



# Monthly Report

**To:** Overlook Board of Directors  
**From:** WEB Properties, Inc.  
**Date:** June 30, 2019  
**Re:** Overlook HOA Operating Statements, June 2019

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To All,

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

## **Income**

In June, we collected \$3,470.30 in Total Income, which is \$1,419.70 below the budget estimate of \$4,890.00. Year-To-Date we have collected \$56,610.49 in Total Income, which is \$9,791.51 below the budget estimate of \$66,402.00.

## **Account Balances**

As of June 30 the balance of each account is as follows:

Overlook Operating Account	\$60,135.70
Overlook Reserve Account	\$30,131.16
Overlook Savings Account	\$15,055.62
Total	\$105,322.48

## **Delinquencies**

For the month of June, we are at \$11,955.06 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 10 homeowners. The attached report provides a more detailed reference for your review.

**Prepays**

In June, there was \$2,120.63 in Prepays from 8 homeowners. The attached report provides a more detailed reference for your review.

**Expenses**

In June, Total Expenses were \$6,397.32, which is \$7,492.68 below the budget estimate of \$13,890.00. This positive variance was due to budgeting, but deferring the audit (\$7,000). Year-To-Date Total Expenses are \$36,968.15 which is \$21,220.85 below the budget estimate of \$58,189.00.

**CC&R Notices**

We sent out the following CC&R Violation and Thank You Letters in June.

<b>CC&amp;R Violation Notices</b>	
1st Notice	12
2nd Notice	0
1st Fine	0
2nd Fine	0
3 or More Fines	0
Landscape Letter	0
<b>Total</b>	<b>12</b>

**Management Issues**

Following Bridgett's and Brenda's departures in May, and the subsequent hiring of our new assistant, Carol, we assigned one of our managers, Ron White, to fill the position of overseeing the Cheltenham HOA. Ron brings over twenty years of real estate management to this role while we continue to interview for a new manager. However, since this is not a position just anyone can fill we will continue to take the time it needs to find a highly qualified person to look after this important part of our company.

Most of the common area brush cutting occurred in June to make sure the contracted areas are maintained. The remainder will occur in July.

The bid to excavate along Bolan and install drainage was forwarded to the board for review.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of May, 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 "Ronald W. White". The signature is written in a cursive style with a large initial 'R'.

Ronald W. White  
Property 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 - 06/30/19 (cash basis)

	Month to Date		01/01/19 - 06/30/19	
	06/01/19 - 06/30/19	% Income	01/01/19 - 06/30/19	% Income
<b>OPERATING ACTIVITIES</b>				
<b>INCOME</b>				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	-3,041.36	-87.64 %	703.56	1.24 %
4101 Other HOA DUES	2,399.76	69.15 %	29,202.87	51.59 %
4101 Total HOA DUES	-641.60	-18.49 %	29,906.43	52.83 %
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	15.00	0.43 %	60.00	0.11 %
4105 JL - Upgrade Lrgr Trash Can	13.44	0.39 %	40.32	0.07 %
4106 JL - Utility Fees	1,580.00	45.53 %	6,013.95	10.62 %
4116 JL - Private Dr Res Assessment	14.17	0.41 %	252.52	0.45 %
4121 JL - PUD Res Assessment	260.00	7.49 %	1,511.25	2.67 %
4126 JL - Private Dr Snow Removal	225.00	6.48 %	675.00	1.19 %
4102 Total JORDAN LANE FEES	2,107.61	60.73 %	8,553.04	15.11 %
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	45.00	1.30 %	686.01	1.21 %
4118 LWB - Private Dr Res Assessment	42.50	1.22 %	984.00	1.74 %
4107 Total LOWER WEST BOLAN FEES	87.50	2.52 %	1,670.01	2.95 %
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	1,115.77	32.15 %	5,316.88	9.39 %
4115 MC - Snow Removal	105.00	3.03 %	450.77	0.80 %
4119 MC - Lift Station Res Assessments	133.36	3.84 %	1,103.42	1.95 %
4122 MC - PUD Res Assessment	130.00	3.75 %	1,105.00	1.95 %
4109 Total MENAUL COURT FEES	1,484.13	42.77 %	7,976.07	14.09 %
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	0.00	0.00 %	405.00	0.72 %
4120 UWB - Private Dr Res Assessment	0.00	0.00 %	765.00	1.35 %
4113 Total UPPER WEST BOLAN FEES	0.00	0.00 %	1,170.00	2.07 %
4123 ANTON COURT FEES				
4124 AC - Private Dr Res Assessment	127.42	3.67 %	339.92	0.60 %
4123 Total ANTON COURT FEES	127.42	3.67 %	339.92	0.60 %
4150 CA RESERVE ASSESSMENTS				
4151 Com Area Res Assessment	346.75	9.99 %	4,673.51	8.26 %
4150 Total CA RESERVE ASSESSMENTS	346.75	9.99 %	4,673.51	8.26 %
4100 Total INCOME	3,511.81	101.20 %	54,288.98	95.90 %
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	-41.51	-1.20 %	2,321.51	4.10 %
4200 Total OTHER PROPERTY INCOME	-41.51	-1.20 %	2,321.51	4.10 %
<b>TOTAL INCOME</b>	<b>3,470.30</b>	<b>99.99%</b>	<b>56,610.49</b>	<b>100.01%</b>
<b>EXPENSE</b>				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5022 Maintenance Miscellaneous	0.00	0.00 %	-86.15	-0.15 %
5023 Maintenance Engineer	-319.28	-9.20 %	-588.25	-1.04 %
5024 Travel Reimbursement	0.00	0.00 %	-12.92	-0.02 %
5001 Total MAINTENANCE EXPENSES	-319.28	-9.20 %	-687.32	-1.21 %
5100 LANDSCAPING				
5101 Lawn Mowing	-228.70	-6.59 %	-438.70	-0.77 %
5105 Spray/Fertilization	0.00	0.00 %	-450.00	-0.79 %
5110 Landscaping Other	-261.36	-7.53 %	-697.99	-1.23 %
5100 Total LANDSCAPING	-490.06	-14.12 %	-1,586.69	-2.80 %
5150 STREETS & SIDEWALKS				
5158 JL Snow Removal	0.00	0.00 %	-2,632.96	-4.65 %
5150 Total STREETS & SIDEWALKS	0.00	0.00 %	-2,632.96	-4.65 %

