



Monthly Report

To: Overlook Board of Directors
From: WEB Properties, Inc.
Date: May 31, 2020
Re: Overlook HOA Operating Statements, May 2020

To All,

Enclosed you will find the May 2020 monthly statement and financial reports for the Overlook Homeowners Association.

Income

In May, we collected \$7,390.30 in Total Income, which is \$1,159.79 above the budget estimate of \$6,230.51. Year-to-Date we have collected \$72,426.64 in Total Income, which is \$9,001.59 above the budget estimate of \$63,425.05. This is due primarily to receipt of \$10,000 insurance proceeds for the Menaul Ct Lift Station claim.

Account Balances

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

Overlook Operating Account	\$37,576.45
Overlook Reserve Account	\$52,802.95
Overlook Savings Account	\$15,095.74
Total	\$105,475.14

Delinquencies

Through the month of May, there is \$22,204.03 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 24 homeowners. The attached report provides a more detailed reference for your review.

Prepays

In May, there was 1,883.33 in Prepays from 10 homeowners. The attached report provides a more detailed reference for your review.

Expenses

In May, Total Expenses were \$8,738.77, which is \$601.27 above the budget estimate of \$8,137.50. Year-to-Date Total Expenses are \$52,957.30, which is \$11,783.80 above the budget estimate of \$41,173.50. This is primarily attributable to booking \$10,435.89 of expenses related to the Menaul Ct Lift Station project (lift station pumping, failed pump tear-down and inspection, new pump installation), not yet receiving landscape invoices by the end of May, and we performed a reconciliation of Late Fees charged to homeowners, but not paid to WEB per the contract, for the period of 7/1/19 to current (see GL account #5610).

CC&R Notices

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

CC&R Violation Notices	
1st Notice	5
2nd Notice	0
1st Fine	0
2nd Fine	0
3 or More Fines	0
Landscape Letter	0
Total	5

Management Issues

Despite the impact of COVID-19, WEB Properties has made necessary adjustments and is operating at full capacity. We do understand, however, the impact could affect homeowners in the Overlook HOA. As such, we will carefully consider any request for dues deferment or accommodations in other aspects of HOA membership. Should you have any specific requests or considerations, please let us know and we will proceed accordingly. To date we have not received any such requests.

I am still working on revising the delinquency policy for review. This should be completed in June.

The Reserve Study bid was sent for approval by the Board. By the end of the month we received two affirmative replies. Please advise whether additional Board members have responded with their votes.

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 2020. If there is anything else, we can do to be of assistance, please feel free to call or email us.

Sincerely,

WEB Properties, Inc.



Ronald W. White
Property Manager

Cash Flow MTD Comparison

Properties: Anton Court,Bolan - Lower West,Bolan - Upper West,Bolan Avenue,Falcon Point Court,Jordan Lane,Lincoln Way,Menaul Court,Overlook HOA,W Willapa,Willapa Court,Z - Vacant Lot

01/01/20 - 05/31/20 (cash basis)

