

**PEBBLE CREEK CONDOMINIUM ASSOCIATION  
TABLE OF CONTENTS**

<b>FINANCIAL REPORTS</b>
FINANCIAL COVER MEMO
BALANCE SHEET - STANDARD FINANCIAL STATEMENT (YTD ONLY)
BUDGET COMPARISON - STANDARD FINANCIAL STATEMENT (PTD & YTD)
CHECK HISTORY REPORT
BANK RECONCILIATIONS
<b>PRIVACY REPORTS</b>
ACCOUNT RECEIVABLE AGEING REPORT
PRE-PAIDS WHEN APPLICABLE
COPY OF LEGAL BILLS PAID

**M E M O R A N D U M**

---

TO: Board of Directors

FROM: Key Property Services, Inc.

DATE: October 9, 2017

RE: Pebble Creek Financial Reports  
For the month of September 2017

---

Summary financial results for the current month are below.

<b>FINANCIAL RESULTS</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>
Revenue	9,825	9,447	378
Operating Expenses	9,898	8,988	909
Net Operating Income	(73)	458	(531)
Net Reserves	1,277	2,792	(1,515)
Net Income	1,205	2,563	(1,358)

<b>CASH FLOW</b>	
Beginning bank balance – Operating & Savings	49,801
Change in Accounts Receivable	0
Change in Liabilities	(6,157)
Net Income	1,205
Ending bank balance – All Accounts	44,849

Revenue was under the budgeted amount by \$67. Operating Expenses were over budget by \$1,154, due to the timing of invoices. Net Operating Income was under budget by \$1,220, due to the reasons listed above.

At the end of the month Operating had a balance of \$21,825 and Reserves had a balance of 26,026.

Let us know if you have any questions.

## Balance Sheet

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

As of: 09/30/2017

Accounting Basis: Accrual

Account Name	Balance
<b>ASSETS</b>	
<b>Cash</b>	
Operating Cash	18,822.93
Reserve Account	26,026.09
<b>Total Cash</b>	<b>44,849.02</b>
Accts Receivable Tenants	24,005.28
Land Improvements	1,609.74
<b>TOTAL ASSETS</b>	<b>70,464.04</b>
<b>LIABILITIES &amp; CAPITAL</b>	
<b>Liabilities</b>	
Pre-paid Rent/Dues	2,824.55
<b>Total Liabilities</b>	<b>2,824.55</b>
<b>Capital</b>	
Owner Contributions	20,250.54
Retained Earnings-Prior	37,956.46
Calculated Retained Earnings	11,118.84
Calculated Prior Years Retained Earnings	20,551.33
<b>Total Capital</b>	<b>67,639.49</b>
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>70,464.04</b>

