

MANAGEMENT MEMORANDUM

TO: LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION BOARD OF DIRECTORS
FROM: COMMUNITY MANAGEMENT CORPORATION
SUBJECT: SEPTEMBER 2016 FINANCIAL REPORT
DATE: 10/20/2016

CASH & INVESTMENTS

As of September 30, 2016 Lake Manassas Residential Owners Association had \$656,142.37 in operating funds. The Association currently has one money market account with CAB in the amount of \$150,509.06. The Association currently has 9 CD's, totaling \$739,005.00 (see attached report for maturity dates & interest rates) and a Money Market account with Middleburg bank of \$111,533.43. With accrued interest, the Association has a total of cash and investments of \$1,660,088.83.

BALANCE SHEET

As of September 30th, 2016 (59) accounts were delinquent in the amount of \$53,688.79 and (309) accounts were prepaid in the amount of \$100,777.35. Lake Manassas Residential Owners Association has a delinquency rate of 3.9% of the total assessments (\$1,368,320.00). This rate will change monthly as payments are made and others fall delinquent. The industry standard for assessments receivable is 5% so the association continues to have a lower than standard delinquency rate at this time.

	# of accounts	total amount	Rate of Delinquency
30-day	35	\$6,884.56	12.82%
31-60 day	7	\$3,257.19	6.07%
61-90 day	2	\$1,402.79	2.61%
91-120 day	4	\$2,220.05	4.14%
120+ day	11	\$39,924.20	74.36%
TOTAL	59	\$53,688.79	100.00%

The Repair & Replacement Reserves balance as of September 30th, 2016 was \$1,382,436.89 and is not fully supported by cash & investments, with a deficit of \$36,601.05.

This was calculated using the following formula:

TOTAL CASH & INVESTMENTS:	\$1,660,088.83
Minus TOTAL LIABILITIES:	(\$182,583.36)
TOTAL CASH:	\$1,477,505.47
Minus SETTLEMENT FUNDS*	(\$131,669.63) *Designated Funds
 AVAILABLE FOR RESERVES:	 \$1,345,835.84
Minus AMOUNT EARMARKED FOR	
REPAIR & REPLACEMENT RESERVES*	(\$1,382,436.89) *Designated Funds

EQUALS A DEFICIT OF

\$36,601.05 (Which is \$10,369.42 less than August's deficit.)

The Basheer settlement funds are Designated funds separate from reserve funds, and since the money was already received, should be considered 100% funded.

There is a negative balance of \$67,878.04 in Prior Year Equity. This is the cumulative year-end surpluses and deficits over the life of the Association. Auditors recommend between 10-20% of Budgeted Annual Assessment Income be in the Prior Year Equity Account at all times.

INCOME & EXPENSE STATEMENT

As of September 30, 2016 the Association showed a positive on the year of \$50,828.66 (The projected full year expense cost for each line item may be found on the 2nd to last column on the Income & Expense Projection Report.)

Year to Date Expense Variances

Administrative Expenses:

The Association is showing a POSITIVE VARIANCE of \$4,862.21. This is primarily due to a lower amount invoiced than expected for LMA expenses.

Payroll & Benefits Expenses:

The Association is showing a POSITIVE VARIANCE of \$2,572.91. This is mainly due to savings within Management payroll.

Utilities:

The Association is showing a POSITIVE VARIANCE of \$352.04. This is primarily due to savings in electricity services.

Landscaping:

The Association is showing a POSITIVE VARIANCE of \$5,989.50. This is due to savings in the landscaping and irrigation contracts.

Contracted Services:

The Association is showing a POSITIVE VARIANCE of \$345.52. This is due to small savings in Trash & Recycling Services and Pest Control.

Repair and Maintenance:

The Association is showing a POSITIVE VARIANCE of \$4,696.39. This is due to lower usage of funds for Special Projects.

Pool/Community Center Expenses:

The association is showing a POSITIVE VARIANCE of \$7,078.87. This is because of the monthly invoice being less than budgeted for in Pool Management.

