
MANAGEMENT MEMORANDUM

TO: LAKE MANASSAS RESIDENTIAL OWNERS ASSOCIATION BOARD OF DIRECTORS
FROM: COMMUNITY MANAGEMENT CORPORATION
SUBJECT: NOVEMBER 2018 FINANCIAL REPORT
DATE: 12/24/2018

CASH & INVESTMENTS

As of November 30, 2018, Lake Manassas Residential Owners Association had \$291,344.15 in operating funds. The Association currently has one money market account with CAB in the amount of \$151,214.51. The Association currently has 15 CD's, totaling \$1,359,000.00 (see attached report for maturity dates & interest rates) and a Money Market account with Middleburg bank of \$121,344.02. With accrued interest, the Association has a total of cash and investments of \$1,936,923.06.

BALANCE SHEET

As of November 30, 2018 (51) accounts were delinquent in the amount of \$54,898.98 and (309) accounts were prepaid in the amount of \$102,780.11. Lake Manassas Residential Owners Association has a delinquency rate of 3.9% of the total assessments (\$1,398,900.00). This rate will change monthly as payments are made and others fall delinquent. The industry standard for assessments receivable is now 3% so the association has a slightly higher than standard delinquency rate at this time.

	# of accounts	total amount	Rate of Delinquency
30-day	26	\$7,962.49	14.50%
31-60 day	9	\$5,799.22	10.56%
61-90 day	2	\$3,586.48	6.53%
91-120 day	1	\$744.92	1.36%
120+ day	13	\$36,805.87	67.04%
TOTAL	51	\$54,898.98	100.00%

The Repair & Replacement Reserves balance as of November 30, 2018 was \$1,571,322.72.

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 positive balance of \$111,914.72 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 November 30, 2018, the Association closed the month on a positive at \$47,773.06 in income vs. expenses.

Year to Date Expense Variances

Administrative Expenses:

The Association is showing a POSITIVE VARIANCE of \$18,787.83. This is mostly due to savings in expenses for Board Expenses and LMA Expenses.

Payroll & Benefits Expenses:

The Association is showing a POSITIVE VARIANCE of \$1,760.94. This is mostly due to savings in GL-5312-Security Contract YTD.

Utilities:

The Association is showing a NEGATIVE VARIANCE of \$1,049.51. This is primarily due to overages in GL 6025- Water Service & GL- 6040 -Telephone/Internet, year to date.

Landscaping:

The Association is showing a POSITIVE VARIANCE of \$2,580.01. This is due to no need to code to GL 6110 – Landscape Repair & Maintenance YTD.

Contracted Services:

The Association is showing a POSITIVE VARIANCE of \$10,138.50. This is primarily due to not needing snow removal services for November 2018.

Repair and Maintenance:

The Association is showing a POSITIVE VARIANCE of \$1,863.85. This is due to the lack of expense in GL 9100 – Contingency Operating.

Pool/Community Center Expenses:

The Association is showing a POSITIVE VARIANCE of \$1,649.86. This is due to the lack of need for pool supplies, year to date.

Professional Services:

The Association is showing a POSITIVE VARIANCE of \$295.08. This is due to slight overages in GL-7035-Other Collection Cost, for the month.

