

OPERATING ACCOUNT - HERITAGE BANK

BEGINNING BALANCE			\$9,027.15
Homeowner Assessments		11,129.37	
Prepaid Assessments		622.63	
Maintenance Reimbursement		11,101.92	
Late Fee		250.00	
Returned Check Fee		37.50	
Moving Fee		400.00	
Legal Expense		2,599.74	
Monthly Service Fee		493.00	
Insurance Claim Reimbursement		7,816.75	
	Total Receipts	<u>34,450.91</u>	
Operating Expenses Paid		(26,547.20)	
Transfer to Maintenance Reserve		(6,325.00)	
	Total Disbursements	<u>(32,872.20)</u>	
ENDING BALANCE			<u>\$10,605.86</u>

MAINTENANCE RESERVE - COLUMBIA BANK

BEGINNING BALANCE			\$180,742.72
Reserve Transfer		6,325.00	
Interest		81.99	
	Total Receipts	<u>6,406.99</u>	
Expenses:			
None		0.00	
	Total Disbursements	<u>0.00</u>	
ENDING BALANCE			<u>\$187,149.71</u>

**Balance Sheet**

As of November 30, 2018

**ASSETS**

**Current Assets**

**Operating Accounts**

Operating	10,605.86
Assessments Receivable	68,891.00
Prepaid Insurance	15,058.85

**Total Operating Accounts**

94,555.71

**Reserve Accounts**

Maintenance Reserve	187,149.71
A/R due from Operations	6,325.00

**Total Reserve Accounts**

193,474.71

**Total Assets**

288,030.42

**LIABILITY & HOMEOWNERS EQUITY**

**Operating Liabilities**

Prepaid Assessments	10,785.38
Accounts Payable	7,908.59

**Total Operating Liabilities**

18,693.97

**Reserve Liabilities**

**Total Reserve Liabilities**

0.00

**Homeowner Equity**

Excess of Rev over Exp	141,572.43
Retained Earnings	156,203.76
Prior Year Income/Expense	(28,439.74)

**Total Homeowner Equity**

269,336.45

**Total Liability & Homeowners Equity**

288,030.42

## DayBreak at Issaquah Ridge Owners Association

### Income and Expense Statement

January 1, 2018 Through December 31, 2018

For the Month Ending November 30, 2018

ACCOUNTING  
DEPARTMENT

	<u>Current Budget</u>	<u>Current Actual</u>	<u>Current Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Variance</u>
<b>Operating Revenue</b>						
Homeowner Fees	32,830	32,830	0	361,132	361,132	0
Transfer to Reserves	(6,325)	(6,325)	0	(69,575)	(69,575)	0
Late Fees/Fines	0	0	0	0	102	102
Other Income	0	0	0	0	2,400	2,400
Insurance Claim Reimbursement	0	15,000	15,000	0	61,881	61,881
<b>Total Operating Revenue</b>	<b>26,505</b>	<b>41,505</b>	<b>15,000</b>	<b>291,557</b>	<b>355,940</b>	<b>64,383</b>
<b>Operating Expenses</b>						
<b>Maintenance Exp.</b>						
General Repair & Maint.	1,354	2,521	(1,167)	14,896	16,193	(1,297)
Janitorial	762	0	762	8,384	6,683	1,701
Landscape Other	292	0	292	3,208	19,251	(16,043)
Landscape Contract	1,810	1,760	50	19,907	19,360	547
Fire/Life/Safety Monitor.	625	735	(110)	6,875	11,569	(4,694)
Dryer Vent Cleaning	208	0	208	2,292	1,766	526
Pest Control	164	161	3	1,809	2,115	(306)
Window/Gutter Cleaning	292	0	292	3,208	1,925	1,283
Insured/Uninsured Claims	833	9,259	(8,426)	9,167	12,954	(3,787)
<b>Total Maintenance Exp.</b>	<b>6,340</b>	<b>14,436</b>	<b>(8,096)</b>	<b>69,746</b>	<b>91,816</b>	<b>(22,070)</b>
<b>Service/Utility Exp.</b>						
Electricity	303	203	100	3,332	1,927	1,405
Water	3,228	0	3,228	35,509	28,596	6,913
Sewer	2,593	(11,382)	13,975	28,521	20,345	8,176
Garbage	2,178	1,868	310	23,956	18,708	5,248
Metro Sewer	2,629	11,382	(8,753)	28,918	18,828	10,090
Storm Drainage	1,059	1,683	(624)	11,650	8,417	3,233
<b>Total Service/Utility Exp.</b>	<b>11,990</b>	<b>3,754</b>	<b>8,236</b>	<b>131,886</b>	<b>96,821</b>	<b>35,065</b>
<b>Administrative Exp.</b>						
Office Expenses	208	342	(134)	2,292	2,497	(205)
Management Fee	1,976	2,019	(43)	21,738	21,645	93
Legal	125	0	125	1,375	132	1,243
Insurance Premium	4,962	4,048	914	54,577	45,763	8,814
Master Association Dues	208	0	208	2,292	2,720	(428)

