

# **Monthly Report**

To: Overlook Board of Directors

From: WEB Properties, Inc.

**Date:** July 31, 2022

**Re:** Overlook HOA Operating Statements, July 2022

To All,

Enclosed you will find the July 2022 monthly statement and financial reports for the Overlook Homeowners Association.

### **Income**

In July, we collected \$13,469.45 in Total Income, which is \$9,654.30 below the budget estimate of \$23,123.75. Year-to-Date we have collected \$94,161.85 in Total Income, which is \$3,413.20 below the budget estimate of \$97,575.05.

#### **Account Balances**

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

Overlook Operating Account	\$58,190.39
Overlook Reserve Account	\$102,979.13
Overlook Savings Account	\$15,099.01
Total	\$176,268.53

## **Delinquencies**

Through the month of July, there was \$27,289.93 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. Impending Lien Notices to four

owners whose balances exceed \$1,250.00. One never responded, so a lien was filed. Another refused delivery of a certified letter outlining the conditions under which the Board would invite him to discuss his concerns, so a lien will be filed. Another initially responded that they wanted to make payment arrangements but haven't replied to more recent communication about what the Board would accept. We will send a certified letter in August outlining those conditions. The fourth paid their balance in full.

#### Prepays

In July, there was \$3,997.53 in Prepays from 19 homeowners. The attached report provides a more detailed reference for your review.

#### **Expenses**

In July, Total Expenses were \$12,437.96, which is \$1,776.54 below the budget estimate of \$14,214.50. Year-to-Date Total Expenses are \$64,205.18, which is \$12,662.32 below the budget estimate of \$76,867.50. This is primarily attributable to lower snow removal, private road utility costs than budgeted, not performing the audit, and not incurring expenses for a camera system.

#### **CC&R Notices**

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

CC&R Violation Notices	
1st Notice	3
2nd Notice	1
1st Fine	0
2nd Fine	0
3 or More Fines	0
Thank You	0
Total	2

#### 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.

Overlook HOA Monthly Report Page 3

We received an email from Alison Taylor asking whether the new, temporary city ordinance allowing duplexes would be allowed in Overlook. We are waiting for a legal opinion from an attorney.

We reached out to the owner of 5112 S Jordan asking for a status update to the construction that had been delayed. They responded that the city required resubmittal of plans due to changes in the foundation but expected approval to occur soon. I asked for more details but haven't heard back.

The contract for the asphalt work on the private roads has been executed. We are waiting for a reply with the schedule.

Together with the enclosed reports, this should bring you up to date on the status of the Overlook Homeowners Association for the month of July 2022. If there is anything else, we can do to be of assistance, please feel free to call or email us.

Sincerely,

WEB Properties, Inc.

Themes a white

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 Homeowners Association,W Willapa,Willapa Court,Z - Vacant Lot 01/01/22 - 07/31/22 (cash basis)