	Month to Date			
	05/01/20 - 05/31/20	% Income	01/01/20 - 05/31/20	% Income
OPERATING ACTIVITIES				
INCOME				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	-208.34	-2.82 %	-333.56	-0.46 %
4101 Other HOA DUES	2,096.44	28.37 %	26,788.76	36.99 %
4101 Total HOA DUES	1,888.10	25.55 %	26,455.20	36.53 %
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	15.00	0.20 %	75.00	0.10 %
4105 JL - Upgrade Lgrr Trash Can	26.88	0.36 %	80.64	0.11 %
4106 JL - Utility Fees	1,665.00	22.53 %	9,150.00	12.63 %
4116 JL - Private Dr Res Assessment	14.17	0.19 %	340.06	0.47 %
4121 JL - PUD Res Assessment	276.25	3.74 %	1,608.75	2.22 %
4126 JL - Private Dr Snow Removal	225.00	3.04 %	1,320.00	1.82 %
4102 Total JORDAN LANE FEES	2,222.30	30.07 %	12,574.45	17.36 %
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	0.00	0.00 %	900.00	1.24 %
4118 LWB - Private Dr Res Assessment	0.00	0.00 %	850.00	1.17 %
4127 LWB - Road Repair Special	0.00	0.00 %	1,289.81	1.78 %
4107 Total LOWER WEST BOLAN FEES	0.00	0.00 %	3,039.81	4.20 %
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	1,597.85	21.62 %	8,503.01	11.74 %
4115 MC - Snow Removal	165.00	2.23 %	857.10	1.18 %
4119 MC - Lift Station Res Assessments	183.37	2.48 %	966.86	1.33 %
4122 MC - PUD Res Assessment	178.75	2.42 %	942.50	1.30 %
4109 Total MENAUL COURT FEES	2,124.97	28.75 %	11,269.47	15.56 %
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	0.00	0.00 %	810.00	1.12 %
4120 UWB - Private Dr Res Assessment	0.00	0.00 %	765.00	1.06 %
4128 UWB - Road Repair Special	0.00	0.00 %	159.95	0.22 %
4113 Total UPPER WEST BOLAN FEES	0.00	0.00 %	1,734.95	2.40 %
4123 ANTON COURT FEES				
4124 AC - Private Dr Res Assessment	170.04	2.30 %	512.54	0.71 %
4125 AC - Snow Removal	225.00	3.04 %	731.25	1.01 %
4123 Total ANTON COURT FEES	395.04	5.35 %	1,243.79	1.72 %
4150 CA RESERVE ASSESSMENTS				
4151 Com Area Res Assessment	399.54	5.41 %	4,487.77	6.20 %
4150 Total CA RESERVE ASSESSMENTS	399.54	5.41 %	4,487.77	6.20 %
4100 Total INCOME	7,029.95	95.12 %	60,805.44	83.95 %
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	360.35	4.88 %	1,621.20	2.24 %
4210 Other Income	0.00	0.00 %	10,000.00	13.81 %
4200 Total OTHER PROPERTY INCOME	360.35	4.88 %	11,621.20	16.05 %
TOTAL INCOME	7,390.30	99.99%	72,426.64	99.99%
EXPENSE				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5022 Maintenance Miscellaneous	-91.27	-1.23 %	-18,811.16	-25.97 %
5023 Maintenance Engineer	-82.50	-1.12 %	-675.09	-0.93 %
5001 Total MAINTENANCE EXPENSES	-173.77	-2.35 %	-19,486.25	-26.90 %
5150 STREETS & SIDEWALKS				
5153 Snow Removal CA Sidewalks	0.00	0.00 %	-2,747.03	-3.79 %
5150 Total STREETS & SIDEWALKS	0.00	0.00 %	-2,747.03	-3.79 %
5300 UTILITIES				
5304 Water	-36.50	-0.49 %	-463.52	-0.64 %

5309 Jordan Ln Util-water,sewer,refuse	-2,113.74	-28.60 %	-9,628.56	-13.29 %
5310 Menaul Ct Util-water,sewer,refuse	-1,364.76	-18.47 %	-6,430.34	-8.88 %
5300 Total UTILITIES	<u>-3,515.00</u>	<u>-47.56 %</u>	<u>-16,522.42</u>	<u>-22.81 %</u>
5400 TAX & LICENSES				
5401 Real Estate Taxes	0.00	0.00 %	-53.10	-0.07 %
5400 Total TAX & LICENSES	<u>0.00</u>	<u>0.00 %</u>	<u>-53.10</u>	<u>-0.07 %</u>
5600 ADMINISTRATIVE				
5601 Property Management Fee	-1,250.00	-16.91 %	-6,000.00	-8.28 %
5603 Accounting Fees	-423.00	-5.72 %	-546.00	-0.75 %
5604 Bank Service Charges	-2.00	-0.03 %	-4.00	-0.01 %
5605 Meeting Expenses	0.00	0.00 %	-100.00	-0.14 %
5607 Qualchan HOA Monthly Fee	0.00	0.00 %	-472.50	-0.65 %
5610 Other Admin Exp	<u>-3,375.00</u>	<u>-45.67 %</u>	<u>-3,585.00</u>	<u>-4.95 %</u>
5600 Total ADMINISTRATIVE	<u>-5,050.00</u>	<u>-68.33 %</u>	<u>-10,707.50</u>	<u>-14.78 %</u>
5650 INSURANCE				
5651 Liability & Multi-Peril	0.00	0.00 %	-1,960.00	-2.71 %
5652 Board of Directors Ins	0.00	0.00 %	-1,481.00	-2.04 %
5650 Total INSURANCE	<u>0.00</u>	<u>0.00 %</u>	<u>-3,441.00</u>	<u>-4.75 %</u>
5000 Total EXPENSES	<u>-8,738.77</u>	<u>-118.25 %</u>	<u>-52,957.30</u>	<u>-73.12 %</u>
TOTAL EXPENSE	-8,738.77	-118.24%	-52,957.30	-73.10%
NON OPERATING EXPENSE				
6000 NON-OPERATING EXPENSES				
6002 Funds Transf. to Res. from Oper.	-1,222.12	-16.54 %	-10,443.48	-14.42 %
6000 Total NON-OPERATING EXPENSES	<u>-1,222.12</u>	<u>-16.54 %</u>	<u>-10,443.48</u>	<u>-14.42 %</u>
TOTAL NON OPERATING EXPENSE	-1,222.12	-16.54%	-10,443.48	-14.42%
Net Income	-2,570.59	-34.78 %	9,025.86	12.46 %
Net cash provided by Operating Activities	-2,570.59		9,025.86	
 Net cash increase for period	 <u>-2,570.59</u>		 <u>9,025.86</u>	
 Cash at beginning of period	 <u>40,147.04</u>		 <u>28,550.59</u>	
 Cash at end of period	 <u>37,576.45</u>		 <u>37,576.45</u>	

