

Pebble Creek Condominium Association
Table of Contents

FINANCIAL REPORTS

FINANCIAL COVER MEMO

BALANCE SHEET - STANDARD FINANCIAL STATEMENT (YTD ONLY)

BUDGET COMPARISON - STANDARD FINANCIAL STATEMENT (PTD & YTD)

CHECK HISTORY REPORT

BANK RECONCILIATIONS

PRIVACY REPORTS

DELINQUENCY REPORT

COPY OF PAID BILLS

M E M O R A N D U M

TO: Board of Directors of Pebble Creek HOA

FROM: Key Property Services, Inc.

DATE: May 15, 2020

RE: Pebble Creek Financial Reports
For the month of April 2020

Summary financial results for the current month are below.

FINANCIAL RESULTS	Actual	Budget	Variance
Revenue	14,315	14,377	(62)
Operating Expenses	8,240	9,706	(1,466)
Net Operating Income	6,075	4,671	1,404
Net Reserves	3,625	3,292	333
Net Income	9,700	7,963	1,737

CASH FLOW	
Beginning bank balance – Operating & Savings	71,226
Change in Accounts Receivable	(355)
Change in Liabilities	(3,076)
Net Income	9,700
Ending bank balance – All Accounts	78,101

Revenue was under the budgeted amount by \$62. Operating Expenses was under budget by \$1,466. Net Operating Income was over budget by \$1,404.

At the end of the month Operating Account had a balance of \$18,590. and Reserve Account had a balance of \$61,109.

Let us know if you have any questions.

Balance Sheet

Properties: Pebble Creek Condominiums (PCC) - 1412 NE 72nd St Vancouver, WA 98665

As of: 04/30/2020

Accounting Basis: Accrual

GL Account Map: None - use master chart of accounts

Level of Detail: Detail View

Account Name	Balance
ASSETS	
Cash	
Operating Cash	16,992.06
Reserve Account	61,108.64
Total Cash	78,100.70
Accts Receivable Tenants	26,062.05
Operating Reserve Fund	216.80
Land Improvements	1,609.74
TOTAL ASSETS	105,989.29
LIABILITIES & CAPITAL	
Liabilities	
Pre-paid Rent/Dues	5,066.15
Accounts Payable	151.76
Total Liabilities	5,217.91
Capital	
Owner Contributions	20,250.54
Retained Earnings-Prior	37,956.46
Calculated Retained Earnings	20,158.17
Calculated Prior Years Retained Earnings	22,406.21
Total Capital	100,771.38
TOTAL LIABILITIES & CAPITAL	105,989.29

Budget - Comparative

Properties: Pebble Creek Condominiums (PCC) - 1412 NE 72nd St Vancouver, WA 98665

Period Range: Apr 2020 to Apr 2020

Comparison Period Range: Jan 2020 to Apr 2020

Accounting Basis: Accrual

GL Account Map: None - use master chart of accounts

Level of Detail: Detail View

Account Name	Period Actual	Period Budget	Period \$ Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance
Income						
4010: Dues	17,940.00	17,940.00	0.00	66,560.00	66,560.00	0.00
4012: Allocations to Reserves	-3,625.00	-3,625.00	0.00	-14,500.00	-14,500.00	0.00
410: Rental Income						
4113: Fines & Penalties	0.00	41.66	-41.66	-1,000.00	166.72	-1,166.72
4114: Late fees, Interest & NSF Fees	0.00	20.83	-20.83	0.00	83.36	-83.36
Total 410: Rental Income	0.00	62.49	-62.49	-1,000.00	250.08	-1,250.08
Total Budgeted Operating Income	14,315.00	14,377.49	-62.49	51,060.00	52,310.08	-1,250.08
Expense						
520: Administrative						
5019: Benefits - 401K	25.00	0.00	-25.00	87.50	0.00	-87.50
5020: Workers Comp	6.12	0.00	-6.12	24.32	0.00	-24.32
5024: Payroll Taxes	59.40	100.00	40.60	252.35	400.00	147.65
5025: Employee Insurance	0.00	125.00	125.00	366.66	500.00	133.34
5031: Office Supplies	0.00	10.00	10.00	0.00	40.00	40.00
5032: Administrative Services	21.13	75.00	53.87	526.33	300.00	-226.33
5034: Telephone	0.00	40.00	40.00	0.00	160.00	160.00
5035: Employee Mileage	0.00	29.16	29.16	0.00	116.72	116.72
5038: Bank fees	0.00	22.91	22.91	0.00	91.72	91.72
5042: Postage	0.00	16.66	16.66	0.00	66.72	66.72
5512: Management Fees	958.00	958.34	0.34	3,832.00	3,833.36	1.36
5515: Accounting and Audit Fees	0.00	16.67	16.67	185.00	66.68	-118.32
5517: Other Taxes, Licenses, Fees	0.00	4.17	4.17	0.00	16.68	16.68
5521: Conventions and Meetings	0.00	0.00	0.00	37.50	0.00	-37.50
Total 520: Administrative	1,069.65	1,397.91	328.26	5,311.66	5,591.88	280.22

