



# Monthly Report

**To:** Overlook Board of Directors  
**From:** WEB Properties, Inc.  
**Date:** November 30, 2021  
**Re:** Overlook HOA Operating Statements, November 2021

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To All,

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

## **Income**

In November, we collected \$10,218.66 in Total Income, which is \$3,635.53 above the budget estimate of \$6,583.13. Year-to-Date we have collected \$134,007.76 in Total Income, which is \$1,737.98 below the budget estimate of \$135,745.73.

## **Account Balances**

As of November 30, the balance of each account is as follows:

Overlook Operating Account	\$41,268.65
Overlook Reserve Account	\$89,524.24
Overlook Savings Account	\$15,098.00
Total	\$145,890.89

## **Delinquencies**

Through the month of November, there was \$30,408.86 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 13 homeowners. The attached report provides a more detailed reference for your review. Much of this amount is

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. Ron and Mike had a call with Josh Taylor to confirm these agreements, which was discussed at the September 30 Board meeting. It will be requested that the Board approve reversing the fees charged to these lots until such time that a Certificate of Occupancy is issued.

**Prepays**

In November, there was \$4,248.36 in Prepays from 20 homeowners. The attached report provides a more detailed reference for your review.

**Expenses**

In November, Total Expenses were \$7,921.55, which is \$436.95 below the budget estimate of \$8,358.50. Year-to-Date Total Expenses are \$105,335.25, which is \$2,182.25 below the budget estimate of \$107,517.50. This is primarily attributable to not performing the budgeted audit, lower landscaping costs than budgeted, offset by the fire sign project costs and higher utility costs on Jordan and Menaul than budgeted.

**CC&R Notices**

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

<b>CC&amp;R Violation Notices</b>	
1st Notice	1
2nd Notice	0
1st Fine	0
2nd Fine	0
3 or More Fines	0
Thank You	0
<b>Total</b>	<b>1</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. However, since the Governor rescinded the ban on imposing Late Fees, we will now start applying those when appropriate.

One asphalt repair contractor expressed concern that some of the private roads should be looked at by an engineer to make sure there isn't underlying issues. I reached out to an engineer to provide a quote for an initial assessment. I walked the private roads with him and will call Mike to discuss his suggestions.

I will be drafting the 2022 budget soon for Board 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 November 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.



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 - 11/30/21 (cash basis)

	Month to Date		01/01/21 - 11/30/21	
	11/01/21 - 11/30/21	% Income	01/01/21 - 11/30/21	% Income
<b>OPERATING ACTIVITIES</b>				
<b>INCOME</b>				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	945.06	9.25 %	4,964.48	3.70 %
4101 Other HOA DUES	3,713.49	36.34 %	64,373.85	48.04 %
4101 Total HOA DUES	4,658.55	45.59 %	69,338.33	51.74 %
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	195.00	1.91 %	474.26	0.35 %
4105 JL - Upgrade Lrgr Trash Can	13.44	0.13 %	161.28	0.12 %
4106 JL - Utility Fees	2,096.00	20.51 %	25,717.95	19.19 %
4116 JL - Private Dr Res Assessment	56.68	0.55 %	866.85	0.65 %
4121 JL - PUD Res Assessment	292.50	2.86 %	3,625.68	2.71 %
4126 JL - Private Dr Snow Removal	30.00	0.29 %	-321.64	-0.24 %
4102 Total JORDAN LANE FEES	2,683.62	26.26 %	30,524.38	22.78 %
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	0.00	0.00 %	-34.10	-0.03 %
4118 LWB - Private Dr Res Assessment	0.00	0.00 %	1,742.50	1.30 %
4107 Total LOWER WEST BOLAN FEES	0.00	0.00 %	1,708.40	1.27 %
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	1,447.85	14.17 %	17,276.35	12.89 %
4115 MC - Snow Removal	100.00	0.98 %	-69.60	-0.05 %
4119 MC - Lift Station Res Assessments	148.10	1.45 %	1,795.80	1.34 %
4122 MC - PUD Res Assessment	162.50	1.59 %	1,950.00	1.46 %
4109 Total MENAUL COURT FEES	1,858.45	18.19 %	20,952.55	15.64 %
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	30.00	0.29 %	-79.10	-0.06 %
4120 UWB - Private Dr Res Assessment	42.50	0.42 %	1,700.00	1.27 %
4113 Total UPPER WEST BOLAN FEES	72.50	0.71 %	1,620.90	1.21 %
4123 ANTON COURT FEES				
4124 AC - Private Dr Res Assessment	127.50	1.25 %	1,105.00	0.82 %
4125 AC - Snow Removal	135.00	1.32 %	530.45	0.40 %
4123 Total ANTON COURT FEES	262.50	2.57 %	1,635.45	1.22 %
4150 CA RESERVE ASSESSMENTS				
4151 Com Area Res Assessment	409.80	4.01 %	7,782.33	5.81 %
4150 Total CA RESERVE ASSESSMENTS	409.80	4.01 %	7,782.33	5.81 %
4100 Other INCOME	0.00	0.00 %	4.62	0.00 %
4100 Total INCOME	9,945.42	97.33 %	133,566.96	99.67 %
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	273.24	2.67 %	390.79	0.29 %
4208 CC&R Fines	0.00	0.00 %	50.00	0.04 %
4200 Total OTHER PROPERTY INCOME	273.24	2.67 %	440.79	0.33 %
<b>TOTAL INCOME</b>	<b>10,218.66</b>	<b>99.99 %</b>	<b>134,007.75</b>	<b>100.00 %</b>
<b>EXPENSE</b>				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5005 Plumbing Contract	0.00	0.00 %	-1,791.57	-1.34 %
5009 Locks & Keys	0.00	0.00 %	-30.03	-0.02 %
5022 Maintenance Miscellaneous	0.00	0.00 %	-732.86	-0.55 %
5023 Maintenance Engineer	-247.50	-2.42 %	-8,982.50	-6.70 %
5001 Total MAINTENANCE EXPENSES	-247.50	-2.42 %	-11,536.96	-8.61 %
5100 LANDSCAPING				
5101 Lawn Mowing	-376.05	-3.68 %	-3,257.95	-2.43 %
5102 Sprinkler Materials	0.00	0.00 %	-1,094.57	-0.82 %
5103 Pruning	0.00	0.00 %	-2,558.78	-1.91 %