Professional Services:

The Association is showing a POSITIVE VARIANCE of \$45,273.14. This is due to savings in the need of legal counsel and collections processing.

Lake Manassas Residential Owners Assoc.

September 2016 Financial Report

Statement prepared by: Adeela Amjad



Investment Listing Report

Lake Manassas ROA

As of Fri Sep 30, 2016

GI Account \ Institution	Bank Account	Investment Type	Current Balance	Rate	Purchase Date	Term	Maturity Date
Cash & Investments							
1013 - PPB Operating 1801 Pacific Premier Bank	****1801 Signers: N. Mazzarella S. Philbin	Other	656,142.37	0.000%	06/30/2009	0	
1101 - CAB Money Market Mutual of Omaha Bank	****1762 Signers: BOD	Money Market	150,509.06	0.000%	10/28/2014	0	
1308 - Middleburg Bank MM Middleburg Bank	****8322 Signers: BOD	Money Market	111,533.43	0.020%	01/31/2011	0	
1416 - Middleburg Bank CD Middleburg Bank	**** CDs Signers: BOD	Certificate of Deposit	739,005.00	0.000%	01/31/2011	0	
1730 - Accrued Interest Receivable On Site	****Accr	Other	2,898.97	0.000%	06/30/2009	0	

Total Cash Investments: 1,660,088.83 *Handwritten Signature*

Total Lake Manassas ROA: 1,660,088.83 *Handwritten Signature*

Balance Sheet Report Lake Manassas ROA

As of September 30, 2016

	<u>Balance Sep 30, 2016</u>	<u>Balance Aug 31, 2016</u>	<u>Change</u>
<u>Assets</u>			
<u>Cash & Investments</u>			
1013 - PPB Operating 1801	656,142.37	625,798.67	30,343.70
1101 - CAB Money Market	150,509.06	150,486.79	22.27
1308 - Middleburg Bank MM	111,533.43	109,574.00	1,959.43
1416 - Middleburg Bank CD	739,005.00	739,000.00	5.00
1730 - Accrued Interest Receivable	2,898.97	4,056.90	(1,157.93)
Total Cash & Investments	<u>1,660,088.83</u>	<u>1,628,916.36</u>	<u>31,172.47</u>
<u>Current Assets</u>			
1500 - Residential Assessments Receivable	53,688.79	51,230.04	2,458.75
1510 - Pipestem Receivable	1,048.95	1,048.95	0.00
1530 - Allowance for Doubtful Accounts	(39,696.22)	(39,696.22)	0.00
1600 - Prepaid Insurance	(208.37)	808.47	(1,016.84)
1640 - Other Prepaid Expenses	5,669.70	57.10	5,612.60
1735 - Other Receivables	114.50	114.50	0.00
1799 - Clearing Account	(434.88)	1,240.48	(1,675.36)
Total Current Assets	<u>20,182.47</u>	<u>14,803.32</u>	<u>5,379.15</u>
Total Assets	<u>1,680,271.30</u>	<u>1,643,719.68</u>	<u>36,551.62</u>
<u>Liabilities</u>			
<u>Current Liabilities</u>			
2000 - Accounts Payable	4,152.41	0.00	4,152.41
2010 - Delinquency Fee Payable	150.00	75.00	75.00
2015 - A/P Unclaimed Funds	186.84	186.84	0.00
2025 - Transfer Fee Payable	54.66	54.66	0.00
2050 - Resident Refunds	448.46	514.78	(66.32)
2300 - Accrued Expenses	35,163.91	33,427.46	1,736.45
2400 - Accrued Payroll Payable	1,936.53	4,283.00	(2,346.47)

