
MANAGEMENT MEMORANDUM

TO: LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION BOARD OF DIRECTORS
FROM: COMMUNITY MANAGEMENT CORPORATION
SUBJECT: DECEMBER 2015 FINANCIAL REPORT
DATE: 1/18/2016

CASH & INVESTMENTS

As of December 31, 2015 Lake Manassas Residential Owners Association had \$516,452.78 in operating funds. The Association currently has one money market account with CAB in the amount of \$150,287.12. The Association currently has 8 CD's, totaling \$739,005.00 (see attached report for maturity dates & interest rates) and a Money Market account with Middleburg bank of \$105,729.13. With accrued interest, the Association has a total of cash and investments of \$1,513,555.65.

BALANCE SHEET

As of December 31, 2015 (52) accounts were delinquent in the amount of \$47,272.10 and (307) accounts were prepaid in the amount of \$89,934.62. Lake Manassas Residential Owners Association has a delinquency rate of 3.5% of the total assessments (\$1,351,768.00). 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 | 30 | \$7,020.08 | 14.85% |
| 31-60 day | 9 | \$3,259.95 | 6.90% |
| 61-90 day | 0 | \$125.30 | 0.27% |
| 91-120 day | 4 | \$3,073.80 | 6.50% |
| 120+ day | 9 | \$33,792.97 | 71.49% |
| TOTAL | 52 | \$47,272.10 | 100.00% |

The Repair & Replacement Reserves balance as of December 31, 2015 was \$1,229,629.98 and is not fully supported by cash & investments, with a deficit of \$202.79. This deficit has improved by \$23,696.45 since November's financial statement. Based on forecasted reserve expenses, it is estimated that the Association will be in a positive position by year end.

This was calculated using the following formula:

| | |
|----------------------------|----------------------------------|
| TOTAL CASH & INVESTMENTS: | \$1,513,555.65 |
| Minus TOTAL LIABILITIES: | (\$164,053.25) |
| TOTAL CASH: | \$1,349,502.40 |
| Minus SETTLEMENT FUNDS* | (\$119,669.63) *Designated Funds |
| | |
| AVAILABLE FOR RESERVES: | \$1,229,832.77 |
| Minus AMOUNT EARMARKED FOR | |

REPAIR & REPLACEMENT RESERVES* (\$1,229,629.98) *Designated Funds
EQUALS A DEFICIT OF \$202.79

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 \$60,900.87 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. However, if the books were to be closed today for a year end statement, the Association would show a positive balance in prior Year Equity of \$15,780.10.

INCOME & EXPENSE STATEMENT

As of December 31, 2015 the Association showed a positive gain on the year of \$76,680.97 (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 \$23,828.84. Savings were in the areas of BOD Minutes cost, Architectural needs, office supplies, C3 costs, transponders and LMA costs.

Payroll & Benefits Expenses:

The Association is showing a POSITIVE VARIANCE of 7,518.67. This is mainly from savings in the area of the Security Contract and the services of off duty police patrol.

Utilities:

The Association is showing a POSITIVE VARIANCE of \$4,808.80. This is primarily due to savings in the water service and Telephone/Internet.

Landscaping:

The Association is showing a POSITIVE VARIANCE of \$8,277.63. This is due to savings in the Grounds & Maintenance contract.

Contracted Services:

The Association is showing a POSITIVE VARIANCE of \$42,318.76. This is mainly due to a small savings in trash & recycling service and not requiring snow removal services in November or December.

Repair and Maintenance:

The Association is showing a POSITIVE VARIANCE of \$5,207.05. This is due to savings in the Common Area Repair & Maintenance and Special Projects.

Pool/Community Center Expenses:

The association is showing a POSITIVE VARIANCE of \$2,976.18. This is mostly because of savings in lack of need for pool supplies, electrical costs and a pool management invoice being less than budgeted for in September.

Professional Services:

The Association is showing a POSITIVE VARIANCE of \$1,512.62. This is due to savings in the need of legal counsel regarding reviews or recommendations to the Board.

Lake Manassas Residential Owners Assoc.

December 2015 Financial Report

Statement prepared by: Tracy Hankins



Associa

Community Management Corporation

Investment Listing Report

Lake Manassas ROA

As of Thu Dec 31, 2015

| 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 | 516,452.78 | 0.000% | 06/30/2009 | 0 | |
| 1101 - CAB Money Market Mutual of Omaha Bank | ****1762 Signers: BOD | Money Market | 150,287.12 | 0.000% | 10/28/2014 | 0 | |
| 1308 - Middleburg Bank MM Middleburg Bank | ****8322 Signers: BOD | Money Market | 105,729.13 | 0.020% | 01/31/2011 | 0 | |
| 1416 - Middleburg Bank CD Middleburg Bank | **** CDs Signers: BOD | Certificate of Deposit | 799,005.00 | 0.000% | 01/31/2011 | 0 | |
| 1730 - Accrued Interest Receivable On Site | ****Accr | Other | 2,081.62 | 0.000% | 06/30/2009 | 0 | |

Total Cash Investments: 1,513,555.65
 Total Lake Manassas ROA: 1,513,555.65

Thankins

Balance Sheet Report
Lake Manassas ROA
As of December 31, 2015

| | <u>Balance</u> <u>Dec 31, 2015</u> | <u>Balance</u> <u>Nov 30, 2015</u> | <u>Change</u> |
|---|---------------------------------------|---------------------------------------|-------------------------|
| <u>Assets</u> | | | |
| Cash & Investments | | | |
| 1013 - PPB Operating 1801 | 516,452.78 | 500,821.21 | 15,631.57 |
| 1101 - CAB Money Market | 150,287.12 | 150,261.60 | 25.52 |
| 1308 - Middleburg Bank MM | 105,729.13 | 105,327.02 | 402.11 |
| 1416 - Middleburg Bank CD | 739,005.00 | 739,005.00 | 0.00 |
| 1730 - Accrued Interest Receivable | 2,081.62 | 1,693.31 | 388.31 |
| Total Cash & Investments | <u>1,513,555.65</u> | <u>1,497,108.14</u> | <u>16,447.51</u> |
| Current Assets | | | |
| 1500 - Residential Assessments Receivable | 47,272.10 | 47,349.71 | (77.61) |
| 1510 - Pipestem Receivable | (1,004.85) | (1,948.80) | 943.95 |
| 1530 - Allowance for Doubtful Accounts | (36,571.66) | (36,655.29) | 83.63 |
| 1600 - Prepaid Insurance | 2,958.97 | 4,023.59 | (1,064.62) |
| 1745 - Taxes Receivable | 2,488.00 | 2,488.00 | 0.00 |
| 1799 - Clearing Account | 1,065.55 | 1,062.55 | 3.00 |
| Total Current Assets | <u>16,208.11</u> | <u>16,319.76</u> | <u>(111.65)</u> |
| Total Assets | <u>1,529,763.76</u> | <u>1,513,427.90</u> | <u>16,335.86</u> |
| <u>Liabilities</u> | | | |
| Current Liabilities | | | |
| 2010 - Delinquency Fee Payable | 300.00 | 75.00 | 225.00 |
| 2015 - A/P Unclaimed Funds | 186.84 | 186.84 | 0.00 |
| 2025 - Transfer Fee Payable | 215.95 | 491.90 | (275.95) |
| 2050 - Resident Refunds | 0.00 | 191.41 | (191.41) |
| 2300 - Accrued Expenses | 26,776.64 | 29,746.98 | (2,970.34) |
| 2400 - Accrued Payroll Payable | 2,976.00 | 2,308.00 | 668.00 |
| 2500 - Construction Deposits | 43,663.20 | 64,163.20 | (20,500.00) |