<b>5300 UTILITIES</b>				
5301 Common Area Electric	0.00	0.00 %	-314.08	-0.55 %
5304 Water	-166.48	-4.80 %	-642.64	-1.14 %
5305 Sewer	-389.32	-11.22 %	-389.32	-0.69 %
5309 Jordan Lane Utilities	-1,928.38	-55.57 %	-10,679.04	-18.86 %
5310 Menaul Ct Utilities	-1,456.80	-41.98 %	-7,401.61	-13.07 %
<b>5300 Total UTILITIES</b>	<b>-3,940.98</b>	<b>-113.56 %</b>	<b>-19,426.69</b>	<b>-34.32 %</b>
<b>5400 TAX &amp; LICENSES</b>				
5405 Lien Filling Fee	0.00	0.00 %	-302.00	-0.53 %
<b>5400 Total TAX &amp; LICENSES</b>	<b>0.00</b>	<b>0.00 %</b>	<b>-302.00</b>	<b>-0.53 %</b>
<b>5600 ADMINISTRATIVE</b>				
5601 Property Management Fee	-1,000.00	-28.82 %	-6,250.00	-11.04 %
5602 Legal Fees	0.00	0.00 %	-3,312.50	-5.85 %
5603 Accounting Fees	-17.00	-0.49 %	-536.00	-0.95 %
5605 Meeting Expenses	0.00	0.00 %	-100.00	-0.18 %
5607 Qualchan HOA Monthly Fee	-630.00	-18.15 %	-787.50	-1.39 %
5610 Other Admin Exp	0.00	0.00 %	-1,637.23	-2.89 %
<b>5600 Total ADMINISTRATIVE</b>	<b>-1,647.00</b>	<b>-47.46 %</b>	<b>-12,623.23</b>	<b>-22.30 %</b>
<b>5650 INSURANCE</b>				
5651 Liability & Multi-Peril	0.00	0.00 %	397.20	0.70 %
<b>5650 Total INSURANCE</b>	<b>0.00</b>	<b>0.00 %</b>	<b>397.20</b>	<b>0.70 %</b>
<b>5700 OFFICE</b>				
5702 Mail/Postage	0.00	0.00 %	-29.36	-0.05 %
5703 Copies/Reproductions	0.00	0.00 %	-77.10	-0.14 %
<b>5700 Total OFFICE</b>	<b>0.00</b>	<b>0.00 %</b>	<b>-106.46</b>	<b>-0.19 %</b>
<b>5000 Total EXPENSES</b>	<b>-6,397.32</b>	<b>-184.34 %</b>	<b>-36,968.15</b>	<b>-65.30 %</b>
<b>TOTAL EXPENSE</b>	<b>-6,397.32</b>	<b>-184.35%</b>	<b>-36,968.15</b>	<b>-65.28%</b>
<b>NON OPERATING EXPENSE</b>				
<b>6000 NON-OPERATING EXPENSES</b>				
6002 Funds Transf. to Res. from Oper.	0.00	0.00 %	-8,845.03	-15.62 %
<b>6000 Total NON-OPERATING EXPENSES</b>	<b>0.00</b>	<b>0.00 %</b>	<b>-8,845.03</b>	<b>-15.62 %</b>
<b>TOTAL NON OPERATING EXPENSE</b>	<b>0.00</b>	<b>0.00%</b>	<b>-8,845.03</b>	<b>-15.62%</b>
<b>Net Income</b>	<b>-2,927.02</b>	<b>-84.34 %</b>	<b>10,797.31</b>	<b>19.07 %</b>
<b>Net cash provided by Operating Activities</b>	<b>-2,927.02</b>		<b>10,797.31</b>	
<b>Net cash increase for period</b>	<b>-2,927.02</b>		<b>10,797.31</b>	
<b>Cash at beginning of period</b>	<b>63,062.72</b>		<b>49,338.39</b>	
<b>Cash at end of period</b>	<b>60,135.70</b>		<b>60,135.70</b>	

