

**MANAGEMENT MEMORANDUM**

**TO:** LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION BOARD OF DIRECTORS  
**FROM:** COMMUNITY MANAGEMENT CORPORATION  
**SUBJECT:** MARCH 2016 FINANCIAL REPORT  
**DATE:** 4/25/2016

***CASH & INVESTMENTS***

As of March 31, 2016 Lake Manassas Residential Owners Association had \$508,627.50 in operating funds. The Association currently has one money market account with CAB in the amount of \$150,362.08. The Association currently has 9 CD's, totaling \$739,000.00 (see attached report for maturity dates & interest rates) and a Money Market account with Middleburg bank of \$107,214.20. With accrued interest, the Association has a total of cash and investments of \$1,507,659.90.

***BALANCE SHEET***

As of March 31, 2016 (49) accounts were delinquent in the amount of \$52,107.99 and (309) accounts were prepaid in the amount of \$82,384.21. Lake Manassas Residential Owners Association has a delinquency rate of 3.8% 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	28	\$7,052.39	13.53%
31-60 day	4	\$3,327.85	6.39%
61-90 day	5	\$2,248.75	4.32%
91-120 day	0	\$231.10	0.44%
120+ day	12	\$39,247.90	75.32%
<b>TOTAL</b>	<b>49</b>	<b>\$52,107.99</b>	<b>100.00%</b>

The Repair & Replacement Reserves balance as of March 31, 2016 was \$1,298,816.94 and is not fully supported by cash & investments, with a deficit of \$89,431.78.

This was calculated using the following formula:

TOTAL CASH & INVESTMENTS: \$1,507,659.90  
 Minus TOTAL LIABILITIES: (\$178,605.11)  
 TOTAL CASH: \$1,329,054.79  
 Minus SETTLEMENT FUNDS\* (\$119,669.63) \*Designated Funds

AVAILABLE FOR RESERVES: \$1,209,385.16  
 Minus AMOUNT EARMARKED FOR  
 REPAIR & REPLACEMENT RESERVES\* (\$1,298,816.94) \*Designated Funds

EQUALS A DEFICIT OF

\$89,431.78

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.

### ***INCOME & EXPENSE STATEMENT***

As of March 31, 2016 the Association showed a deficit on the year of \$4,383.46 (The projected full year expense cost for each line item may be found on the 2<sup>nd</sup> to last column on the Income & Expense Projection Report.)

#### Year to Date Expense Variances

##### Administrative Expenses:

The Association is showing a POSITIVE VARIANCE of \$18,139.24. Savings were in the areas of BOD Minutes cost, Architectural needs, office supplies, C3 costs, office supplies, transponders and LMA costs.

##### Payroll & Benefits Expenses:

The Association is showing a POSITIVE VARIANCE of \$3,670.25. 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 \$8,715.97. This is primarily due to savings in the water service and Telephone/Internet.

##### Landscaping:

The Association is showing a NEGATIVE VARIANCE of \$332.81. This is due to the cost for mulch coded to this GL and not accounted for in the budget spread for March.

##### Contracted Services:

The Association is showing a NEGATIVE VARIANCE of \$19,044.73. This is solely due to the snow removal services required in blizzard conditions.

##### Repair and Maintenance:

The Association is showing a POSITIVE VARIANCE of \$9,786.30. This is due to savings in the Common Area Repair & Maintenance.

##### Pool/Community Center Expenses:

The association is showing a POSITIVE VARIANCE of \$3,456.99. This is mostly because of savings in electrical costs and a pool management invoice being less than budgeted for in September.

##### Professional Services:

The Association is showing a POSITIVE VARIANCE of \$1,443.19. This is due to savings in the need of legal counsel regarding reviews or recommendations to the Board.

# Lake Manassas Residential Owners Assoc.

## March 2016 Financial Report

Statement prepared by: Kate Cai



**Balance Sheet Report  
Lake Manassas ROA**

As of March 31, 2016

	<u>Balance Mar 31, 2016</u>	<u>Balance Feb 29, 2016</u>	<u>Change</u>
<b>Assets</b>			
<b>Cash &amp; Investments</b>			
1013 - PPB Operating 1801	508,627.50	493,870.54	14,756.96
1101 - CAB Money Market	150,362.08	150,336.54	25.54
1308 - Middleburg Bank MM	107,214.20	105,542.88	1,671.32
1416 - Middleburg Bank CD	739,000.00	739,000.00	0.00
1730 - Accrued Interest Receivable	2,456.12	3,360.53	(904.41)
<b>Total Cash &amp; Investments</b>	<b>1,507,659.90</b>	<b>1,492,110.49</b>	<b>15,549.41</b>
<b>Current Assets</b>			
1500 - Residential Assessments Receivable	52,107.99	49,451.34	2,656.65
1510 - Pipestem Receivable	103.85	(232.60)	336.45
1530 - Allowance for Doubtful Accounts	(36,571.66)	(36,571.66)	0.00
1600 - Prepaid Insurance	1,666.45	2,253.23	(586.78)
1640 - Other Prepaid Expenses	5,610.50	5,725.00	(114.50)
1745 - Taxes Receivable	2,488.00	2,488.00	0.00
1799 - Clearing Account	(626.88)	0.00	(626.88)
<b>Total Current Assets</b>	<b>24,778.25</b>	<b>23,113.31</b>	<b>1,664.94</b>
<b>Total Assets</b>	<b>1,532,438.15</b>	<b>1,515,223.80</b>	<b>17,214.35</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
2010 - Delinquency Fee Payable	225.00	0.00	225.00
2015 - A/P Unclaimed Funds	186.84	186.84	0.00
2025 - Transfer Fee Payable	270.61	1,272.79	(1,002.18)
2050 - Resident Refunds	590.22	0.00	590.22
2300 - Accrued Expenses	46,729.03	50,990.25	(4,261.22)
2400 - Accrued Payroll Payable	3,806.00	4,912.00	(1,106.00)
2500 - Construction Deposits	44,413.20	43,663.20	750.00