5105 Spray/Fertilization	0.00	0.00 %	-2,996.68	-2.24 %
5110 Landscaping Other	0.00	0.00 %	-3,259.75	-2.43 %
5100 Total LANDSCAPING	-376.05	-3.68 %	-13,167.73	-9.83 %
<b>5150 STREETS &amp; SIDEWALKS</b>				
5153 Snow Removal CA Sidewalks	0.00	0.00 %	-2,129.57	-1.59 %
5150 Total STREETS & SIDEWALKS	0.00	0.00 %	-2,129.57	-1.59 %
<b>5300 UTILITIES</b>				
5304 Water	-64.96	-0.64 %	-2,490.09	-1.86 %
5309 Jordan Ln Util-water,sewer,refuse	-3,224.49	-31.55 %	-31,070.98	-23.19 %
5310 Menaul Ct Util-water,sewer,refuse	-1,789.76	-17.51 %	-18,058.36	-13.48 %
5300 Total UTILITIES	-5,079.21	-49.71 %	-51,619.43	-38.52 %
<b>5400 TAX &amp; LICENSES</b>				
5401 Real Estate Taxes	0.00	0.00 %	-53.10	-0.04 %
5400 Total TAX & LICENSES	0.00	0.00 %	-53.10	-0.04 %
<b>5550 MARKETING EXPENSE</b>				
5552 Signage	-19.29	-0.19 %	-1,947.46	-1.45 %
5550 Total MARKETING EXPENSE	-19.29	-0.19 %	-1,947.46	-1.45 %
<b>5600 ADMINISTRATIVE</b>				
5601 Property Management Fee	-1,500.00	-14.68 %	-16,250.00	-12.13 %
5602 Legal Fees	0.00	0.00 %	-1,972.50	-1.47 %
5603 Accounting Fees	-40.00	-0.39 %	-748.00	-0.56 %
5604 Bank Service Charges	-2.00	-0.02 %	-4.00	0.00 %
5607 Qualchan HOA Monthly Fee	-157.50	-1.54 %	-1,732.50	-1.29 %
5610 Other Admin Exp	-500.00	-4.89 %	-710.00	-0.53 %
5600 Total ADMINISTRATIVE	-2,199.50	-21.52 %	-21,417.00	-15.98 %
<b>5650 INSURANCE</b>				
5651 Liability & Multi-Peril	0.00	0.00 %	-1,964.00	-1.47 %
5652 Board of Directors Ins	0.00	0.00 %	-1,500.00	-1.12 %
5650 Total INSURANCE	0.00	0.00 %	-3,464.00	-2.58 %
5000 Total EXPENSES	-7,921.55	-77.52 %	-105,335.25	-78.60 %
<b>TOTAL EXPENSE</b>	<b>-7,921.55</b>	<b>-77.51%</b>	<b>-105,335.25</b>	<b>-78.62%</b>
<b>NON OPERATING EXPENSE</b>				
<b>6000 NON-OPERATING EXPENSES</b>				
6002 Funds Transf. to Res. from Oper.	-1,260.45	-12.33 %	-33,052.18	-24.66 %
6000 Total NON-OPERATING EXPENSES	-1,260.45	-12.33 %	-33,052.18	-24.66 %
<b>TOTAL NON OPERATING EXPENSE</b>	<b>-1,260.45</b>	<b>-12.33%</b>	<b>-33,052.18</b>	<b>-24.66%</b>
<b>Net Income</b>	<b>1,036.66</b>	<b>10.14 %</b>	<b>-4,379.68</b>	<b>-3.27 %</b>
<b>Net cash provided by Operating Activities</b>	<b>1,036.66</b>		<b>-4,379.68</b>	
<b>Net cash increase for period</b>	<b>1,036.66</b>		<b>-4,379.68</b>	
<b>Cash at beginning of period</b>	<b>40,231.99</b>		<b>45,648.33</b>	
<b>Cash at end of period</b>	<b>41,268.65</b>		<b>41,268.65</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: 11/01/21 - 11/30/21 and 01/01/21 - 11/30/21 (cash basis)