Balance Sheet Report
Lake Manassas ROA
 As of December 31, 2015

| | <u>Balance Dec 31, 2015</u> | <u>Balance Nov 30, 2015</u> | <u>Change</u> |
|---|---------------------------------|---------------------------------|--------------------|
| <u>Liabilities</u> | | | |
| Current Liabilities | | | |
| 2550 - Prepaid Assessments | 89,934.62 | 82,487.21 | 7,447.41 |
| Total Current Liabilities | 164,053.25 | 179,650.54 | (15,597.29) |
| Total Liabilities | 164,053.25 | 179,650.54 | (15,597.29) |
| <u>Owners' Equity</u> | | | |
| Unappropriated Owners' Equity | | | |
| 3000 - Owners Equity - Prior Years | (60,900.87) | (60,900.87) | 0.00 |
| 3274 - Initial Working Capital | 630.80 | 630.80 | 0.00 |
| Total Unappropriated Owners' Equity | (60,270.07) | (60,270.07) | 0.00 |
| Reserves | | | |
| 3102 - Repair & Replacement Reserve - Prior Yrs | 1,065,057.96 | 1,065,057.96 | 0.00 |
| 3188 - Interest Reserves - Prior Yrs | 51,890.76 | 51,890.76 | 0.00 |
| 3276 - Reserve Contributions | 158,070.00 | 131,725.00 | 26,345.00 |
| 3280 - Reserve Expenditures | (45,388.74) | (26,986.51) | (18,402.23) |
| Total Reserves | 1,229,629.98 | 1,221,687.21 | 7,942.77 |
| Settlement Funds | | | |
| 3124 - Basheer Unallocated Settlement Fund | 134,000.00 | 134,000.00 | 0.00 |
| 3250 - Basheer Settlement Fund | 13,943.58 | 13,943.58 | 0.00 |
| 3254 - Settlement Fund - AM Gate | (26,230.47) | (26,230.47) | 0.00 |

Balance Sheet Report
Lake Manassas ROA
 As of December 31, 2015

| | <u>Balance Dec 31, 2015</u> | <u>Balance Nov 30, 2015</u> | <u>Change</u> |
|---------------------------------------|---------------------------------|---------------------------------|------------------|
| Owners' Equity | | | |
| Settlement Funds | | | |
| 3256 - Settlement Fund - Pool Cameras | (2,043.48) | (2,043.48) | 0.00 |
| Total Settlement Funds | <u>119,669.63</u> | <u>119,669.63</u> | <u>0.00</u> |
| Total Owners' Equity | <u>1,289,029.54</u> | <u>1,281,086.77</u> | <u>7,942.77</u> |
| Net Income / (Loss) | <u>76,680.97</u> | <u>52,690.59</u> | <u>23,990.38</u> |
| Total Liabilities and Equity | <u>1,529,763.76</u> | <u>1,513,427.90</u> | <u>16,335.86</u> |

Income Statement Summary

Lake Manassas ROA

December 01, 2015 thru December 31, 2015

| | Current Period | | Year to Date (6 months) | | Annual Budget | |
|--------------------------------------|-------------------|-------------------|-------------------------|-------------------|--------------------|---------------------|
| | Actual | Budget | Actual | Budget | | Variance |
| Total Assessment Income | 110,454.80 | 123,461.00 | 659,196.06 | 697,000.00 | (37,803.94) | 1,351,768.00 |
| Total Other Income | 2,146.04 | 1,500.50 | 11,224.20 | 10,364.00 | 860.20 | 21,000.00 |
| Total Income | 112,600.84 | 124,961.50 | 670,420.26 | 707,364.00 | (36,943.74) | 1,372,768.00 |
| Total Administrative | 17,829.07 | 20,923.00 | 113,107.66 | 136,936.50 | (23,828.84) | 261,973.00 |
| Total Payroll & Benefits | 20,543.71 | 21,566.00 | 121,877.83 | 129,396.50 | (7,518.67) | 258,793.00 |
| Total Insurance | 1,064.62 | 1,208.50 | 6,212.57 | 7,250.00 | (1,037.43) | 14,500.00 |
| Total Utilities | 3,718.71 | 3,275.00 | 14,841.20 | 19,650.00 | (4,808.80) | 39,300.00 |
| Total Landscaping | 2,378.00 | 7,333.50 | 44,822.37 | 53,100.00 | (8,277.63) | 106,200.00 |
| Total Contracted Services | 6,529.04 | 27,317.50 | 39,249.24 | 81,568.00 | (42,318.76) | 163,136.00 |
| Total Repair & Maintenance | 1,689.90 | 2,566.50 | 10,792.95 | 16,000.00 | (5,207.05) | 32,000.00 |
| Total Pool/Community Center Expenses | 525.00 | 833.50 | 26,495.32 | 29,471.50 | (2,976.18) | 66,100.00 |
| Total Professional Services | 7,987.41 | 8,681.50 | 56,975.38 | 58,488.00 | (1,512.62) | 111,476.00 |
| Total Taxes | 0.00 | 0.00 | 1,294.77 | 1,150.00 | 144.77 | 1,150.00 |
| Total Other Expenses | 0.00 | 0.00 | 0.00 | 2,000.00 | (2,000.00) | 2,000.00 |
| Total Reserve Contributions | 26,345.00 | 26,345.00 | 158,070.00 | 158,070.00 | 0.00 | 316,140.00 |
| Total Expense | 88,610.46 | 120,150.00 | 593,739.29 | 693,080.50 | (99,341.21) | 1,372,768.00 |
| Net Income / (Loss) | 23,990.38 | 4,811.50 | 76,680.97 | 14,283.50 | 62,397.47 | 0.00 |

Income Statement Report Lake Manassas ROA

December 01, 2015 thru December 31, 2015

| | Current Period | | Year to Date (6 months) | | Annual Budget | Budget Remaining |
|---|-------------------|-------------------|-------------------------|-------------------|---------------------|-------------------|
| | Actual | Budget | Actual | Budget | | |
| Income | | | | | | |
| Assessment Income | | | | | | |
| 4001 - Residential Assessments | 104,640.00 | 105,984.00 | 627,653.26 | 635,904.00 | 1,271,808.00 | 644,154.74 |
| 4014 - Townhome Assessments | 2,064.00 | 1,720.00 | 12,056.00 | 10,320.00 | 20,640.00 | 8,584.00 |
| 4016 - Capital Contribution | 0.00 | 384.00 | 0.00 | 1,536.00 | 3,840.00 | 3,840.00 |
| 4080 - Pipe Stem Assessment | 2,022.80 | 1,040.00 | 6,670.80 | 6,240.00 | 12,480.00 | 5,809.20 |
| 4120 - Initial Contribution | 0.00 | 0.00 | 2,448.00 | 0.00 | 0.00 | (2,448.00) |
| 4125 - Developer Assessments | 1,728.00 | 14,333.00 | 10,368.00 | 43,000.00 | 43,000.00 | 32,632.00 |
| Total Assessment Income | 110,454.80 | 123,461.00 | 659,196.06 | 697,000.00 | 1,351,768.00 | 692,571.94 |
| Other Income | | | | | | |
| 4205 - Application Fees | 50.00 | 0.00 | 1,160.00 | 1,364.00 | 3,000.00 | 1,840.00 |
| 4220 - Gate & Access Fees | 900.00 | 417.00 | 2,200.00 | 2,500.00 | 5,000.00 | 2,800.00 |
| 4245 - Newsletter Advertising | 0.00 | 0.00 | 50.00 | 0.00 | 0.00 | (50.00) |
| 4710 - Late Fees & Interest | 338.10 | 250.00 | 1,922.62 | 1,500.00 | 3,000.00 | 1,077.38 |
| 4720 - Legal Reimbursements | 42.00 | 333.50 | 2,272.32 | 2,000.00 | 4,000.00 | 1,727.68 |
| 4805 - Violation Charges | 0.00 | 166.50 | (900.00) | 1,000.00 | 2,000.00 | 2,900.00 |
| 4910 - Interest Earned - Reserve Accounts | 815.94 | 333.50 | 4,519.26 | 2,000.00 | 4,000.00 | (519.26) |
| Total Other Income | 2,146.04 | 1,500.50 | 11,224.20 | 10,364.00 | 21,000.00 | 9,775.80 |
| Total Income | 112,600.84 | 124,961.50 | 670,420.26 | 707,364.00 | 1,372,768.00 | 702,347.74 |
| Expense | | | | | | |
| Administrative | 0.00 | 0.00 | 0.00 | 17,000.00 | 17,000.00 | 17,000.00 |
| 5010 - Bad Debt | 0.00 | 16.50 | (20.05) | 100.00 | 200.00 | 220.05 |
| 5015 - Bank Charges | 485.00 | 1,000.00 | 814.00 | 2,000.00 | 4,000.00 | 3,186.00 |
| 5020 - Board Expenses/Minutes | 220.00 | 275.00 | 1,360.00 | 1,650.00 | 3,300.00 | 1,940.00 |
| 5030 - Coupon Costs | 0.00 | 166.50 | 30.00 | 1,000.00 | 2,000.00 | 1,970.00 |
| 5035 - Architectural | 250.00 | 354.00 | 1,500.00 | 2,125.00 | 4,250.00 | 2,750.00 |
| 5040 - Computer Other-C3 | 0.00 | 0.00 | 0.00 | 0.00 | 500.00 | 500.00 |
| 5065 - Committee Expenses | 562.27 | 700.00 | 1,777.79 | 4,200.00 | 8,400.00 | 6,622.21 |
| 5090 - Office Supplies | 0.00 | 0.00 | (550.00) | 0.00 | 4,600.00 | 5,150.00 |
| 5095 - Transponders | 0.00 | 0.00 | | | | |