Balance Sheet Report
Lake Manassas ROA
 As of September 30, 2016

	<u>Balance</u> <u>Sep 30, 2016</u>	<u>Balance</u> <u>Aug 31, 2016</u>	<u>Change</u>
<u>Liabilities</u>			
<u>Current Liabilities</u>			
2500 - Construction Deposits	39,713.20	39,963.20	(250.00)
2550 - Prepaid Assessments	100,777.35	98,053.92	2,723.43
Total Current Liabilities	182,583.36	176,558.86	6,024.50
Total Liabilities	182,583.36	176,558.86	6,024.50
<u>Owners' Equity</u>			
<u>Unappropriated Owners' Equity</u>			
3000 - Owners Equity - Prior Years	(67,878.04)	(67,878.04)	0.00
3274 - Initial Working Capital	630.80	630.80	0.00
Total Unappropriated Owners' Equity	(67,247.24)	(67,247.24)	0.00
<u>Reserves</u>			
3102 - Repair & Replacement Reserve - Prior Yrs	1,280,637.94	1,280,637.94	0.00
3188 - Interest Reserves - Prior Yrs	57,704.27	57,704.27	0.00
3276 - Reserve Contributions	79,045.00	52,696.50	26,348.50
3280 - Reserve Expenditures	(32,558.81)	(21,713.86)	(10,844.95)
3332 - Stonewall Gate Improvements	(2,391.51)	(1,666.51)	(725.00)
Total Reserves	1,382,436.89	1,367,658.34	14,778.55
<u>Settlement Funds</u>			
3124 - Basheer Unallocated Settlement Fund	146,000.00	146,000.00	0.00

Balance Sheet Report
Lake Manassas ROA
 As of September 30, 2016

	<u>Balance Sep 30, 2016</u>	<u>Balance Aug 31, 2016</u>	<u>Change</u>
<u>Owners' Equity</u>			
<u>Settlement Funds</u>			
3250 - Basheer Settlement Fund	(14,330.37)	(14,330.37)	0.00
Total Settlement Funds	<u>131,669.63</u>	<u>131,669.63</u>	<u>0.00</u>
Total Owners' Equity	<u>1,446,859.28</u>	<u>1,432,080.73</u>	<u>14,778.55</u>
Net Income / (Loss)	<u>50,828.66</u>	<u>35,080.09</u>	<u>15,748.57</u>
Total Liabilities and Equity	<u><u>1,680,271.30</u></u>	<u><u>1,643,719.68</u></u>	<u><u>36,551.62</u></u>

Income Statement Summary

Lake Manassas ROA

September 01, 2016 thru September 30, 2016

	Current Period			Year to Date (3 months)			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Total Assessment Income	113,049.00	112,392.00	657.00	339,147.00	343,459.00	(4,312.00)	1,368,320.00
Total Other Income	3,569.18	1,953.00	1,616.18	7,995.62	5,856.00	2,139.62	23,150.00
Total Income	116,618.18	114,345.00	2,273.18	347,142.62	349,315.00	(2,172.38)	1,391,470.00
Total Administrative	20,247.66	20,556.50	(308.84)	54,757.79	59,620.00	(4,862.21)	265,163.00
Total Payroll & Benefits	23,897.54	24,952.00	(1,054.46)	64,489.59	67,062.50	(2,572.91)	260,457.00
Total Insurance	78.36	1,166.50	(1,088.14)	2,112.04	3,500.00	(1,387.96)	14,000.00
Total Utilities	2,417.88	2,750.00	(332.12)	7,897.96	8,250.00	(352.04)	33,000.00
Total Landscaping	5,610.50	7,983.50	(2,373.00)	17,060.50	23,050.00	(5,989.50)	103,200.00
Total Contracted Services	6,989.66	7,105.00	(115.34)	20,968.98	21,314.50	(345.52)	165,258.00
Total Repair & Maintenance	5,582.27	4,520.50	1,061.77	8,863.61	13,560.00	(4,696.39)	54,239.00
Total Pool/Community Center Expenses	1,921.03	8,205.50	(6,284.47)	20,536.63	27,615.50	(7,078.87)	67,603.00
Total Professional Services	7,776.21	8,618.00	(841.79)	20,581.86	25,855.00	(5,273.14)	110,020.00
Total Taxes	0.00	0.00	0.00	0.00	0.00	0.00	1,550.00
Total Other Expenses	0.00	0.00	0.00	0.00	800.00	(800.00)	800.00
Total Reserve Contributions	26,348.50	26,348.50	0.00	79,045.00	79,045.00	0.00	316,180.00
Total Expense	100,869.61	112,206.00	(11,336.39)	296,313.96	329,672.50	(33,358.54)	1,391,470.00
Net Income / (Loss)	15,748.57	2,139.00	13,609.57	50,828.66	19,642.50	31,186.16	0.00