**Balance Sheet Report  
Lake Manassas ROA**

As of March 31, 2016

	<u>Balance Mar 31, 2016</u>	<u>Balance Feb 29, 2016</u>	<u>Change</u>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
2550 - Prepaid Assessments	82,384.21	81,938.47	445.74
<b>Total Current Liabilities</b>	<b>178,605.11</b>	<b>182,963.55</b>	<b>(4,358.44)</b>
<b>Total Liabilities</b>	<b>178,605.11</b>	<b>182,963.55</b>	<b>(4,358.44)</b>
<b>Owners' Equity</b>			
<b>Unappropriated Owners' Equity</b>			
3000 - Owners Equity - Prior Years	(60,900.87)	(60,900.87)	0.00
3274 - Initial Working Capital	630.80	630.80	0.00
<b>Total Unappropriated Owners' Equity</b>	<b>(60,270.07)</b>	<b>(60,270.07)</b>	<b>0.00</b>
<b>Reserves</b>			
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	237,105.00	210,760.00	26,345.00
3280 - Reserve Expenditures	(55,236.78)	(53,539.27)	(1,697.51)
<b>Total Reserves</b>	<b>1,298,816.94</b>	<b>1,274,169.45</b>	<b>24,647.49</b>
<b>Settlement Funds</b>			
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 March 31, 2016

	<u>Balance</u> <u>Mar 31, 2016</u>	<u>Balance</u> <u>Feb 29, 2016</u>	<u>Change</u>
<u>Owners' Equity</u>			
<b>Settlement Funds</b>			
3256 - Settlement Fund - Pool Cameras	(2,043.48)	(2,043.48)	0.00
<b>Total Settlement Funds</b>	<b>119,669.63</b>	<b>119,669.63</b>	<b>0.00</b>
<b>Total Owners' Equity</b>	<b>1,358,216.50</b>	<b>1,333,569.01</b>	<b>24,647.49</b>
<b>Net Income / (Loss)</b>	<b>(4,383.46)</b>	<b>(1,308.76)</b>	<b>(3,074.70)</b>
<b>Total Liabilities and Equity</b>	<b>1,532,438.15</b>	<b>1,515,223.80</b>	<b>17,214.35</b>

**Income Statement Summary**  
**Lake Manassas ROA**  
 March 01, 2016 thru March 31, 2016

	Current Period			Year to Date (9 months)			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Total Assessment Income	109,622.00	109,128.00	494.00	988,637.69	1,024,384.00	(35,746.31)	1,351,768.00
Total Other Income	2,534.67	1,773.50	761.17	18,562.16	15,682.00	2,880.16	21,000.00
<b>Total Income</b>	<b>112,156.67</b>	<b>110,901.50</b>	<b>1,255.17</b>	<b>1,007,199.85</b>	<b>1,040,066.00</b>	<b>(32,866.15)</b>	<b>1,372,768.00</b>
Total Administrative	24,299.82	20,923.00	3,376.82	181,315.76	199,455.00	(18,139.24)	261,973.00
Total Payroll & Benefits	20,610.17	21,566.50	(956.33)	190,424.75	194,095.00	(3,670.25)	258,793.00
Total Insurance	1,054.62	1,208.50	(153.88)	9,396.44	10,875.00	(1,478.56)	14,500.00
Total Utilities	1,698.85	3,275.00	(1,576.15)	20,759.03	29,475.00	(8,715.97)	39,300.00
Total Landscaping	20,060.44	8,233.50	11,826.94	76,332.81	76,000.00	332.81	106,200.00
Total Contracted Services	6,952.55	6,733.50	219.05	161,980.73	142,936.00	19,044.73	163,136.00
Total Repair & Maintenance	(801.00)	2,666.50	(3,467.50)	14,213.70	24,000.00	(9,786.30)	32,000.00
Total Pool/Community Center Expenses	7,744.35	7,990.50	(246.15)	35,671.51	39,128.50	(3,456.99)	66,100.00
Total Professional Services	7,266.57	8,681.50	(1,414.93)	83,088.81	84,532.00	(1,443.19)	111,476.00
Total Taxes	0.00	0.00	0.00	1,294.77	1,150.00	144.77	1,150.00
Total Other Expenses	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)	2,000.00
Total Reserve Contributions	26,345.00	26,345.00	0.00	237,105.00	237,105.00	0.00	316,140.00
<b>Total Expense</b>	<b>115,231.37</b>	<b>107,623.50</b>	<b>7,607.87</b>	<b>1,011,583.31</b>	<b>1,040,751.50</b>	<b>(29,168.19)</b>	<b>1,372,768.00</b>
<b>Net Income / (Loss)</b>	<b>(3,074.70)</b>	<b>3,278.00</b>	<b>(6,352.70)</b>	<b>(4,383.46)</b>	<b>(685.50)</b>	<b>(3,697.96)</b>	<b>0.00</b>

**Income Statement Report**  
**Lake Manassas ROA**  
 March 01, 2016 thru March 31, 2016

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Income</b>								
<b>Assessment Income</b>								
4001 - Residential Assessments	105,024.00	105,984.00	(960.00)	942,532.89	953,856.00	(11,323.11)	1,271,808.00	329,275.11
4014 - Townhome Assessments	2,160.00	1,720.00	430.00	18,506.00	15,480.00	3,026.00	20,640.00	2,134.00
4016 - Capital Contribution	0.00	384.00	(384.00)	0.00	2,688.00	(2,688.00)	3,840.00	3,840.00
4080 - Pipe Stem Assessment	912.00	1,040.00	(128.00)	9,406.80	9,360.00	46.80	12,480.00	3,073.20
4120 - Initial Contribution	0.00	0.00	0.00	2,832.00	0.00	2,832.00	0.00	(2,832.00)
4125 - Developer Assessments	1,536.00	0.00	1,536.00	15,360.00	43,000.00	(27,640.00)	43,000.00	27,640.00
<b>Total Assessment Income</b>	<b>109,622.00</b>	<b>109,128.00</b>	<b>494.00</b>	<b>988,637.69</b>	<b>1,024,384.00</b>	<b>(35,746.31)</b>	<b>1,351,768.00</b>	<b>363,130.31</b>
<b>Other Income</b>								
4205 - Application Fees	450.00	273.00	177.00	3,145.00	2,182.00	963.00	3,000.00	(145.00)
4220 - Gate & Access Fees	700.00	417.00	283.00	3,500.00	3,750.00	(250.00)	5,000.00	1,500.00
4245 - Newsletter Advertising	0.00	0.00	0.00	50.00	0.00	50.00	0.00	(50.00)
4710 - Late Fees & Interest	200.00	250.00	(50.00)	2,699.99	2,250.00	449.99	3,000.00	300.01
4720 - Legal Reimbursements	392.22	333.50	58.72	3,603.38	3,000.00	603.38	4,000.00	396.62
4805 - Violation Charges	0.00	166.50	(166.50)	(900.00)	1,500.00	(2,400.00)	2,000.00	2,900.00
4910 - Interest Earned - Reserve Accounts	792.45	333.50	458.95	6,463.79	3,000.00	3,463.79	4,000.00	(2,463.79)
<b>Total Other Income</b>	<b>2,534.67</b>	<b>1,773.50</b>	<b>761.17</b>	<b>18,562.16</b>	<b>15,682.00</b>	<b>2,880.16</b>	<b>21,000.00</b>	<b>2,437.84</b>
<b>Total Income</b>	<b>112,156.67</b>	<b>110,901.50</b>	<b>1,255.17</b>	<b>1,007,199.85</b>	<b>1,040,066.00</b>	<b>(32,866.15)</b>	<b>1,372,768.00</b>	<b>365,568.15</b>
<b>Expense</b>								
<b>Administrative</b>								
5010 - Bad Debt	0.00	0.00	0.00	0.00	17,000.00	(17,000.00)	17,000.00	17,000.00
5015 - Bank Charges	(30.00)	16.50	(46.50)	(46.05)	150.00	(195.05)	200.00	245.05
5020 - Board Expenses/Minutes	350.00	1,000.00	(650.00)	1,733.00	3,000.00	(1,267.00)	4,000.00	2,267.00
5030 - Coupon Costs	229.00	275.00	(46.00)	2,027.00	2,475.00	(448.00)	3,300.00	1,273.00
5035 - Architectural	100.00	166.50	(66.50)	130.00	1,500.00	(1,370.00)	2,000.00	1,870.00
5040 - Computer Other-C3	250.00	354.00	(104.00)	2,250.00	3,187.50	(937.50)	4,250.00	2,000.00
5065 - Committee Expenses	0.00	0.00	0.00	0.00	250.00	(250.00)	500.00	500.00
5090 - Office Supplies	217.59	700.00	(482.41)	5,499.91	6,300.00	(800.09)	8,400.00	2,900.09
5095 - Transponders	0.00	0.00	0.00	(550.00)	2,300.00	(2,850.00)	4,600.00	5,150.00