	Month to Date 07/01/22 - 07/31/22	% Income	01/01/22 - 07/31/22	% Income
OPERATING ACTIVITIES		***		
INCOME				
4100 INCOME				
4101 HOA DUES				
2201 Prepays	-6,770.66	-50.27 %	4,660.54	4.95 %
4101 Other HOA DUES	11,490.47	85.31 %	39,857.40	42.33 %
4101 Total HOA DUES	4,719.81	35.04 %	44,517.94	47.28 %
4102 JORDAN LANE FEES				
4104 JL - Snow Removal	225.00	1.67 %	1,455.00	1.55 %
4105 JL - Upgrade Lrgr Trash Can	13.44	0.10 %	94.08	0.10 %
4106 JL - Utility Fees	3,624.02	26.91 %	20,323.24	21.58 %
4116 JL - Private Dr Res Assessment	42.51	0.32 %	623.48	0.66 %
4121 JL - PUD Res Assessment	292.50	2.17 %	2,362.88	2.51 %
4126 JL - Private Dr Snow Removal	405.00	3.01 %	915.00	0.97 %
4102 Total JORDAN LANE FEES	4,602.47	34.17 %	25,773.68	27.37 %
4107 LOWER WEST BOLAN FEES				
4108 LWB - Snow Removal	0.00	0.00 %	570.00	0.61 %
4118 LWB - Private Dr Res Assessment	382.50	2.84 %	1,062.50	1.13 %
4107 Total LOWER WEST BOLAN FEES	382.50	2.84 %	1,632.50	1.73 %
4109 MENAUL COURT FEES				
4112 MC - Utility Fees	1,283.45	9.53 %	10,908.17	11.58 %
4115 MC - Snow Removal	100.00	0.74 %	682.59	0.72 %
4119 MC - Lift Station Res Assessments	148.10	1.10 %	1,142.23	1.21 %
4122 MC - PUD Res Assessment	154.08	1.14 %	1,242.83	1.32 %
4109 Total MENAUL COURT FEES	1,685.63	12.51 %	13,975.82	14.84 %
4113 UPPER WEST BOLAN FEES				
4114 UWB - Snow Removal	0.00	0.00 %	600.00	0.64 %
4120 UWB - Private Dr Res Assessment	382.50	2.84 %	1,105.00	1.17 %
4113 Total UPPER WEST BOLAN FEES	382.50	2.84 %	1,705.00	1.81 %
4123 ANTON COURT FEES				
4124 AC - Private Dr Res Assessment	85.00	0.63 %	510.00	0.54 %
4125 AC - Snow Removal	90.00	0.67 %	540.00	0.57 %
4123 Total ANTON COURT FEES	175.00	1.30 %	1,050.00	1.12 %
4150 CA RESERVE ASSESSMENTS				
4151 Com Area Res Assessment	1,358.28	10.08 %	4,950.54	5.26 %
4150 Total CA RESERVE ASSESSMENTS	1,358.28	10.08 %	4,950.54	5.26 %
4100 Total INCOME	13,306.19	98.79 %	93,605.48	99.41 %
4200 OTHER PROPERTY INCOME				
4201 Late Fees & Interest	95.90	0.71 %	661.37	0.70 %
4203 Lien Fees	0.00	0.00 %	-225.00	-0.24 %
4210 Other Income	67.36	0.50 %	120.00	0.13 %
4200 Total OTHER PROPERTY INCOME	163.26	1.21 %	556.37	0.59 %
TOTAL INCOME	13,469.45	100.00%	94,161.85	99.99%
EXPENSE				
5000 EXPENSES				
5001 MAINTENANCE EXPENSES				
5005 Plumbing Contract	-375.00	-2.78 %	-803.64	-0.85 %
5023 Maintenance Engineer	-1,072.50	-7.96 %	-3,162.50	-3.36 %
5001 Total MAINTENANCE EXPENSES	-1,447.50	-10.75 %	-3,966.14	-4.21 %
5100 LANDSCAPING				
5101 Lawn Mowing	-545.00	-4.05 %	-1,362.50	-1.45 %
5102 Sprinkler Materials	-98.07	-0.73 %	-986.10	
5103 Pruning	0.00	0.00 %	-326.18	
5105 Spray/Fertilization	-288.85	-2.14 %	-1,253.50	
5110 Landscaping Other	-3,297.25	-24.48 %	-4,356.86	-4.63 %
	5,257.20	70	.,	