Income Statement Report Lake Manassas ROA

December 01, 2015 thru December 31, 2015

| | Current Period | | Year to Date (6 months) | | Annual Budget | Budget Remaining |
|---|-----------------|------------------|-------------------------|------------------|--------------------|-------------------|
| | Actual | Budget | Actual | Budget | | |
| Expense | | | | | | |
| Landscaping | | | | | | |
| 6299 - Irrigation System Contract | 2,378.00 | 0.00 | 4,756.00 | 3,600.00 | 1,156.00 | 2,444.00 |
| Total Landscaping | 2,378.00 | 7,333.50 | 44,822.37 | 53,100.00 | (8,277.63) | 61,377.63 |
| Contracted Services | | | | | | |
| 6035 - Trash and Recycling Service | 6,469.34 | 6,608.50 | 38,891.04 | 39,650.00 | (758.96) | 40,408.96 |
| 6434 - Pest Control | 59.70 | 125.00 | 358.20 | 750.00 | (391.80) | 1,141.80 |
| 6442 - Snow Removal Services | 0.00 | 20,584.00 | 0.00 | 41,168.00 | (41,168.00) | 82,336.00 |
| Total Contracted Services | 6,529.04 | 27,317.50 | 39,249.24 | 81,568.00 | (42,318.76) | 123,886.76 |
| Repair & Maintenance | | | | | | |
| 6530 - Common Areas Repair & Maintenance | 1,689.90 | 2,500.00 | 10,333.64 | 15,000.00 | (4,666.36) | 19,666.36 |
| 9814 - Special Projects | 0.00 | 166.50 | 459.31 | 1,000.00 | (540.69) | 1,540.69 |
| Total Repair & Maintenance | 1,689.90 | 2,666.50 | 10,792.95 | 16,000.00 | (5,207.05) | 21,207.05 |
| Pool/Community Center Expenses | | | | | | |
| 6438 - Pool Management | 0.00 | 0.00 | 20,468.75 | 21,471.50 | (1,002.75) | 29,631.25 |
| 6710 - Pool Supplies | 525.00 | 0.00 | 2,776.89 | 3,000.00 | (223.11) | 3,223.11 |
| 9918 - Pool/Tennis Center Electricity | 0.00 | 833.50 | 3,249.68 | 5,000.00 | (1,750.32) | 6,750.32 |
| Total Pool/Community Center Expenses | 525.00 | 833.50 | 26,495.32 | 29,471.50 | (2,976.18) | 39,604.68 |
| Professional Services | | | | | | |
| 7000 - Audit & Tax Services | 0.00 | 0.00 | 6,200.00 | 5,900.00 | 300.00 | 100.00 |
| 7010 - Engineering Services | 0.00 | 0.00 | 2,356.00 | 500.00 | 1,856.00 | (1,356.00) |
| 7015 - Management Reimbursements | 15.00 | 83.50 | 140.00 | 500.00 | (360.00) | 860.00 |
| 7025 - Legal Services - Collections | 1,412.99 | 1,166.50 | 8,771.96 | 7,000.00 | 1,771.96 | 5,228.04 |
| 7030 - Legal Services - General Counsel | 431.42 | 1,500.00 | 4,514.42 | 9,000.00 | (4,485.58) | 13,485.58 |
| 7035 - Other Collection Cost | 780.00 | 583.50 | 2,905.00 | 3,500.00 | (595.00) | 4,095.00 |
| 7040 - Management Fees | 5,348.00 | 5,348.00 | 32,088.00 | 32,088.00 | 0.00 | 32,088.00 |
| Total Professional Services | 7,987.41 | 8,681.50 | 56,975.38 | 58,488.00 | (1,512.62) | 54,500.62 |

Income Statement Report

Lake Manassas ROA

December 01, 2015 thru December 31, 2015

| | Current Period | | Year to Date (6 months) | | Annual Budget | Budget Remaining |
|--------------------------------------|------------------|-------------------|-------------------------|-------------------|--------------------|--------------------|
| | Actual | Budget | Actual | Budget | | |
| Expense | | | | | | |
| Taxes | | | | | | |
| 9000 - Federal Income Tax | 0.00 | 0.00 | 900.00 | 600.00 | 300.00 | (300.00) |
| 9005 - State Income Tax | 0.00 | 0.00 | 300.00 | 400.00 | (100.00) | 100.00 |
| 9015 - Property/Real Estate Tax | 0.00 | 0.00 | 94.77 | 150.00 | (55.23) | 55.23 |
| Total Taxes | 0.00 | 0.00 | 1,294.77 | 1,150.00 | 144.77 | (144.77) |
| Other Expenses | | | | | | |
| 9908 - Misc Expenses | 0.00 | 0.00 | 0.00 | 2,000.00 | (2,000.00) | 2,000.00 |
| Total Other Expenses | 0.00 | 0.00 | 0.00 | 2,000.00 | (2,000.00) | 2,000.00 |
| Reserve Contributions | | | | | | |
| 9800 - Repair & Replacement Expenses | 26,345.00 | 26,345.00 | 158,070.00 | 158,070.00 | 0.00 | 158,070.00 |
| Total Reserve Contributions | 26,345.00 | 26,345.00 | 158,070.00 | 158,070.00 | 0.00 | 158,070.00 |
| Total Expense | 88,610.46 | 120,150.00 | 593,739.29 | 693,080.50 | (99,341.21) | 779,028.71 |
| Net Income / (Loss) | 23,990.38 | 4,811.50 | 76,680.97 | 14,283.50 | 62,397.47 | (76,680.97) |