# Budget Comparison

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

Period Beginning: Sep 2017

Period Ending: Sep 2017

Comparison Period Beginning: Jan 2017

Comparison Period Ending: Sep 2017

Accounting Basis: Accrual

Account Name	Period Actual	Period Budget	Period \$ Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance
<b>Income</b>						
4010: Dues	13,200.00	12,480.00	720.00	110,880.00	112,320.00	-1,440.00
4012: Allocations to Reserves	-3,250.00	-3,250.00	0.00	-29,250.00	-29,250.00	0.00
4113: Fines & Penalties	-125.00	0.00	-125.00	-125.00	0.00	-125.00
4114: Late fees, Interest & NSF Fees	0.00	166.66	-166.66	280.00	1,500.02	-1,250.02
4203: Other Income	0.00	50.00	-50.00	0.00	450.00	-450.00
<b>Total Budgeted Operating Income</b>	<b>9,825.00</b>	<b>9,446.66</b>	<b>378.34</b>	<b>81,755.00</b>	<b>85,020.02</b>	<b>-3,265.02</b>
<b>Expense</b>						
<b>520: Administrative</b>						
5009: Labor & Supplies	0.00	1,071.25	1,071.25	8,495.60	9,641.25	1,145.65
5019: Benefits - 401K	12.50	0.00	-12.50	112.50	0.00	-112.50
5024: Payroll Taxes	179.19	100.00	-79.19	1,511.17	900.00	-611.17
5025: Employee Insurance	124.89	100.00	-24.89	1,123.39	900.00	-223.39
5031: Office Supplies	67.90	10.00	-57.90	220.15	90.00	-130.15
5032: Administrative Services	315.18	60.00	-255.18	1,012.38	540.00	-472.38
5034: Telephone	20.00	40.00	20.00	80.00	360.00	280.00
5035: Employee Mileage	77.90	29.16	-48.74	552.99	262.52	-290.47
5038: Bank fees	18.06	22.91	4.85	176.80	206.27	29.47
5042: Postage	0.00	16.66	16.66	0.00	150.02	150.02
5512: Management Fees	780.00	780.00	0.00	7,020.00	7,020.00	0.00
5515: Accounting and Audit Fees	0.00	4.16	4.16	175.00	37.52	-137.48
5517: Other Taxes, Licenses, Fees	43.70	4.16	-39.54	969.12	37.52	-931.60
<b>Total 520: Administrative</b>	<b>1,639.32</b>	<b>2,238.30</b>	<b>598.98</b>	<b>21,449.10</b>	<b>20,145.10</b>	<b>-1,304.00</b>
<b>526: Operating/Maintenance</b>						
5016: Maintenance Salaries	1,582.94	500.00	-1,082.94	12,465.66	4,500.00	-7,965.66

# Budget Comparison

Account Name	Period Actual	Period Budget	Period \$ Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance
5109: Contract Services- Maintenance	0.00	125.00	125.00	1,665.30	1,125.00	-540.30
5153: Landscape Improvements	0.00	83.33	83.33	0.00	750.01	750.01
<b>Total 526: Operating/Maintenance</b>	<b>1,592.94</b>	<b>708.33</b>	<b>-874.61</b>	<b>14,130.96</b>	<b>6,375.01</b>	<b>-7,755.95</b>
<b>530: Landscape</b>						
5152: Contract Services- Landscaping	1,980.14	1,458.33	-521.81	10,483.52	13,125.01	2,641.49
<b>Total 530: Landscape</b>	<b>1,980.14</b>	<b>1,458.33</b>	<b>-521.81</b>	<b>10,483.52</b>	<b>13,125.01</b>	<b>2,641.49</b>
<b>535: Unit Turnover</b>						
5204: Carpet and Vinyl Replacement	0.00	0.00	0.00	260.16	0.00	-260.16
5205: Pest Control	0.00	41.66	41.66	102.99	375.02	272.03
5230: Paint	135.33	0.00	-135.33	333.18	0.00	-333.18
<b>Total 535: Unit Turnover</b>	<b>135.33</b>	<b>41.66</b>	<b>-93.67</b>	<b>696.33</b>	<b>375.02</b>	<b>-321.31</b>
<b>551: Utilities</b>						
5341: Sewer	1,482.00	1,500.00	18.00	13,486.20	13,500.00	13.80
5342: Water	684.83	500.00	-184.83	4,075.62	4,500.00	424.38
5343: Waste Removal	1,324.38	1,375.00	50.62	11,994.88	12,375.00	380.12
5344: Electricity	79.43	125.00	45.57	723.77	1,125.00	401.23
<b>Total 551: Utilities</b>	<b>3,550.64</b>	<b>3,500.00</b>	<b>-50.64</b>	<b>30,280.47</b>	<b>31,500.00</b>	<b>1,219.53</b>
<b>561: General Expenses</b>						
5511: Property Insurance	1,009.20	1,000.00	-9.20	10,475.35	9,000.00	-1,475.35
5514: Legal Services	0.00	41.66	41.66	45.00	375.02	330.02
<b>Total 561: General Expenses</b>	<b>1,009.20</b>	<b>1,041.66</b>	<b>32.46</b>	<b>10,520.35</b>	<b>9,375.02</b>	<b>-1,145.33</b>
<b>Total Budgeted Operating Expense</b>	<b>9,897.57</b>	<b>8,988.28</b>	<b>-909.29</b>	<b>87,560.73</b>	<b>80,895.16</b>	<b>-6,665.57</b>
Total Budgeted Operating Income	9,825.00	9,446.66	378.34	81,755.00	85,020.02	-3,265.02
Total Budgeted Operating Expense	9,897.57	8,988.28	-909.29	87,560.73	80,895.16	-6,665.57
<b>NOI - Net Operating Income</b>	<b>-72.57</b>	<b>458.38</b>	<b>-530.95</b>	<b>-5,805.73</b>	<b>4,124.86</b>	<b>-9,930.59</b>
<b>Other Income</b>						
6050: Replacement Reserve Income	3,250.00	3,250.00	0.00	29,250.00	29,250.00	0.00
6070: Interest Income on Reserves	0.00	0.00	0.00	0.06	0.00	0.06
<b>Total Budgeted Other Income</b>	<b>3,250.00</b>	<b>3,250.00</b>	<b>0.00</b>	<b>29,250.06</b>	<b>29,250.00</b>	<b>0.06</b>