Lake Manassas ROA

November 2018 Financial Report

Statement prepared by: Page Fedors



Associa

Community Management Corporation

Balance Sheet Report Lake Manassas ROA

As of November 30, 2018

	<u>Balance Nov 30, 2018</u>	<u>Balance Oct 31, 2018</u>	<u>Change</u>
<u>Assets</u>			
Cash & Investments			
1013 - PPB Operating 1801	291,344.15	266,303.75	25,040.40
1101 - CAB Money Market	151,214.51	151,158.59	55.92
1308 - LPL Financial MM	121,344.02	119,576.26	1,767.76
1416 - LPL Financial CD	1,359,000.00	1,359,000.00	0.00
1730 - Accrued Interest Receivable	14,020.38	12,948.47	1,071.91
Total Cash & Investments	1,936,923.06	1,908,987.07	27,935.99
Current Assets			
1500 - Residential Assessments Receivable	54,898.98	53,666.44	1,232.54
1510 - Pipestem Receivable	295.95	295.95	0.00
1530 - Allowance for Doubtful Accounts	(31,287.08)	(31,287.08)	0.00
1600 - Prepaid Insurance	7,628.12	8,710.95	(1,082.83)
1640 - Other Prepaid Expenses	5,263.58	10,763.58	(5,500.00)
1745 - Taxes Receivable	(58.00)	0.00	(58.00)
1799 - Clearing Account	(614.33)	2,439.55	(3,053.88)
Total Current Assets	36,127.22	44,589.39	(8,462.17)
Total Assets	1,973,050.28	1,953,576.46	19,473.82
<u>Liabilities</u>			
Current Liabilities			
2050 - Resident Refunds	763.00	407.00	356.00
2200 - A/P Income Tax	(18.00)	(18.00)	0.00
2300 - Accrued Expenses	56,123.63	56,859.56	(735.93)
2400 - Accrued Payroll Payable	(0.01)	4,019.00	(4,019.01)
2500 - Construction Deposits	64,613.20	70,113.20	(5,500.00)

Balance Sheet Report Lake Manassas ROA

As of November 30, 2018

	<u>Balance Nov 30, 2018</u>	<u>Balance Oct 31, 2018</u>	<u>Change</u>
<u>Liabilities</u>			
<u>Current Liabilities</u>			
2550 - Prepaid Assessments	102,780.11	105,897.28	(3,117.17)
Total Current Liabilities	224,261.93	237,278.04	(13,016.11)
Total Liabilities	224,261.93	237,278.04	(13,016.11)
<u>Owners' Equity</u>			
<u>Unappropriated Owners' Equity</u>			
3000 - Owners Equity - Prior Years	111,914.72	111,914.72	0.00
Total Unappropriated Owners' Equity	111,914.72	111,914.72	0.00
<u>Reserves</u>			
3102 - Repair & Replacement Reserve - Prior Yrs	1,471,851.41	1,471,851.41	0.00
3276 - Reserve Contributions	137,625.00	110,100.00	27,525.00
3280 - Reserve Expenditures	(38,153.69)	(34,577.48)	(3,576.21)
Total Reserves	1,571,322.72	1,547,373.93	23,948.79
<u>Settlement Funds</u>			
3124 - Basheer Settlement Fund Income	32,650.05	32,650.05	0.00
3250 - Basheer Settlement Fund Expenses	(9,837.70)	(9,837.70)	0.00
3332 - Stonewall Gate Improvements	(5,034.50)	(5,034.50)	0.00
Total Settlement Funds	17,777.85	17,777.85	0.00
Total Owners' Equity	1,701,015.29	1,677,066.50	23,948.79
Net Income / (Loss)	47,773.06	39,231.92	8,541.14
Total Liabilities and Equity	1,973,050.28	1,953,576.46	19,473.82

Income Statement Summary Lake Manassas ROA

November 01, 2018 thru November 30, 2018

	Current Period		Year to Date (5 months)		Annual Budget	
	Actual	Budget	Actual	Budget		Variance
Total Assessment Income	117,990.00	116,575.00	589,950.00	582,875.00	7,075.00	1,398,900.00
Total Other Income	3,677.05	2,689.00	28,024.92	13,447.00	14,577.92	32,000.00
Total Income	121,667.05	119,264.00	617,974.92	596,322.00	21,652.92	1,430,900.00
Total Administrative	20,668.25	21,706.00	111,137.67	129,925.50	(18,787.83)	291,660.00
Total Payroll & Benefits	24,929.49	24,580.00	125,877.56	127,638.50	(1,760.94)	304,439.00
Total Insurance	1,082.83	1,083.00	5,414.15	5,416.50	(2.35)	13,000.00
Total Utilities	2,233.84	3,000.00	16,049.51	15,000.00	1,049.51	36,000.00
Total Landscaping	7,879.58	8,570.00	37,902.99	40,483.00	(2,580.01)	105,617.00
Total Contracted Services	8,235.30	19,850.00	34,111.50	44,250.00	(10,138.50)	128,200.00
Total Repair & Maintenance	5,277.05	4,413.50	20,202.15	22,066.00	(1,863.85)	52,958.00
Total Pool/Community Center Expenses	6,607.99	6,333.00	33,016.64	34,666.50	(1,649.86)	60,000.00
Total Professional Services	8,591.81	11,573.00	44,569.92	44,865.00	(295.08)	106,376.00
Total Taxes	94.77	150.00	4,294.77	2,350.00	1,944.77	2,350.00
Total Reserve Contributions	27,525.00	27,525.00	137,625.00	137,625.00	0.00	330,300.00
Total Expense	113,125.91	128,783.50	570,201.86	604,286.00	(34,084.14)	1,430,900.00
Net Income / (Loss)	8,541.14	(9,519.50)	47,773.06	(7,964.00)	55,737.06	0.00