**Income Statement Report**  
**Lake Manassas ROA**  
 March 01, 2016 thru March 31, 2016

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Administrative</b>								
5100 - Storage Rental	192.50	193.50	(1.00)	1,757.00	1,740.00	17.00	2,320.00	563.00
5115 - Web Site Maintenance	50.00	40.00	10.00	445.00	360.00	85.00	480.00	35.00
5195 - Miscellaneous Expenses	0.00	0.00	0.00	271.50	0.00	271.50	0.00	(271.50)
5210 - Printing & Copying	126.20	333.50	(207.30)	5,056.49	3,000.00	2,056.49	4,000.00	(1,056.49)
5215 - Postage	164.55	333.50	(168.95)	3,408.67	3,000.00	408.67	4,000.00	591.33
5225 - Newsletter Services	0.00	400.00	(400.00)	661.31	1,200.00	(538.69)	1,600.00	938.69
6300 - Permits & Licenses	0.00	108.50	(108.50)	670.51	975.00	(304.49)	1,300.00	629.49
6325 - New Construction Committee	900.00	250.00	650.00	8,511.25	2,250.00	6,261.25	3,000.00	(5,511.25)
8150 - LMA Expenses	21,749.98	16,752.00	4,997.98	149,489.17	150,767.50	(1,278.33)	201,023.00	51,533.83
<b>Total Administrative</b>	<b>24,299.82</b>	<b>20,923.00</b>	<b>3,376.82</b>	<b>181,315.76</b>	<b>199,455.00</b>	<b>(18,139.24)</b>	<b>261,973.00</b>	<b>80,657.24</b>
<b>Payroll &amp; Benefits</b>								
5300 - Management Payroll Reimbursement	5,614.99	6,983.00	(1,368.01)	68,228.89	62,845.00	5,383.89	83,793.00	15,564.11
5312 - Security Contract- Western Gatehouse	14,355.18	13,333.50	1,021.68	113,890.86	120,000.00	(6,109.14)	160,000.00	46,109.14
5316 - Off Duty Police Patrol	640.00	1,250.00	(610.00)	8,240.00	11,250.00	(3,010.00)	15,000.00	6,760.00
5322 - Casual Labor	0.00	0.00	0.00	65.00	0.00	65.00	0.00	(65.00)
<b>Total Payroll &amp; Benefits</b>	<b>20,610.17</b>	<b>21,566.50</b>	<b>(956.33)</b>	<b>190,424.75</b>	<b>194,095.00</b>	<b>(3,670.25)</b>	<b>258,793.00</b>	<b>68,368.25</b>
<b>Insurance</b>								
5445 - General Liability Insurance Premiums	1,054.62	1,208.50	(153.88)	9,396.44	10,875.00	(1,478.56)	14,500.00	5,103.56
<b>Total Insurance</b>	<b>1,054.62</b>	<b>1,208.50</b>	<b>(153.88)</b>	<b>9,396.44</b>	<b>10,875.00</b>	<b>(1,478.56)</b>	<b>14,500.00</b>	<b>5,103.56</b>
<b>Utilities</b>								
6000 - Electric Service	891.81	1,000.00	(108.19)	8,839.64	9,000.00	(160.36)	12,000.00	3,160.36
6025 - Water Service	33.49	1,250.00	(1,216.51)	4,270.30	11,250.00	(6,979.70)	15,000.00	10,729.70
6040 - Telephone/Internet	773.55	1,025.00	(251.45)	7,649.09	9,225.00	(1,575.91)	12,300.00	4,650.91
<b>Total Utilities</b>	<b>1,698.85</b>	<b>3,275.00</b>	<b>(1,576.15)</b>	<b>20,759.03</b>	<b>29,475.00</b>	<b>(8,715.97)</b>	<b>39,300.00</b>	<b>18,540.97</b>
<b>Landscaping</b>								
6100 - Grounds & Landscaping - Contract	20,060.44	7,333.50	12,726.94	65,826.97	66,000.00	(173.03)	88,000.00	22,173.03
6150 - Seasonal Color/Plantings	0.00	0.00	0.00	5,749.84	5,500.00	249.84	11,000.00	5,250.16