Income and Expense Projection Report

Lake Manassas ROA

Lake Manassas Residential OA

As of December 31, 2015

| Account Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Full Year | Total |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|
| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Budget | Budget | Budget | Budget | Budget | Projected | Budget |
| Assessment Income | | | | | | | | | | | | | | |
| 4001 - Residential Assessments | 104,727 | 104,256 | 104,256 | 104,256 | 105,518 | 104,640 | 105,984 | 105,984 | 105,984 | 105,984 | 105,984 | 105,984 | 1,263,557 | 1,271,808 |
| 4014 - Townhome Assessments | 2,080 | 1,892 | 1,892 | 1,892 | 2,236 | 2,064 | 1,720 | 1,720 | 1,720 | 1,720 | 1,720 | 1,720 | 22,376 | 20,640 |
| 4016 - Capital Contribution | 0 | 0 | 0 | 0 | 0 | 0 | 384 | 384 | 384 | 384 | 384 | 384 | 2,304 | 3,840 |
| 4080 - Pipe Stem Assessment | 904 | 992 | 904 | 904 | 944 | 2,023 | 1,040 | 1,040 | 1,040 | 1,040 | 1,040 | 1,040 | 12,911 | 12,480 |
| 4120 - Initial Contribution | 1,680 | 0 | 0 | 0 | 768 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,448 | 0 |
| 4125 - Developer Assessments | 1,728 | 1,728 | 1,728 | 1,728 | 1,728 | 1,728 | 0 | 0 | 0 | 0 | 0 | 0 | 10,368 | 43,000 |
| Total Assessment Income | 111,119 | 108,868 | 108,780 | 108,780 | 111,194 | 110,455 | 109,128 | 109,128 | 109,128 | 109,128 | 109,128 | 109,128 | 1,313,964 | 1,351,768 |
| Other Income | | | | | | | | | | | | | | |
| 4205 - Application Fees | 370 | 0 | 220 | 335 | 185 | 50 | 272 | 273 | 273 | 273 | 272 | 273 | 2,796 | 3,000 |
| 4220 - Gate & Access Fees | 0 | 0 | 400 | 750 | 150 | 900 | 417 | 416 | 417 | 417 | 416 | 417 | 4,700 | 5,000 |
| 4245 - Newsletter Advertising | 0 | 0 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 | 0 |
| 4710 - Late Fees & Interest | 361 | 264 | 270 | 334 | 355 | 338 | 250 | 250 | 250 | 250 | 250 | 250 | 3,423 | 3,000 |
| 4720 - Legal Reimbursements | 905 | 127 | 915 | 282 | 0 | 42 | 334 | 333 | 334 | 334 | 333 | 334 | 4,272 | 4,000 |
| 4805 - Violation Charges | (900) | 0 | 0 | 0 | 0 | 0 | 167 | 167 | 167 | 167 | 167 | 167 | 100 | 2,000 |
| 4910 - Interest Earned - Reserve Accounts | 714 | 714 | 740 | 727 | 808 | 816 | 334 | 333 | 334 | 334 | 333 | 334 | 6,519 | 4,000 |
| Total Other Income | 1,450 | 1,105 | 2,545 | 2,429 | 1,548 | 2,146 | 1,773 | 1,772 | 1,774 | 1,774 | 1,771 | 1,774 | 21,860 | 21,000 |
| Total Income | 112,570 | 109,973 | 111,325 | 111,209 | 112,742 | 112,601 | 110,901 | 110,900 | 110,902 | 110,902 | 110,899 | 110,902 | 1,335,824 | 1,372,768 |
| Administrative | | | | | | | | | | | | | | |
| 5010 - Bad Debt | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17,000 |
| 5015 - Bank Charges | (20) | (0) | 0 | 0 | 0 | 0 | 17 | 17 | 17 | 17 | 17 | 17 | 80 | 200 |
| 5020 - Board Expenses/Minutes | 0 | (150) | 279 | 200 | 0 | 485 | 0 | 0 | 1,000 | 0 | 0 | 1,000 | 2,814 | 4,000 |
| 5030 - Coupon Costs | 281 | 121 | 403 | 213 | 122 | 220 | 275 | 275 | 275 | 275 | 275 | 275 | 3,010 | 3,300 |
| 5035 - Architectural | 304 | 0 | (304) | 0 | 30 | 0 | 167 | 167 | 167 | 167 | 167 | 167 | 1,030 | 2,000 |
| 5040 - Computer Other-C3 | 250 | 250 | 250 | 250 | 250 | 250 | 354 | 355 | 354 | 354 | 355 | 354 | 3,625 | 4,250 |
| 5065 - Committee Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 250 | 0 | 0 | 0 | 250 | 0 | 500 | 500 |
| 5090 - Office Supplies | (145) | 27 | 1,129 | 128 | 76 | 562 | 700 | 700 | 700 | 700 | 700 | 700 | 5,978 | 8,400 |
| 5095 - Transponders | (550) | 0 | 0 | 0 | 0 | 0 | 2,300 | 0 | 0 | 0 | 2,300 | 0 | 4,050 | 4,600 |
| 5100 - Storage Rental | 196 | 196 | 196 | 196 | 196 | 196 | 194 | 193 | 194 | 194 | 193 | 194 | 2,336 | 2,320 |

Income and Expense Projection Report

Lake Manassas ROA

Lake Manassas Residential OA

As of December 31, 2015

| Account Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Full Year | Total |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|----------------|
| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Budget | Budget | Budget | Budget | Budget | Projected | Budget |
| Administrative | | | | | | | | | | | | | | |
| 5115 - Web Site Maintenance | 40 | 40 | 40 | 95 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 535 | 480 |
| 5195 - Miscellaneous Expenses | 272 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 272 | 0 |
| 5210 - Printing & Copying | 361 | 297 | 742 | 1,281 | 222 | 1,475 | 334 | 333 | 334 | 334 | 333 | 334 | 6,378 | 4,000 |
| 5215 - Postage | 722 | 290 | 941 | 543 | 87 | 366 | 334 | 333 | 334 | 334 | 333 | 334 | 4,948 | 4,000 |
| 5225 - Newsletter Services | 0 | 0 | 0 | 330 | 0 | 0 | 0 | 0 | 400 | 0 | 0 | 400 | 1,130 | 1,600 |
| 5300 - Permits & Licenses | 0 | 0 | 0 | 646 | 25 | 0 | 109 | 108 | 109 | 109 | 108 | 109 | 1,321 | 1,300 |
| 5325 - New Construction Committee | 750 | 600 | 2,074 | 405 | 1,260 | 810 | 250 | 250 | 250 | 250 | 250 | 250 | 7,399 | 3,000 |
| 8150 - LMA Expenses | 13,950 | 13,948 | 13,336 | 23,620 | 13,948 | 13,425 | 16,752 | 16,752 | 16,752 | 16,752 | 16,752 | 16,752 | 192,740 | 201,023 |
| Total Administrative | 16,411 | 15,619 | 19,086 | 27,907 | 16,256 | 17,829 | 22,073 | 19,523 | 20,923 | 19,523 | 22,073 | 20,923 | 238,144 | 261,973 |
| Payroll & Benefits | | | | | | | | | | | | | | |
| 5300 - Management Payroll Reimbursemei | 7,173 | 8,196 | 7,616 | 7,965 | 7,045 | 7,714 | 6,983 | 6,983 | 6,983 | 6,983 | 6,983 | 6,983 | 87,606 | 63,793 |
| 5312 - Security Contract- Western Gatehol | 12,943 | 12,737 | 10,067 | 11,505 | 11,522 | 11,710 | 13,334 | 13,333 | 13,334 | 13,334 | 13,333 | 13,334 | 150,483 | 160,000 |
| 5316 - Off Duty Police Patrol | 1,120 | 480 | 480 | 960 | 1,460 | 1,120 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 13,120 | 15,000 |
| 5322 - Casual Labor | 65 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 65 | 0 |
| Total Payroll & Benefits | 21,301 | 21,413 | 18,163 | 20,430 | 20,027 | 20,544 | 21,567 | 21,566 | 21,567 | 21,566 | 21,566 | 21,566 | 251,274 | 258,793 |
| Insurance | | | | | | | | | | | | | | |
| 5445 - General Liability Insurance Premiur | 914 | 1,055 | 1,060 | 1,060 | 1,060 | 1,065 | 1,209 | 1,208 | 1,209 | 1,209 | 1,208 | 1,209 | 13,463 | 14,500 |
| Total Insurance | 914 | 1,055 | 1,060 | 1,060 | 1,060 | 1,065 | 1,209 | 1,208 | 1,209 | 1,209 | 1,208 | 1,209 | 13,463 | 14,500 |
| Utilities | | | | | | | | | | | | | | |
| 6000 - Electric Service | 836 | 865 | 853 | 895 | 936 | 1,830 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 12,215 | 12,000 |
| 6025 - Water Service | 724 | 581 | 540 | 282 | 285 | 1,073 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 10,985 | 15,000 |
| 6040 - Telephone/Internet | 897 | 827 | 1,129 | 933 | 540 | 815 | 1,025 | 1,025 | 1,025 | 1,025 | 1,025 | 1,025 | 11,291 | 12,300 |
| Total Utilities | 2,457 | 2,274 | 2,523 | 2,109 | 1,760 | 3,719 | 3,275 | 3,275 | 3,275 | 3,275 | 3,275 | 3,275 | 34,491 | 39,300 |
| Landscaping | | | | | | | | | | | | | | |
| 6100 - Grounds & Landscaping - Contract | 5,611 | 5,611 | 5,725 | 6,035 | 11,336 | 0 | 7,334 | 7,333 | 7,334 | 7,334 | 7,333 | 7,334 | 78,317 | 88,000 |
| 6150 - Seasonal Color/Plantings | 0 | 0 | 0 | 5,750 | 0 | 0 | 0 | 0 | 0 | 0 | 5,500 | 0 | 11,250 | 11,000 |