Income Statement Report Lake Manassas ROA Consolidated

November 01, 2018 thru November 30, 2018

	Current Period		Year to Date (5 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Income						
Assessment Income						
4001 - Residential Assessments	112,684.00	112,290.00	563,420.00	561,450.00	1,347,480.00	784,060.00
4014 - Townhome Assessments	3,870.00	3,440.00	19,350.00	17,200.00	41,280.00	21,930.00
4080 - Pipe Stem Assessment	845.00	845.00	4,225.00	4,225.00	10,140.00	5,915.00
4125 - Developer Assessments	591.00	0.00	2,955.00	0.00	0.00	(2,955.00)
Total Assessment Income	117,990.00	116,575.00	589,950.00	582,875.00	1,398,900.00	808,950.00
Other Income						
4205 - Application Fees	0.00	273.00	1,380.00	1,364.00	3,000.00	1,620.00
4220 - Gate & Access Fees	0.00	0.00	1,158.80	0.00	0.00	(1,158.80)
4710 - Late Fees & Interest	342.55	333.00	1,557.85	1,666.50	4,000.00	2,442.15
4720 - Legal Reimbursements	415.84	333.00	3,740.48	1,666.50	4,000.00	259.52
4805 - Violation Charges	0.00	83.00	2,075.00	416.50	1,000.00	(1,075.00)
4900 - Interest Earned - Operating Accounts	0.00	0.00	60.15	0.00	0.00	(60.15)
4910 - Interest Earned - Reserve Accounts	2,918.66	1,667.00	18,052.64	8,333.50	20,000.00	1,947.36
Total Other Income	3,677.05	2,689.00	28,024.92	13,447.00	32,000.00	3,975.08
Total Income	121,667.05	119,264.00	617,974.92	596,322.00	1,430,900.00	812,925.08
Expense						
Administrative						
5010 - Bad Debt	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
5015 - Bank Charges	(10.00)	17.00	(40.00)	83.50	200.00	240.00
5020 - Board Expenses/Minutes	145.84	0.00	320.84	1,000.00	3,500.00	3,179.16
5030 - Coupon Costs	142.00	275.00	5,761.00	1,375.00	3,300.00	(2,461.00)
5035 - Architectural	0.00	83.00	0.00	416.50	1,000.00	1,000.00
5040 - Computer Other-C3	250.00	250.00	1,250.00	1,250.00	3,000.00	1,750.00
5065 - Committee Expenses	0.00	0.00	0.00	0.00	100.00	100.00
5085 - Office Equipment Lease	763.13	417.00	2,060.44	2,083.50	5,000.00	2,939.56
5090 - Office Supplies	775.64	417.00	1,770.13	2,083.50	5,000.00	3,229.87
5095 - Transponders	0.00	0.00	0.00	0.00	1,000.00	1,000.00