Income Statement Report Lake Manassas ROA

September 01, 2016 thru September 30, 2016

	Current Period		Year to Date (3 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Income						
Assessment Income						
4001 - Residential Assessments	109,138.00	109,335.00	327,414.00	328,005.00	1,312,020.00	984,606.00
4014 - Townhome Assessments	2,408.00	2,150.00	7,224.00	6,450.00	25,800.00	18,576.00
4016 - Capital Contribution	0.00	192.00	0.00	192.00	1,920.00	1,920.00
4080 - Pipe Stem Assessment	715.00	715.00	2,145.00	2,145.00	8,580.00	6,435.00
4125 - Developer Assessments	788.00	0.00	2,364.00	6,667.00	20,000.00	17,636.00
Total Assessment Income	113,049.00	112,392.00	339,147.00	343,459.00	1,368,320.00	1,029,173.00
Other Income						
4205 - Application Fees	1,570.00	273.00	1,790.00	818.00	3,000.00	1,210.00
4220 - Gate & Access Fees	1,000.00	346.00	1,841.25	1,038.00	4,150.00	2,308.75
4710 - Late Fees & Interest	155.72	333.50	1,334.86	1,000.00	4,000.00	2,665.14
4720 - Legal Reimbursements	14.69	333.50	542.17	1,000.00	4,000.00	3,457.83
4805 - Violation Charges	0.00	83.50	0.00	250.00	1,000.00	1,000.00
4910 - Interest Earned - Reserve Accounts	828.77	583.50	2,487.34	1,750.00	7,000.00	4,512.66
Total Other Income	3,569.18	1,953.00	7,995.62	5,856.00	23,150.00	15,154.38
Total Income	116,618.18	114,345.00	347,142.62	349,315.00	1,391,470.00	1,044,327.38
Expense						
Administrative						
5010 - Bad Debt	0.00	0.00	0.00	0.00	17,000.00	17,000.00
5015 - Bank Charges	(20.00)	16.50	20.00	50.00	200.00	180.00
5020 - Board Expenses/Minutes	46.68	625.00	368.08	625.00	2,500.00	2,131.92
5030 - Coupon Costs	55.00	258.50	519.00	775.00	3,100.00	2,581.00
5035 - Architectural	0.00	83.50	0.00	250.00	1,000.00	1,000.00
5040 - Computer Other-C3	250.00	250.00	750.00	750.00	3,000.00	2,250.00
5065 - Committee Expenses	0.00	0.00	0.00	0.00	500.00	500.00
5090 - Office Supplies	794.44	666.50	2,205.17	2,000.00	8,000.00	5,794.83
5095 - Transponders	0.00	0.00	0.00	0.00	4,500.00	4,500.00
5100 - Storage Rental	192.50	213.50	577.50	640.50	2,562.00	1,984.50
5115 - Web Site Maintenance	50.00	40.00	150.00	120.00	480.00	330.00