# 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: 06/01/19 - 06/30/19 and 01/01/19 - 06/30/19 (cash basis)

	Actual 06/01/19 - 06/30/19	Budget 06/19 - 06/19	\$ Change	% Change	Actual YTD 01/01/19 - 06/30/19	Budget YTD 01/19 - 06/19	\$ Change	% Change
<b>INCOME</b>								
4100 INCOME								
4101 HOA DUES								
2201 Prepays	-3,041.36	0.00	-3,041.36		703.56	0.00	703.56	
4101 Other HOA DUES	2,399.76	2,500.00	-100.24	-4.0 %	29,202.87	33,200.00	-3,997.13	-12.0 %
4101 Total HOA DUES	-641.60	2,500.00	-3,141.60	-125.7 %	29,906.43	33,200.00	-3,293.57	-9.9 %
4102 JORDAN LANE FEES								
4104 JL - Snow Removal	15.00	0.00	15.00		60.00	0.00	60.00	
4105 JL - Upgrade Lrgr Trash Can	13.44	0.00	13.44		40.32	0.00	40.32	
4106 JL - Utility Fees	1,580.00	940.00	640.00	68.1 %	6,013.95	11,880.00	-5,866.05	-49.4 %
4116 JL - Private Dr Res Assessment	14.17	0.00	14.17		252.52	340.00	-87.48	-25.7 %
4121 JL - PUD Res Assessment	260.00	0.00	260.00		1,511.25	1,365.00	146.25	10.7 %
4126 JL - Private Dr Snow Removal	225.00	0.00	225.00		675.00	0.00	675.00	
4102 Total JORDAN LANE FEES	2,107.61	940.00	1,167.61	124.2 %	8,553.04	13,585.00	-5,031.96	-37.0 %
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	45.00	0.00	45.00		686.01	0.00	686.01	
4118 LWB - Private Dr Res Assessment	42.50	0.00	42.50		984.00	935.00	49.00	5.2 %
4107 Total LOWER WEST BOLAN FEES	87.50	0.00	87.50		1,670.01	935.00	735.01	78.6 %
4109 MENAUL COURT FEES								
4112 MC - Utility Fees	1,115.77	950.00	165.77	17.4 %	5,316.88	9,900.00	-4,583.12	-46.3 %
4115 MC - Snow Removal	105.00	0.00	105.00		450.77	0.00	450.77	
4119 MC - Lift Station Res Assessment	133.36	0.00	133.36		1,103.42	1,100.00	3.42	0.3 %
4122 MC - PUD Res Assessment	130.00	0.00	130.00		1,105.00	1,072.00	33.00	3.1 %
4109 Total MENAUL COURT FEES	1,484.13	950.00	534.13	56.2 %	7,976.07	12,072.00	-4,095.93	-33.9 %
4113 UPPER WEST BOLAN FEES								
4114 UWB - Snow Removal	0.00	0.00	0.00		405.00	0.00	405.00	
4120 UWB - Private Dr Res Assessment	0.00	0.00	0.00		765.00	850.00	-85.00	-10.0 %
4113 Total UPPER WEST BOLAN FEES	0.00	0.00	0.00		1,170.00	850.00	320.00	37.6 %
4123 ANTON COURT FEES								
4124 AC - Private Dr Res Assessment	127.42	0.00	127.42		339.92	510.00	-170.08	-33.3 %
4123 Total ANTON COURT FEES	127.42	0.00	127.42		339.92	510.00	-170.08	-33.3 %
4150 CA RESERVE ASSESSMENTS								
4151 Com Area Res Assessment	346.75	500.00	-153.25	-30.6 %	4,673.51	5,250.00	-576.49	-11.0 %
4150 Total CA RESERVE ASSESSMENTS	346.75	500.00	-153.25	-30.6 %	4,673.51	5,250.00	-576.49	-11.0 %

