTY INCOME	4.47	100.00 %	4.47	100.00 %
<b>TOTAL INCOME</b>	<b>4.47</b>	<b>100.00%</b>	<b>4.47</b>	<b>100.00%</b>
<b>Net Income</b>	4.47	100.00 %	4.47	100.00 %
<b>Net cash provided by Operating Activities</b>	<b>4.47</b>		<b>4.47</b>	
<b>Net cash increase for period</b>	4.47		4.47	
<b>Cash at beginning of period</b>	15,025.69		15,025.69	
<b>Cash at end of period</b>	<u>15,030.16</u>		<u>15,030.16</u>	

# 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: 01/01/19 - 01/31/19 and 01/01/19 - 01/31/19 (cash basis)

	Actual 01/01/19 - 01/31/19	Budget 01/19 - 01/19	\$ Change	% Change	Actual YTD 01/01/19 - 01/31/19	Budget YTD 01/19 - 01/19	\$ Change	% Change
<b>INCOME</b>								
4100 INCOME								
4101 HOA DUES								
2201 Prepays	1,060.65	0.00	1,060.65		1,060.65	0.00	1,060.65	
4101 Other HOA DUES	10,106.74	11,600.00	-1,493.26	-12.9 %	10,106.74	11,600.00	-1,493.26	-12.9 %
4101 Total HOA DUES	11,167.39	11,600.00	-432.61	-3.7 %	11,167.39	11,600.00	-432.61	-3.7 %
4102 JORDAN LANE FEES								
4106 JL - Utility Fees	2,572.50	3,000.00	-427.50	-14.2 %	2,572.50	3,000.00	-427.50	-14.2 %
4116 JL - Private Dr Res Assessment	127.50	170.00	-42.50	-25.0 %	127.50	170.00	-42.50	-25.0 %
4121 JL - PUD Res Assessment	438.75	382.50	56.25	14.7 %	438.75	382.50	56.25	14.7 %
4102 Total JORDAN LANE FEES	3,138.75	3,552.50	-413.75	-11.6 %	3,138.75	3,552.50	-413.75	-11.6 %
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	236.01	0.00	236.01		236.01	0.00	236.01	
4118 LWB - Private Dr Res Assessment	431.50	267.50	164.00	61.3 %	431.50	267.50	164.00	61.3 %
4107 Total LOWER WEST BOLAN FEES	667.51	267.50	400.01	149.5 %	667.51	267.50	400.01	149.5 %
4109 MENAUL COURT FEES								
4112 MC - Utility Fees	3,099.19	2,500.00	599.19	24.0 %	3,099.19	2,500.00	599.19	24.0 %
4115 MC - Snow Removal	45.77	0.00	45.77		45.77	0.00	45.77	
4119 MC - Lift Station Res Assessment	370.00	300.00	70.00	23.3 %	370.00	300.00	70.00	23.3 %
4122 MC - PUD Res Assessment	390.00	336.00	54.00	16.1 %	390.00	336.00	54.00	16.1 %
4109 Total MENAUL COURT FEES	3,904.96	3,136.00	768.96	24.5 %	3,904.96	3,136.00	768.96	24.5 %
4113 UPPER WEST BOLAN FEES								
4120 UWB - Private Dr Res Assessment	340.00	225.00	115.00	51.1 %	340.00	225.00	115.00	51.1 %
4113 Total UPPER WEST BOLAN FEES	340.00	225.00	115.00	51.1 %	340.00	225.00	115.00	51.1 %
4123 ANTON COURT FEES								
4124 AC - Private Dr Res Assessment	42.50	155.00	-112.50	-72.6 %	42.50	155.00	-112.50	-72.6 %
