



Monthly Report

To: Overlook Board of Directors
From: WEB Properties, Inc.
Date: June 30, 2017
Re: Overlook HOA Operating Statements, June 2017

To All,

Enclosed you will find the June 2017 monthly statement and financial reports for the Overlook Home Owners Association.

Income

In June, we collected \$1,320.64 in Total Income, which is \$4,266.36 below the budget estimate of \$5,587.00. Year-To-Date we have collected \$46,502.97 in Total Income, which is \$7,337.03 below the budget estimate of \$53,840.00.

Account Balances

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

- Operating Account = \$15,592.58
- Savings Account = \$15,005.64
- Total = \$30,598.22

Delinquencies

As of June 30th, we are at \$8,065.12 in Outstanding Homeowner Dues, Late Fees, Interest, Lien Filing Fees and CC&R Violations. This is made up of 7 homeowners. The attached report provides a more detailed reference for your review.

Prepays

In June, there was \$360.00 in Prepays from 3 homeowners. The attached report provides a more detailed reference for your review.

Expenses

In June, Total Expenses were \$6,893.70, which is \$8,069.30 below the budget estimate of \$14,963.00. Year-To-Date Total Expenses are \$54,832.80, which is \$3,189.80 above the budget estimate of \$51,643.00. Most expenses are self-explanatory; however, the following should be brought to your attention:

Unimproved Common Area Expenses

Unimproved Common Areas Expenses were \$0.00, which is \$7,500.00 below the budget estimate of \$7,500.00. This is a timing issue as the project was paid for in May. Year-To-Date Unimproved Common Area Expenses are \$10,936.99, which is \$3,436.99 above the budget estimate of \$7,500.00.

CC&R Notices

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

CC&R Violation Notices	
1st Notice	18
2nd Notice	7
1st Fine	2
2nd Fine	2
3 or More Fines	10
Landscape Letter	0
Total	39

Management Issues

We have been looking for an asphalt company that is willing to come out and bid on the work at the private streets in the HOA. Another property used Ace Seal & Stripe, and we contacted them and arranged a meeting onsite with Mike Durgan and Eric Lundin in early July. We hope the bid will be ready for the mid-July meeting.

A homeowner reported that a neighbor was out spraying the HOA common area with weed killer. After some investigation, the Board identified the homeowner as the resident of 916 W Willapa. We reached out to him, and in a subsequent telephone conversation, he said that he has been using Round-Up on the common area below his house.

He reported that after the developer left the area, it was filled with weeds and construction debris, and he has been maintaining it for the last several years, investing quite a bit of money and time. He agreed to relinquish control of the area over to the HOA, and will stop spraying Round-Up on the weeds.

The 3rd Quarter 2017 HOA Dues invoices were mailed to all homeowners. There were no inserts or additional mailers included with the invoices.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of June 2017. If there is anything else we can do to be of assistance, please feel free to call or email us.

Sincerely,

WEB Properties, Inc.



Eric J. Lundin
HOA Manager

Enclosures

Cash Flow MTD Comparison

Properties: 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: 01/01/17 - 06/30/17 (cash basis)