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance
526: Operating/Maintenance						
5016: Maintenance Salaries	715.00	1,000.00	285.00	2,840.51	4,000.00	1,159.49
5108: Maintenance Supplies	0.00	0.00	0.00	91.65	0.00	-91.65
5109: Contract Services-Maintenance	773.43	833.34	59.91	7,026.47	3,333.36	-3,693.11
5112: Pest Control -Occupied/Common	493.23	83.34	-409.89	644.99	333.36	-311.63
Total 526: Operating/Maintenance	1,981.66	1,916.68	-64.98	10,603.62	7,666.72	-2,936.90
530: Landscape						
5152: Contract Services-Landscaping	1,062.32	1,083.34	21.02	4,488.84	4,333.36	-155.48
5153: Landscape Improvements	0.00	83.33	83.33	0.00	333.36	333.36
Total 530: Landscape	1,062.32	1,166.67	104.35	4,488.84	4,666.72	177.88
551: Utilities						
5341: Sewer	1,560.00	1,500.00	-60.00	6,357.00	6,000.00	-357.00
5342: Water	1,347.76	1,000.00	-347.76	4,748.14	4,000.00	-748.14
5343: Waste Removal	1,435.12	1,416.67	-18.45	5,715.04	5,666.68	-48.36
5344: Electricity	86.31	100.00	13.69	392.77	400.00	7.23
Total 551: Utilities	4,429.19	4,016.67	-412.52	17,212.95	16,066.68	-1,146.27
561: General Expenses						
5511: Property Insurance	-303.00	1,166.66	1,469.66	716.00	4,666.72	3,950.72
5514: Legal Services	0.00	41.66	41.66	0.00	166.72	166.72
Total 561: General Expenses	-303.00	1,208.32	1,511.32	716.00	4,833.44	4,117.44
Total Budgeted Operating Expense	8,239.82	9,706.25	1,466.43	38,333.07	38,825.44	492.37
Total Budgeted Operating Income	14,315.00	14,377.49	-62.49	51,060.00	52,310.08	-1,250.08
Total Budgeted Operating Expense	8,239.82	9,706.25	1,466.43	38,333.07	38,825.44	492.37
NOI - Net Operating Income	6,075.18	4,671.24	1,403.94	12,726.93	13,484.64	-757.71
Other Income						
6050: Replacement Reserve Income	3,625.00	3,625.00	0.00	14,500.00	14,500.00	0.00
Total Budgeted Other Income	3,625.00	3,625.00	0.00	14,500.00	14,500.00	0.00

Budget - Comparative

Account Name	Period Actual	Period Budget	Period \$ Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance
Other Expense						
565: Other Capital Expense						
5601: Plumbing Repair	0.00	83.33	83.33	0.00	333.36	333.36
5636: Roofs and Gutters	0.00	250.00	250.00	0.00	1,000.00	1,000.00
Total 565: Other Capital Expense	0.00	333.33	333.33	0.00	1,333.36	1,333.36
7050: Reserve Expense	0.00	0.00	0.00	7,068.76	0.00	-7,068.76
Total Budgeted Other Expense	0.00	333.33	333.33	7,068.76	1,333.36	-5,735.40
Net Other Income	3,625.00	3,291.67	333.33	7,431.24	13,166.64	-5,735.40
Total Budgeted Income	17,940.00	18,002.49	-62.49	65,560.00	66,810.08	-1,250.08
Total Budgeted Expense	8,239.82	10,039.58	1,799.76	45,401.83	40,158.80	-5,243.03
Net Income	9,700.18	7,962.91	1,737.27	20,158.17	26,651.28	-6,493.11
Asset						
1200: Accts Receivable Tenants	-355.00	0.00	355.00	-247.55	0.00	247.55
Total Budgeted Asset	-355.00	0.00	355.00	-247.55	0.00	247.55
Cash						
1100: Operating Cash	3,249.45	0.00	-3,249.45	11,420.81	0.00	-11,420.81
1120: Reserve Account	3,625.00	0.00	-3,625.00	7,431.24	0.00	-7,431.24
Total Budgeted Cash	6,874.45	0.00	-6,874.45	18,852.05	0.00	-18,852.05
Liability						
2115: Pre-paid Rent/Dues	-105.00	0.00	-105.00	945.00	0.00	945.00
2200: Accounts Payable	-3,075.73	0.00	-3,075.73	-2,498.67	0.00	-2,498.67
2245: Loan Principal	0.00	4,166.67	-4,166.67	0.00	16,666.68	-16,666.68
Total Budgeted Liability	-3,180.73	4,166.67	-7,347.40	-1,553.67	16,666.68	-18,220.35