Income and Expense Projection Report

Lake Manassas ROA

Lake Manassas Residential OA

As of December 31, 2015

| Account Description | Jul Actual | Aug Actual | Sep Actual | Oct Actual | Nov Actual | Dec Actual | Jan Budget | Feb Budget | Mar Budget | Apr Budget | May Budget | Jun Budget | Full Year Projected | Total Budget |
|---|--------------|--------------|---------------|---------------|---------------|--------------|---------------|---------------|--------------|--------------|---------------|--------------|---------------------|----------------|
| Landscaping | | | | | | | | | | | | | | |
| 6299 - Irrigation System Contract | 2,378 | 0 | 0 | 0 | 0 | 0 | 900 | 0 | 900 | 900 | 900 | 900 | 5,978 | 7,200 |
| Total Landscaping | 7,989 | 5,611 | 5,725 | 11,785 | 11,336 | 0 | 7,334 | 7,333 | 8,234 | 8,234 | 13,733 | 8,234 | 95,544 | 106,200 |
| Contracted Services | | | | | | | | | | | | | | |
| 6035 - Trash and Recycling Service | 6,469 | 6,544 | 6,469 | 6,469 | 6,469 | 6,469 | 6,609 | 6,608 | 6,609 | 6,609 | 6,608 | 6,609 | 78,541 | 79,300 |
| 6434 - Pest Control | 60 | 60 | 60 | 60 | 60 | 60 | 125 | 125 | 125 | 125 | 125 | 125 | 1,108 | 1,500 |
| 6442 - Snow Removal Services | 0 | 0 | 0 | 0 | 0 | 0 | 20,584 | 20,584 | 0 | 0 | 0 | 0 | 41,168 | 82,336 |
| Total Contracted Services | 6,529 | 6,604 | 6,529 | 6,529 | 6,529 | 6,529 | 27,318 | 27,317 | 6,734 | 6,734 | 6,733 | 6,734 | 120,817 | 163,136 |
| Repair & Maintenance | | | | | | | | | | | | | | |
| 6530 - Common Areas Repair & Maintenan | 3,423 | 2,229 | 990 | 1,042 | 960 | 1,690 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 25,334 | 30,000 |
| 9814 - Special Projects | 0 | 0 | 459 | 0 | 0 | 0 | 167 | 167 | 167 | 167 | 167 | 167 | 1,459 | 2,000 |
| Total Repair & Maintenance | 3,423 | 2,229 | 1,450 | 1,042 | 960 | 1,690 | 2,667 | 2,667 | 2,667 | 2,667 | 2,667 | 2,667 | 26,793 | 32,000 |
| Pool/Community Center Expenses | | | | | | | | | | | | | | |
| 6438 - Pool Management | 8,850 | 6,000 | 5,619 | 0 | 0 | 0 | 7,157 | 0 | 7,157 | 7,157 | 7,158 | 7,157 | 49,097 | 50,100 |
| 6710 - Pool Supplies | 0 | 0 | 2,252 | 0 | 0 | 525 | 0 | 0 | 0 | 0 | 1,500 | 1,500 | 5,777 | 6,000 |
| 9818 - Pool/Tennis Center Electricity | 58 | 2,105 | 799 | 132 | 155 | 0 | 834 | 833 | 834 | 834 | 833 | 834 | 8,250 | 10,000 |
| Total Pool/Community Center Expenses | 8,908 | 8,105 | 8,670 | 132 | 155 | 525 | 834 | 833 | 7,991 | 7,991 | 9,491 | 9,491 | 63,124 | 66,100 |
| Professional Services | | | | | | | | | | | | | | |
| 7000 - Audit & Tax Services | 0 | 0 | 0 | 6,200 | 0 | 0 | 0 | 0 | 0 | 400 | 0 | 0 | 6,600 | 6,300 |
| 7010 - Engineering Services | 2,356 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 500 | 0 | 2,856 | 1,000 |
| 7015 - Management Reimbursements | 15 | 65 | 15 | 15 | 15 | 15 | 84 | 83 | 84 | 84 | 83 | 84 | 640 | 1,000 |
| 7020 - Legal Services | (809) | 809 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7025 - Legal Services - Collections | 809 | 429 | 3,513 | 1,256 | 1,353 | 1,413 | 1,167 | 1,167 | 1,167 | 1,167 | 1,167 | 1,167 | 15,772 | 14,000 |
| 7030 - Legal Services - General Counsel | 0 | 2,144 | 514 | 1,112 | 314 | 431 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 13,514 | 18,000 |
| 7035 - Other Collection Cost | 100 | 440 | 880 | 0 | 705 | 780 | 584 | 583 | 584 | 584 | 583 | 584 | 6,405 | 7,000 |
| 7040 - Management Fees | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 64,176 | 64,176 |
| Total Professional Services | 7,819 | 9,235 | 10,269 | 13,930 | 7,735 | 7,987 | 8,682 | 8,681 | 8,682 | 9,082 | 9,181 | 8,682 | 109,963 | 111,476 |

