



# Monthly Report

**To:** Overlook Board of Directors  
**From:** WEB Properties, Inc.  
**Date:** August 31, 2021  
**Re:** Overlook HOA Operating Statements, August 2021

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To All,

Enclosed you will find the August 2021 monthly statement and financial reports for the Overlook Homeowners Association.

## **Income**

In August, we collected \$8,616.12 in Total Income, which is \$2,032.98 above the budget estimate of \$6,583.14. Year-to-Date we have collected \$99,223.78 in Total Income, which is \$939.74 below the budget estimate of \$100,163.52.

## **Account Balances**

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

Overlook Operating Account	\$41,127.49
Overlook Reserve Account	\$84,162.56
Overlook Savings Account	\$15,097.63
Total	\$140,387.68

## **Delinquencies**

Through the month of August, there was \$30,454.63 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 25 homeowners. The attached report provides a more detailed reference for your review. Much of this amount may be

attributable to owners of vacant lots that have agreements with Josh Taylor that Dues won't be charged until construction of a home is completed. We are working with Josh Taylor to determine whether any such agreements are in place. If so, I will suggest that the Board reverse past charges to erase those balances.

**Prepays**

In August, there was \$5,094.58 in Prepays from 24 homeowners. The attached report provides a more detailed reference for your review.

**Expenses**

In August, Total Expenses were \$15,810.30, which is \$7,936.80 above the budget estimate of \$7,873.50. This is primarily attributable to landscape brush cutting that was budgeted in prior months and labor for the Fire Lane No Parking sign installation project, Year-to-Date Total Expenses are \$76,052.02, which is \$6,014.98 below the budget estimate of \$82,067.00. This is primarily attributable to not performing the budgeted audit.

**CC&R Notices**

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

<b>CC&amp;R Violation Notices</b>	
1st Notice	10
2nd Notice	1
1st Fine	0
2nd Fine	0
3 or More Fines	0
Thank You	2
<b>Total</b>	<b>13</b>

**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.

Tom started installing the new No Parking signs on Menaul, Jordan, Bolan and Anton and will complete in early September.

The letter regarding encroachment into the common area was sent to 501 W Willapa. We will advise if we hear back and there are any questions or concerns.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of August 2021. 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,Falcon Point Court,Jordan Lane, Lincoln Way, Menaul Court, Overlook HOA, W Willapa, Willapa Court, Z - Vacant Lot

01/01/21 - 08/31/21 (cash basis)