	Actual 06/01/19 - 06/30/19	Budget 06/19 - 06/19	\$ Change	% Change	Actual YTD 01/01/19 - 06/30/19	Budget YTD 01/19 - 06/19	\$ Change	% Change
4100 Total INCOME	3,511.81	4,890.00	-1,378.19	-28.2 %	54,288.98	66,402.00	-12,113.02	-18.2 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	-41.51	0.00	-41.51		2,321.51	0.00	2,321.51	
4200 Total OTHER PROPERTY INCOME	-41.51	0.00	-41.51		2,321.51	0.00	2,321.51	
<b>TOTAL INCOME</b>	<b>3,470.30</b>	<b>4,890.00</b>	<b>-1,419.70</b>	<b>-29.0 %</b>	<b>56,610.49</b>	<b>66,402.00</b>	<b>-9,791.51</b>	<b>-14.7 %</b>
<b>EXPENSE</b>								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								
5005 Plumbing Contract	0.00	365.00	-365.00	-100.0 %	0.00	365.00	-365.00	-100.0 %
5022 Maintenance Miscellaneous	0.00	0.00	0.00		86.15	0.00	86.15	
5023 Maintenance Engineer	319.28	150.00	169.28	112.9 %	588.25	900.00	-311.75	-34.6 %
5024 Travel Reimbursement	0.00	0.00	0.00		12.92	0.00	12.92	
5001 Total MAINTENANCE EXPENSE	319.28	515.00	-195.72	-38.0 %	687.32	1,265.00	-577.68	-45.7 %
5100 LANDSCAPING								
5101 Lawn Mowing	228.70	840.00	-611.30	-72.8 %	438.70	1,240.00	-801.30	-64.6 %
5102 Sprinkler Materials	0.00	140.00	-140.00	-100.0 %	0.00	280.00	-280.00	-100.0 %
5105 Spray/Fertilization	0.00	0.00	0.00		450.00	200.00	250.00	125.0 %
5110 Landscaping Other	261.36	0.00	261.36		697.99	0.00	697.99	
5100 Total LANDSCAPING	490.06	980.00	-489.94	-50.0 %	1,586.69	1,720.00	-133.31	-7.8 %
5150 STREETS & SIDEWALKS								
5153 Snow Removal CA Sidewalks	0.00	0.00	0.00		0.00	1,845.00	-1,845.00	-100.0 %
5158 JL Snow Removal	0.00	0.00	0.00		2,632.96	2,700.00	-67.04	-2.5 %
5159 LWB Snow Removal	0.00	0.00	0.00		0.00	2,351.00	-2,351.00	-100.0 %
5160 UWB Snow Removal	0.00	0.00	0.00		0.00	2,445.00	-2,445.00	-100.0 %
5161 MC Snow Removal	0.00	0.00	0.00		0.00	1,966.00	-1,966.00	-100.0 %
5162 AC Snow Removal	0.00	0.00	0.00		0.00	2,052.00	-2,052.00	-100.0 %
5163 JL Private Dr Snow Removal	0.00	0.00	0.00		0.00	2,575.00	-2,575.00	-100.0 %
5150 Total STREETS & SIDEWALKS	0.00	0.00	0.00		2,632.96	15,934.00	-13,301.04	-83.5 %
5300 UTILITIES								
5301 Common Area Electric	0.00	0.00	0.00		314.08	0.00	314.08	
5304 Water	166.48	200.00	-33.52	-16.8 %	642.64	1,000.00	-357.36	-35.7 %
5305 Sewer	389.32	0.00	389.32		389.32	400.00	-10.68	-2.7 %
5309 Jordan Lane Utilities	1,928.38	2,200.00	-271.62	-12.3 %	10,679.04	12,200.00	-1,520.96	-12.5 %
5310 Menaul Ct Utilities	1,456.80	1,817.00	-360.20	-19.8 %	7,401.61	9,602.00	-2,200.39	-22.9 %
5300 Total UTILITIES	3,940.98	4,217.00	-276.02	-6.5 %	19,426.69	23,202.00	-3,775.31	-16.3 %
5400 TAX & LICENSES								
5405 Lien Filling Fee	0.00	0.00	0.00		302.00	0.00	302.00	
5400 Total TAX & LICENSES	0.00	0.00	0.00		302.00	0.00	302.00	
5600 ADMINISTRATIVE								