**Income Statement Report**  
**Lake Manassas ROA**  
 March 01, 2016 thru March 31, 2016

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Landscaping</b>								
6299 - Irrigation System Contract	0.00	900.00	(900.00)	4,756.00	4,500.00	256.00	7,200.00	2,444.00
<b>Total Landscaping</b>	<b>20,060.44</b>	<b>8,233.50</b>	<b>11,826.94</b>	<b>76,332.81</b>	<b>76,000.00</b>	<b>332.81</b>	<b>106,200.00</b>	<b>29,867.19</b>
<b>Contracted Services</b>								
6035 - Trash and Recycling Service	6,892.85	6,608.50	284.35	59,204.43	59,475.00	(270.57)	79,300.00	20,095.57
6434 - Pest Control	59.70	125.00	(65.30)	537.30	1,125.00	(587.70)	1,500.00	962.70
6442 - Snow Removal Services	0.00	0.00	0.00	102,239.00	82,336.00	19,903.00	82,336.00	(19,903.00)
<b>Total Contracted Services</b>	<b>6,952.55</b>	<b>6,733.50</b>	<b>219.05</b>	<b>161,980.73</b>	<b>142,936.00</b>	<b>19,044.73</b>	<b>163,136.00</b>	<b>1,155.27</b>
<b>Repair &amp; Maintenance</b>								
6530 - Common Areas Repair & Maintenance	(801.00)	2,500.00	(3,301.00)	12,994.39	22,500.00	(9,505.61)	30,000.00	17,005.61
9814 - Special Projects	0.00	166.50	(166.50)	1,219.31	1,500.00	(280.69)	2,000.00	780.69
<b>Total Repair &amp; Maintenance</b>	<b>(801.00)</b>	<b>2,666.50</b>	<b>(3,467.50)</b>	<b>14,213.70</b>	<b>24,000.00</b>	<b>(9,786.30)</b>	<b>32,000.00</b>	<b>17,786.30</b>
<b>Pool/Community Center Expenses</b>								
6438 - Pool Management	7,454.00	7,157.00	297.00	27,922.75	28,628.50	(705.75)	50,100.00	22,177.25
6710 - Pool Supplies	0.00	0.00	0.00	2,776.89	3,000.00	(223.11)	6,000.00	3,223.11
9918 - Pool/Tennis Center Electricity	290.35	833.50	(543.15)	4,971.87	7,500.00	(2,528.13)	10,000.00	5,028.13
<b>Total Pool/Community Center Expenses</b>	<b>7,744.35</b>	<b>7,990.50</b>	<b>(246.15)</b>	<b>35,671.51</b>	<b>39,128.50</b>	<b>(3,456.99)</b>	<b>66,100.00</b>	<b>30,428.49</b>
<b>Professional Services</b>								
7000 - Audit & Tax Services	0.00	0.00	0.00	6,200.00	5,900.00	300.00	6,300.00	100.00
7010 - Engineering Services	0.00	0.00	0.00	2,356.00	500.00	1,856.00	1,000.00	(1,356.00)
7015 - Management Reimbursements	15.00	83.50	(68.50)	235.00	750.00	(515.00)	1,000.00	765.00
7025 - Legal Services - Collections	1,063.57	1,166.50	(102.93)	13,485.13	10,500.00	2,985.13	14,000.00	514.87
7030 - Legal Services - General Counsel	200.00	1,500.00	(1,300.00)	8,227.42	13,500.00	(5,272.58)	18,000.00	9,772.58
7035 - Other Collection Cost	640.00	583.50	56.50	4,453.26	5,250.00	(796.74)	7,000.00	2,546.74
7040 - Management Fees	5,348.00	5,348.00	0.00	48,132.00	48,132.00	0.00	64,176.00	16,044.00
<b>Total Professional Services</b>	<b>7,266.57</b>	<b>8,681.50</b>	<b>(1,414.93)</b>	<b>83,088.81</b>	<b>84,532.00</b>	<b>(1,443.19)</b>	<b>111,476.00</b>	<b>28,387.19</b>

**Income Statement Report**  
**Lake Manassas ROA**  
 March 01, 2016 thru March 31, 2016

	Current Period			Year to Date (9 months)			Annual Budget	Budget Remaining
	Actual	Budget	Variance	Actual	Budget	Variance		
<b>Expense</b>								
<b>Taxes</b>								
9000 - Federal Income Tax	0.00	0.00	0.00	900.00	600.00	300.00	600.00	(300.00)
9005 - State Income Tax	0.00	0.00	0.00	300.00	400.00	(100.00)	400.00	100.00
9015 - Property/Real Estate Tax	0.00	0.00	0.00	94.77	150.00	(55.23)	150.00	55.23
<b>Total Taxes</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,294.77</b>	<b>1,150.00</b>	<b>144.77</b>	<b>1,150.00</b>	<b>(144.77)</b>
<b>Other Expenses</b>								
9908 - Misc Expenses	0.00	0.00	0.00	0.00	2,000.00	(2,000.00)	2,000.00	2,000.00
<b>Total Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>(2,000.00)</b>	<b>2,000.00</b>	<b>2,000.00</b>
<b>Reserve Contributions</b>								
9800 - Repair & Replacement Expenses	26,345.00	26,345.00	0.00	237,105.00	237,105.00	0.00	316,140.00	79,035.00
<b>Total Reserve Contributions</b>	<b>26,345.00</b>	<b>26,345.00</b>	<b>0.00</b>	<b>237,105.00</b>	<b>237,105.00</b>	<b>0.00</b>	<b>316,140.00</b>	<b>79,035.00</b>
<b>Total Expense</b>	<b>115,231.37</b>	<b>107,623.50</b>	<b>7,607.87</b>	<b>1,011,583.31</b>	<b>1,040,751.50</b>	<b>(29,168.19)</b>	<b>1,372,768.00</b>	<b>361,184.69</b>
<b>Net Income / (Loss)</b>	<b>(3,074.70)</b>	<b>3,278.00</b>	<b>(6,352.70)</b>	<b>(4,383.46)</b>	<b>(685.50)</b>	<b>(3,697.96)</b>	<b>0.00</b>	<b>4,383.46</b>