Income and Expense Projection Report
Lake Manassas ROA
Lake Manassas Residential OA
As of December 31, 2015

| Account Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Full Year | Total |
|---|----------------|----------------|---------------|----------------|---------------|---------------|-----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|
| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Budget | Budget | Budget | Budget | Budget | Projected | Budget |
| Taxes | | | | | | | | | | | | | | |
| 9000 - Federal Income Tax | 0 | 0 | 0 | 900 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 900 | 600 |
| 9005 - State Income Tax | 0 | 0 | 0 | 300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 300 | 400 |
| 9015 - Property/Real Estate Tax | 0 | 0 | 0 | 0 | 95 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 95 | 150 |
| Total Taxes | 0 | 0 | 0 | 1,200 | 95 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,295 | 1,150 |
| Other Expenses | | | | | | | | | | | | | | |
| 9818 - Building Expenses | 1,025 | (1,025) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9908 - Misc Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,000 |
| Total Other Expenses | 1,025 | (1,025) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,000 |
| Reserve Contributions | | | | | | | | | | | | | | |
| 9800 - Repair & Replacement Expenses | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 316,140 | 316,140 |
| Total Reserve Contributions | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 316,140 | 316,140 |
| Total Expense | 103,121 | 97,464 | 99,819 | 112,468 | 92,257 | 86,232 | 121,301 | 118,747 | 107,624 | 106,623 | 116,271 | 109,123 | 1,271,049 | 1,372,768 |
| Total Lake Manassas Residential OA | 9,449 | 12,509 | 11,507 | (1,259) | 20,485 | 26,368 | (10,400) | (7,847) | 3,278 | 4,279 | (5,372) | 1,779 | 64,775 | 0 |

Income and Expense Projection Report

Lake Manassas ROA

Townhomes

As of December 31, 2015

| Account Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Full Year | Total |
|-----------------------------------|--------|--------|--------|--------|--------|---------|--------|--------|--------|--------|--------|--------|-----------|--------|
| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Budget | Budget | Budget | Budget | Budget | Projected | Budget |
| Landscaping | | | | | | | | | | | | | | |
| 6299 - Irrigation System Contract | 0 | 0 | 0 | 0 | 0 | 2,378 | 0 | 0 | 0 | 0 | 0 | 0 | 2,378 | 0 |
| Total Landscaping | 0 | 0 | 0 | 0 | 0 | 2,378 | 0 | 0 | 0 | 0 | 0 | 0 | 2,378 | 0 |
| Total Expense | 0 | 0 | 0 | 0 | 0 | 2,378 | 0 | 0 | 0 | 0 | 0 | 0 | 2,378 | 0 |
| Total Townhomes | 0 | 0 | 0 | 0 | 0 | (2,378) | 0 | 0 | 0 | 0 | 0 | 0 | (2,378) | 0 |

Income and Expense Projection Report

Lake Manassas ROA

As of December 31, 2015

| Account Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Full Year | Total |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|
| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Budget | Budget | Budget | Budget | Budget | Projected | Budget |
| Assessment Income | | | | | | | | | | | | | | |
| 4001 - Residential Assessments | 104,727 | 104,256 | 104,256 | 104,256 | 105,518 | 104,640 | 105,984 | 105,984 | 105,984 | 105,984 | 105,984 | 105,984 | 1,263,557 | 1,271,808 |
| 4014 - Townhome Assessments | 2,080 | 1,892 | 1,892 | 1,892 | 2,236 | 2,064 | 1,720 | 1,720 | 1,720 | 1,720 | 1,720 | 1,720 | 22,376 | 20,640 |
| 4016 - Capital Contribution | 0 | 0 | 0 | 0 | 0 | 0 | 384 | 384 | 384 | 384 | 384 | 384 | 2,304 | 3,840 |
| 4080 - Pipe Stem Assessment | 904 | 992 | 904 | 904 | 944 | 2,023 | 1,040 | 1,040 | 1,040 | 1,040 | 1,040 | 1,040 | 12,911 | 12,480 |
| 4120 - Initial Contribution | 1,680 | 0 | 0 | 0 | 768 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,448 | 0 |
| 4125 - Developer Assessments | 1,728 | 1,728 | 1,728 | 1,728 | 1,728 | 1,728 | 0 | 0 | 0 | 0 | 0 | 0 | 10,368 | 43,000 |
| Total Assessment Income | 111,119 | 108,868 | 108,780 | 108,780 | 111,194 | 110,455 | 109,128 | 109,128 | 109,128 | 109,128 | 109,128 | 109,128 | 1,313,964 | 1,351,768 |
| Other Income | | | | | | | | | | | | | | |
| 4205 - Application Fees | 370 | 0 | 220 | 335 | 185 | 50 | 272 | 273 | 273 | 273 | 272 | 273 | 2,796 | 3,000 |
| 4220 - Gate & Access Fees | 0 | 0 | 400 | 750 | 150 | 900 | 417 | 416 | 417 | 417 | 416 | 417 | 4,700 | 5,000 |
| 4245 - Newsletter Advertising | 0 | 0 | 0 | 0 | 50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 50 | 0 |
| 4710 - Late Fees & Interest | 361 | 264 | 270 | 334 | 355 | 338 | 250 | 250 | 250 | 250 | 250 | 250 | 3,423 | 3,000 |
| 4720 - Legal Reimbursements | 905 | 127 | 915 | 282 | 0 | 42 | 334 | 333 | 334 | 334 | 333 | 334 | 4,272 | 4,000 |
| 4805 - Violation Charges | (900) | 0 | 0 | 0 | 0 | 0 | 167 | 167 | 167 | 167 | 167 | 167 | 100 | 2,000 |
| 4910 - Interest Earned - Reserve Accounts | 714 | 714 | 740 | 727 | 808 | 816 | 334 | 333 | 334 | 334 | 333 | 334 | 6,519 | 4,000 |
| Total Other Income | 1,450 | 1,105 | 2,545 | 2,429 | 1,548 | 2,146 | 1,773 | 1,772 | 1,774 | 1,774 | 1,771 | 1,774 | 21,860 | 21,000 |
| Total Income | 112,570 | 109,973 | 111,325 | 111,209 | 112,742 | 112,601 | 110,901 | 110,900 | 110,902 | 110,902 | 110,899 | 110,902 | 1,335,824 | 1,372,768 |
| Administrative | | | | | | | | | | | | | | |
| 5010 - Bad Debt | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 17,000 |
| 5015 - Bank Charges | (20) | (0) | 0 | 0 | 0 | 0 | 17 | 17 | 17 | 17 | 17 | 17 | 80 | 200 |
| 5020 - Board Expenses/Minutes | 0 | (150) | 279 | 200 | 0 | 485 | 0 | 0 | 1,000 | 0 | 0 | 1,000 | 2,814 | 4,000 |
| 5030 - Coupon Costs | 281 | 121 | 403 | 213 | 122 | 220 | 275 | 275 | 275 | 275 | 275 | 275 | 3,010 | 3,300 |
| 5035 - Architectural | 304 | 0 | (304) | 0 | 30 | 0 | 167 | 167 | 167 | 167 | 167 | 167 | 1,030 | 2,000 |
| 5040 - Computer Other-C3 | 250 | 250 | 250 | 250 | 250 | 250 | 354 | 355 | 354 | 354 | 355 | 354 | 3,625 | 4,250 |
| 5065 - Committee Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 250 | 0 | 0 | 0 | 250 | 0 | 500 | 500 |
| 5090 - Office Supplies | (145) | 27 | 1,129 | 128 | 76 | 562 | 700 | 700 | 700 | 700 | 700 | 700 | 6,978 | 8,400 |
| 5095 - Transponders | (550) | 0 | 0 | 0 | 0 | 0 | 2,300 | 0 | 0 | 0 | 2,300 | 0 | 4,050 | 4,600 |
| 5100 - Storage Rental | 196 | 196 | 196 | 196 | 196 | 196 | 194 | 193 | 194 | 194 | 193 | 194 | 2,336 | 2,320 |