5100 Total LANDSCAPING	-4,229.17	-31.40 %	-8,285.14	-8.80 %
5150 STREETS & SIDEWALKS	0.00	0.000/	0.050.04	0.40.04
5153 Snow Removal CA Sidewalks	0.00	0.00 %	-3,253.81	-3.46 %
5150 Total STREETS & SIDEWALKS	0.00	0.00 %	-3,253.81	-3.46 %
5300 UTILITIES	4 400 00	40.00.0/	0.070.45	0.40.0/
5304 Water	-1,436.09	-10.66 %	-2,276.45	-2.42 %
5305 Sewer	-782.00	-5.81 %	-782.00	-0.83 %
5306 Refuse	-856.11	-6.36 %	-856.11	-0.91 %
5309 Jordan Ln Util-water,sewer,refuse	-156.80	-1.16 %	-16,281.55	-17.29 %
5310 Menaul Ct Util-water,sewer,refuse		-11.96 %	-9,943.54	-10.56 %
5300 Total UTILITIES	-4,841.32	-35.94 %	-30,139.65	-32.01 %
5400 TAX & LICENSES				
5401 Real Estate Taxes	0.00	0.00 %	-70.50	-0.07 %
5405 Lien Filling Fee	0.00	0.00 %	-208.57	-0.22 %
5400 Total TAX & LICENSES	0.00	0.00 %	-279.07	-0.30 %
5600 ADMINISTRATIVE				
5601 Property Management Fee	-1,750.00	-12.99 %	-12,000.00	-12.74 %
5603 Accounting Fees	-39.59	-0.29 %	-678.47	-0.72 %
5604 Bank Service Charges	2.00	0.01 %	0.00	0.00 %
5607 Qualchan HOA Monthly Fee	0.00	0.00 %	-945.00	-1.00 %
5610 Other Admin Exp	-125.00	-0.93 %	-1,085.00	-1.15 %
5600 Total ADMINISTRATIVE	-1,912.59	-14.20 %	-14,708.47	-15.62 %
5650 INSURANCE				
5651 Liability & Multi-Peril	0.00	0.00 %	-2,036.00	-2.16 %
5652 Board of Directors Ins	0.00	0.00 %	-1,500.00	-1.59 %
5650 Total INSURANCE	0.00	0.00 %	-3,536.00	-3.76 %
5700 OFFICE				
5702 Mail/Postage	-7.38	-0.05 %	-36.90	-0.04 %
5700 Total OFFICE	-7.38	-0.05 %	-36.90	-0.04 %
5000 Total EXPENSES	-12,437.96	-92.34 %	-64,205.18	-68.19 %
TOTAL EXPENSE	-12,437.96	-92.34%	-64,205.18	-68.18%
NON OPERATING INCOME				
7000 NON-OPERATING INCOME				
7004 Funds Transf. from Oper. to Res.	0.00	0.00 %	-2,040.37	-2.17 %
7000 Total NON-OPERATING INCOME	0.00	0.00 %	-2,040.37	-2.17 %
TOTAL NON OPERATING INCOME	0.00	0.00%	-2,040.37	-2.17%
NON OPERATING EXPENSE				
6000 NON-OPERATING EXPENSES				
6002 Funds Transf. to Res. from Oper.	-1,241.01	-9.21 %	-9,556.71	-10.15 %
6000 Total NON-OPERATING EXPENSE		-9.21 %	-9,556.71	-10.15 %
TOTAL NON OPERATING EXPENSE	-1,241.01	-9.21%	-9,556.71	-10.15%
Not Income	-209.52	-1.56 %	10 250 50	19.50 %
Net Income		-1.56 %	18,359.59	19.50 %
Net cash provided by Operating Activities	-209.52		18,359.59	
			18,359.59	
Net cash increase for period	_20Q 52			
Net cash increase for period	-209.52		10,339.39	
Net cash increase for period  Cash at beginning of period	-209.52 58,399.91		39,830.80	
Cash at beginning of period	58,399.91	:4	39,830.80	
		: ::		

# **Budget Comparison**

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

Comparison Periods: 07/01/22 - 07/31/22 and 01/01/22 - 07/31/22 (cash basis)

Actual Budget Actual YTD Budget 07/01/22 - 07/31/22 07/22 - 07/22 \$ Change % Change 01/01/22 - 07/31/22 01/22 - 0	
INCOME	
4100 INCOME	
4101 HOA DUES	
2201 Prepays -6,770.66 0.00 -6,770.66 4,660.54	0.00 4,660.54
	6,660.00 -6,802.60 -14.6 %
4101 Total HOA DUES 4,719.81 13,900.00 -9,180.19 -66.0 % 44,517.94 46	6,660.00 -2,142.06 -4.6 %
4102 JORDAN LANE FEES	
4104 JL - Snow Removal 225.00 150.00 75.00 50.0 % 1,455.00	1,050.00 405.00 38.6 %
4105 JL - Upgrade Lrgr Trash Can 13.44 13.44 0.00 0.0 % 94.08	94.08 0.00 0.0 %
	0,650.00 -326.76 -1.6 %
4116 JL - Private Dr Res Assessment 42.51 85.02 -42.51 -50.0 % 623.48	595.14 28.34 4.8 %
4121 JL - PUD Res Assessment 292.50 243.75 48.75 20.0 % 2,362.88	1,706.25 656.63 38.5 %
4126 JL - Private Dr Snow Removal 405.00 60.00 345.00 575.0 % 915.00	420.00 495.00 117.9 %
4102 Total JORDAN LANE FEES 4,602.47 3,502.21 1,100.26 31.4 % 25,773.68 24	4,515.47 1,258.21 5.1 %
4107 LOWER WEST BOLAN FEES	
4108 LWB - Snow Removal 0.00 330.00 -330.00 -100.0 % 570.00	990.00 -420.00 -42.4 %
4118 LWB - Private Dr Res Assessmei 382.50 467.50 -85.00 -18.2 % 1,062.50	1,402.50 -340.00 -24.2 %
4107 Total LOWER WEST BOLAN FE 382.50 797.50 -415.00 -52.0 % 1,632.50 2	2,392.50 -760.00 -31.8 %
4109 MENAUL COURT FEES	
	1,900.00 -991.83 -8.3 %
4115 MC - Snow Removal 100.00 110.00 -10.00 -9.1 % 682.59	770.00 -87.41 -11.4 %
	1,140.37 1.86 0.2 %
	1,251.25 -8.42 -0.7 %
4109 Total MENAUL COURT FEES 1,685.63 2,151.66 -466.03 -21.7 % 13,975.82 15	5,061.62 -1,085.80 -7.2 %
4113 UPPER WEST BOLAN FEES	
4114 UWB - Snow Removal 0.00 300.00 -300.00 -100.0 % 600.00	900.00 -300.00 -33.3 %
4120 UWB - Private Dr Res Assessme 382.50 425.00 -42.50 -10.0 % 1,105.00 1	1,275.00 -170.00 -13.3 %
4113 Total UPPER WEST BOLAN FE 382.50 725.00 -342.50 -47.2 % 1,705.00 2	2,175.00 -470.00 -21.6 %
4123 ANTON COURT FEES	
4124 AC - Private Dr Res Assessment 85.00 255.00 -170.00 -66.7 % 510.00	765.00 -255.00 -33.3 %
4125 AC - Snow Removal 90.00 180.00 -90.00 -50.0 % 540.00	540.00 0.00 0.0 %
	1,305.00 -255.00 -19.5 %
4150 CA RESERVE ASSESSMENTS	
•	5,465.46 -514.92 -9.4 %
	5,465.46 -514.92 -9.4 %