# Budget Comparison

Account Name	Period Actual	Period Budget	Period \$ Variance	Comparison Actual	Comparison Budget	Comparison \$ Variance
<b>Other Expense</b>						
<b>562: Financial Expenses</b>						
5420: Mortgage Interest	0.00	0.00	0.00	423.05	0.00	-423.05
<b>Total 562: Financial Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>423.05</b>	<b>0.00</b>	<b>-423.05</b>
<b>565: Other Capital Expense</b>						
5601: Plumbing Repair	0.00	83.33	83.33	542.00	750.01	208.01
5608: Decks & Fences	0.00	0.00	0.00	40.36	0.00	-40.36
5636: Roofs and Gutters	1,972.88	375.00	-1,597.88	3,219.48	3,375.00	155.52
<b>Total 565: Other Capital Expense</b>	<b>1,972.88</b>	<b>458.33</b>	<b>-1,514.55</b>	<b>3,801.84</b>	<b>4,125.01</b>	<b>323.17</b>
7010: Reserve Study	0.00	0.00	0.00	2,399.00	0.00	-2,399.00
7050: Reserve Expense	0.00	0.00	0.00	26,420.80	0.00	-26,420.80
7060: Additional Reserve Expense	0.00	0.00	0.00	1,518.48	0.00	-1,518.48
<b>Total Budgeted Other Expense</b>	<b>1,972.88</b>	<b>458.33</b>	<b>-1,514.55</b>	<b>34,563.17</b>	<b>4,125.01</b>	<b>-30,438.16</b>
<b>Net Other Income</b>	<b>1,277.12</b>	<b>2,791.67</b>	<b>-1,514.55</b>	<b>-5,313.11</b>	<b>25,124.99</b>	<b>-30,438.10</b>
<b>Total Budgeted Income</b>	<b>13,075.00</b>	<b>12,696.66</b>	<b>378.34</b>	<b>111,005.06</b>	<b>114,270.02</b>	<b>-3,264.96</b>
<b>Total Budgeted Expense</b>	<b>11,870.45</b>	<b>9,446.61</b>	<b>-2,423.84</b>	<b>122,123.90</b>	<b>85,020.17</b>	<b>-37,103.73</b>
<b>Net Income</b>	<b>1,204.55</b>	<b>3,250.05</b>	<b>-2,045.50</b>	<b>-11,118.84</b>	<b>29,249.85</b>	<b>-40,368.69</b>
<b>Asset</b>						
1200: Accis Receivable Tenants	999.74	0.00	-999.74	-2,340.21	0.00	2,340.21
<b>Total Budgeted Asset</b>	<b>999.74</b>	<b>0.00</b>	<b>-999.74</b>	<b>-2,340.21</b>	<b>0.00</b>	<b>2,340.21</b>
<b>Cash</b>						
1100: Operating Cash	15,184.59	0.00	-15,184.59	5,635.34	0.00	-5,635.34
1120: Reserve Account	-20,137.03	0.00	20,137.03	-15,886.97	0.00	15,886.97
<b>Total Budgeted Cash</b>	<b>-4,952.44</b>	<b>0.00</b>	<b>4,952.44</b>	<b>-10,251.63</b>	<b>0.00</b>	<b>10,251.63</b>
<b>Liability</b>						
2115: Pre-paid Rent/Dues	-1,040.00	0.00	-1,040.00	-32.45	0.00	-32.45
2200: Accounts Payable	-4,117.25	0.00	-4,117.25	-1,440.55	0.00	-1,440.55
<b>Total Budgeted Liability</b>	<b>-5,157.25</b>	<b>0.00</b>	<b>-5,157.25</b>	<b>-1,473.00</b>	<b>0.00</b>	<b>-1,473.00</b>