Income and Expense Projection Report

Lake Manassas ROA

As of December 31, 2015

| Account Description | Jul Actual | Aug Actual | Sep Actual | Oct Actual | Nov Actual | Dec Actual | Jan Budget | Feb Budget | Mar Budget | Apr Budget | May Budget | Jun Budget | Full Year Projected | Total Budget |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------------|----------------|
| Administrative | | | | | | | | | | | | | | |
| 5115 - Web Site Maintenance | 40 | 40 | 40 | 95 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 40 | 535 | 480 |
| 5195 - Miscellaneous Expenses | 272 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 272 | 0 |
| 5210 - Printing & Copying | 361 | 297 | 742 | 1,281 | 222 | 1,475 | 334 | 333 | 334 | 334 | 333 | 334 | 6,378 | 4,000 |
| 5215 - Postage | 722 | 290 | 941 | 543 | 87 | 366 | 334 | 333 | 334 | 334 | 333 | 334 | 4,948 | 4,000 |
| 5225 - Newsletter Services | 0 | 0 | 0 | 330 | 0 | 0 | 0 | 0 | 400 | 0 | 0 | 400 | 1,130 | 1,600 |
| 6300 - Permits & Licenses | 0 | 0 | 0 | 646 | 25 | 0 | 109 | 108 | 109 | 109 | 108 | 109 | 1,321 | 1,300 |
| 6325 - New Construction Committee | 750 | 600 | 2,074 | 405 | 1,260 | 810 | 250 | 250 | 250 | 250 | 250 | 250 | 7,399 | 3,000 |
| 8150 - LMA Expenses | 13,950 | 13,948 | 13,336 | 23,620 | 13,948 | 13,425 | 16,752 | 16,752 | 16,752 | 16,752 | 16,752 | 16,752 | 192,740 | 201,023 |
| Total Administrative | 16,411 | 15,619 | 19,086 | 27,907 | 16,256 | 17,829 | 22,073 | 19,523 | 20,923 | 19,523 | 22,073 | 20,923 | 238,144 | 261,973 |
| Payroll & Benefits | | | | | | | | | | | | | | |
| 5300 - Management Payroll Reimbursemei | 7,173 | 8,196 | 7,616 | 7,965 | 7,045 | 7,714 | 6,983 | 6,983 | 6,983 | 6,983 | 6,983 | 6,983 | 87,606 | 83,793 |
| 5312 - Security Contract- Western Gatehol | 12,943 | 12,737 | 10,087 | 11,505 | 11,522 | 11,710 | 13,334 | 13,333 | 13,334 | 13,334 | 13,333 | 13,334 | 150,483 | 160,000 |
| 5316 - Off Duty Police Patrol | 1,120 | 480 | 480 | 960 | 1,460 | 1,120 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 13,120 | 15,000 |
| 5322 - Casual Labor | 65 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 65 | 0 |
| Total Payroll & Benefits | 21,301 | 21,413 | 18,163 | 20,430 | 20,027 | 20,544 | 21,567 | 21,566 | 21,567 | 21,566 | 21,566 | 21,566 | 251,274 | 258,793 |
| Insurance | | | | | | | | | | | | | | |
| 5445 - General Liability Insurance Premiur | 914 | 1,055 | 1,060 | 1,060 | 1,060 | 1,065 | 1,209 | 1,208 | 1,209 | 1,209 | 1,208 | 1,209 | 13,463 | 14,500 |
| Total Insurance | 914 | 1,055 | 1,060 | 1,060 | 1,060 | 1,065 | 1,209 | 1,208 | 1,209 | 1,209 | 1,208 | 1,209 | 13,463 | 14,500 |
| Utilities | | | | | | | | | | | | | | |
| 6000 - Electric Service | 836 | 865 | 853 | 895 | 936 | 1,830 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 12,215 | 12,000 |
| 6025 - Water Service | 724 | 581 | 540 | 282 | 285 | 1,073 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 10,985 | 15,000 |
| 6040 - Telephone/Internet | 897 | 827 | 1,129 | 933 | 540 | 815 | 1,025 | 1,025 | 1,025 | 1,025 | 1,025 | 1,025 | 11,291 | 12,300 |
| Total Utilities | 2,457 | 2,274 | 2,523 | 2,109 | 1,760 | 3,719 | 3,275 | 3,275 | 3,275 | 3,275 | 3,275 | 3,275 | 34,491 | 39,300 |
| Landscaping | | | | | | | | | | | | | | |
| 6100 - Grounds & Landscaping - Contract | 5,611 | 5,611 | 5,725 | 6,035 | 11,336 | 0 | 7,334 | 7,333 | 7,334 | 7,334 | 7,333 | 7,334 | 78,317 | 88,000 |
| 6150 - Seasonal Color/Plantings | 0 | 0 | 0 | 5,750 | 0 | 0 | 0 | 0 | 0 | 0 | 5,500 | 0 | 11,250 | 11,000 |

Income and Expense Projection Report

Lake Manassas ROA

As of December 31, 2015

| Account Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Full Year | Total |
|---|--------------|--------------|---------------|---------------|---------------|--------------|---------------|---------------|--------------|--------------|---------------|--------------|----------------|----------------|
| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Budget | Budget | Budget | Budget | Budget | Projected | Budget |
| Landscaping | | | | | | | | | | | | | | |
| 6299 - Irrigation System Contract | 2,378 | 0 | 0 | 0 | 0 | 2,378 | 0 | 0 | 900 | 900 | 900 | 900 | 8,356 | 7,200 |
| Total Landscaping | 7,989 | 5,611 | 5,725 | 11,785 | 11,336 | 2,378 | 7,334 | 7,333 | 8,234 | 8,234 | 13,733 | 8,234 | 97,922 | 106,200 |
| Contracted Services | | | | | | | | | | | | | | |
| 6035 - Trash and Recycling Service | 6,469 | 6,544 | 6,469 | 6,469 | 6,469 | 6,469 | 6,609 | 6,608 | 6,609 | 6,609 | 6,608 | 6,609 | 78,541 | 79,300 |
| 6434 - Pest Control | 60 | 60 | 60 | 60 | 60 | 60 | 125 | 125 | 125 | 125 | 125 | 125 | 1,108 | 1,500 |
| 6442 - Snow Removal Services | 0 | 0 | 0 | 0 | 0 | 0 | 20,584 | 20,584 | 0 | 0 | 0 | 0 | 41,168 | 82,336 |
| Total Contracted Services | 6,529 | 6,604 | 6,529 | 6,529 | 6,529 | 6,529 | 27,318 | 27,317 | 6,734 | 6,734 | 6,733 | 6,734 | 120,817 | 163,136 |
| Repair & Maintenance | | | | | | | | | | | | | | |
| 5630 - Common Areas Repair & Maintenan | 3,423 | 2,229 | 990 | 1,042 | 960 | 1,690 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 25,334 | 30,000 |
| 9814 - Special Projects | 0 | 0 | 459 | 0 | 0 | 0 | 167 | 167 | 167 | 167 | 167 | 167 | 1,459 | 2,000 |
| Total Repair & Maintenance | 3,423 | 2,229 | 1,450 | 1,042 | 960 | 1,690 | 2,667 | 2,667 | 2,667 | 2,667 | 2,667 | 2,667 | 26,793 | 32,000 |
| Pool/Community Center Expenses | | | | | | | | | | | | | | |
| 6438 - Pool Management | 8,850 | 6,000 | 5,619 | 0 | 0 | 0 | 0 | 0 | 7,157 | 7,157 | 7,158 | 7,157 | 49,097 | 50,100 |
| 6710 - Pool Supplies | 0 | 0 | 2,252 | 0 | 0 | 525 | 0 | 0 | 0 | 0 | 1,500 | 1,500 | 5,777 | 6,000 |
| 9918 - Pool/Tennis Center Electricity | 58 | 2,105 | 799 | 132 | 155 | 0 | 834 | 833 | 834 | 834 | 833 | 834 | 8,250 | 10,000 |
| Total Pool/Community Center Expenses | 8,908 | 8,105 | 8,670 | 132 | 155 | 525 | 834 | 833 | 7,991 | 7,991 | 9,491 | 9,491 | 63,124 | 66,100 |
| Professional Services | | | | | | | | | | | | | | |
| 7000 - Audit & Tax Services | 0 | 0 | 0 | 6,200 | 0 | 0 | 0 | 0 | 0 | 400 | 0 | 0 | 6,600 | 6,300 |
| 7010 - Engineering Services | 2,356 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 500 | 0 | 2,856 | 1,000 |
| 7015 - Management Reimbursements | 15 | 65 | 15 | 15 | 15 | 15 | 84 | 83 | 84 | 84 | 83 | 84 | 640 | 1,000 |
| 7020 - Legal Services | (809) | 809 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7025 - Legal Services - Collections | 809 | 429 | 3,513 | 1,256 | 1,353 | 1,413 | 1,167 | 1,167 | 1,167 | 1,167 | 1,167 | 1,167 | 15,772 | 14,000 |
| 7030 - Legal Services - General Counsel | 0 | 2,144 | 514 | 1,112 | 314 | 431 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 13,514 | 18,000 |
| 7035 - Other Collection Cost | 100 | 440 | 880 | 0 | 705 | 780 | 584 | 583 | 584 | 584 | 583 | 584 | 6,405 | 7,000 |
| 7040 - Management Fees | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 5,348 | 64,176 | 64,176 |
| Total Professional Services | 7,819 | 9,235 | 10,269 | 13,930 | 7,735 | 7,987 | 8,682 | 8,681 | 8,682 | 9,082 | 9,181 | 8,682 | 109,963 | 111,476 |