	Month to Date		01/01/21 - 08/31/21	
	08/01/21 - 08/31/21	% Income	01/01/21 - 08/31/21	% Income
<b>OPERATING ACTIVITIES</b>				
<b>INCOME</b>				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	931.90	10.82 %	5,632.70	5.68 %
4101 Other HOA DUES	2,174.89	25.24 %	47,276.02	47.65 %
4101 Total HOA DUES	3,106.79	36.06 %	52,908.72	53.32 %
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	210.00	2.44 %	-110.74	-0.11 %
4105 JL - Upgrade Lrgr Trash Can	13.44	0.16 %	120.96	0.12 %
4106 JL - Utility Fees	2,462.00	28.57 %	19,429.95	19.58 %
4116 JL - Private Dr Res Assessment	85.02	0.99 %	696.81	0.70 %
4121 JL - PUD Res Assessment	341.25	3.96 %	2,748.18	2.77 %
4126 JL - Private Dr Snow Removal	60.00	0.70 %	-411.64	-0.41 %
4102 Total JORDAN LANE FEES	3,171.71	36.81 %	22,473.52	22.65 %
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	0.00	0.00 %	-364.10	-0.37 %
4118 LWB - Private Dr Res Assessment	0.00	0.00 %	1,275.00	1.28 %
4107 Total LOWER WEST BOLAN FEES	0.00	0.00 %	910.90	0.92 %
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	1,597.85	18.54 %	12,613.40	12.71 %
4115 MC - Snow Removal	110.00	1.28 %	-383.35	-0.39 %
4119 MC - Lift Station Res Assessments	162.91	1.89 %	1,301.49	1.31 %
4122 MC - PUD Res Assessment	178.75	2.07 %	1,413.75	1.42 %
4109 Total MENAUL COURT FEES	2,049.51	23.79 %	14,945.29	15.06 %
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	0.00	0.00 %	-379.10	-0.38 %
4120 UWB - Private Dr Res Assessment	0.00	0.00 %	1,275.00	1.28 %
4113 Total UPPER WEST BOLAN FEES	0.00	0.00 %	895.90	0.90 %
4123 ANTON COURT FEES				
4124 AC - Private Dr Res Assessment	0.00	0.00 %	722.50	0.73 %
4125 AC - Snow Removal	0.00	0.00 %	125.45	0.13 %
4123 Total ANTON COURT FEES	0.00	0.00 %	847.95	0.85 %
4150 CA RESERVE ASSESSMENTS				
4151 Com Area Res Assessment	288.11	3.34 %	5,815.47	5.86 %
4150 Total CA RESERVE ASSESSMENTS	288.11	3.34 %	5,815.47	5.86 %
4100 Other INCOME	0.00	0.00 %	4.62	0.00 %
4100 Total INCOME	8,616.12	100.00 %	98,802.37	99.58 %
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	0.00	0.00 %	251.41	0.25 %
4208 CC&R Fines	0.00	0.00 %	50.00	0.05 %
4210 Other Income	0.00	0.00 %	120.00	0.12 %
4200 Total OTHER PROPERTY INCOME	0.00	0.00 %	421.41	0.42 %
<b>TOTAL INCOME</b>	<b>8,616.12</b>	<b>100.00%</b>	<b>99,223.78</b>	<b>99.98%</b>
<b>EXPENSE</b>				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5005 Plumbing Contract	0.00	0.00 %	-589.32	-0.59 %
5009 Locks & Keys	0.00	0.00 %	-30.03	-0.03 %
5022 Maintenance Miscellaneous	-250.25	-2.90 %	-575.85	-0.58 %
5023 Maintenance Engineer	-1,705.00	-19.79 %	-6,452.50	-6.50 %
5001 Total MAINTENANCE EXPENSES	-1,955.25	-22.69 %	-7,647.70	-7.71 %
5100 LANDSCAPING				
5101 Lawn Mowing	-626.75	-7.27 %	-1,879.10	-1.89 %
5102 Sprinkler Materials	-81.75	-0.95 %	-816.66	-0.82 %