**Check Register Detail**

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

Bank Accounts: All

Payees: All

Date Range: 09/01/2017 - 09/30/2017

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	KPS Payroll Account	2984	Y		09/01/2017	876.15					
							Pebble Creek Condominiums (PCC)	5016	Maintenance Salaries	791.47	L&I
							Pebble Creek Condominiums (PCC)	5024	Payroll Taxes	84.68	
Pebble Creek Operating Account	Daya Yukhimets	ACH	Y		09/11/2017	240.00					
							Pebble Creek Condominiums (PCC)	4010	Dues	240.00	Refund for over payment of Dues
Pebble Creek Operating Account	Austin Mutual Insurance Company	2985	Y	01 BP 1733006 01	09/08/2017	1,009.20					
							Pebble Creek Condominiums (PCC)	5511	Property Insurance	1,009.20	Property Insurance
Pebble Creek Operating Account	CLARK PUBLIC UTILITIES	2986	Y	7238-938-0, 7238-863-0	09/08/2017	744.26					
							Pebble Creek Condominiums (PCC)	5344	Electricity	79.43	7238-863-0/ Electric
							Pebble Creek Condominiums (PCC)	5342	Water	595.45	7238-863-0/ Water
							Pebble Creek Condominiums (PCC)	5342	Water	69.38	7238-938-0/ 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	Key Property Services, Inc. - CL# KEYPRPS842MQ	2987	Y		09/08/2017	804.01	Pebble Creek Condominiums (PCC)	5009	Labor & Supplies	360.00	Labor
							Pebble Creek Condominiums (PCC)	5009	Labor & Supplies	42.21	Supplies
							Pebble Creek Condominiums (PCC)	5517	Other Taxes, Licenses, Fees	33.78	Tax
							Pebble Creek Condominiums (PCC)	5517	Other Taxes, Licenses, Fees	201.60	Tax
							Pebble Creek Condominiums (PCC)	5009	Labor & Supplies	60.00	Labor
							Pebble Creek Condominiums (PCC)	5009	Labor & Supplies	5.00	Supplies
							Pebble Creek Condominiums (PCC)	5517	Other Taxes, Licenses, Fees	5.46	Tax
							Pebble Creek Condominiums (PCC)	5038	Bank fees	18.06	Bank Fee
							Pebble Creek Condominiums (PCC)	5035	Employee Mileage	77.90	August Mileage Reimbursement
							Pebble Creek Condominiums (PCC)	5341	Sewer	1,482.00	015367-000/ Sewer
							Pebble Creek Condominiums (PCC)				
							Pebble Creek Operating Account	CLARK REGIONAL WASTEWATER DIST	2988	Y	Sewer
Pebble Creek Operating Account	Key Property Services, Inc. - CL# KEYPRPS842MQ	2989	Y		09/12/2017	3,247.90					
Pebble Creek Operating Account							Pebble Creek Condominiums (PCC)	5009	Labor & Supplies	2,400.00	Labor