Income and Expense Projection Report

Lake Manassas ROA

As of December 31, 2015

| Account Description | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Full Year | Total |
|--------------------------------------|----------------|----------------|---------------|----------------|---------------|---------------|-----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|
| | Actual | Actual | Actual | Actual | Actual | Actual | Budget | Budget | Budget | Budget | Budget | Budget | Projected | Budget |
| Taxes | | | | | | | | | | | | | | |
| 9000 - Federal Income Tax | 0 | 0 | 0 | 900 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 900 | 600 |
| 9005 - State Income Tax | 0 | 0 | 0 | 300 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 300 | 400 |
| 9015 - Property/Real Estate Tax | 0 | 0 | 0 | 0 | 95 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 95 | 150 |
| Total Taxes | 0 | 0 | 0 | 1,200 | 95 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,295 | 1,150 |
| Other Expenses | | | | | | | | | | | | | | |
| 9818 - Building Expenses | 1,025 | (1,025) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9908 - Misc Expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,000 |
| Total Other Expenses | 1,025 | (1,025) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2,000 |
| Reserve Contributions | | | | | | | | | | | | | | |
| 9800 - Repair & Replacement Expenses | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 316,140 | 316,140 |
| Total Reserve Contributions | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 26,345 | 316,140 | 316,140 |
| Total Expense | 103,121 | 97,464 | 99,819 | 112,468 | 92,257 | 88,610 | 121,301 | 118,747 | 107,624 | 106,623 | 116,271 | 109,123 | 1,273,427 | 1,372,768 |
| All Departments Summary | 9,449 | 12,509 | 11,507 | (1,259) | 20,485 | 23,990 | (10,400) | (7,847) | 3,278 | 4,279 | (5,372) | 1,779 | 62,397 | 0 |

Check Disbursement Report Lake Manassas ROA

Tue Dec 01, 2015 thru Thu Dec 31, 2015

| Vendor | Dept - Account - Project | Trans Date | Remarks | Reference | Amount |
|--|--|------------|---|-----------|----------|
| Pacific Premier Bank | | | | | |
| B. & J. Lubbe, J. Morrison | 5851 Old Dominion Ct, Warrenton, VA 20187-9325 | | | | |
| Check Number: 01001566 | Check Date: 12/01/2015 | | Check Amount: 100.00 | | |
| 970 - 2050 - Resident Refunds | | 12/01/2015 | Overpayment: Unit Sold 9/18/15 | | 100.00 |
| Community Management Corp. - PO Box 10821, Chantilly, VA 20153-0821 - (703) 631-7200 | | | | | |
| Check Number: 02000158 | Check Date: 12/01/2015 | | Check Amount: 5,348.00 | | |
| 970 - 7040 - Management Fees | | 12/01/2015 | Management fee For December 2015 | | 5,348.00 |
| Comcast Communications - PO Box 3005, Southeastern, PA 19398-3005 | | | | | |
| Check Number: 01001566 | Check Date: 12/03/2015 | | Check Amount: 148.63 | | |
| 970 - 6040 - Telephone/Internet | | 12/01/2015 | 15601 Turtle Point Dr Apt 11/23-12/22 15011 591262-02-6 | | 148.63 |
| Conley, Pamela A - 7201 King William St, Warrenton, VA 20187-4413 - (540) 347-9170 | | | | | |
| Check Number: 01001567 | Check Date: 12/03/2015 | | Check Amount: 75.00 | | |
| 970 - 6530 - Common Areas Repair & Maintenance | | 12/01/2015 | Cleaning services 11/23/15 | | 75.00 |
| Weidong Jiang & Li Zhu - 8167 Snead Loop, Gainesville, VA 20155-3222 | | | | | |
| Check Number: 01001568 | Check Date: 12/03/2015 | | Check Amount: 91.41 | | |
| 970 - 2050 - Resident Refunds | | 12/01/2015 | Unit Sold 7/1/15 | | 91.41 |
| TRAVIS STEELMAN - 10225 Battlefield Dr, Manassas, VA 20110-7616 | | | | | |
| Check Number: 01001569 | Check Date: 12/03/2015 | | Check Amount: 160.00 | | |
| 970 - 5316 - Off Duty Police Patrol | | 12/01/2015 | Off Duty Patrol | | 160.00 |
| Community Management Corp. - PO Box 10821, Chantilly, VA 20153-0821 - (703) 631-7200 | | | | | |
| Check Number: 02000159 | Check Date: 12/03/2015 | | Check Amount: 2,150.95 | | |
| 970 - 2025 - Transfer Fee Payable | | 12/02/2015 | VA Deferred Resale/Financial Update | | 245.95 |
| 970 - 5030 - Coupon Costs | | 12/02/2015 | Direct Debit Set-Up or Account Chang | | 10.00 |
| 970 - 5030 - Coupon Costs | | 12/02/2015 | Manual Processing of Assessment Pa | | 110.00 |
| 970 - 5030 - Coupon Costs | | 12/02/2015 | Temporary Assessment Coupons | | 2.00 |
| 970 - 5035 - Architectural | | 12/02/2015 | Violation/App Letters | | 30.00 |
| 970 - 5040 - Computer Other-C3 | | 12/02/2015 | C3 Monthly Fee | | 250.00 |
| 970 - 5090 - Office Supplies | | 12/02/2015 | Envelope (Regular/Window) | | 3.30 |
| 970 - 5090 - Office Supplies | | 12/02/2015 | Laser Checks | | 29.50 |
| 970 - 5090 - Office Supplies | | 12/02/2015 | Manila File Folder | | 0.15 |
| 970 - 5090 - Office Supplies | | 12/02/2015 | Miscellaneous Supplies | | 5.50 |
| 970 - 5100 - Storage Rental | | 12/02/2015 | Records Storage | | 196.00 |
| 970 - 5115 - Web Site Maintenance | | 12/02/2015 | Associa Community Website | | 40.00 |
| 970 - 5210 - Printing & Copying | | 12/02/2015 | Copy/Scans Black and White | | 221.80 |
| 970 - 5215 - Postage | | 12/02/2015 | Postage 2nd/3rd Collection Letters | | 57.84 |
| 970 - 5215 - Postage | | 12/02/2015 | Postage First Class - 1oz. | | 28.91 |