Budget Comparison

Properties: Anton Court,Bolan - Lower West,Bolan - Upper West,Bolan Avenue,Falcon Point Court,Jordan Lane,Lincoln Way,Menaul Court,Overlook HOA,W Willapa,Willapa Court,Z - Vacant Lot

Comparison Periods: 05/01/20 - 05/31/20 and 01/01/20 - 05/31/20 (cash basis)

	Actual 05/01/20 - 05/31/20	Budget 05/20 - 05/20	\$ Change	% Change	Actual YTD 01/01/20 - 05/31/20	Budget YTD 01/20 - 05/20	\$ Change	% Change
INCOME								
4100 INCOME								
4101 HOA DUES								
2201 Prepays	-208.34	0.00	-208.34		-333.56	0.00	-333.56	
4101 Other HOA DUES	2,096.44	1,200.00	896.44	74.7 %	26,788.76	29,760.00	-2,971.24	-10.0 %
4101 Total HOA DUES	1,888.10	1,200.00	688.10	57.3 %	26,455.20	29,760.00	-3,304.80	-11.1 %
4102 JORDAN LANE FEES								
4104 JL - Snow Removal	15.00	210.00	-195.00	-92.9 %	75.00	1,050.00	-975.00	-92.9 %
4105 JL - Upgrade Lrgr Trash Can	26.88	13.44	13.44	100.0 %	80.64	67.20	13.44	20.0 %
4106 JL - Utility Fees	1,665.00	1,930.00	-265.00	-13.7 %	9,150.00	9,650.00	-500.00	-5.2 %
4116 JL - Private Dr Res Assessment	14.17	113.35	-99.18	-87.5 %	340.06	566.75	-226.69	-40.0 %
4121 JL - PUD Res Assessment	276.25	357.50	-81.25	-22.7 %	1,608.75	1,787.50	-178.75	-10.0 %
4126 JL - Private Dr Snow Removal	225.00	75.00	150.00	200.0 %	1,320.00	375.00	945.00	252.0 %
4102 Total JORDAN LANE FEES	2,222.30	2,699.29	-476.99	-17.7 %	12,574.45	13,496.45	-922.00	-6.8 %
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	0.00	0.00	0.00		900.00	990.00	-90.00	-9.1 %
4118 LWB - Private Dr Res Assessme	0.00	0.00	0.00		850.00	935.00	-85.00	-9.1 %
4127 LWB - Road Repair Special Asse	0.00	0.00	0.00		1,289.81	0.00	1,289.81	
4107 Total LOWER WEST BOLAN FE	0.00	0.00	0.00		3,039.81	1,925.00	1,114.81	57.9 %
4109 MENAUL COURT FEES								
4112 MC - Utility Fees	1,597.85	1,597.85	0.00	0.0 %	8,503.01	7,989.25	513.76	6.4 %
4115 MC - Snow Removal	165.00	165.00	0.00	0.0 %	857.10	825.00	32.10	3.9 %
4119 MC - Lift Station Res Assessmen	183.37	183.37	0.00	0.0 %	966.86	916.85	50.01	5.5 %
4122 MC - PUD Res Assessment	178.75	178.75	0.00	0.0 %	942.50	893.75	48.75	5.5 %
4109 Total MENAUL COURT FEES	2,124.97	2,124.97	0.00	0.0 %	11,269.47	10,624.85	644.62	6.1 %
4113 UPPER WEST BOLAN FEES								
4114 UWB - Snow Removal	0.00	0.00	0.00		810.00	900.00	-90.00	-10.0 %
4120 UWB - Private Dr Res Assessme	0.00	0.00	0.00		765.00	850.00	-85.00	-10.0 %
4128 UWB - Road Repair Special Asse	0.00	0.00	0.00		159.95	0.00	159.95	
4113 Total UPPER WEST BOLAN FE	0.00	0.00	0.00		1,734.95	1,750.00	-15.05	-0.9 %
4123 ANTON COURT FEES								
4124 AC - Private Dr Res Assessment	170.04	0.00	170.04		512.54	510.00	2.54	0.5 %
4125 AC - Snow Removal	225.00	0.00	225.00		731.25	540.00	191.25	35.4 %
4123 Total ANTON COURT FEES	395.04	0.00	395.04		1,243.79	1,050.00	193.79	18.5 %
4150 CA RESERVE ASSESSMENTS								