Income Statement Report Lake Manassas ROA Consolidated

November 01, 2018 thru November 30, 2018

	Current Period		Year to Date (5 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Expense						
Administrative						
5100 - Storage Rental	77.00	105.00	385.00	525.00	(140.00)	875.00
5115 - Web Site Maintenance	0.00	208.00	1,049.00	1,041.50	7.50	1,451.00
5195 - Miscellaneous Expenses	0.00	0.00	37.95	0.00	37.95	4,962.05
5210 - Printing & Copying	1,000.56	300.00	3,565.43	1,500.00	2,065.43	34.57
5215 - Postage	341.12	542.00	3,244.13	2,708.50	535.63	3,255.87
5225 - Newsletter Services	0.00	0.00	398.94	400.00	(1.06)	1,201.06
6300 - Permits & Licenses	708.66	92.00	708.66	458.50	250.16	391.34
6325 - New Construction Committee	0.00	1,000.00	5,658.65	5,000.00	658.65	6,341.35
8150 - LMA Expenses	16,474.30	18,000.00	84,967.50	90,000.00	(5,032.50)	131,032.50
Total Administrative	20,668.25	21,706.00	111,137.67	129,925.50	(18,787.83)	180,522.33
Payroll & Benefits						
5300 - Management Payroll Reimbursement	11,330.49	9,472.00	54,899.56	52,095.50	2,804.06	68,235.44
5308 - PT Covenant's Inspector	125.00	333.00	1,125.00	1,666.50	(541.50)	2,875.00
5312 - Security Contract- Western Gatehouse	13,194.00	13,942.00	65,988.00	69,710.00	(3,722.00)	101,316.00
5316 - Off Duty Police Patrol	280.00	833.00	3,865.00	4,166.50	(301.50)	6,135.00
Total Payroll & Benefits	24,929.49	24,580.00	125,877.56	127,638.50	(1,760.94)	178,561.44
Insurance						
5445 - General Liability Insurance Premiums	1,082.83	1,083.00	5,414.15	5,416.50	(2.35)	7,585.85
Total Insurance	1,082.83	1,083.00	5,414.15	5,416.50	(2.35)	7,585.85
Utilities						
6000 - Electric Service	1,002.81	1,125.00	4,345.87	5,625.00	(1,279.13)	9,154.13
6025 - Water Service	422.51	916.00	5,761.81	4,583.00	1,178.81	5,238.19
6040 - Telephone/Internet	808.52	959.00	5,941.83	4,792.00	1,149.83	5,558.17
Total Utilities	2,233.84	3,000.00	16,049.51	15,000.00	1,049.51	19,950.49

Income Statement Report Lake Manassas ROA Consolidated

November 01, 2018 thru November 30, 2018

	Current Period		Year to Date (5 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Expense						
Landscaping						
6100 - Grounds & Landscaping - Contract	5,263.58	5,371.00	26,598.78	26,853.50	(254.72)	37,849.22
6110 - Landscape Repair & Maintenance	0.00	583.00	0.00	2,916.50	(2,916.50)	7,000.00
6150 - Seasonal Color/Plantings	0.00	0.00	6,072.21	5,481.00	591.21	20,248.79
6299 - Irrigation System Contract	2,616.00	2,616.00	5,232.00	5,232.00	0.00	2,616.00
Total Landscaping	7,879.58	8,570.00	37,902.99	40,483.00	(2,580.01)	67,714.01
Contracted Services						
6035 - Trash and Recycling Service	6,323.85	6,000.00	31,619.25	30,000.00	1,619.25	40,380.75
6434 - Pest Control	61.45	100.00	642.25	500.00	142.25	557.75
6442 - Snow Removal Services	1,850.00	13,750.00	1,850.00	13,750.00	(11,900.00)	53,150.00
Total Contracted Services	8,235.30	19,850.00	34,111.50	44,250.00	(10,138.50)	94,088.50
Repair & Maintenance						
6530 - Common Areas Repair & Maintenance	5,277.05	2,833.00	20,202.15	14,166.50	6,035.65	13,797.85
9100 - Contingency Operating	0.00	988.50	0.00	4,941.00	(4,941.00)	11,858.00
9814 - Special Projects	0.00	592.00	0.00	2,958.50	(2,958.50)	7,100.00
Total Repair & Maintenance	5,277.05	4,413.50	20,202.15	22,066.00	(1,863.85)	32,755.85
Pool/Community Center Expenses						
6438 - Pool Management	5,500.00	5,500.00	27,554.00	27,500.00	54.00	16,446.00
6710 - Pool Supplies	203.83	0.00	399.95	3,000.00	(2,600.05)	5,600.05
9918 - Pool/Tennis Center Electricity	846.93	833.00	5,005.46	4,166.50	838.96	4,994.54
9922 - Pool Telephone	57.23	0.00	57.23	0.00	57.23	(57.23)
Total Pool/Community Center Expenses	6,607.99	6,333.00	33,016.64	34,666.50	(1,649.86)	26,983.36
Professional Services						
7000 - Audit & Tax Services	0.00	3,250.00	6,500.00	3,250.00	3,250.00	0.00
7010 - Engineering Services	1,088.00	0.00	1,088.00	0.00	1,088.00	(1,088.00)
7015 - Management Reimbursements	15.00	58.00	125.00	291.50	(166.50)	575.00