	<u>Month to Date</u> <u>06/01/17 - 06/30/17</u>	<u>% Income</u>	<u>01/01/17 - 06/30/17</u>	<u>% Income</u>
OPERATING ACTIVITIES				
INCOME				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	-629.12	-47.64 %	360.00	0.77 %
4101 Other HOA DUES	1,066.15	80.73 %	29,294.69	63.00 %
4101 Total HOA DUES	<u>437.03</u>	<u>33.09 %</u>	<u>29,654.69</u>	<u>63.77 %</u>
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	0.00	0.00 %	420.45	0.90 %
4105 JL - Upgrade to Larger Trash Can	0.00	0.00 %	80.64	0.17 %
4106 JL - Utility Fees	90.00	6.81 %	7,317.60	15.74 %
4102 Total JORDAN LANE FEES	<u>90.00</u>	<u>6.81 %</u>	<u>7,818.69</u>	<u>16.81 %</u>
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	76.60	5.80 %	268.10	0.58 %
4107 Total LOWER WEST BOLAN FEES	<u>76.60</u>	<u>5.80 %</u>	<u>268.10</u>	<u>0.58 %</u>
4109 MENAUL COURT FEES				
4111 MC - Sewer Pump Maint./Rprs.	96.36	7.30 %	1,059.96	2.28 %
4112 MC - Utility Fees	543.64	41.16 %	5,991.15	12.88 %
4115 MC - Snow Removal	16.13	1.22 %	177.43	0.38 %
4117 MC - Other Repairs	60.88	4.61 %	669.68	1.44 %
4109 Total MENAUL COURT FEES	<u>717.01</u>	<u>54.29 %</u>	<u>7,898.22</u>	<u>16.98 %</u>
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	0.00	0.00 %	399.12	0.86 %
4113 Total UPPER WEST BOLAN FEES	<u>0.00</u>	<u>0.00 %</u>	<u>399.12</u>	<u>0.86 %</u>
4100 Total INCOME	<u>1,320.64</u>	<u>100.00 %</u>	<u>46,038.82</u>	<u>99.00 %</u>
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	0.00	0.00 %	282.72	0.61 %
4208 CC&R Fines	0.00	0.00 %	166.43	0.36 %
4210 Other Income	0.00	0.00 %	15.00	0.03 %
4200 Total OTHER PROPERTY INCOME	<u>0.00</u>	<u>0.00 %</u>	<u>464.15</u>	<u>1.00 %</u>
TOTAL INCOME	<u>1,320.64</u>	<u>99.99 %</u>	<u>46,502.97</u>	<u>100.00 %</u>
EXPENSE				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5002 Repairs Materials	-11.90	-0.90 %	-11.90	-0.03 %
5005 Plumbing Contract	-307.36	-23.27 %	-976.95	-2.10 %
5018 Fence Repairs	0.00	0.00 %	-10.01	-0.02 %
5023 Maintenance Engineer	-180.20	-13.64 %	-569.04	-1.22 %
5024 Travel Reimbursement	-15.56	-1.18 %	-133.33	-0.29 %
5001 Total MAINTENANCE EXPENSES	<u>-515.02</u>	<u>-39.00 %</u>	<u>-1,701.23</u>	<u>-3.66 %</u>
5100 LANDSCAPING				
5101 Lawn Mowing	-718.74	-54.42 %	-1,012.89	-2.18 %
5102 Sprinkler Materials	-106.72	-8.08 %	-651.04	-1.40 %
5103 Pruning	0.00	0.00 %	-64.80	-0.14 %
5105 Spray/Fertilization	0.00	0.00 %	-189.00	-0.41 %
5110 Landscaping Other	0.00	0.00 %	-339.97	-0.73 %
5100 Total LANDSCAPING	<u>-825.46</u>	<u>-62.50 %</u>	<u>-2,257.70</u>	<u>-4.85 %</u>
5120 UNIMPROVED COMMON AREAS				
5121 Seeding/Irrigation	0.00	0.00 %	-10,936.99	-23.52 %
5120 Total UNIMPROVED COMMON	<u>0.00</u>	<u>0.00 %</u>	<u>-10,936.99</u>	<u>-23.52 %</u>
5150 STREETS & SIDEWALKS				
5153 Snow Removal CA Sidewalks	0.00	0.00 %	-3,404.52	-7.32 %
5157 Parking Other	0.00	0.00 %	-16.31	-0.04 %
5158 JL Snow Removal	0.00	0.00 %	-1,325.13	-2.85 %
5159 LWB Snow Removal	0.00	0.00 %	-1,460.46	-3.14 %