Income Statement Report Lake Manassas ROA

September 01, 2016 thru September 30, 2016

	Current Period		Year to Date (3 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Expense						
Administrative						
5195 - Miscellaneous Expenses	0.00	0.00	22.80	0.00	22.80	4,661.20
5210 - Printing & Copying	403.02	166.50	1,406.99	500.00	906.99	593.01
5215 - Postage	867.20	416.50	2,498.93	1,250.00	1,248.93	2,501.07
5225 - Newsletter Services	348.54	400.00	348.54	400.00	(51.46)	1,251.46
6300 - Permits & Licenses	0.00	108.50	0.00	325.00	(325.00)	1,300.00
6325 - New Construction Committee	1,440.00	250.00	2,614.70	750.00	1,864.70	385.30
8150 - LMA Expenses	15,820.28	17,061.50	43,276.08	51,184.50	(7,908.42)	161,460.92
Total Administrative	20,247.66	20,556.50	54,757.79	59,620.00	(4,862.21)	210,405.21
Payroll & Benefits						
5300 - Management Payroll Reimbursement	8,397.38	11,696.00	23,854.71	27,296.00	(3,441.29)	77,537.29
5312 - Security Contract- Western Gatehouse	14,860.16	12,422.50	38,074.88	37,266.50	808.38	110,990.12
5316 - Off Duty Police Patrol	640.00	833.50	2,560.00	2,500.00	60.00	7,440.00
Total Payroll & Benefits	23,897.54	24,952.00	64,489.59	67,062.50	(2,572.91)	195,967.41
Insurance						
5445 - General Liability Insurance Premiums	78.36	1,166.50	2,112.04	3,500.00	(1,387.96)	11,887.96
Total Insurance	78.36	1,166.50	2,112.04	3,500.00	(1,387.96)	11,887.96
Utilities						
6000 - Electric Service	802.36	1,000.00	2,473.07	3,000.00	(526.93)	9,526.93
6025 - Water Service	930.06	833.00	3,132.28	2,500.00	632.28	6,867.72
6040 - Telephone/Internet	685.46	917.00	2,292.61	2,750.00	(457.39)	8,707.39
Total Utilities	2,417.88	2,750.00	7,897.96	8,250.00	(352.04)	25,102.04
Landscaping						
6100 - Grounds & Landscaping - Contract	5,610.50	7,083.50	17,060.50	21,250.00	(4,189.50)	67,939.50
6150 - Seasonal Color/Plantings	0.00	0.00	0.00	0.00	0.00	11,000.00
6299 - Irrigation System Contract	0.00	900.00	0.00	1,800.00	(1,800.00)	7,200.00
Total Landscaping	5,610.50	7,983.50	17,060.50	23,050.00	(5,989.50)	86,139.50

Income Statement Report Lake Manassas ROA

September 01, 2016 thru September 30, 2016

	Current Period		Year to Date (3 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
<u>Expense</u>						
Contracted Services						
6035 - Trash and Recycling Service	6,929.96	7,005.00	20,789.88	21,014.50	(224.62)	63,268.12
6434 - Pest Control	59.70	100.00	179.10	300.00	(120.90)	1,020.90
6442 - Snow Removal Services	0.00	0.00	0.00	0.00	0.00	80,000.00
Total Contracted Services	6,989.66	7,105.00	20,968.98	21,314.50	(345.52)	144,289.02
Repair & Maintenance						
6530 - Common Areas Repair & Maintenance	3,412.56	2,083.50	6,693.90	6,250.00	443.90	18,306.10
9814 - Special Projects	2,169.71	2,437.00	2,169.71	7,310.00	(5,140.29)	27,069.29
Total Repair & Maintenance	5,582.27	4,520.50	8,863.61	13,560.00	(4,696.39)	45,375.39
Pool/Community Center Expenses						
6438 - Pool Management	275.00	7,372.00	12,841.50	22,115.50	(9,274.00)	38,761.50
6710 - Pool Supplies	712.00	0.00	4,151.93	3,000.00	1,151.93	1,848.07
9918 - Pool/Tennis Center Electricity	934.03	833.50	3,543.20	2,500.00	1,043.20	6,456.80
Total Pool/Community Center Expenses	1,921.03	8,205.50	20,536.63	27,615.50	(7,078.87)	47,066.37
Professional Services						
7000 - Audit & Tax Services	0.00	0.00	0.00	0.00	0.00	6,600.00
7015 - Management Reimbursements	15.00	83.50	45.00	250.00	(205.00)	955.00
7025 - Legal Services - Collections	966.71	1,291.50	1,217.36	3,875.00	(2,657.64)	14,282.64
7030 - Legal Services - General Counsel	724.50	1,166.50	1,219.50	3,500.00	(2,280.50)	12,780.50
7035 - Other Collection Cost	535.00	541.50	1,495.00	1,625.00	(130.00)	5,005.00
7040 - Management Fees	5,535.00	5,535.00	16,605.00	16,605.00	0.00	49,815.00
Total Professional Services	7,776.21	8,618.00	20,581.86	25,855.00	(5,273.14)	89,438.14
Taxes						
9000 - Federal Income Tax *	0.00	0.00	0.00	0.00	0.00	1,000.00
9005 - State Income Tax	0.00	0.00	0.00	0.00	0.00	400.00
9015 - Property/Real Estate Tax	0.00	0.00	0.00	0.00	0.00	150.00
Total Taxes	0.00	0.00	0.00	0.00	0.00	1,550.00