**Income and Expense Projection Report**  
**Lake Manassas ROA**  
**Lake Manassas Residential OA**  
As of March 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Assessment Income</b>														
4000 - Residential Assessments	0	0	0	0	0	0	109	(109)	0	0	0	0	0	0
4001 - Residential Assessments	104,727	104,256	104,256	104,256	105,518	104,640	105,024	104,832	105,024	105,984	105,984	105,984	1,260,485	1,271,808
4014 - Townhome Assessments	2,080	1,892	1,892	1,892	2,236	2,064	2,150	2,150	2,150	1,720	1,720	1,720	23,666	20,640
4016 - Capital Contribution	0	0	0	0	0	0	0	0	0	384	384	384	1,152	3,840
4080 - Pipe Stern Assessment	904	992	904	904	944	2,023	912	912	912	1,040	1,040	1,040	12,527	12,480
4120 - Initial Contribution	1,680	0	0	0	768	0	384	0	0	0	0	0	2,832	0
4125 - Developer Assessments	1,728	1,728	1,728	1,728	1,728	1,728	1,728	1,728	1,536	0	0	0	15,360	43,000
<b>Total Assessment Income</b>	<b>111,119</b>	<b>108,868</b>	<b>108,780</b>	<b>108,780</b>	<b>111,194</b>	<b>110,455</b>	<b>110,307</b>	<b>109,513</b>	<b>109,622</b>	<b>109,128</b>	<b>109,128</b>	<b>109,128</b>	<b>1,316,022</b>	<b>1,351,768</b>
<b>User Fee Income</b>														
4248 - Administrative Fees	0	0	0	0	0	0	25	(25)	0	0	0	0	0	0
<b>Total User Fee Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>(25)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Collections Income</b>														
4725 - Delinquency Management	0	0	0	0	0	0	75	(75)	0	0	0	0	0	0
<b>Total Collections Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b>(75)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Income</b>														
4205 - Application Fees	370	0	220	335	185	50	1,536	0	450	273	272	273	3,963	3,000
4220 - Gate & Access Fees	0	0	400	750	150	900	600	0	700	417	416	417	4,750	5,000
4245 - Newsletter Advertising	0	0	0	0	50	0	0	0	0	0	0	0	50	0
4260 - Resale Processing Fees	0	0	0	0	0	0	874	(874)	0	0	0	0	0	0
4700 - Collection Processing Fees	0	0	0	0	0	0	7	(7)	0	0	0	0	0	0
4710 - Late Fees & Interest	361	264	270	334	355	338	294	283	200	250	250	250	3,450	3,000
4720 - Legal Reimbursements	905	127	915	282	0	42	0	939	392	334	333	334	4,603	4,000
4805 - Violation Charges	(900)	0	0	0	0	0	0	0	0	167	167	167	(400)	2,000
4845 - Attorney Fees-Compliance	0	0	0	0	0	0	354	(354)	0	0	0	0	0	0
4910 - Interest Earned - Reserve Accounts	714	714	740	727	808	816	817	335	792	334	333	334	7,464	4,000
<b>Total Other Income</b>	<b>1,450</b>	<b>1,105</b>	<b>2,545</b>	<b>2,429</b>	<b>1,548</b>	<b>2,146</b>	<b>4,482</b>	<b>321</b>	<b>2,535</b>	<b>1,774</b>	<b>1,771</b>	<b>1,774</b>	<b>23,880</b>	<b>21,000</b>
<b>Total Income</b>	<b>112,570</b>	<b>109,973</b>	<b>111,325</b>	<b>111,209</b>	<b>112,742</b>	<b>112,601</b>	<b>114,889</b>	<b>109,734</b>	<b>112,167</b>	<b>110,902</b>	<b>110,899</b>	<b>110,902</b>	<b>1,339,902</b>	<b>1,372,768</b>

**Income and Expense Projection Report**  
**Lake Manassas ROA**  
**Lake Manassas Residential OA**  
As of March 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Administrative</b>														
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	0	5	(30)	17	17	17	5	200
5020 - Board Expenses/Minutes	0	(150)	279	200	0	485	669	0	350	0	0	1,000	2,733	4,000
5030 - Coupon Costs	281	121	403	213	122	220	241	197	229	275	275	275	2,852	3,300
5035 - Architectural	304	0	(304)	0	30	0	0	0	100	167	167	167	630	2,000
5040 - Computer Other-C3	250	250	250	250	250	250	250	250	250	354	355	354	3,313	4,250
5065 - Committee Expenses	0	0	0	0	0	0	0	0	0	250	250	0	250	500
5090 - Office Supplies	(145)	27	1,129	128	76	562	2,091	1,414	218	700	700	700	7,600	8,400
5095 - Transponders	(550)	0	0	0	0	0	0	0	0	2,300	0	0	1,750	4,600
5100 - Storage Rental	196	196	196	196	196	196	196	193	193	194	193	194	2,337	2,320
5115 - Web Site Maintenance	40	40	40	95	40	40	50	50	50	40	40	40	565	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	58	494	126	334	333	334	6,056	4,000
5215 - Postage	722	290	941	643	87	366	165	141	166	334	333	334	4,409	4,000
5225 - Newsletter Services	0	0	0	330	0	0	331	0	0	0	0	400	1,061	1,600
6300 - Permits & Licenses	0	0	0	646	25	0	0	0	0	109	108	109	996	1,300
6325 - New Construction Committee	750	600	2,074	405	1,260	810	0	1,713	900	250	250	250	9,261	3,000
8150 - LMA Expenses	13,950	13,948	13,336	23,620	13,948	13,425	14,022	21,489	21,750	16,752	16,752	16,752	199,745	201,023
<b>Total Administrative</b>	<b>16,411</b>	<b>15,619</b>	<b>19,088</b>	<b>27,907</b>	<b>16,256</b>	<b>17,829</b>	<b>17,964</b>	<b>25,944</b>	<b>24,300</b>	<b>19,523</b>	<b>22,073</b>	<b>20,923</b>	<b>243,834</b>	<b>261,973</b>
<b>Payroll &amp; Benefits</b>														
5300 - Management Payroll Reimbursement	7,173	8,196	7,616	7,965	7,046	7,714	12,130	4,774	5,615	6,983	6,983	6,983	89,177	83,793
5312 - Security Contract- Western Gatehot	12,943	12,737	10,067	11,505	11,522	11,710	11,916	17,137	14,355	13,334	13,333	13,334	153,891	160,000
5316 - Off Duty Police Patrol	1,120	480	480	960	1,460	1,120	1,660	320	640	1,250	1,250	1,250	11,990	15,000
5322 - Casual Labor	65	0	0	0	0	0	0	0	0	0	0	0	65	0
<b>Total Payroll &amp; Benefits</b>	<b>21,301</b>	<b>21,413</b>	<b>18,163</b>	<b>20,430</b>	<b>20,027</b>	<b>20,544</b>	<b>25,705</b>	<b>22,231</b>	<b>20,610</b>	<b>21,566</b>	<b>21,566</b>	<b>21,566</b>	<b>255,123</b>	<b>258,793</b>
<b>Insurance</b>														
5445 - General Liability Insurance Premium	914	1,055	1,060	1,060	1,060	1,065	1,060	1,070	1,055	1,209	1,208	1,209	13,021	14,500
<b>Total Insurance</b>	<b>914</b>	<b>1,055</b>	<b>1,060</b>	<b>1,060</b>	<b>1,060</b>	<b>1,065</b>	<b>1,060</b>	<b>1,070</b>	<b>1,055</b>	<b>1,209</b>	<b>1,208</b>	<b>1,209</b>	<b>13,021</b>	<b>14,500</b>