5160 UWB Snow Removal	0.00	0.00 %	-1,654.38	-3.56 %
5161 MC Snow Removal	0.00	0.00 %	-926.05	-1.99 %
5150 Total STREETS & SIDEWALKS	0.00	0.00 %	-8,786.85	-18.90 %
5300 UTILITIES				
5304 Water	-318.63	-24.13 %	-453.74	-0.98 %
5305 Sewer	-353.61	-26.78 %	-353.61	-0.76 %
5308 Cell Phone	0.00	0.00 %	-45.00	-0.10 %
5309 Jordan Lane Utilities	-1,578.28	-119.51 %	-9,324.43	-20.05 %
5310 Menaul Ct Utilities	-1,280.12	-96.93 %	-7,284.42	-15.66 %
5315 Utilities Other	0.00	0.00 %	-913.50	-1.96 %
5300 Total UTILITIES	-3,530.64	-267.34 %	-18,374.70	-39.51 %
5400 TAX & LICENSES				
5404 Licenses	0.00	0.00 %	-20.00	-0.04 %
5405 Lien Filing Fee	0.00	0.00 %	-124.00	-0.27 %
5400 Total TAX & LICENSES	0.00	0.00 %	-144.00	-0.31 %
5550 MARKETING EXPENSE				
5552 Signage	0.00	0.00 %	-304.64	-0.66 %
5550 Total MARKETING EXPENSE	0.00	0.00 %	-304.64	-0.66 %
5600 ADMINISTRATIVE				
5601 Property Management Fee	-750.00	-56.79 %	-4,500.00	-9.68 %
5602 Legal Fees	-952.50	-72.12 %	-1,869.00	-4.02 %
5605 Meeting Expenses	0.00	0.00 %	-276.98	-0.60 %
5607 Qualchan HOA Monthly Fee	-157.50	-11.93 %	-945.00	-2.03 %
5610 Other Admin Exp	0.00	0.00 %	-2,365.03	-5.09 %
5600 Total ADMINISTRATIVE	-1,860.00	-140.84 %	-9,956.01	-21.41 %
5650 INSURANCE				
5651 Liability & Multi-Peril	0.00	0.00 %	-1,450.00	-3.12 %
5650 Total INSURANCE	0.00	0.00 %	-1,450.00	-3.12 %
5700 OFFICE				
5701 Office Supply	-14.01	-1.06 %	-31.38	-0.07 %
5702 Mail/Postage	-130.57	-9.89 %	-432.94	-0.93 %
5703 Copies/Reproductions	-18.00	-1.36 %	-456.36	-0.98 %
5700 Total OFFICE	-162.58	-12.31 %	-920.68	-1.98 %
5000 Total EXPENSES	-6,893.70	-522.00 %	-54,832.80	-117.91 %
TOTAL EXPENSE	-6,893.70	-521.99%	-54,832.80	-117.94%
Net Income	-5,573.06	-422.00 %	-8,329.83	-17.91 %
Net cash provided by Operating Activities	-5,573.06		-8,329.83	
Net cash increase for period	-5,573.06		-8,329.83	
Cash at beginning of period	21,165.64		23,922.41	
Cash at end of period	15,592.58		15,592.58	

Cash Flow MTD Comparison

Property: Overlook Savings

Date Range: 06/01/17 - 06/30/17 (cash basis)

	Month to Date 06/01/17 - 06/30/17	% Income	06/01/17 - 06/30/17	% Income
OPERATING ACTIVITIES				
INCOME				
4200 OTHER PROPERTY INCOME				
4209 Interest Income	1.02	100.00 %	1.02	100.00 %
4200 Total OTHER PROPERTY INCOME	1.02	100.00 %	1.02	100.00 %
TOTAL INCOME	1.02	100.00%	1.02	100.00%
Net Income	1.02	100.00 %	1.02	100.00 %
Net cash provided by Operating Activities	1.02		1.02	
 Net cash increase for period	 1.02		 1.02	
 Cash at beginning of period	 15,004.62		 15,004.62	
Cash at end of period	15,005.64		15,005.64	

Budget Comparison

Properties: 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: 06/01/17 - 06/30/17 and 01/01/17 - 06/30/17 (cash basis)

	Actual 06/01/17 - 06/30/17	Budget 06/17 - 06/17	\$ Change	% Change	Actual YTD 01/01/17 - 06/30/17	Budget YTD 01/17 - 06/17	\$ Change	% Change
INCOME								
4100 INCOME								
4101 HOA DUES								
2201 Prepays	-629.12	0.00	-629.12		360.00	0.00	360.00	
4101 Other HOA DUES	1,066.15	2,187.00	-1,120.85	-51.3 %	29,294.69	29,160.00	134.69	0.5 %
4101 Total HOA DUES	437.03	2,187.00	-1,749.97	-80.0 %	29,654.69	29,160.00	494.69	1.7 %
4102 JORDAN LANE FEES								
4104 JL - Snow Removal	0.00	0.00	0.00		420.45	1,050.00	-629.55	-60.0 %
4105 JL - Upgrade to Larger Trash Car	0.00	0.00	0.00		80.64	80.00	0.64	0.8 %
4106 JL - Utility Fees	90.00	1,900.00	-1,810.00	-95.3 %	7,317.60	11,400.00	-4,082.40	-35.8 %
4102 Total JORDAN LANE FEES	90.00	1,900.00	-1,810.00	-95.3 %	7,818.69	12,530.00	-4,711.31	-37.6 %
4107 LOWER WEST BOLAN FEES								
4108 LWB - Snow Removal	76.60	0.00	76.60		268.10	1,050.00	-781.90	-74.5 %
4107 Total LOWER WEST BOLAN FE	76.60	0.00	76.60		268.10	1,050.00	-781.90	-74.5 %
4109 MENAUL COURT FEES								
4111 MC - Sewer Pump Maint./Rprs.	96.36	0.00	96.36		1,059.96	0.00	1,059.96	
4112 MC - Utility Fees	543.64	1,500.00	-956.36	-63.8 %	5,991.15	9,000.00	-3,008.85	-33.4 %
4115 MC - Snow Removal	16.13	0.00	16.13		177.43	1,050.00	-872.57	-83.1 %
4117 MC - Other Repairs	60.88	0.00	60.88		669.68	0.00	669.68	
4109 Total MENAUL COURT FEES	717.01	1,500.00	-782.99	-52.2 %	7,898.22	10,050.00	-2,151.78	-21.4 %
4113 UPPER WEST BOLAN FEES								
4114 UWB - Snow Removal	0.00	0.00	0.00		399.12	1,050.00	-650.88	-62.0 %
4113 Total UPPER WEST BOLAN FE	0.00	0.00	0.00		399.12	1,050.00	-650.88	-62.0 %
4100 Total INCOME	1,320.64	5,587.00	-4,266.36	-76.4 %	46,038.82	53,840.00	-7,801.18	-14.5 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	0.00	0.00	0.00		282.72	0.00	282.72	
4208 CC&R Fines	0.00	0.00	0.00		166.43	0.00	166.43	
4210 Other Income	0.00	0.00	0.00		15.00	0.00	15.00	
4200 Total OTHER PROPERTY INCOME	0.00	0.00	0.00		464.15	0.00	464.15	
TOTAL INCOME	1,320.64	5,587.00	-4,266.36	-76.4 %	46,502.97	53,840.00	-7,337.03	-13.6 %
EXPENSE								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								