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	VALLEY SCAPES INC	2990	Y	A2215, A1520	09/12/2017	1,980.14	Pebble Creek Condominiums (PCC)	5512	Management Fees	780.00	September 2017 - Management Fee
Pebble Creek Operating Account							Pebble Creek Condominiums (PCC)	5031	Office Supplies	67.90	Employee recognition
Pebble Creek Operating Account							Pebble Creek Condominiums (PCC)	5152	Contract Services-Landscaping	990.45	Landscaping - September
Pebble Creek Operating Account							Pebble Creek Condominiums (PCC)	5152	Contract Services-Landscaping	989.69	Landscaping - August
Pebble Creek Operating Account	WASTE CONNECTIONS	2992	Y	14076147	09/12/2017	1,324.38	Pebble Creek Condominiums (PCC)	5343	Waste Removal	1,324.38	Garbage
Pebble Creek Operating Account	KPS Payroll Account	2993	Y		09/19/2017	885.98	Pebble Creek Condominiums (PCC)	5016	Maintenance Salaries	791.47	
Pebble Creek Operating Account							Pebble Creek Condominiums (PCC)	5024	Payroll Taxes	94.51	
Pebble Creek Operating Account	Key Property Services, Inc. - CL# KEYPPFS842MQ	2994	Y	08.31REIMB	09/22/2017	110.18	Pebble Creek Condominiums (PCC)	5032	Administrative Services	90.18	Jul/Aug Reimb
Pebble Creek Operating Account	Sherwin-Williams	2995		4084-8, 9449-8	09/22/2017	135.33	Pebble Creek Condominiums (PCC)	5034	Telephone	20.00	Jul/Aug Reimb

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	KPS Payroll Account	2996	Y		09/27/2017	12.50	Pebble Creek Condominiums (PCC)	5230	Paint	81.44	Paint
Pebble Creek Operating Account	KPS Payroll Account	2996	Y		09/27/2017	12.50	Pebble Creek Condominiums (PCC)	5230	Paint	53.89	Paint
Pebble Creek Operating Account	Austrn Mutual Insurance Company	2997		01 BP 1733006 01	09/28/2017	1,009.20	Pebble Creek Condominiums (PCC)	5019	Benefits - 401K	12.50	
Pebble Creek Operating Account	Key Property Services, Inc. - CL#:	2998	Y		09/28/2017	543.70	Pebble Creek Condominiums (PCC)	5511	Property Insurance	1,009.20	Property Insurance
Pebble Creek Operating Account	Matchbox Chimney Sweeps	2999		1650	09/28/2017	1,972.88	Pebble Creek Condominiums (PCC)	5032	Administrative Services	500.00	Website
Pebble Creek Operating Account	KPS Payroll Account	3000			09/29/2017	124.89	Pebble Creek Condominiums (PCC)	5517	Other Taxes, Licenses, Fees	43.70	Create website, load content, and annual fee
Pebble Creek Operating Account	KPS Payroll Account	3000			09/29/2017	124.89	Pebble Creek Condominiums (PCC)	5636	Roofs and Gutters	1,972.88	Chimney Flue Inspection
Pebble Creek Operating Account	KPS Payroll Account	3000			09/29/2017	124.89	Pebble Creek Condominiums (PCC)	5025	Employee Insurance	16.98	
Pebble Creek Operating Account	KPS Payroll Account	3000			09/29/2017	124.89	Pebble Creek Condominiums (PCC)	5025	Employee Insurance	7.35	

**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 Condominiums (PCC)	5025	Employee Insurance	1.09	
							Pebble Creek Condominiums (PCC)	5025	Employee Insurance	99.47	

**Total**

**16,502.70**