**Income and Expense Projection Report**  
**Lake Manassas ROA**  
**Lake Manassas Residential OA**  
As of March 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Utilities</b>														
6000 - Electric Service	836	865	853	895	936	1,830	770	963	892	1,000	1,000	1,000	11,840	12,000
6025 - Water Service	724	581	540	282	285	1,073	1	751	33	1,250	1,250	1,250	8,020	15,000
6040 - Telephone/Internet	897	827	1,129	933	540	815	952	783	774	1,025	1,025	1,025	10,724	12,300
<b>Total Utilities</b>	<b>2,457</b>	<b>2,274</b>	<b>2,523</b>	<b>2,109</b>	<b>1,760</b>	<b>3,719</b>	<b>1,722</b>	<b>2,497</b>	<b>1,699</b>	<b>3,275</b>	<b>3,275</b>	<b>3,275</b>	<b>30,584</b>	<b>39,300</b>
<b>Landscaping</b>														
6100 - Grounds & Landscaping - Contract	5,611	5,611	5,725	6,035	11,336	0	5,725	5,725	20,060	7,334	7,333	7,334	87,827	88,000
6150 - Seasonal Color/Plantings	0	0	0	5,750	0	0	0	0	0	0	5,500	0	11,250	11,000
6299 - Irrigation System Contract	2,378	0	0	0	0	0	0	0	0	900	900	900	5,078	7,200
<b>Total Landscaping</b>	<b>7,989</b>	<b>5,611</b>	<b>5,725</b>	<b>11,785</b>	<b>11,336</b>	<b>0</b>	<b>5,725</b>	<b>5,725</b>	<b>20,060</b>	<b>8,234</b>	<b>13,733</b>	<b>8,234</b>	<b>104,155</b>	<b>106,200</b>
<b>Contracted Services</b>														
6035 - Trash and Recycling Service	6,469	6,544	6,469	6,469	6,469	6,469	6,528	6,893	6,893	6,609	6,608	6,609	79,029	79,300
6434 - Pest Control	60	60	60	60	60	60	60	60	60	125	125	125	912	1,500
6442 - Snow Removal Services	0	0	0	0	0	0	90,216	12,024	0	0	0	0	102,239	82,936
<b>Total Contracted Services</b>	<b>6,529</b>	<b>6,604</b>	<b>6,529</b>	<b>6,529</b>	<b>6,529</b>	<b>6,529</b>	<b>96,802</b>	<b>18,977</b>	<b>6,953</b>	<b>6,734</b>	<b>6,733</b>	<b>6,734</b>	<b>182,181</b>	<b>163,136</b>
<b>Repair &amp; Maintenance</b>														
6530 - Common Areas Repair & Maintenan	3,423	2,229	990	1,042	960	1,690	1,883	1,579	(801)	2,500	2,500	2,500	20,494	30,000
9814 - Special Projects	0	0	459	0	0	0	760	0	0	167	167	167	1,719	2,000
<b>Total Repair &amp; Maintenance</b>	<b>3,423</b>	<b>2,229</b>	<b>1,450</b>	<b>1,042</b>	<b>960</b>	<b>1,690</b>	<b>2,643</b>	<b>1,579</b>	<b>(801)</b>	<b>2,667</b>	<b>2,667</b>	<b>2,667</b>	<b>22,214</b>	<b>32,000</b>
<b>Pool/Community Center Expenses</b>														
6438 - Pool Management	8,850	6,000	5,619	0	0	0	0	0	7,454	7,157	7,158	7,157	49,394	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	981	450	290	834	833	834	7,472	10,000
<b>Total Pool/Community Center Expenses</b>	<b>8,908</b>	<b>8,105</b>	<b>8,670</b>	<b>132</b>	<b>155</b>	<b>525</b>	<b>981</b>	<b>450</b>	<b>7,744</b>	<b>7,991</b>	<b>9,491</b>	<b>9,491</b>	<b>62,643</b>	<b>66,100</b>
<b>Professional Services</b>														
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	65	15	15	84	83	84	485	1,000

**Income and Expense Projection Report**  
**Lake Manassas ROA**  
**Lake Manassas Residential OA**  
As of March 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Professional Services</b>														
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	872	2,778	1,064	1,167	1,167	1,167	16,985	14,000
7030 - Legal Services - General Counsel	0	2,144	514	1,112	314	431	1,255	2,259	200	1,500	1,500	1,500	12,727	18,000
7035 - Other Collection Cost	100	440	880	0	705	780	485	423	640	584	583	584	6,203	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
<b>Total Professional Services</b>	<b>7,819</b>	<b>9,235</b>	<b>10,269</b>	<b>13,930</b>	<b>7,735</b>	<b>7,987</b>	<b>8,024</b>	<b>10,823</b>	<b>7,267</b>	<b>9,082</b>	<b>9,181</b>	<b>8,682</b>	<b>110,033</b>	<b>111,476</b>
<b>Taxes</b>														
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
<b>Total Taxes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>95</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,295</b>	<b>1,150</b>
<b>Other Expenses</b>														
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
<b>Total Other Expenses</b>	<b>1,025</b>	<b>(1,025)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>
<b>Reserve Contributions</b>														
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
<b>Total Reserve Contributions</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>316,140</b>	<b>316,140</b>
<b>Total Expense</b>	<b>103,121</b>	<b>97,464</b>	<b>99,819</b>	<b>112,468</b>	<b>92,257</b>	<b>86,232</b>	<b>188,972</b>	<b>115,641</b>	<b>115,231</b>	<b>106,623</b>	<b>116,271</b>	<b>109,123</b>	<b>1,341,222</b>	<b>1,372,768</b>
<b>Total Lake Manassas Residential OA</b>	<b>9,449</b>	<b>12,509</b>	<b>11,507</b>	<b>(1,259)</b>	<b>20,485</b>	<b>26,368</b>	<b>(72,083)</b>	<b>(5,907)</b>	<b>(3,075)</b>	<b>4,279</b>	<b>(5,372)</b>	<b>1,779</b>	<b>(1,320)</b>	<b>0</b>