Income Statement Report Lake Manassas ROA Consolidated

November 01, 2018 thru November 30, 2018

	Current Period		Year to Date (5 months)		Annual Budget	Budget Remaining
	Actual	Budget	Actual	Budget		
Expense						
Professional Services						
7025 - Legal Services - Collections	1,330.81	1,083.00	3,494.16	5,416.50	(1,922.34)	9,505.84
7030 - Legal Services - General Counsel	510.00	1,417.00	5,122.76	7,083.50	(1,960.74)	11,877.24
7035 - Other Collection Cost	300.00	417.00	1,500.00	2,083.50	(583.50)	3,500.00
7040 - Management Fees	5,348.00	5,348.00	26,740.00	26,740.00	0.00	37,436.00
Total Professional Services	8,591.81	11,573.00	44,569.92	44,865.00	(295.08)	61,806.08
Taxes						
9000 - Federal Income Tax	0.00	0.00	3,000.00	1,400.00	1,600.00	(1,600.00)
9005 - State Income Tax	0.00	0.00	1,200.00	800.00	400.00	(400.00)
9015 - Property/Real Estate Tax	94.77	150.00	94.77	150.00	(55.23)	55.23
Total Taxes	94.77	150.00	4,294.77	2,350.00	1,944.77	(1,944.77)
Reserve Contributions						
9800 - Repair & Replacement Expenses	27,525.00	27,525.00	137,625.00	137,625.00	0.00	192,675.00
Total Reserve Contributions	27,525.00	27,525.00	137,625.00	137,625.00	0.00	192,675.00
Total Expense	113,125.91	128,783.50	570,201.86	604,286.00	(34,084.14)	860,698.14
Net Income / (Loss)	8,541.14	(9,519.50)	47,773.06	(7,964.00)	55,737.06	(47,773.06)

Income and Expense Projection Report

Lake Manassas ROA

As of November 30, 2018

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
Assessment Income														
4001 - Residential Assessments	112,684	112,684	112,684	112,684	112,684	112,290	112,290	112,290	112,290	112,290	112,290	112,290	1,349,450	1,347,480
4014 - Townhome Assessments	3,870	3,870	3,870	3,870	3,870	3,440	3,440	3,440	3,440	3,440	3,440	3,440	43,430	41,280
4080 - Pipe Stem Assessment	845	845	845	845	845	845	845	845	845	845	845	845	10,140	10,140
4125 - Developer Assessments	591	591	591	591	591	0	0	0	0	0	0	0	2,955	0
Total Assessment Income	117,990	117,990	117,990	117,990	117,990	116,575	116,575	116,575	116,575	116,575	116,575	116,575	1,405,975	1,398,900
Other Income														
4205 - Application Fees	440	220	370	350	0	0	272	273	273	273	272	273	3,016	3,000
4220 - Gate & Access Fees	759	160	240	0	0	0	0	0	0	0	0	0	1,159	0
4710 - Late Fees & Interest	345	284	294	292	343	334	334	333	334	334	333	334	3,891	4,000
4720 - Legal Reimbursements	979	107	1,178	1,061	416	334	334	333	334	334	333	334	6,074	4,000
4805 - Violation Charges	560	930	900	(315)	0	84	84	83	84	84	83	84	2,659	1,000
4900 - Interest Earned - Operating Account	23	0	16	21	0	0	0	0	0	0	0	0	60	0
4910 - Interest Earned - Reserve Accounts	1,917	2,394	2,205	8,618	2,919	1,667	1,667	1,667	1,667	1,667	1,667	1,667	29,719	20,000
Total Other Income	5,023	4,095	5,202	10,028	3,677	2,417	2,689	2,689	2,690	2,690	2,688	2,690	46,578	32,000
Total Income	123,013	122,085	123,192	128,018	121,667	118,992	119,264	119,264	119,265	119,265	119,263	119,265	1,452,553	1,430,900
Administrative														
5010 - Bad Debt	0	0	0	0	0	0	0	0	0	0	0	0	0	20,000
5015 - Bank Charges	(10)	10	(30)	0	(10)	17	17	17	17	17	17	17	77	200
5020 - Board Expenses/Minutes	(150)	0	325	0	146	500	0	500	500	500	0	500	2,821	3,500
5030 - Coupon Costs	4,888	228	202	301	142	275	275	275	275	275	275	275	7,686	3,300
5035 - Architectural	0	0	0	0	0	84	84	83	84	84	83	84	584	1,000
5040 - Computer Other-C3	250	250	250	250	250	250	250	250	250	250	250	250	3,000	3,000
5065 - Committee Expenses	0	0	0	0	0	0	50	0	0	0	50	0	100	100
5085 - Office Equipment Lease	394	579	477	(152)	763	417	417	417	417	417	417	417	4,977	5,000
5090 - Office Supplies	(2,013)	316	720	1,971	776	417	417	417	417	417	417	417	4,687	5,000
5095 - Transponders	0	0	0	0	0	0	500	0	0	0	500	0	1,000	1,000
5100 - Storage Rental	77	77	77	77	77	105	105	105	105	105	105	105	1,120	1,260
5115 - Web Site Maintenance	475	0	0	574	0	209	209	208	209	209	208	209	2,508	2,500