Income Statement Report

Lake Manassas ROA

September 01, 2016 thru September 30, 2016

Expense	Current Period		Year to Date (3 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Other Expenses						
9908 - Misc Expenses	0.00	0.00	0.00	800.00	(800.00)	800.00
Total Other Expenses	0.00	0.00	0.00	800.00	(800.00)	800.00
Reserve Contributions						
9800 - Repair & Replacement Expenses	26,348.50	26,348.50	79,045.00	79,045.00	0.00	237,135.00
Total Reserve Contributions	26,348.50	26,348.50	79,045.00	79,045.00	0.00	237,135.00
Total Expense	100,869.61	112,206.00	296,313.96	329,672.50	(33,358.54)	1,391,470.00
Net Income / (Loss)	15,748.57	2,139.00	50,828.66	19,642.50	31,186.16	0.00
						(50,828.66)

Income and Expense Projection Report

Lake Manassas ROA

As of September 30, 2016

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Budget	Nov Budget	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
Assessment Income														
4001 - Residential Assessments	109,138	109,138	109,138	109,335	109,335	109,335	109,335	109,335	109,335	109,335	109,335	109,335	1,311,429	1,312,020
4014 - Townhome Assessments	2,408	2,408	2,408	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	26,574	25,800
4016 - Capital Contribution	0	0	0	192	192	192	192	192	192	192	192	192	1,728	1,920
4080 - Pipe Stem Assessment	715	715	715	715	715	715	715	715	715	715	715	715	8,580	8,580
4125 - Developer Assessments	788	788	788	6,666	0	6,667	0	0	0	0	0	0	15,697	20,000
Total Assessment Income	113,049	113,049	113,049	119,058	112,392	119,059	112,392	112,392	112,392	112,392	112,392	112,392	1,364,008	1,368,320
Other Income														
4205 - Application Fees	220	0	1,570	273	273	0	272	273	273	273	272	273	3,972	3,000
4220 - Gate & Access Fees	700	141	1,000	345	346	346	346	346	346	345	346	346	4,953	4,150
4710 - Late Fees & Interest	927	252	156	334	333	334	334	333	334	334	333	334	4,335	4,000
4720 - Legal Reimbursements	135	392	15	334	333	334	334	333	334	334	333	334	3,542	4,000
4805 - Violation Charges	0	0	0	84	83	84	84	83	84	84	83	84	750	1,000
4910 - Interest Earned - Reserve Accounts	830	829	829	584	583	584	584	583	584	584	583	584	7,737	7,000
Total Other Income	2,812	1,614	3,569	1,952	1,951	1,680	1,952	1,951	1,953	1,952	1,950	1,953	25,290	23,150
Total Income	115,861	114,663	116,618	121,010	114,343	120,739	114,344	114,343	114,345	114,344	114,342	114,345	1,389,298	1,391,470
Administrative														
5010 - Bad Debt	0	0	0	17,000	0	0	0	0	0	0	0	0	17,000	17,000
5015 - Bank Charges	0	40	(20)	17	17	17	17	17	17	17	17	17	170	200
5020 - Board Expenses/Minutes	0	321	47	0	0	625	0	0	625	0	0	625	2,243	2,500
5030 - Coupon Costs	242	222	55	259	258	259	259	258	259	259	258	259	2,844	3,100
5035 - Architectural	0	0	0	84	83	84	84	83	84	84	83	84	750	1,000
5040 - Computer Other-C3	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,000
5065 - Committee Expenses	0	0	0	0	0	0	250	0	0	0	250	0	500	500
5090 - Office Supplies	468	942	794	667	667	667	667	667	667	667	667	667	8,205	8,000
5095 - Transponders	0	0	0	0	0	0	2,250	0	0	0	2,250	0	4,500	4,500
5100 - Storage Rental	193	193	193	214	214	214	214	214	214	214	214	214	2,499	2,562
5115 - Web Site Maintenance	50	50	50	40	40	40	40	40	40	40	40	40	510	480
5195 - Miscellaneous Expenses	0	23	0	0	0	0	1,562	1,561	1,562	0	0	0	4,707	4,684