## DayBreak at Issaquah Ridge Owners Association

### Income and Expense Statement

January 1, 2018 Through December 31, 2018

For the Month Ending November 30, 2018

ACCOUNTING  
DEPARTMENT

	<u>Current Budget</u>	<u>Current Actual</u>	<u>Current Variance</u>	<u>YTD Budget</u>	<u>YTD Actual</u>	<u>YTD Variance</u>
Licenses & Permits	1	0	1	9	10	(1)
Bad Debt Expense	417	0	417	4,583	0	4,583
Audit / Tax Return	153	0	153	1,684	1,750	(66)
Reserve Study	125	0	125	1,375	1,500	(125)
<b>Total Administrative Exp.</b>	<b>8,175</b>	<b>6,409</b>	<b>1,766</b>	<b>89,925</b>	<b>76,017</b>	<b>13,908</b>
<b>Total Operating Expenses</b>	<b>26,505</b>	<b>24,599</b>	<b>1,906</b>	<b>291,557</b>	<b>264,654</b>	<b>26,903</b>
<b>Operating Gain(Loss)</b>	<b>0</b>	<b>16,906</b>	<b>16,906</b>	<b>0</b>	<b>91,286</b>	<b>91,286</b>
<b>Reserve Revenue</b>						
Major Maintenance Assess	0	6,325	6,325	0	69,575	69,575
Interest Income - Reserve	42	82	40	458	755	297
<b>Total Reserve Revenue</b>	<b>42</b>	<b>6,407</b>	<b>6,365</b>	<b>458</b>	<b>70,330</b>	<b>69,872</b>
<b>Reserve Expenses</b>						
Major Maintenance Expense	0	0	0	0	20,044	(20,044)
<b>Total Reserve Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,044</b>	<b>(20,044)</b>
<b>Reserve Gain(Loss)</b>	<b>42</b>	<b>6,407</b>	<b>6,365</b>	<b>458</b>	<b>50,286</b>	<b>49,828</b>
<b>Total Gain(Loss)</b>	<b>42</b>	<b>23,313</b>	<b>23,271</b>	<b>458</b>	<b>141,572</b>	<b>141,114</b>