5103 Pruning	-2,399.46	-27.85 %	-2,558.78	-2.58 %
5105 Spray/Fertilization	-964.65	-11.20 %	-1,857.63	-1.87 %
5110 Landscaping Other	-1,853.00	-21.51 %	-2,333.25	-2.35 %
5100 Total LANDSCAPING	-5,925.61	-68.77 %	-9,445.42	-9.52 %
<b>5150 STREETS &amp; SIDEWALKS</b>				
5153 Snow Removal CA Sidewalks	0.00	0.00 %	-2,129.57	-2.15 %
5150 Total STREETS & SIDEWALKS	0.00	0.00 %	-2,129.57	-2.15 %
<b>5300 UTILITIES</b>				
5304 Water	-607.99	-7.06 %	-1,664.52	-1.68 %
5309 Jordan Ln Util-water,sewer,refuse	-3,238.45	-37.59 %	-21,670.57	-21.84 %
5310 Menaul Ct Util-water,sewer,refuse	-2,130.95	-24.73 %	-12,291.79	-12.39 %
5300 Total UTILITIES	-5,977.39	-69.37 %	-35,626.88	-35.91 %
<b>5400 TAX &amp; LICENSES</b>				
5401 Real Estate Taxes	0.00	0.00 %	-53.10	-0.05 %
5400 Total TAX & LICENSES	0.00	0.00 %	-53.10	-0.05 %
<b>5550 MARKETING EXPENSE</b>				
5552 Signage	-219.55	-2.55 %	-1,834.85	-1.85 %
5550 Total MARKETING EXPENSE	-219.55	-2.55 %	-1,834.85	-1.85 %
<b>5600 ADMINISTRATIVE</b>				
5601 Property Management Fee	-1,500.00	-17.41 %	-11,750.00	-11.84 %
5602 Legal Fees	0.00	0.00 %	-1,972.50	-1.99 %
5603 Accounting Fees	-75.00	-0.87 %	-656.00	-0.66 %
5604 Bank Service Charges	0.00	0.00 %	-2.00	0.00 %
5607 Qualchan HOA Monthly Fee	-157.50	-1.83 %	-1,260.00	-1.27 %
5610 Other Admin Exp	0.00	0.00 %	-210.00	-0.21 %
5600 Total ADMINISTRATIVE	-1,732.50	-20.11 %	-15,850.50	-15.97 %
<b>5650 INSURANCE</b>				
5651 Liability & Multi-Peril	0.00	0.00 %	-1,964.00	-1.98 %
5652 Board of Directors Ins	0.00	0.00 %	-1,500.00	-1.51 %
5650 Total INSURANCE	0.00	0.00 %	-3,464.00	-3.49 %
5000 Total EXPENSES	-15,810.30	-183.50 %	-76,052.02	-76.65 %
<b>TOTAL EXPENSE</b>	<b>-15,810.30</b>	<b>-183.51%</b>	<b>-76,052.02</b>	<b>-76.63%</b>
<b>NON OPERATING EXPENSE</b>				
6000 NON-OPERATING EXPENSES				
6002 Funds Transf. to Res. from Oper.	-1,056.04	-12.26 %	-27,692.60	-27.91 %
6000 Total NON-OPERATING EXPENSES	-1,056.04	-12.26 %	-27,692.60	-27.91 %
<b>TOTAL NON OPERATING EXPENSE</b>	<b>-1,056.04</b>	<b>-12.26%</b>	<b>-27,692.60</b>	<b>-27.91%</b>
<b>Net Income</b>	<b>-8,250.22</b>	<b>-95.75 %</b>	<b>-4,520.84</b>	<b>-4.56 %</b>
<b>Net cash provided by Operating Activities</b>	<b>-8,250.22</b>		<b>-4,520.84</b>	
<b>Net cash increase for period</b>	<b>-8,250.22</b>		<b>-4,520.84</b>	
<b>Cash at beginning of period</b>	<b>49,377.71</b>		<b>45,648.33</b>	
<b>Cash at end of period</b>	<b>41,127.49</b>		<b>41,127.49</b>	