	Actual 06/01/19 - 06/30/19	Budget 06/19 - 06/19	\$ Change	% Change	Actual YTD 01/01/19 - 06/30/19	Budget YTD 01/19 - 06/19	\$ Change	% Change
5601 Property Management Fee	1,000.00	1,000.00	0.00	0.0 %	6,250.00	6,000.00	250.00	4.2 %
5602 Legal Fees	0.00	0.00	0.00		3,312.50	0.00	3,312.50	
5603 Accounting Fees	17.00	20.00	-3.00	-15.0 %	536.00	520.00	16.00	3.1 %
5605 Meeting Expenses	0.00	0.00	0.00		100.00	0.00	100.00	
5606 Audit	0.00	7,000.00	-7,000.00	-100.0 %	0.00	7,000.00	-7,000.00	-100.0 %
5607 Qualchan HOA Monthly Fee	630.00	158.00	472.00	298.7 %	787.50	948.00	-160.50	-16.9 %
5610 Other Admin Exp	0.00	0.00	0.00		1,637.23	0.00	1,637.23	
5600 Total ADMINISTRATIVE	1,647.00	8,178.00	-6,531.00	-79.9 %	12,623.23	14,468.00	-1,844.77	-12.8 %
<b>5650 INSURANCE</b>								
5651 Liability & Multi-Peril	0.00	0.00	0.00		-397.20	0.00	-397.20	
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		-397.20	1,600.00	-1,997.20	-124.8 %
<b>5700 OFFICE</b>								
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	
5000 Total EXPENSES	6,397.32	13,890.00	-7,492.68	-53.9 %	36,968.15	58,189.00	-21,220.85	-36.5 %
<b>TOTAL EXPENSE</b>	<b>6,397.32</b>	<b>13,890.00</b>	<b>-7,492.68</b>	<b>-53.9 %</b>	<b>36,968.15</b>	<b>58,189.00</b>	<b>-21,220.85</b>	<b>-36.5 %</b>
<b>NOI</b>	<b>-2,927.02</b>	<b>-9,000.00</b>	<b>6,072.98</b>	<b>67.5 %</b>	<b>19,642.34</b>	<b>8,213.00</b>	<b>11,429.34</b>	<b>139.2 %</b>
<b>NON OPERATING EXPENSE</b>								
<b>6000 NON-OPERATING EXPENSES</b>								
6002 Funds Transf. to Res. from Oper.	0.00	500.00	-500.00	-100.0 %	8,845.03	10,912.00	-2,066.97	-18.9 %
6000 Total NON-OPERATING EXPENSE	0.00	500.00	-500.00	-100.0 %	8,845.03	10,912.00	-2,066.97	-18.9 %
<b>TOTAL NON OPERATING EXPENSE</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>-100.0 %</b>	<b>8,845.03</b>	<b>10,912.00</b>	<b>-2,066.97</b>	<b>-18.9 %</b>
<b>NET INCOME</b>	<b>-2,927.02</b>	<b>-9,500.00</b>	<b>6,572.98</b>	<b>69.2 %</b>	<b>10,797.31</b>	<b>-2,699.00</b>	<b>13,496.31</b>	<b>500.0 %</b>
<b>NET INCOME SUMMARY</b>								
Income	3,470.30	4,890.00	-1,419.70	-29.0 %	56,610.49	66,402.00	-9,791.51	-14.7 %
Expense	-6,397.32	-13,890.00	7,492.68	53.9 %	-36,968.15	-58,189.00	21,220.85	36.5 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
Non Operating Expense	0.00	-500.00	500.00	100.0 %	-8,845.03	-10,912.00	2,066.97	18.9 %
<b>NET INCOME</b>	<b>-2,927.02</b>	<b>-9,500.00</b>	<b>6,572.98</b>	<b>69.2 %</b>	<b>10,797.31</b>	<b>-2,699.00</b>	<b>13,496.31</b>	<b>500.0 %</b>