**Date Range : 11/1/2018 To 11/30/2018 For Cash Account 1**

Check	Check Date	Vendor	Vendor Name	Vch #	Invoice Number	Invoice Date	Gross Amount	Discount	Net Amount	Check Amount
000425	11/01/2018	1KMM	Kappes Miller Management	03935	20185391	11/01/2018	2,018.99	0.00	2,018.99	2,018.99
000426	11/14/2018	1AUW	Association Underwriters	03946	20180442	11/08/2018	4,106.95	0.00	4,106.95	4,106.95
000427	11/14/2018	1BUMS	Building Maintenance Services, Inc.	03949	BMS-3056	11/10/2018	742.50	0.00	742.50	742.50
000428	11/14/2018	1CCS	Condominium Construction Services, LLC	03945	20180580b	10/22/2018	78.22	0.00	78.22	
				03947	20180624	11/09/2018	3,482.48	0.00	3,482.48	
<b>Total for Check Number 000428</b>							<b>3,560.70</b>	<b>0.00</b>	<b>3,560.70</b>	<b>3,560.70</b>
000429	11/14/2018	1CITI	City of Issaquah-Utility	03939	88-2492-00	10/31/2018	1,683.41	0.00	1,683.41	1,683.41
000430	11/14/2018	1CLES	Recology CleanScapes	03943	0002654198	10/31/2018	1,868.12	0.00	1,868.12	1,868.12
000431	11/14/2018	1EATI	Earth Tech Industries, LLC	03932	21118757	11/01/2018	1,760.00	0.00	1,760.00	1,760.00
000432	11/14/2018	1FISP	Fischer Plumbing	03938	S184687	10/27/2018	502.70	0.00	502.70	
				03940	S184750	10/24/2018	532.20	0.00	532.20	
<b>Total for Check Number 000432</b>							<b>1,034.90</b>	<b>0.00</b>	<b>1,034.90</b>	<b>1,034.90</b>
000433	11/14/2018	1FISR	Fischer Restoration	03941	Z18080500	11/06/2018	4,858.46	0.00	4,858.46	4,858.46
000434	11/14/2018	1INNS	Innovative Systems Tech, Inc.	03933	17593	06/23/2018	3,182.75	0.00	3,182.75	
				03937	18807	11/01/2018	735.00	0.00	735.00	
<b>Total for Check Number 000434</b>							<b>3,917.75</b>	<b>0.00</b>	<b>3,917.75</b>	<b>3,917.75</b>
000435	11/14/2018	1KMM	Kappes Miller Management	03934	20185383	10/26/2018	152.80	0.00	152.80	
				03944	20185518	11/08/2018	41.43	0.00	41.43	
<b>Total for Check Number 000435</b>							<b>194.23</b>	<b>0.00</b>	<b>194.23</b>	<b>194.23</b>
000436	11/14/2018	1PSE	Puget Sound Energy	03948	201811	11/05/2018	203.19	0.00	203.19	203.19
000437	11/14/2018	1WILL	Willards Pest Control	03942	229464	11/06/2018	160.67	0.00	160.67	160.67
000438	11/28/2018	1AUW	Association Underwriters	03950	20180477	11/20/2018	136.76	0.00	136.76	136.76
000439	11/28/2018	1DBKR	DayBreak Maintenance Res.	03718		11/01/2018	6,325.00	0.00	6,325.00	6,325.00
000440	11/28/2018	1KMM	Kappes Miller Management	03951	20185731	11/20/2018	174.46	0.00	174.46	
				03952	20185659	11/20/2018	76.82	0.00	76.82	
				03953	20185561	11/20/2018	49.29	0.00	49.29	
<b>Total for Check Number 000440</b>							<b>300.57</b>	<b>0.00</b>	<b>300.57</b>	<b>300.57</b>
<b>Cash Account 1 Totals</b>							<b>32,872.20</b>	<b>0.00</b>	<b>32,872.20</b>	<b>32,872.20</b>
<b>Property/Company Totals for DayBreak at Issaquah Ridge Owners Assoc</b>							<b>32,872.20</b>	<b>0.00</b>	<b>32,872.20</b>	<b>32,872.20</b>

<u>GL Account/ Voucher</u>	<u>Vendor</u>	<u>Description</u>	<u>Invoice No.</u>	<u>Check No.</u>	<u>Amount</u>	<u>Account Total</u>
<b>0250-0000 Prepaid Insurance</b>						
03946 1AUW	- Association Underwriters	Insurance for Master Policy 6/12/18-6/12/19	20180442	000426	\$4,106.95	\$4,106.95
<b>1310-0000 Maintenance Reserve</b>						
03718 1DBKR	- DayBreak Maintenance Res.	2018 Replacement Reserve		000439	\$6,325.00	\$6,325.00
<b>5220-0000 General Repair &amp; Maint.</b>						
03947 1CCS	- Condominium Construction Servi	Water Leak 10/11-10/26	20180624	000428	3,482.48	
03949 1BUMS	- Building Maintenance Services,	November Janitorial Service	BMS-3056	000427	742.50	
03955 1CCS	- Condominium Construction Servi	Water Leak 10/15-11/6	20180657		\$1,583.59	\$5,808.57
<b>5320-0000 Landscape Contract</b>						
03932 1EATI	- Earth Tech Industries, LLC	Landscape Maintenance - November	21118757	000431	\$1,760.00	\$1,760.00
<b>5360-0000 Fire/Life/Safety Monitor.</b>						
03937 1INNS	- Innovative Systems Tech, Inc.	Fire Alarm Monitoring 11/1	18807	000434	\$735.00	\$735.00
<b>5420-0000 Pest Control</b>						
03942 1WILL	- Willards Pest Control	Pest Control	229464	000437	\$160.67	\$160.67
<b>5490-0000 Insured/Uninsured Claims</b>						
03941 1FISR	- Fischer Restoration	Water Damage Mitigation - Remediation	Z18080500	000433	\$4,858.46	\$4,858.46
<b>5510-0000 Electricity</b>						
03948 1PSE	- Puget Sound Energy	Electricity 10/5-11/2	201811	000436	\$203.19	\$203.19
<b>5710-0000 Office Expenses</b>						
03944 1KMM	- Kappes Miller Management	NSF Check	20185518	000435	41.43	
03951 1KMM	- Kappes Miller Management	Copy/Envelope	20185731	000440	174.46	
03952 1KMM	- Kappes Miller Management	Postage	20185659	000440	76.82	
03953 1KMM	- Kappes Miller Management	Bank Analysis 10/1-10/31	20185561	000440	\$49.29	\$342.00
<b>5711-0000 Management Fee</b>						
03935 1KMM	- Kappes Miller Management	Management Fee - November 2018	20185391	000425	\$2,018.99	\$2,018.99
<b>5740-0000 Insurance Premium</b>						
03950 1AUW	- Association Underwriters	Master Insurance Finance Charge- November	20180477	000438	\$136.76	\$136.76
					<b>Distribution Total</b>	<u><u>\$26,455.59</u></u>