Page 1 of 4

rentmanager.com - property management systems rev.12.861

Budget Comparison

08/01/22 10:23 AM

	Actual 07/01/22 - 07/31/22	Budget 07/22 - 07/22	\$ Change	% Change	Actual YTD 01/01/22 - 07/31/22	Budget YTD 01/22 - 07/22	\$ Change	% Change
4100 Total INCOME	13,306.19	23,123.75	-9,817.56	-42.5 %	93,605.48	97,575.05	-3,969.57	-4.1 %
4200 OTHER PROPERTY INCOME								
4201 Late Fees & Interest	95.90	0.00	95.90		661.37	0.00	661.37	
4203 Lien Fees	0.00	0.00	0.00		-225.00	0.00	-225.00	
4210 Other Income	67.36	0.00	67.36		120.00	0.00	120.00	
4200 Total OTHER PROPERTY INCOME	163.26	0.00	163.26		556.37	0.00	556.37	
TOTAL INCOME	13,469.45	23,123.75	-9,654.30	-41.8 %	94,161.85	97,575.05	-3,413.20	-3.5 %
EXPENSE								
5000 EXPENSES								
5001 MAINTENANCE EXPENSES								
5005 Plumbing Contract	375.00	0.00	375.00		803.64	425.00	378.64	89.1 %
5022 Maintenance Miscellaneous	0.00	4,075.00	-4,075.00	-100.0 %	0.00	4,525.00	-4,525.00	-100.0 %
5023 Maintenance Engineer	1,072.50	225.00	847.50	376.7 %	3,162.50	1,975.00	1,187.50	60.1 %
5001 Total MAINTENANCE EXPENSE	1,447.50	4,300.00	-2,852.50	-66.3 %	3,966.14	6,925.00	-2,958.86	-42.7 %
5100 LANDSCAPING								
5101 Lawn Mowing	545.00	525.00	20.00	3.8 %	1,362.50	1,575.00	-212.50	-13.5 %
5102 Sprinkler Materials	98.07	75.00	23.07	30.8 %	986.10	450.00	536.10	119.1 %
5103 Pruning	0.00	500.00	-500.00	-100.0 %	326.18	850.00	-523.82	-61.6 %
5105 Spray/Fertilization	288.85	150.00	138.85	92.6 %	1,253.50	900.00	353.50	39.3 %
5110 Landscaping Other	3,297.25	1,800.00	1,497.25	83.2 %	4,356.86	3,100.00	1,256.86	40.5 %
5100 Total LANDSCAPING	4,229.17	3,050.00	1,179.17	38.7 %	8,285.14	6,875.00	1,410.14	20.5 %
5150 STREETS & SIDEWALKS								
5153 Snow Removal CA Sidewalks	0.00	0.00	0.00		3,253.81	4,600.00	-1,346.19	-29.3 %
5150 Total STREETS & SIDEWALKS	0.00	0.00	0.00		3,253.81	4,600.00	-1,346.19	-29.3 %
5300 UTILITIES								
5304 Water	1,436.09	275.00	1,161.09	422.2 %	2,276.45	1,200.00	1,076.45	89.7 %
5305 Sewer	782.00	0.00	782.00		782.00	0.00	782.00	
5306 Refuse	856.11	0.00	856.11		856.11	0.00	856.11	
5309 Jordan Ln Util-water,sewer,refuse		2,950.00	-2,793.20	-94.7 %	,	20,650.00	-4,368.45	-21.2 %
5310 Menaul Ct Util-water,sewer,refuse		1,700.00	-89.68	-5.3 %	9,943.54	11,900.00	-1,956.46	-16.4 %
5300 Total UTILITIES	4,841.32	4,925.00	-83.68	-1.7 %	30,139.65	33,750.00	-3,610.35	-10.7 %
5400 TAX & LICENSES								
5401 Real Estate Taxes	0.00	0.00	0.00		70.50	55.00	15.50	28.2 %
5405 Lien Filling Fee	0.00	0.00	0.00		208.57	0.00	208.57	
5400 Total TAX & LICENSES	0.00	0.00	0.00		279.07	55.00	224.07	407.4 %
5600 ADMINISTRATIVE								
5601 Property Management Fee	1,750.00	1,750.00	0.00	0.0 %		12,000.00	0.00	0.0 %
5603 Accounting Fees	39.59	32.00	7.59	23.7 %		649.00	29.47	4.5 %
5604 Bank Service Charges	-2.00	0.00	-2.00		0.00	0.00	0.00	
Budget Comparison 08/01/22 10:23 AM			Page 2 of 4		rentm	anager.com - property	management syst	ems rev.12.861