	Actual 06/01/17 - 06/30/17	Budget 06/17 - 06/17	\$ Change	% Change	Actual YTD 01/01/17 - 06/30/17	Budget YTD 01/17 - 06/17	\$ Change	% Change
5002 Repairs Materials	11.90	0.00	11.90		11.90	0.00	11.90	
5003 Repairs Contract	0.00	0.00	0.00		0.00	1,000.00	-1,000.00	-100.0 %
5005 Plumbing Contract	307.36	0.00	307.36		976.95	0.00	976.95	
5018 Fence Repairs	0.00	0.00	0.00		10.01	0.00	10.01	
5023 Maintenance Engineer	180.20	150.00	30.20	20.1 %	569.04	900.00	-330.96	-36.8 %
5024 Travel Reimbursement	15.56	20.00	-4.44	-22.2 %	133.33	120.00	13.33	11.1 %
5001 Total MAINTENANCE EXPENSE	515.02	170.00	345.02	203.0 %	1,701.23	2,020.00	-318.77	-15.8 %
5100 LANDSCAPING								
5101 Lawn Mowing	718.74	700.00	18.74	2.7 %	1,012.89	1,000.00	12.89	1.3 %
5102 Sprinkler Materials	106.72	0.00	106.72		651.04	835.00	-183.96	-22.0 %
5103 Pruning	0.00	0.00	0.00		64.80	0.00	64.80	
5105 Spray/Fertilization	0.00	0.00	0.00		189.00	440.00	-251.00	-57.0 %
5106 Weed Trimming	0.00	0.00	0.00		0.00	1,015.00	-1,015.00	-100.0 %
5110 Landscaping Other	0.00	200.00	-200.00	-100.0 %	339.97	300.00	39.97	13.3 %
5100 Total LANDSCAPING	825.46	900.00	-74.54	-8.3 %	2,257.70	3,590.00	-1,332.30	-37.1 %
5120 UNIMPROVED COMMON AREAS								
5121 Seeding/Irrigation	0.00	7,500.00	-7,500.00	-100.0 %	10,936.99	7,500.00	3,436.99	45.8 %
5120 Total UNIMPROVED COMMON	0.00	7,500.00	-7,500.00	-100.0 %	10,936.99	7,500.00	3,436.99	45.8 %
5150 STREETS & SIDEWALKS								
5152 DNU - Snow Removal Streets	0.00	0.00	0.00		0.00	4,200.00	-4,200.00	-100.0 %
5153 Snow Removal CA Sidewalks	0.00	0.00	0.00		3,404.52	1,875.00	1,529.52	81.6 %
5157 Parking Other	0.00	0.00	0.00		16.31	0.00	16.31	
5158 JL Snow Removal	0.00	0.00	0.00		1,325.13	0.00	1,325.13	
5159 LWB Snow Removal	0.00	0.00	0.00		1,460.46	0.00	1,460.46	
5160 UWB Snow Removal	0.00	0.00	0.00		1,654.38	0.00	1,654.38	
5161 MC Snow Removal	0.00	0.00	0.00		926.05	0.00	926.05	
5150 Total STREETS & SIDEWALKS	0.00	0.00	0.00		8,786.85	6,075.00	2,711.85	44.6 %
5300 UTILITIES								
5301 Common Area Electric	0.00	0.00	0.00		0.00	150.00	-150.00	-100.0 %
5304 Water	318.63	500.00	-181.37	-36.3 %	453.74	850.00	-396.26	-46.6 %
5305 Sewer	353.61	375.00	-21.39	-5.7 %	353.61	750.00	-396.39	-52.9 %
5308 Cell Phone	0.00	0.00	0.00		45.00	0.00	45.00	
5309 Jordan Lane Utilities	1,578.28	1,750.00	-171.72	-9.8 %	9,324.43	10,500.00	-1,175.57	-11.2 %
5310 Menaul Ct Utilities	1,280.12	1,500.00	-219.88	-14.7 %	7,284.42	9,000.00	-1,715.58	-19.1 %
5315 Utilities Other	0.00	0.00	0.00		913.50	0.00	913.50	
5300 Total UTILITIES	3,530.64	4,125.00	-594.36	-14.4 %	18,374.70	21,250.00	-2,875.30	-13.5 %
5400 TAX & LICENSES								
5404 Licenses	0.00	200.00	-200.00	-100.0 %	20.00	200.00	-180.00	-90.0 %
5405 Lien Filling Fee	0.00	0.00	0.00		124.00	0.00	124.00	
5400 Total TAX & LICENSES	0.00	200.00	-200.00	-100.0 %	144.00	200.00	-56.00	-28.0 %
5550 MARKETING EXPENSE								