	Actual 05/01/20 - 05/31/20	Budget 05/20 - 05/20	\$ Change	% Change	Actual YTD 01/01/20 - 05/31/20	Budget YTD 01/20 - 05/20	\$ Change	% Change
4151 Com Area Res Assessment	399.54	206.25	193.29	93.7 %	4,487.77	4,818.75	-330.98	-6.9 %
4150 Total CA RESERVE ASSESSME	399.54	206.25	193.29	93.7 %	4,487.77	4,818.75	-330.98	-6.9 %
4100 Total INCOME	7,029.95	6,230.51	799.44	12.8 %	60,805.44	63,425.05	-2,619.61	-4.1 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	360.35	0.00	360.35		1,621.20	0.00	1,621.20	
4210 Other Income	0.00	0.00	0.00		10,000.00	0.00	10,000.00	
4200 Total OTHER PROPERTY INCOME	360.35	0.00	360.35		11,621.20	0.00	11,621.20	
TOTAL INCOME	7,390.30	6,230.51	1,159.79	18.6 %	72,426.64	63,425.05	9,001.59	14.2 %
EXPENSE								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								
5022 Maintenance Miscellaneous	91.27	400.00	-308.73	-77.2 %	18,811.16	475.00	18,336.16	3,860.2 %
5023 Maintenance Engineer	82.50	175.00	-92.50	-52.9 %	675.09	875.00	-199.91	-22.8 %
5001 Total MAINTENANCE EXPENSE	173.77	575.00	-401.23	-69.8 %	19,486.25	1,350.00	18,136.25	1,343.4 %
5100 LANDSCAPING								
5101 Lawn Mowing	0.00	850.00	-850.00	-100.0 %	0.00	850.00	-850.00	-100.0 %
5102 Sprinkler Materials	0.00	160.00	-160.00	-100.0 %	0.00	160.00	-160.00	-100.0 %
5103 Pruning	0.00	105.00	-105.00	-100.0 %	0.00	105.00	-105.00	-100.0 %
5105 Spray/Fertilization	0.00	265.00	-265.00	-100.0 %	0.00	265.00	-265.00	-100.0 %
5108 Common Area Weed Control	0.00	50.00	-50.00	-100.0 %	0.00	50.00	-50.00	-100.0 %
5110 Landscaping Other	0.00	700.00	-700.00	-100.0 %	0.00	700.00	-700.00	-100.0 %
5100 Total LANDSCAPING	0.00	2,130.00	-2,130.00	-100.0 %	0.00	2,130.00	-2,130.00	-100.0 %
5150 STREETS & SIDEWALKS								
5153 Snow Removal CA Sidewalks	0.00	0.00	0.00		2,747.03	7,920.00	-5,172.97	-65.3 %
5150 Total STREETS & SIDEWALKS	0.00	0.00	0.00		2,747.03	7,920.00	-5,172.97	-65.3 %
5300 UTILITIES								
5304 Water	36.50	350.00	-313.50	-89.6 %	463.52	510.00	-46.48	-9.1 %
5309 Jordan Ln Util-water,sewer,refuse	2,113.74	2,000.00	113.74	5.7 %	9,628.56	10,000.00	-371.44	-3.7 %
5310 Menaul Ct Util-water,sewer,refuse	1,364.76	1,650.00	-285.24	-17.3 %	6,430.34	8,250.00	-1,819.66	-22.1 %
5300 Total UTILITIES	3,515.00	4,000.00	-485.00	-12.1 %	16,522.42	18,760.00	-2,237.58	-11.9 %
5400 TAX & LICENSES								
5401 Real Estate Taxes	0.00	0.00	0.00		53.10	0.00	53.10	
5400 Total TAX & LICENSES	0.00	0.00	0.00		53.10	0.00	53.10	
5600 ADMINISTRATIVE								
5601 Property Management Fee	1,250.00	1,250.00	0.00	0.0 %	6,000.00	6,000.00	0.00	0.0 %
5603 Accounting Fees	423.00	25.00	398.00	1,592.0 %	546.00	550.00	-4.00	-0.7 %
5604 Bank Service Charges	2.00	0.00	2.00		4.00	0.00	4.00	
5605 Meeting Expenses	0.00	0.00	0.00		100.00	235.00	-135.00	-57.4 %
5607 Qualchan HOA Monthly Fee	0.00	157.50	-157.50	-100.0 %	472.50	787.50	-315.00	-40.0 %