	Actual 07/01/22 - 07/31/22	Budget 07/22 - 07/22	\$ Change	% Change	Actual YTD 01/01/22 - 07/31/22	Budget YTD 01/22 - 07/22	■\$ Change	% Change
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	0.00	157.50	-157.50	-100.0 %	945.00	1,102.50	-157.50	-14.3 %
5610 Other Admin Exp	125.00	0.00	125.00		1,085.00	210.00	875.00	416.7 %
5600 Total ADMINISTRATIVE	1,912.59	1,939.50	-26.91	-1.4 %	14,708.47	21,126.50	-6,418.03	-30.4 %
5650 INSURANCE								
5651 Liability & Multi-Peril	0.00	0.00	0.00		2,036.00	2,036.00	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		3,536.00	3,536.00	0.00	0.0 %
5700 OFFICE								
5702 Mail/Postage	7.38	0.00	7.38		36.90	0.00	36.90	
5700 Total OFFICE	7.38	0.00	7.38		36.90	0.00	36.90	
5000 Total EXPENSES	12,437.96	14,214,50	4 770 54	40.5.0/	04 005 40	70 007 50		40.500
3000 Total EXPENSES	12,437.90	14,214.50	-1,776.54	-12.5 %	64,205.18	76,867.50	-12,662.32	-16.5 %
TOTAL EXPENSE	12,437.96	14,214.50	-1,776.54	-12.5 %	64,205.18	76,867.50	-12,662.32	-16.5 %
NOI	1,031.49	8,909.25	-7,877.76	-88.4 %	29,956.67	20,707.55	9,249.12	44.7 %
NON OPERATING INCOME								
7000 NON-OPERATING INCOME								
7004 Funds Transf. from Oper. to Res.	0.00	0.00	0.00		-2,040.37	0.00	-2,040.37	
7000 Total NON-OPERATING INCOME	0.00	0.00	0.00		-2,040.37	0.00	-2,040.37	
TOTAL NON OPERATING INCOME	0.00	0.00	0.00		-2,040.37	0.00	-2,040.37	
NON OPERATING EXPENSE								
6000 NON-OPERATING EXPENSES								
6002 Funds Transf, to Res. from Oper.	1,241.01	3,458.65	-2,217.64	-64.1 %	9,556.71	13,799.35	-4,242.64	-30.7 %
6000 Total NON-OPERATING EXPENSE		3,458.65	-2,217.64	-64.1 %	9,556.71	13,799.35	-4,242.64	-30.7 %
TOTAL NON OPERATING EXPENSE	1,241.01	3,458.65	-2,217.64	-64.1 %	9,556.71	13,799.35	-4,242.64	-30.7 %
NET INCOME	-209.52	5,450.60	-5,660.12	-103.8 %	18,359.59	6,908.20	11,451.39	165.8 %

-3.5 %
16.5 %
44.7 %
30.7 %
165.8 %
_