INCOME	Actual 11/01/21 - 11/30/21	Budget 11/21 - 11/21	\$ Change	% Change	Actual YTD 01/01/21 - 11/30/21	Budget YTD 01/21 - 11/21	\$ Change	% Change
<b>4100 INCOME</b>								
4101 HOA DUES								
2201 Prepays	945.06	0.00	945.06		4,964.48	0.00	4,964.48	
4101 Other HOA DUES	3,713.49	1,280.00	2,433.49	190.1 %	64,373.85	63,760.00	613.85	1.0 %
4101 Total HOA DUES	4,658.55	1,280.00	3,378.55	263.9 %	69,338.33	63,760.00	5,578.33	8.7 %
4102 JORDAN LANE FEES								
4104 JL - Snow Removal	195.00	150.00	45.00	30.0 %	474.26	1,650.00	-1,175.74	-71.3 %
4105 JL - Upgrade Lrgr Trash Can	13.44	13.44	0.00	0.0 %	161.28	147.84	13.44	9.1 %
4106 JL - Utility Fees	2,096.00	2,506.00	-410.00	-16.4 %	25,717.95	27,566.00	-1,848.05	-6.7 %
4116 JL - Private Dr Res Assessment	56.68	113.35	-56.67	-50.0 %	866.85	1,246.95	-380.10	-30.5 %
4121 JL - PUD Res Assessment	292.50	243.75	48.75	20.0 %	3,625.68	2,681.25	944.43	35.2 %
4126 JL - Private Dr Snow Removal	30.00	70.00	-40.00	-57.1 %	-321.64	770.00	-1,091.64	-141.8 %
4102 Total JORDAN LANE FEES	2,683.62	3,096.54	-412.92	-13.3 %	30,524.38	34,062.04	-3,537.66	-10.4 %
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	0.00	0.00	0.00		-34.10	1,320.00	-1,354.10	-102.6 %
4118 LWB - Private Dr Res Assessment	0.00	0.00	0.00		1,742.50	1,870.00	-127.50	-6.8 %
4107 Total LOWER WEST BOLAN FEES	0.00	0.00	0.00		1,708.40	3,190.00	-1,481.60	-46.4 %
4109 MENAUL COURT FEES								
4112 MC - Utility Fees	1,447.85	1,597.85	-150.00	-9.4 %	17,276.35	17,576.35	-300.00	-1.7 %
4115 MC - Snow Removal	100.00	110.00	-10.00	-9.1 %	-69.60	1,210.00	-1,279.60	-105.8 %
4119 MC - Lift Station Res Assessment	148.10	162.91	-14.81	-9.1 %	1,795.80	1,792.01	3.79	0.2 %
4122 MC - PUD Res Assessment	162.50	178.75	-16.25	-9.1 %	1,950.00	1,966.25	-16.25	-0.8 %
4109 Total MENAUL COURT FEES	1,858.45	2,049.51	-191.06	-9.3 %	20,952.55	22,544.61	-1,592.06	-7.1 %
4113 UPPER WEST BOLAN FEES								
4114 UWB - Snow Removal	30.00	0.00	30.00		-79.10	1,200.00	-1,279.10	-106.6 %
4120 UWB - Private Dr Res Assessment	42.50	0.00	42.50		1,700.00	1,700.00	0.00	0.0 %
4113 Total UPPER WEST BOLAN FEES	72.50	0.00	72.50		1,620.90	2,900.00	-1,279.10	-44.1 %
4123 ANTON COURT FEES								
4124 AC - Private Dr Res Assessment	127.50	0.00	127.50		1,105.00	1,020.00	85.00	8.3 %
4125 AC - Snow Removal	135.00	0.00	135.00		530.45	720.00	-189.55	-26.3 %
4123 Total ANTON COURT FEES	262.50	0.00	262.50		1,635.45	1,740.00	-104.55	-6.0 %
4150 CA RESERVE ASSESSMENTS								
4151 Com Area Res Assessment	409.80	157.08	252.72	160.9 %	7,782.33	7,549.08	233.25	3.1 %
4150 Total CA RESERVE ASSESSMENTS	409.80	157.08	252.72	160.9 %	7,782.33	7,549.08	233.25	3.1 %