# 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: 08/01/21 - 08/31/21 and 01/01/21 - 08/31/21 (cash basis)

	Actual 08/01/21 - 08/31/21	Budget 08/21 - 08/21	\$ Change	% Change	Actual YTD 01/01/21 - 08/31/21	Budget YTD 01/21 - 08/21	\$ Change	% Change
<b>INCOME</b>								
4100 INCOME								
4101 HOA DUES								
2201 Prepays	931.90	0.00	931.90		5,632.70	0.00	5,632.70	
4101 Other HOA DUES	2,174.89	1,280.00	894.89	69.9 %	47,276.02	47,500.00	-223.98	-0.5 %
4101 Total HOA DUES	3,106.79	1,280.00	1,826.79	142.7 %	52,908.72	47,500.00	5,408.72	11.4 %
4102 JORDAN LANE FEES								
4104 JL - Snow Removal	210.00	150.00	60.00	40.0 %	-110.74	1,200.00	-1,310.74	-109.2 %
4105 JL - Upgrade Lrgr Trash Can	13.44	13.44	0.00	0.0 %	120.96	107.52	13.44	12.5 %
4106 JL - Utility Fees	2,462.00	2,506.00	-44.00	-1.8 %	19,429.95	20,048.00	-618.05	-3.1 %
4116 JL - Private Dr Res Assessment	85.02	113.36	-28.34	-25.0 %	696.81	906.88	-210.07	-23.2 %
4121 JL - PUD Res Assessment	341.25	243.75	97.50	40.0 %	2,748.18	1,950.00	798.18	40.9 %
4126 JL - Private Dr Snow Removal	60.00	70.00	-10.00	-14.3 %	-411.64	560.00	-971.64	-173.5 %
4102 Total JORDAN LANE FEES	3,171.71	3,096.55	75.16	2.4 %	22,473.52	24,772.40	-2,298.88	-9.3 %
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	0.00	0.00	0.00		-364.10	990.00	-1,354.10	-136.8 %
4118 LWB - Private Dr Res Assessment	0.00	0.00	0.00		1,275.00	1,402.50	-127.50	-9.1 %
4107 Total LOWER WEST BOLAN FEES	0.00	0.00	0.00		910.90	2,392.50	-1,481.60	-61.9 %
4109 MENAUL COURT FEES								
4112 MC - Utility Fees	1,597.85	1,597.85	0.00	0.0 %	12,613.40	12,782.80	-169.40	-1.3 %
4115 MC - Snow Removal	110.00	110.00	0.00	0.0 %	-383.35	880.00	-1,263.35	-143.6 %
4119 MC - Lift Station Res Assessment	162.91	162.91	0.00	0.0 %	1,301.49	1,303.28	-1.79	-0.1 %
4122 MC - PUD Res Assessment	178.75	178.75	0.00	0.0 %	1,413.75	1,430.00	-16.25	-1.1 %
4109 Total MENAUL COURT FEES	2,049.51	2,049.51	0.00	0.0 %	14,945.29	16,396.08	-1,450.79	-8.8 %
4113 UPPER WEST BOLAN FEES								
4114 UWB - Snow Removal	0.00	0.00	0.00		-379.10	900.00	-1,279.10	-142.1 %
4120 UWB - Private Dr Res Assessment	0.00	0.00	0.00		1,275.00	1,275.00	0.00	0.0 %
4113 Total UPPER WEST BOLAN FEES	0.00	0.00	0.00		895.90	2,175.00	-1,279.10	-58.8 %
4123 ANTON COURT FEES								
4124 AC - Private Dr Res Assessment	0.00	0.00	0.00		722.50	765.00	-42.50	-5.6 %
4125 AC - Snow Removal	0.00	0.00	0.00		125.45	540.00	-414.55	-76.8 %
4123 Total ANTON COURT FEES	0.00	0.00	0.00		847.95	1,305.00	-457.05	-35.0 %
4150 CA RESERVE ASSESSMENTS								
4151 Com Area Res Assessment	288.11	157.08	131.03	83.4 %	5,815.47	5,622.54	192.93	3.4 %
4150 Total CA RESERVE ASSESSMENTS	288.11	157.08	131.03	83.4 %	5,815.47	5,622.54	192.93	3.4 %