	Actual 05/01/20 - 05/31/20	Budget 05/20 - 05/20	\$ Change	% Change	Actual YTD 01/01/20 - 05/31/20	Budget YTD 01/20 - 05/20	\$ Change	% Change
5610 Other Admin Exp	3,375.00	0.00	3,375.00		3,585.00	0.00	3,585.00	
5600 Total ADMINISTRATIVE	5,050.00	1,432.50	3,617.50	252.5 %	10,707.50	7,572.50	3,135.00	41.4 %
5650 INSURANCE								
5651 Liability & Multi-Peril	0.00	0.00	0.00		1,960.00	1,960.00	0.00	0.0 %
5652 Board of Directors Ins	0.00	0.00	0.00		1,481.00	1,481.00	0.00	0.0 %
5650 Total INSURANCE	0.00	0.00	0.00		3,441.00	3,441.00	0.00	0.0 %
5000 Total EXPENSES	8,738.77	8,137.50	601.27	7.4 %	52,957.30	41,173.50	11,783.80	28.6 %
TOTAL EXPENSE	8,738.77	8,137.50	601.27	7.4 %	52,957.30	41,173.50	11,783.80	28.6 %
NOI	-1,348.47	-1,906.99	558.52	29.3 %	19,469.34	22,251.55	-2,782.21	-12.5 %
NON OPERATING INCOME								
7000 NON-OPERATING INCOME								
7004 Funds Transf. from Oper. to Res.	0.00	1,039.22	-1,039.22	-100.0 %	0.00	11,278.60	-11,278.60	-100.0 %
7000 Total NON-OPERATING INCOME	0.00	1,039.22	-1,039.22	-100.0 %	0.00	11,278.60	-11,278.60	-100.0 %
TOTAL NON OPERATING INCOME	0.00	1,039.22	-1,039.22	-100.0 %	0.00	11,278.60	-11,278.60	-100.0 %
NON OPERATING EXPENSE								
6000 NON-OPERATING EXPENSES								
6002 Funds Transf. to Res. from Oper.	1,222.12	1,039.22	182.90	17.6 %	10,443.48	11,278.60	-835.12	-7.4 %
6000 Total NON-OPERATING EXPENSE	1,222.12	1,039.22	182.90	17.6 %	10,443.48	11,278.60	-835.12	-7.4 %
TOTAL NON OPERATING EXPENSE	1,222.12	1,039.22	182.90	17.6 %	10,443.48	11,278.60	-835.12	-7.4 %
NET INCOME	-2,570.59	-1,906.99	-663.60	-34.8 %	9,025.86	22,251.55	-13,225.69	-59.4 %
NET INCOME SUMMARY								
Income	7,390.30	6,230.51	1,159.79	18.6 %	72,426.64	63,425.05	9,001.59	14.2 %
Expense	-8,738.77	-8,137.50	-601.27	7.4 %	-52,957.30	-41,173.50	-11,783.80	28.6 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
Net Operating Income	-1,348.47	-1,906.99	558.52	29.3 %	19,469.34	22,251.55	-2,782.21	-12.5 %
Non Operating Income	0.00	1,039.22	-1,039.22	-100.0 %	0.00	11,278.60	-11,278.60	-100.0 %
Non Operating Expense	-1,222.12	-1,039.22	-182.90	-17.6 %	-10,443.48	-11,278.60	835.12	7.4 %
NET INCOME	-2,570.59	-1,906.99	-663.60	-34.8 %	9,025.86	22,251.55	-13,225.69	-59.4 %