	Actual 11/01/21 - 11/30/21	Budget 11/21 - 11/21	\$ Change	% Change	Actual YTD 01/01/21 - 11/30/21	Budget YTD 01/21 - 11/21	\$ Change	% Change
4100 Other INCOME	0.00	0.00	0.00		4.62	0.00	4.62	
4100 Total INCOME	9,945.42	6,583.13	3,362.29	51.1 %	133,566.96	135,745.73	-2,178.77	-1.6 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	273.24	0.00	273.24		390.79	0.00	390.79	
4208 CC&R Fines	0.00	0.00	0.00		50.00	0.00	50.00	
4200 Total OTHER PROPERTY INCOME	273.24	0.00	273.24		440.79	0.00	440.79	
<b>TOTAL INCOME</b>	<b>10,218.66</b>	<b>6,583.13</b>	<b>3,635.53</b>	<b>55.2 %</b>	<b>134,007.75</b>	<b>135,745.73</b>	<b>-1,737.98</b>	<b>-1.3 %</b>
<b>EXPENSE</b>								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								
5004 Plumbing Materials	0.00	0.00	0.00		0.00	175.00	-175.00	-100.0 %
5005 Plumbing Contract	0.00	0.00	0.00		1,791.57	900.00	891.57	99.1 %
5009 Locks & Keys	0.00	0.00	0.00		30.03	0.00	30.03	
5022 Maintenance Miscellaneous	0.00	175.00	-175.00	-100.0 %	732.86	3,425.00	-2,692.14	-78.6 %
5023 Maintenance Engineer	247.50	225.00	22.50	10.0 %	8,982.50	2,875.00	6,107.50	212.4 %
5001 Total MAINTENANCE EXPENSE	247.50	400.00	-152.50	-38.1 %	11,536.96	7,375.00	4,161.96	56.4 %
5100 LANDSCAPING								
5101 Lawn Mowing	376.05	415.00	-38.95	-9.4 %	3,257.95	2,905.00	352.95	12.1 %
5102 Sprinkler Materials	0.00	125.00	-125.00	-100.0 %	1,094.57	825.00	269.57	32.7 %
5103 Pruning	0.00	0.00	0.00		2,558.78	375.00	2,183.78	582.3 %
5105 Spray/Fertilization	0.00	450.00	-450.00	-100.0 %	2,996.68	2,500.00	496.68	19.9 %
5110 Landscaping Other	0.00	100.00	-100.00	-100.0 %	3,259.75	11,361.00	-8,101.25	-71.3 %
5100 Total LANDSCAPING	376.05	1,090.00	-713.95	-65.5 %	13,167.73	17,966.00	-4,798.27	-26.7 %
5150 STREETS & SIDEWALKS								
5153 Snow Removal CA Sidewalks	0.00	1,000.00	-1,000.00	-100.0 %	2,129.57	5,200.00	-3,070.43	-59.0 %
5150 Total STREETS & SIDEWALKS	0.00	1,000.00	-1,000.00	-100.0 %	2,129.57	5,200.00	-3,070.43	-59.0 %
5300 UTILITIES								
5304 Water	64.96	175.00	-110.04	-62.9 %	2,490.09	2,105.00	385.09	18.3 %
5309 Jordan Ln Util-water,sewer,refuse	3,224.49	2,506.00	718.49	28.7 %	31,070.98	27,566.00	3,504.98	12.7 %
5310 Menaul Ct Util-water,sewer,refuse	1,789.76	1,500.00	289.76	19.3 %	18,058.36	17,700.00	358.36	2.0 %
5300 Total UTILITIES	5,079.21	4,181.00	898.21	21.5 %	51,619.43	47,371.00	4,248.43	9.0 %
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	19.29	0.00	19.29		1,947.46	0.00	1,947.46	
5550 Total MARKETING EXPENSE	19.29	0.00	19.29		1,947.46	0.00	1,947.46	
5600 ADMINISTRATIVE								