	Actual 08/01/21 - 08/31/21	Budget 08/21 - 08/21	\$ Change	% Change	Actual YTD 01/01/21 - 08/31/21	Budget YTD 01/21 - 08/21	\$ Change	% Change
4100 Other INCOME	0.00	0.00	0.00		4.62	0.00	4.62	
4100 Total INCOME	8,616.12	6,583.14	2,032.98	30.9 %	98,802.37	100,163.52	-1,361.15	-1.4 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	0.00	0.00	0.00		251.41	0.00	251.41	
4208 CC&R Fines	0.00	0.00	0.00		50.00	0.00	50.00	
4210 Other Income	0.00	0.00	0.00		120.00	0.00	120.00	
4200 Total OTHER PROPERTY INCOME	0.00	0.00	0.00		421.41	0.00	421.41	
<b>TOTAL INCOME</b>	<b>8,616.12</b>	<b>6,583.14</b>	<b>2,032.98</b>	<b>30.9 %</b>	<b>99,223.78</b>	<b>100,163.52</b>	<b>-939.74</b>	<b>-0.9 %</b>
<b>EXPENSE</b>								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								
5005 Plumbing Contract	0.00	0.00	0.00		589.32	400.00	189.32	47.3 %
5009 Locks & Keys	0.00	0.00	0.00		30.03	0.00	30.03	
5022 Maintenance Miscellaneous	250.25	150.00	100.25	66.8 %	575.85	3,250.00	-2,674.15	-82.3 %
5023 Maintenance Engineer	1,705.00	225.00	1,480.00	657.8 %	6,452.50	2,200.00	4,252.50	193.3 %
5001 Total MAINTENANCE EXPENSE	1,955.25	375.00	1,580.25	421.4 %	7,647.70	5,850.00	1,797.70	30.7 %
5100 LANDSCAPING								
5101 Lawn Mowing	626.75	415.00	211.75	51.0 %	1,879.10	1,660.00	219.10	13.2 %
5102 Sprinkler Materials	81.75	100.00	-18.25	-18.2 %	816.66	500.00	316.66	63.3 %
5103 Pruning	2,399.46	0.00	2,399.46		2,558.78	175.00	2,383.78	1,362.2 %
5105 Spray/Fertilization	964.65	250.00	714.65	285.9 %	1,857.63	1,150.00	707.63	61.5 %
5110 Landscaping Other	1,853.00	200.00	1,653.00	826.5 %	2,333.25	11,061.00	-8,727.75	-78.9 %
5100 Total LANDSCAPING	5,925.61	965.00	4,960.61	514.1 %	9,445.42	14,546.00	-5,100.58	-35.1 %
5150 STREETS & SIDEWALKS								
5153 Snow Removal CA Sidewalks	0.00	0.00	0.00		2,129.57	4,200.00	-2,070.43	-49.3 %
5150 Total STREETS & SIDEWALKS	0.00	0.00	0.00		2,129.57	4,200.00	-2,070.43	-49.3 %
5300 UTILITIES								
5304 Water	607.99	540.00	67.99	12.6 %	1,664.52	1,280.00	384.52	30.0 %
5309 Jordan Ln Util-water,sewer,refuse	3,238.45	2,506.00	732.45	29.2 %	21,670.57	20,048.00	1,622.57	8.1 %
5310 Menaul Ct Util-water,sewer,refuse	2,130.95	1,800.00	330.95	18.4 %	12,291.79	11,600.00	691.79	6.0 %
5300 Total UTILITIES	5,977.39	4,846.00	1,131.39	23.3 %	35,626.88	32,928.00	2,698.88	8.2 %
5400 TAX & LICENSES								
5401 Real Estate Taxes	0.00	0.00	0.00		53.10	54.00	-0.90	-1.7 %
5400 Total TAX & LICENSES	0.00	0.00	0.00		53.10	54.00	-0.90	-1.7 %
5550 MARKETING EXPENSE								
5552 Signage	219.55	0.00	219.55		1,834.85	0.00	1,834.85	
5550 Total MARKETING EXPENSE	219.55	0.00	219.55		1,834.85	0.00	1,834.85	
5600 ADMINISTRATIVE								