**Income and Expense Projection Report**  
**Lake Manassas ROA**  
**Townhomes**  
As of March 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Landscaping</b>														
6299 - Irrigation System Contract	0	0	0	0	0	2,378	0	0	0	0	0	0	2,378	0
<b>Total Landscaping</b>	0	0	0	0	0	2,378	0	0	0	0	0	0	2,378	0
<b>Total Expense</b>	0	0	0	0	0	2,378	0	0	0	0	0	0	2,378	0
<b>Total Townhomes</b>	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 March 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Assessment Income</b>														
4000 - Residential Assessments	0	0	0	0	0	0	109	(109)	0	0	0	0	0	0
4001 - Residential Assessments	104,727	104,256	104,256	104,256	105,518	104,640	105,024	104,832	105,024	105,984	105,984	105,984	1,260,485	1,271,808
4014 - Townhome Assessments	2,080	1,892	1,892	1,892	2,236	2,064	2,150	2,150	2,150	1,720	1,720	1,720	23,666	20,640
4016 - Capital Contribution	0	0	0	0	0	0	0	0	0	384	384	384	1,152	3,840
4080 - Pipe Stem Assessment	904	992	904	904	944	2,023	912	912	912	1,040	1,040	1,040	12,527	12,480
4120 - Initial Contribution	1,680	0	0	0	768	0	384	0	0	0	0	0	2,832	0
4125 - Developer Assessments	1,728	1,728	1,728	1,728	1,728	1,728	1,728	1,728	1,536	0	0	0	15,360	43,000
<b>Total Assessment Income</b>	<b>111,119</b>	<b>108,868</b>	<b>108,780</b>	<b>108,780</b>	<b>111,194</b>	<b>110,455</b>	<b>110,307</b>	<b>109,513</b>	<b>109,622</b>	<b>109,128</b>	<b>109,128</b>	<b>109,128</b>	<b>1,316,022</b>	<b>1,351,768</b>
<b>User Fee Income</b>														
4248 - Administrative Fees	0	0	0	0	0	0	25	(25)	0	0	0	0	0	0
<b>Total User Fee Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>(25)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Collections Income</b>														
4725 - Delinquency Management	0	0	0	0	0	0	75	(75)	0	0	0	0	0	0
<b>Total Collections Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>75</b>	<b>(75)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Income</b>														
4205 - Application Fees	370	0	220	335	185	50	1,535	0	450	273	272	273	3,963	3,000
4220 - Gate & Access Fees	0	0	400	750	150	900	600	0	700	417	416	417	4,750	5,000
4245 - Newsletter Advertising	0	0	0	0	50	0	0	0	0	0	0	0	50	0
4260 - Resale Processing Fees	0	0	0	0	0	0	874	(874)	0	0	0	0	0	0
4700 - Collection Processing Fees	0	0	0	0	0	0	7	(7)	0	0	0	0	0	0
4710 - Late Fees & Interest	361	264	270	334	355	338	294	283	200	250	250	250	3,450	3,000
4720 - Legal Reimbursements	905	127	915	282	0	42	0	939	392	334	333	334	4,603	4,000
4805 - Violation Charges	(900)	0	0	0	0	0	0	0	0	167	167	167	(400)	2,000
4845 - Attorney Fees-Compliance	0	0	0	0	0	0	364	(354)	0	0	0	0	0	0
4910 - Interest Earned - Reserve Accounts	714	714	740	727	808	816	817	335	792	334	333	334	7,464	4,000
<b>Total Other Income</b>	<b>1,450</b>	<b>1,105</b>	<b>2,545</b>	<b>2,429</b>	<b>1,548</b>	<b>2,146</b>	<b>4,482</b>	<b>321</b>	<b>2,535</b>	<b>1,774</b>	<b>1,771</b>	<b>1,774</b>	<b>23,880</b>	<b>21,000</b>
<b>Total Income</b>	<b>112,570</b>	<b>109,973</b>	<b>111,325</b>	<b>111,209</b>	<b>112,742</b>	<b>112,601</b>	<b>114,889</b>	<b>109,734</b>	<b>112,157</b>	<b>110,902</b>	<b>110,899</b>	<b>110,902</b>	<b>1,339,902</b>	<b>1,372,768</b>

**Income and Expense Projection Report**  
**Lake Manassas ROA**  
As of March 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Administrative</b>														
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	0	5	(30)	17	17	17	5	200
5020 - Board Expenses/Minutes	0	(150)	279	200	0	485	569	0	350	0	0	1,000	2,733	4,000
5030 - Coupon Costs	281	121	403	213	122	220	241	197	229	275	275	275	2,852	3,300
5035 - Architectural	304	0	(304)	0	30	0	0	0	100	167	167	167	630	2,000
5040 - Computer Other-C3	250	250	250	250	250	250	250	250	250	354	355	354	3,313	4,250
5065 - Committee Expenses	0	0	0	0	0	0	0	0	0	0	250	0	250	500
5090 - Office Supplies	(145)	27	1,129	128	76	552	2,091	1,414	218	700	700	700	7,600	8,400
5095 - Transponders	(550)	0	0	0	0	0	0	0	0	0	2,300	0	1,750	4,600
5100 - Storage Rental	196	196	196	196	196	196	196	193	193	194	193	194	2,337	2,320
5115 - Web Site Maintenance	40	40	40	95	40	40	50	50	50	40	40	40	565	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	58	494	126	334	333	334	6,056	4,000
5215 - Postage	722	290	941	543	87	366	155	141	165	334	333	334	4,409	4,000
5225 - Newsletter Services	0	0	0	330	0	0	331	0	0	0	0	400	1,061	1,600
6300 - Permits & Licenses	0	0	0	646	25	0	0	0	0	109	108	109	996	1,300
6325 - New Construction Committee	750	600	2,074	405	1,260	810	0	1,713	900	250	250	250	9,261	3,000
8150 - LMA Expenses	13,950	13,948	13,336	23,620	13,948	13,425	14,022	21,489	21,750	16,752	16,752	16,752	199,745	201,023
<b>Total Administrative</b>	<b>16,411</b>	<b>15,619</b>	<b>19,086</b>	<b>27,907</b>	<b>16,256</b>	<b>17,829</b>	<b>17,964</b>	<b>25,944</b>	<b>24,300</b>	<b>19,523</b>	<b>22,073</b>	<b>20,923</b>	<b>243,834</b>	<b>261,973</b>
<b>Payroll &amp; Benefits</b>														
5300 - Management Payroll Reimburseme	7,173	8,196	7,616	7,965	7,045	7,714	12,130	4,774	5,615	6,983	6,983	6,983	89,177	83,793
5312 - Security Contract- Western Gatehol	12,943	12,737	10,067	11,505	11,522	11,710	11,916	17,137	14,355	13,334	13,333	13,334	153,891	160,000
5316 - Off Duty Police Patrol	1,120	480	480	960	1,460	1,120	1,660	320	640	1,250	1,250	1,250	11,990	15,000
5322 - Casual Labor	55	0	0	0	0	0	0	0	0	0	0	0	65	0
<b>Total Payroll &amp; Benefits</b>	<b>21,301</b>	<b>21,413</b>	<b>18,163</b>	<b>20,430</b>	<b>20,027</b>	<b>20,544</b>	<b>25,705</b>	<b>22,231</b>	<b>20,610</b>	<b>21,566</b>	<b>21,566</b>	<b>21,566</b>	<b>255,123</b>	<b>258,793</b>
<b>Insurance</b>														
5445 - General Liability Insurance Premium	914	1,055	1,060	1,060	1,060	1,065	1,060	1,070	1,055	1,209	1,208	1,209	13,021	14,500
<b>Total Insurance</b>	<b>914</b>	<b>1,055</b>	<b>1,060</b>	<b>1,060</b>	<b>1,060</b>	<b>1,065</b>	<b>1,060</b>	<b>1,070</b>	<b>1,055</b>	<b>1,209</b>	<b>1,208</b>	<b>1,209</b>	<b>13,021</b>	<b>14,500</b>