	Actual 11/01/21 - 11/30/21	Budget 11/21 - 11/21	\$ Change	% Change	Actual YTD 01/01/21 - 11/30/21	Budget YTD 01/21 - 11/21	\$ Change	% Change
5601 Property Management Fee	1,500.00	1,500.00	0.00	0.0 %	16,250.00	16,250.00	0.00	0.0 %
5602 Legal Fees	0.00	0.00	0.00		1,972.50	0.00	1,972.50	
5603 Accounting Fees	40.00	30.00	10.00	33.3 %	748.00	730.00	18.00	2.5 %
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		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 %	1,732.50	1,732.50	0.00	0.0 %
5610 Other Admin Exp	500.00	0.00	500.00		710.00	210.00	500.00	238.1 %
5600 Total ADMINISTRATIVE	2,199.50	1,687.50	512.00	30.3 %	21,417.00	26,087.50	-4,670.50	-17.9 %
5650 INSURANCE								
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	7,921.55	8,358.50	-436.95	-5.2 %	105,335.25	107,517.50	-2,182.25	-2.0 %
<b>TOTAL EXPENSE</b>	<b>7,921.55</b>	<b>8,358.50</b>	<b>-436.95</b>	<b>-5.2 %</b>	<b>105,335.25</b>	<b>107,517.50</b>	<b>-2,182.25</b>	<b>-2.0 %</b>
<b>NOI</b>	<b>2,297.11</b>	<b>-1,775.37</b>	<b>4,072.48</b>	<b>229.4 %</b>	<b>28,672.50</b>	<b>28,228.23</b>	<b>444.27</b>	<b>1.6 %</b>
<b>NON OPERATING EXPENSE</b>								
6000 NON-OPERATING EXPENSES								
6002 Funds Transf. to Res. from Oper.	1,260.45	855.85	404.60	47.3 %	33,052.18	19,825.55	13,226.63	66.7 %
6000 Total NON-OPERATING EXPENSE	1,260.45	855.85	404.60	47.3 %	33,052.18	19,825.55	13,226.63	66.7 %
<b>TOTAL NON OPERATING EXPENSE</b>	<b>1,260.45</b>	<b>855.85</b>	<b>404.60</b>	<b>47.3 %</b>	<b>33,052.18</b>	<b>19,825.55</b>	<b>13,226.63</b>	<b>66.7 %</b>
<b>NET INCOME</b>	<b>1,036.66</b>	<b>-2,631.22</b>	<b>3,667.88</b>	<b>139.4 %</b>	<b>-4,379.68</b>	<b>8,402.68</b>	<b>-12,782.36</b>	<b>-152.1 %</b>
<b>NET INCOME SUMMARY</b>								
Income	10,218.66	6,583.13	3,635.53	55.2 %	134,007.75	135,745.73	-1,737.98	-1.3 %
Expense	-7,921.55	-8,358.50	436.95	5.2 %	-105,335.25	-107,517.50	2,182.25	2.0 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
Non Operating Expense	-1,260.45	-855.85	-404.60	-47.3 %	-33,052.18	-19,825.55	-13,226.63	-66.7 %
<b>NET INCOME</b>	<b>1,036.66</b>	<b>-2,631.22</b>	<b>3,667.88</b>	<b>139.4 %</b>	<b>-4,379.68</b>	<b>8,402.68</b>	<b>-12,782.36</b>	<b>-152.1 %</b>