<u>Account</u>	<u>Account Description</u>	<u>Debit</u>	<u>Credit</u>
<b>Account Summary</b>			
<u>Account</u>	<u>Account Description</u>	<u>Debit</u>	<u>Credit</u>
0250-0000	Prepaid Insurance	4,106.95	
1310-0000	Maintenance Reserve	6,325.00	
5220-0000	General Repair & Maint.	5,808.57	
5320-0000	Landscape Contract	1,760.00	
5360-0000	Fire/Life/Safety Monitor.	735.00	
5420-0000	Pest Control	160.67	
5490-0000	Insured/Uninsured Claims	4,858.46	
5510-0000	Electricity	203.19	
5710-0000	Office Expenses	342.00	
5711-0000	Management Fee	2,018.99	
5740-0000	Insurance Premium	136.76	
0110-0000	Checking		32,872.20
2405-0000	A/P Operations	6,416.61	
		<u>32,872.20</u>	<u>32,872.20</u>

**DayBreak at Issaquah Ridge Owners Association**  
**For Cash Account : ALL**  
**From Earliest to 11/30/18**  
**AP Voucher Report**

<u>Vendor / Voucher</u>	<u>Invoice Date</u>	<u>Invoice Number</u>	<u>Invoice Due Date</u>	<u>Invoice Amount</u>	<u>Discount Date</u>	<u>Discount Amount</u>	<u>Check Number</u>	<u>Check Date</u>	<u>PO Number/ Posted / On Hold</u>	<u>Paid To Date/ Recurring/Freq/Stop</u>
<b><u>1CCS: Condominium Construction</u></b>										
03955	11/27/2018	20180657	12/1/2018	1,583.59		0.00				0.00
				Water Leak 10/15-11/6					Yes No	No
	<i>Distribution(s)</i>	5220-0000	<i>General Repair &amp; Maint.</i>					1,583.59		
	Vendor Open Amount			<u>1,583.59</u>						
<b><u>1DBKR: DayBreak Maintenance Res.</u></b>										
03717	10/1/2018		10/1/2018	6,325.00		0.00				0.00
				2018 Replacement Reserve					Yes Yes	Recurred
	<i>Distribution(s)</i>	1310-0000	<i>2018 Replacement Reserve</i>					6,325.00		
	Vendor Open Amount			<u>6,325.00</u>						
<b><u>Company Recap</u></b>										
				Total Posted Invoices		7,908.59				
				Total Posted Payments		0.00				
				Total Posted Discounts Taken		0.00				
				Net Posted Payments		0.00				
				Open Posted AP		7,908.59				
				New Unposted Invoices		0.00				
				Total Unposted Payments		0.00				
				Total Unposted Discounts Taken		0.00				
				Net Unposted Payments		0.00				
				Open Unposted AP		0.00				
				Total Open AP		7,908.59				
				Total Invoice Amounts		7,908.59				
				Total Distributions		7,908.59				
				Difference		0.00				