	Actual 08/01/21 - 08/31/21	Budget 08/21 - 08/21	\$ Change	% Change	Actual YTD 01/01/21 - 08/31/21	Budget YTD 01/21 - 08/21	\$ Change	% Change
5601 Property Management Fee	1,500.00	1,500.00	0.00	0.0 %	11,750.00	11,750.00	0.00	0.0 %
5602 Legal Fees	0.00	0.00	0.00		1,972.50	0.00	1,972.50	
5603 Accounting Fees	75.00	30.00	45.00	150.0 %	656.00	640.00	16.00	2.5 %
5604 Bank Service Charges	0.00	0.00	0.00		2.00	0.00	2.00	
5605 Meeting Expenses	0.00	0.00	0.00		0.00	165.00	-165.00	-100.0 %
5606 Audit	0.00	0.00	0.00		0.00	7,000.00	-7,000.00	-100.0 %
5607 Qualchan HOA Monthly Fee	157.50	157.50	0.00	0.0 %	1,260.00	1,260.00	0.00	0.0 %
5610 Other Admin Exp	0.00	0.00	0.00		210.00	210.00	0.00	0.0 %
5600 Total ADMINISTRATIVE	1,732.50	1,687.50	45.00	2.7 %	15,850.50	21,025.00	-5,174.50	-24.6 %
<b>5650 INSURANCE</b>								
5651 Liability & Multi-Peril	0.00	0.00	0.00		1,964.00	1,964.00	0.00	0.0 %
5652 Board of Directors Ins	0.00	0.00	0.00		1,500.00	1,500.00	0.00	0.0 %
5650 Total INSURANCE	0.00	0.00	0.00		3,464.00	3,464.00	0.00	0.0 %
5000 Total EXPENSES	15,810.30	7,873.50	7,936.80	100.8 %	76,052.02	82,067.00	-6,014.98	-7.3 %
<b>TOTAL EXPENSE</b>	<b>15,810.30</b>	<b>7,873.50</b>	<b>7,936.80</b>	<b>100.8 %</b>	<b>76,052.02</b>	<b>82,067.00</b>	<b>-6,014.98</b>	<b>-7.3 %</b>
<b>NOI</b>	<b>-7,194.18</b>	<b>-1,290.36</b>	<b>-5,903.82</b>	<b>-457.5 %</b>	<b>23,171.76</b>	<b>18,096.52</b>	<b>5,075.24</b>	<b>28.0 %</b>
<b>NON OPERATING EXPENSE</b>								
<b>6000 NON-OPERATING EXPENSES</b>								
6002 Funds Transf. to Res. from Oper.	1,056.04	855.85	200.19	23.4 %	27,692.60	14,655.20	13,037.40	89.0 %
6000 Total NON-OPERATING EXPENSE	1,056.04	855.85	200.19	23.4 %	27,692.60	14,655.20	13,037.40	89.0 %
<b>TOTAL NON OPERATING EXPENSE</b>	<b>1,056.04</b>	<b>855.85</b>	<b>200.19</b>	<b>23.4 %</b>	<b>27,692.60</b>	<b>14,655.20</b>	<b>13,037.40</b>	<b>89.0 %</b>
<b>NET INCOME</b>	<b>-8,250.22</b>	<b>-2,146.21</b>	<b>-6,104.01</b>	<b>-284.4 %</b>	<b>-4,520.84</b>	<b>3,441.32</b>	<b>-7,962.16</b>	<b>-231.4 %</b>
<b>NET INCOME SUMMARY</b>								
Income	8,616.12	6,583.14	2,032.98	30.9 %	99,223.78	100,163.52	-939.74	-0.9 %
Expense	-15,810.30	-7,873.50	-7,936.80	100.8 %	-76,052.02	-82,067.00	6,014.98	7.3 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
Non Operating Expense	-1,056.04	-855.85	-200.19	-23.4 %	-27,692.60	-14,655.20	-13,037.40	-89.0 %
<b>NET INCOME</b>	<b>-8,250.22</b>	<b>-2,146.21</b>	<b>-6,104.01</b>	<b>-284.4 %</b>	<b>-4,520.84</b>	<b>3,441.32</b>	<b>-7,962.16</b>	<b>-231.4 %</b>