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Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Budget	Nov Budget	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
Administrative														
5210 - Printing & Copying	46	958	403	167	167	167	167	167	167	167	167	167	2,907	2,000
5215 - Postage	463	1,169	867	417	417	417	417	417	417	417	417	417	6,249	5,000
5225 - Newsletter Services	0	0	349	0	0	400	0	0	400	0	0	400	1,549	1,600
6300 - Permits & Licenses	0	0	0	109	108	109	109	108	109	109	108	109	975	1,300
6325 - New Construction Committee	1,175	0	1,440	250	250	250	250	250	250	250	250	250	4,865	3,000
8150 - LMA Expenses	14,254	13,202	15,820	17,061	17,062	17,062	17,062	17,062	17,062	17,061	17,062	17,062	196,829	204,737
Total Administrative	17,140	17,370	20,248	36,531	19,532	20,557	23,593	21,093	22,118	19,531	22,032	20,557	260,301	265,163
Payroll & Benefits														
5300 - Management Payroll Reimburseme	8,104	7,354	8,397	7,800	7,800	7,800	7,800	7,800	11,696	7,800	7,800	7,800	97,951	101,392
5312 - Security Contract- Western Gatehol	12,965	10,250	14,860	12,422	12,422	12,422	12,422	12,422	12,423	12,422	12,422	12,422	149,873	149,065
5316 - Off Duty Police Patrol	800	1,120	640	834	833	834	834	833	834	834	833	834	10,060	10,000
Total Payroll & Benefits	21,868	18,724	23,898	21,056	21,055	21,056	21,056	21,055	24,952	21,056	21,055	21,056	257,884	260,457
Insurance														
5445 - General Liability Insurance Premiur	1,017	1,017	78	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	12,612	14,000
Total Insurance	1,017	1,017	78	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	12,612	14,000
Utilities														
6000 - Electric Service	819	852	802	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,473	12,000
6025 - Water Service	921	1,281	930	833	834	833	833	834	833	833	834	833	10,632	10,000
6040 - Telephone/Internet	1,016	592	685	917	916	917	917	916	917	917	916	917	10,543	11,000
Total Utilities	2,756	2,724	2,418	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	2,750	32,648	33,000
Landscaping														
6100 - Grounds & Landscaping - Contract	5,725	5,725	5,611	7,084	7,083	7,084	7,084	7,083	7,084	7,084	7,083	7,084	80,811	85,000
6150 - Seasonal Color/Plantings	0	0	0	5,500	0	0	0	0	0	0	5,500	0	11,000	11,000
6299 - Irrigation System Contract	0	0	0	900	900	0	0	0	900	900	900	900	5,400	7,200
Total Landscaping	5,725	5,725	5,611	13,484	7,983	7,084	7,084	7,083	7,984	7,984	13,483	7,984	97,211	103,200
Contracted Services														
6035 - Trash and Recycling Service	6,930	6,930	6,930	7,005	7,005	7,005	7,005	7,005	7,005	7,005	7,005	7,005	83,833	84,058