Check Register Detail

Property: Pebble Creek Condominiums (PCC) - 1412 NE 72nd St Vancouver, WA 98665

Bank Accounts: All

Payees: All

Date Range: 04/01/2020 - 04/30/2020

Include Voided Payments: No

Show ACH Payments Only: No

Bank Account	Payee Name	Check #	Cleared	Check Memo	Check Date	Payment Amount	Property Name	GL Account #	GL Account Name	Amount	Description
Pebble Creek Operating Account	Key Property Services, Inc. - CL#: KEYPRPS842MQ	3532	Y		04/01/2020	958.00	Pebble Creek Condominiums (PCC)	5512	Management Fees	958.00	April 2020 - Management Fee
Pebble Creek Operating Account	KPS Payroll Account	3534	Y		04/07/2020	89.23					
							Pebble Creek Condominiums (PCC)	5025	Employee Insurance	5.25	Dental
							Pebble Creek Condominiums (PCC)	5025	Employee Insurance	70.29	Medical
							Pebble Creek Condominiums (PCC)	5025	Employee Insurance	0.58	Group Life
							Pebble Creek Condominiums (PCC)	5025	Employee Insurance	6.36	Long Term Disab
							Pebble Creek Condominiums (PCC)	5025	Employee Insurance	6.75	LTC
Pebble Creek Operating Account	KPS Payroll Account	3533	Y		04/02/2020	400.19					
							Pebble Creek Condominiums (PCC)	5016	Maintenance Salaries	357.50	
							Pebble Creek Condominiums (PCC)	5020	Workers Comp	3.06	

Check Register Detail

Bank Account	Payee Name	Check #	Cleared	Check Memo	Check Date	Payment Amount	Property Name	GL Account #	GL Account Name	Amount	Description
Pebble Creek Operating Account	ERADICON PEST MANAGEMENT, LLC	3535	Y		04/09/2020	493.23	Pebble Creek Condominiums (PCC)	5024	Payroll Taxes	29.70	
							Pebble Creek Condominiums (PCC)	5032	Administrative Services	9.93	
Pebble Creek Operating Account	Key Property Services, Inc. - CL#: KEYPRPS842MQ	3537	Y		04/09/2020	381.67	Pebble Creek Condominiums (PCC)	5112	Pest Control - Occupied/Common	493.23	Pest Control
							Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	10.00	Trip Charge
							Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	15.97	Locks
							Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	12.26	Tax
							Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	120.00	Bought and installed new locks for garbage enclosures
							Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	10.00	Trip Charge
							Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	5.88	Tax
							Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	60.00	Cleaned trash enclosure
							Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	10.00	Trip Charge

Check Register Detail

Bank Account	Payee Name	Check #	Cleared	Check Memo	Check Date	Payment Amount	Property Name	GL Account #	GL Account Name	Amount	Description
Pebble Creek Operating Account	Key Property Services, Inc. - CL#: KEYPRPS842MQ	3538	Y		04/09/2020	240.00	Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	107.53	supplies
Pebble Creek Operating Account	KPS Payroll Account	3539	Y		04/16/2020	25.00	Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	240.00	installed non slip treads and power wash at 1406 #3
Pebble Creek Operating Account	Key Property Services, Inc. - CL#: KEYPRPS842MQ	3541			04/17/2020	3,138.26	Pebble Creek Condominiums (PCC)	5019	Benefits - 401K	25.00	3/15 and 3/31
Pebble Creek Operating Account	CLARK PUBLIC UTILITIES	3542	Y	7238-938-0, 7238-863-0	04/20/2020	1,434.07	Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	975.07	Supplies
							Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	1,920.00	Labor
							Pebble Creek Condominiums (PCC)	5109	Contract Services-Maintenance	243.19	Tax
							Pebble Creek Condominiums (PCC)	5344	Electricity	86.31	Electric
							Pebble Creek Condominiums (PCC)	5342	Water	1,144.80	Water
							Pebble Creek Condominiums (PCC)	5342	Water	202.96	Water

Check Register Detail

Bank Account	Payee Name	Check #	Cleared	Check Memo	Check Date	Payment Amount	Property Name	GL Account #	GL Account Name	Amount	Description
Pebble Creek Operating Account	CLARK REGIONAL WASTEWATER DIST	3543	Y	015367-000	04/20/2020	1,560.00	Pebble Creek Condominiums (PCC)	5341	Sewer	1,560.00	Sewer
Pebble Creek Operating Account	GREEN ENVY LANDSCAPING	3544	Y		04/20/2020	1,062.32	Pebble Creek Condominiums (PCC)	5152	Contract Services-Landscaping	1,062.32	Landscaping
Pebble Creek Operating Account	WASTE CONNECTIONS	3545	Y	2010-362287	04/20/2020	1,435.12	Pebble Creek Condominiums (PCC)	5343	Waste Removal	1,435.12	Garbage
Pebble Creek Operating Account	KPS Payroll Account	3540	Y		04/21/2020	401.46	Pebble Creek Condominiums (PCC)	5016	Maintenance Salaries	357.50	
							Pebble Creek Condominiums (PCC)	5020	Workers Comp	3.06	
							Pebble Creek Condominiums (PCC)	5024	Payroll Taxes	29.70	
							Pebble Creek Condominiums (PCC)	5032	Administrative Services	11.20	
Total										11,618.55	