4123 Total ANTON COURT FEES	42.50	155.00	-112.50	-72.6 %	42.50	155.00	-112.50	-72.6 %
4150 CA RESERVE ASSESSMENTS								
4151 Com Area Res Assessment	1,655.49	1,125.00	530.49	47.2 %	1,655.49	1,125.00	530.49	47.2 %
4150 Total CA RESERVE ASSESSMENTS	1,655.49	1,125.00	530.49	47.2 %	1,655.49	1,125.00	530.49	47.2 %
4100 Total INCOME	20,916.60	20,061.00	855.60	4.3 %	20,916.60	20,061.00	855.60	4.3 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	513.14	0.00	513.14		513.14	0.00	513.14	
4200 Total OTHER PROPERTY INCOME	513.14	0.00	513.14		513.14	0.00	513.14	



	Actual 01/01/19 - 01/31/19	Budget 01/19 - 01/19	\$ Change	% Change	Actual YTD 01/01/19 - 01/31/19	Budget YTD 01/19 - 01/19	\$ Change	% Change
<b>TOTAL INCOME</b>	<b>21,429.74</b>	<b>20,061.00</b>	<b>1,368.74</b>	<b>6.8 %</b>	<b>21,429.74</b>	<b>20,061.00</b>	<b>1,368.74</b>	<b>6.8 %</b>
<b>EXPENSE</b>								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								
5023 Maintenance Engineer	58.52	150.00	-91.48	-61.0 %	58.52	150.00	-91.48	-61.0 %
5024 Travel Reimbursement	2.82	0.00	2.82		2.82	0.00	2.82	
5001 Total MAINTENANCE EXPENS	61.34	150.00	-88.66	-59.1 %	61.34	150.00	-88.66	-59.1 %
5150 STREETS & SIDEWALKS								
5153 Snow Removal CA Sidewalks	0.00	900.00	-900.00	-100.0 %	0.00	900.00	-900.00	-100.0 %
5158 JL Snow Removal	424.32	1,000.00	-575.68	-57.6 %	424.32	1,000.00	-575.68	-57.6 %
5159 LWB Snow Removal	0.00	1,000.00	-1,000.00	-100.0 %	0.00	1,000.00	-1,000.00	-100.0 %
5160 UWB Snow Removal	0.00	900.00	-900.00	-100.0 %	0.00	900.00	-900.00	-100.0 %
5161 MC Snow Removal	0.00	900.00	-900.00	-100.0 %	0.00	900.00	-900.00	-100.0 %
5162 AC Snow Removal	0.00	800.00	-800.00	-100.0 %	0.00	800.00	-800.00	-100.0 %
5163 JL Private Dr Snow Removal	0.00	1,000.00	-1,000.00	-100.0 %	0.00	1,000.00	-1,000.00	-100.0 %
5150 Total STREETS & SIDEWALKS	424.32	6,500.00	-6,075.68	-93.5 %	424.32	6,500.00	-6,075.68	-93.5 %
5300 UTILITIES								
5301 Common Area Electric	68.61	0.00	68.61		68.61	0.00	68.61	
5304 Water	34.48	150.00	-115.52	-77.0 %	34.48	150.00	-115.52	-77.0 %
5309 Jordan Lane Utilities	1,694.61	2,000.00	-305.39	-15.3 %	1,694.61	2,000.00	-305.39	-15.3 %
5310 Menaul Ct Utilities	1,134.47	1,417.00	-282.53	-19.9 %	1,134.47	1,417.00	-282.53	-19.9 %
5300 Total UTILITIES	2,932.17	3,567.00	-634.83	-17.8 %	2,932.17	3,567.00	-634.83	-17.8 %
5600 ADMINISTRATIVE								
5601 Property Management Fee	1,250.00	1,000.00	250.00	25.0 %	1,250.00	1,000.00	250.00	25.0 %