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Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Budget	Nov Budget	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
Contracted Services														
6434 - Pest Control	60	60	60	100	100	100	100	100	100	100	100	100	1,079	1,200
6442 - Snow Removal Services	0	0	0	0	20,000	20,000	20,000	20,000	0	0	0	0	80,000	80,000
Total Contracted Services	6,990	6,990	6,990	7,105	27,105	27,105	27,105	27,105	7,105	7,105	7,105	7,105	164,912	165,258
Repair & Maintenance														
6530 - Common Areas Repair & Maintenanar	1,025	2,256	3,413	2,084	2,083	2,084	2,084	2,083	2,084	2,084	2,083	2,084	25,444	25,000
9814 - Special Projects	0	0	2,170	2,437	2,437	2,437	2,437	2,437	2,437	2,437	2,437	2,437	24,099	29,239
Total Repair & Maintenance	1,025	2,256	5,582	4,520	4,520	4,520	4,520	4,520	4,521	4,520	4,520	4,520	49,543	54,239
Pool/Community Center Expenses														
6438 - Pool Management	8,354	4,213	275	0	0	0	0	0	7,372	7,372	7,372	7,372	42,329	51,603
6710 - Pool Supplies	414	3,026	712	0	0	0	0	0	0	0	1,500	1,500	7,152	6,000
9918 - Pool/Tennis Center Electricity	1,087	1,522	934	834	833	834	834	833	834	834	833	834	11,043	10,000
Total Pool/Community Center Expenses	9,855	8,761	1,921	834	833	834	834	833	8,206	8,206	9,705	9,706	60,524	67,603
Professional Services														
7000 - Audit & Tax Services	0	0	0	6,200	0	0	0	0	0	400	0	0	6,600	6,600
7015 - Management Reimbursements	15	15	15	84	83	84	84	83	84	84	83	84	795	1,000
7025 - Legal Services - Collections	0	251	967	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	1,292	12,842	15,500
7030 - Legal Services - General Counsel	0	495	725	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	1,167	11,720	14,000
7035 - Other Collection Cost	320	640	535	542	542	542	542	542	542	542	542	542	6,370	6,500
7040 - Management Fees	5,535	5,535	5,535	5,535	5,535	5,535	5,535	5,535	5,535	5,535	5,535	5,535	66,420	66,420
Total Professional Services	5,870	6,936	7,776	14,818	8,619	8,618	8,618	8,619	8,618	9,018	8,619	8,618	104,747	110,020
Taxes														
9000 - Federal Income Tax	0	0	0	1,000	0	0	0	0	0	0	0	0	1,000	1,000
9005 - State Income Tax	0	0	0	400	0	0	0	0	0	0	0	0	400	400
9015 - Property/Real Estate Tax	0	0	0	0	150	0	0	0	0	0	0	0	150	150
Total Taxes	0	0	0	1,400	150	0	0	0	0	0	0	0	1,550	1,550

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Lake Manassas ROA
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Account Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Full Year	Total
	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Projected	Budget
Other Expenses														
9908 - Misc Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	800
Total Other Expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	800
Reserve Contributions														
9800 - Repair & Replacement Expenses	26,349	26,348	26,349	26,349	26,348	26,349	26,349	26,348	26,349	26,349	26,348	26,349	316,180	316,180
Total Reserve Contributions	26,349	26,348	26,349	26,349	26,348	26,349	26,349	26,348	26,349	26,349	26,348	26,349	316,180	316,180
Total Expense	98,594	96,850	100,870	130,012	120,061	120,037	123,074	120,572	113,768	107,684	116,783	109,809	1,358,111	1,391,470
Association Summary	17,267	17,813	15,749	(9,002)	(5,718)	702	(8,730)	(6,229)	578	6,661	(2,441)	4,536	31,186	0