	Actual 06/01/17 - 06/30/17	Budget 06/17 - 06/17	\$ Change	% Change	Actual YTD 01/01/17 - 06/30/17	Budget YTD 01/17 - 06/17	\$ Change	% Change
5552 Signage	0.00	0.00	0.00		304.64	0.00	304.64	
5550 Total MARKETING EXPENSE	0.00	0.00	0.00		304.64	0.00	304.64	
5600 ADMINISTRATIVE								
5601 Property Management Fee	750.00	750.00	0.00	0.0 %	4,500.00	4,500.00	0.00	0.0 %
5602 Legal Fees	952.50	1,000.00	-47.50	-4.8 %	1,869.00	2,000.00	-131.00	-6.6 %
5603 Accounting Fees	0.00	0.00	0.00		0.00	1,100.00	-1,100.00	-100.0 %
5605 Meeting Expenses	0.00	0.00	0.00		276.98	0.00	276.98	
5607 Qualchan HOA Monthly Fee	157.50	158.00	-0.50	-0.3 %	945.00	948.00	-3.00	-0.3 %
5610 Other Admin Exp	0.00	0.00	0.00		2,365.03	0.00	2,365.03	
5600 Total ADMINISTRATIVE	1,860.00	1,908.00	-48.00	-2.5 %	9,956.01	8,548.00	1,408.01	16.5 %
5650 INSURANCE								
5651 Liability & Multi-Peril	0.00	0.00	0.00		1,450.00	0.00	1,450.00	
5652 Board of Directors Ins	0.00	0.00	0.00		0.00	1,500.00	-1,500.00	-100.0 %
5650 Total INSURANCE	0.00	0.00	0.00		1,450.00	1,500.00	-50.00	-3.3 %
5700 OFFICE								
5701 Office Supply	14.01	0.00	14.01		31.38	0.00	31.38	
5702 Mail/Postage	130.57	80.00	50.57	63.2 %	432.94	480.00	-47.06	-9.8 %
5703 Copies/Reproductions	18.00	80.00	-62.00	-77.5 %	456.36	480.00	-23.64	-4.9 %
5700 Total OFFICE	162.58	160.00	2.58	1.6 %	920.68	960.00	-39.32	-4.1 %
5000 Total EXPENSES	6,893.70	14,963.00	-8,069.30	-53.9 %	54,832.80	51,643.00	3,189.80	6.2 %
TOTAL EXPENSE	6,893.70	14,963.00	-8,069.30	-53.9 %	54,832.80	51,643.00	3,189.80	6.2 %
NET INCOME	-5,573.06	-9,376.00	3,802.94	40.6 %	-8,329.83	2,197.00	-10,526.83	-479.1 %
NET INCOME SUMMARY								
Income	1,320.64	5,587.00	-4,266.36	-76.4 %	46,502.97	53,840.00	-7,337.03	-13.6 %
Expense	-6,893.70	-14,963.00	8,069.30	53.9 %	-54,832.80	-51,643.00	-3,189.80	6.2 %
Other Income & Expense	0.00	0.00	0.00		0.00	0.00	0.00	
NET INCOME	-5,573.06	-9,376.00	3,802.94	40.6 %	-8,329.83	2,197.00	-10,526.83	-479.1 %