**Income and Expense Projection Report**  
**Lake Manassas ROA**  
As of March 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Utilities</b>														
6000 - Electric Service	836	865	853	895	936	1,830	770	963	892	1,000	1,000	1,000	11,840	12,000
6025 - Water Service	724	581	540	282	285	1,073	1	751	33	1,250	1,250	1,250	8,020	15,000
6040 - Telephone/Internet	897	827	1,129	933	540	815	952	783	774	1,025	1,025	1,025	10,724	12,300
<b>Total Utilities</b>	<b>2,457</b>	<b>2,274</b>	<b>2,523</b>	<b>2,109</b>	<b>1,760</b>	<b>3,719</b>	<b>1,722</b>	<b>2,497</b>	<b>1,699</b>	<b>3,275</b>	<b>3,275</b>	<b>3,275</b>	<b>30,584</b>	<b>39,300</b>
<b>Landscaping</b>														
6100 - Grounds & Landscaping - Contract	5,611	5,611	5,725	6,035	11,336	0	5,725	5,725	20,060	7,334	7,333	7,334	87,827	88,000
6150 - Seasonal Color/Plantings	0	0	0	5,750	0	0	0	0	0	0	5,500	0	11,260	11,000
6299 - Irrigation System Contract	2,378	0	0	0	0	2,378	0	0	0	900	900	900	7,456	7,200
<b>Total Landscaping</b>	<b>7,989</b>	<b>5,611</b>	<b>5,725</b>	<b>11,785</b>	<b>11,336</b>	<b>2,378</b>	<b>5,725</b>	<b>5,725</b>	<b>20,060</b>	<b>8,234</b>	<b>13,733</b>	<b>8,234</b>	<b>106,533</b>	<b>106,200</b>
<b>Contracted Services</b>														
6035 - Trash and Recycling Service	6,469	6,544	6,469	6,469	6,469	6,469	6,528	6,893	6,893	6,609	6,608	6,609	79,029	79,300
6434 - Pest Control	60	60	60	60	60	60	60	60	60	125	125	125	912	1,500
6442 - Snow Removal Services	0	0	0	0	0	0	90,215	12,024	0	0	0	0	102,239	82,336
<b>Total Contracted Services</b>	<b>6,529</b>	<b>6,604</b>	<b>6,529</b>	<b>6,529</b>	<b>6,529</b>	<b>6,529</b>	<b>96,802</b>	<b>18,977</b>	<b>6,953</b>	<b>6,734</b>	<b>6,733</b>	<b>6,734</b>	<b>182,181</b>	<b>163,136</b>
<b>Repair &amp; Maintenance</b>														
6530 - Common Areas Repair & Maintenan	3,423	2,229	990	1,042	960	1,690	1,883	1,579	(801)	2,500	2,500	2,500	20,494	30,000
9814 - Special Projects	0	0	459	0	0	0	760	0	0	167	167	167	1,719	2,000
<b>Total Repair &amp; Maintenance</b>	<b>3,423</b>	<b>2,229</b>	<b>1,450</b>	<b>1,042</b>	<b>960</b>	<b>1,690</b>	<b>2,643</b>	<b>1,579</b>	<b>(801)</b>	<b>2,667</b>	<b>2,667</b>	<b>2,667</b>	<b>22,214</b>	<b>32,000</b>
<b>Pool/Community Center Expenses</b>														
6438 - Pool Management	8,850	6,000	5,619	0	0	0	0	0	7,454	7,157	7,158	7,157	49,394	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	981	450	290	834	833	834	7,472	10,000
<b>Total Pool/Community Center Expenses</b>	<b>8,908</b>	<b>8,105</b>	<b>8,670</b>	<b>132</b>	<b>155</b>	<b>525</b>	<b>981</b>	<b>450</b>	<b>7,744</b>	<b>7,991</b>	<b>8,991</b>	<b>8,991</b>	<b>62,643</b>	<b>66,100</b>
<b>Professional Services</b>														
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	65	15	15	84	83	84	485	1,000

**Income and Expense Projection Report**  
**Lake Manassas ROA**  
As of March 31, 2016

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
<b>Professional Services</b>														
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	872	2,778	1,064	1,167	1,167	1,167	16,985	14,000
7030 - Legal Services - General Counsel	0	2,144	514	1,112	314	431	1,255	2,259	200	1,500	1,500	1,500	12,727	18,000
7035 - Other Collection Cost	100	440	880	0	705	780	485	423	640	584	583	584	6,203	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
<b>Total Professional Services</b>	<b>7,819</b>	<b>9,235</b>	<b>10,289</b>	<b>13,930</b>	<b>7,736</b>	<b>7,987</b>	<b>8,024</b>	<b>10,823</b>	<b>7,267</b>	<b>9,082</b>	<b>9,181</b>	<b>8,682</b>	<b>110,033</b>	<b>111,476</b>
<b>Taxes</b>														
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
<b>Total Taxes</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>95</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,295</b>	<b>1,150</b>
<b>Other Expenses</b>														
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
<b>Total Other Expenses</b>	<b>1,025</b>	<b>(1,025)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000</b>
<b>Reserve Contributions</b>														
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
<b>Total Reserve Contributions</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>26,345</b>	<b>316,140</b>	<b>316,140</b>
<b>Total Expense</b>	<b>103,121</b>	<b>97,464</b>	<b>99,819</b>	<b>112,468</b>	<b>92,257</b>	<b>88,610</b>	<b>186,972</b>	<b>115,641</b>	<b>115,231</b>	<b>106,623</b>	<b>116,271</b>	<b>109,123</b>	<b>1,343,600</b>	<b>1,372,768</b>
<b>All Departments Summary</b>	<b>9,449</b>	<b>12,509</b>	<b>11,507</b>	<b>(1,259)</b>	<b>20,485</b>	<b>23,990</b>	<b>(72,083)</b>	<b>(5,907)</b>	<b>(3,075)</b>	<b>4,279</b>	<b>(5,372)</b>	<b>1,779</b>	<b>(3,698)</b>	<b>0</b>