5603 Accounting Fees	16.00	20.00	-4.00	-20.0 %	16.00	20.00	-4.00	-20.0 %
5605 Meeting Expenses	100.00	0.00	100.00		100.00	0.00	100.00	
5607 Qualchan HOA Monthly Fee	157.50	158.00	-0.50	-0.3 %	157.50	158.00	-0.50	-0.3 %
5610 Other Admin Exp	302.95	0.00	302.95		302.95	0.00	302.95	
5600 Total ADMINISTRATIVE	1,826.45	1,178.00	648.45	55.0 %	1,826.45	1,178.00	648.45	55.0 %
5650 INSURANCE								
5652 Board of Directors Ins	0.00	1,600.00	-1,600.00	-100.0 %	0.00	1,600.00	-1,600.00	-100.0 %
5650 Total INSURANCE	0.00	1,600.00	-1,600.00	-100.0 %	0.00	1,600.00	-1,600.00	-100.0 %
5700 OFFICE								
5702 Mail/Postage	29.36	0.00	29.36		29.36	0.00	29.36	
5703 Copies/Reproductions	77.10	0.00	77.10		77.10	0.00	77.10	
5700 Total OFFICE	106.46	0.00	106.46		106.46	0.00	106.46	
5000 Total EXPENSES	5,350.74	12,995.00	-7,644.26	-58.8 %	5,350.74	12,995.00	-7,644.26	-58.8 %
<b>TOTAL EXPENSE</b>	<b>5,350.74</b>	<b>12,995.00</b>	<b>-7,644.26</b>	<b>-58.8 %</b>	<b>5,350.74</b>	<b>12,995.00</b>	<b>-7,644.26</b>	<b>-58.8 %</b>

	<b>Actual</b> <b>01/01/19 - 01/31/19</b>	<b>Budget</b> <b>01/19 - 01/19</b>	<b>\$ Change</b>	<b>% Change</b>	<b>Actual YTD</b> <b>01/01/19 - 01/31/19</b>	<b>Budget YTD</b> <b>01/19 - 01/19</b>	<b>\$ Change</b>	<b>% Change</b>
<b>NOI</b>	<b>16,079.00</b>	<b>7,066.00</b>	<b>9,013.00</b>	<b>127.6 %</b>	<b>16,079.00</b>	<b>7,066.00</b>	<b>9,013.00</b>	<b>127.6 %</b>
<b>NON OPERATING EXPENSE</b>								
6000 NON-OPERATING EXPENSES								
6002 Funds Transf. to Res. from Oper.	3,795.74	2,806.00	989.74	35.3 %	3,795.74	2,806.00	989.74	35.3 %
6000 Total NON-OPERATING EXPENSE	3,795.74	2,806.00	989.74	35.3 %	3,795.74	2,806.00	989.74	35.3 %
<b>TOTAL NON OPERATING EXPENSE</b>	<b>3,795.74</b>	<b>2,806.00</b>	<b>989.74</b>	<b>35.3 %</b>	<b>3,795.74</b>	<b>2,806.00</b>	<b>989.74</b>	<b>35.3 %</b>
<b>NET INCOME</b>	<b>12,283.26</b>	<b>4,260.00</b>	<b>8,023.26</b>	<b>188.3 %</b>	<b>12,283.26</b>	<b>4,260.00</b>	<b>8,023.26</b>	<b>188.3 %</b>
<b>NET INCOME SUMMARY</b>								
Income	21,429.74	20,061.00	1,368.74	6.8 %	21,429.74	20,061.00	1,368.74	6.8 %
Expense	-5,350.74	-12,995.00	7,644.26	58.8 %	-5,350.74	-12,995.00	7,644.26	58.8 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
Non Operating Expense	-3,795.74	-2,806.00	-989.74	-35.3 %	-3,795.74	-2,806.00	-989.74	-35.3 %
<b>NET INCOME</b>	<b>12,283.26</b>	<b>4,260.00</b>	<b>8,023.26</b>	<b>188.3 %</b>	<b>12,283.26</b>	<b>4,260.00</b>	<b>8,023.26</b>	<b>188.3 %</b>