Income and Expense Projection Report

Lake Manassas ROA

As of November 30, 2018

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
Administrative														
5195 - Miscellaneous Expenses	0	0	38	0	0	0	1,667	1,667	1,667	0	0	0	5,038	5,000
5210 - Printing & Copying	719	935	312	599	1,001	300	300	300	300	300	300	300	5,665	3,600
5215 - Postage	1,470	716	812	(95)	341	542	542	542	542	542	542	542	7,036	6,500
5225 - Newsletter Services	0	0	0	399	0	400	0	0	400	0	0	400	1,599	1,600
6300 - Permits & Licenses	0	0	0	0	709	92	92	92	92	92	92	92	1,350	1,100
6325 - New Construction Committee	0	125	3,354	2,180	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,659	12,000
8150 - LMA Expenses	15,721	15,568	17,929	19,275	16,474	18,000	18,000	18,000	18,000	18,000	18,000	18,000	210,968	216,000
Total Administrative	21,821	18,805	24,466	25,377	20,668	22,605	23,921	23,873	24,271	22,205	22,256	22,605	272,872	281,660
Payroll & Benefits														
5300 - Management Payroll Reimburseme	10,952	10,655	10,758	11,203	11,330	9,472	9,472	9,472	9,472	9,472	14,208	9,472	125,939	123,135
5308 - PT Covenant's Inspector	250	300	50	400	125	334	334	333	334	334	333	334	3,459	4,000
5312 - Security Contract- Western Gateho	12,834	13,482	13,086	13,392	13,194	13,942	13,942	13,942	13,942	13,942	13,942	13,942	163,582	167,304
5316 - Off Duty Police Patrol	960	1,515	640	470	280	834	834	833	834	834	833	834	9,699	10,000
Total Payroll & Benefits	24,996	25,952	24,534	25,465	24,929	24,581	24,581	24,580	24,581	24,581	29,316	24,581	302,678	304,439
Insurance														
5445 - General Liability Insurance Premiur	1,083	1,083	1,083	1,083	1,083	1,084	1,084	1,083	1,084	1,084	1,083	1,084	12,998	13,000
Total Insurance	1,083	1,083	1,083	1,083	1,083	1,084	1,084	1,083	1,084	1,084	1,083	1,084	12,998	13,000
Utilities														
6000 - Electric Service	751	925	861	806	1,003	1,125	1,125	1,125	1,125	1,125	1,125	1,125	12,221	13,500
6025 - Water Service	607	832	1,300	2,601	423	917	917	916	917	917	916	917	12,179	11,000
6040 - Telephone/Internet	1,211	487	1,174	2,262	809	958	958	959	958	958	959	958	12,650	11,500
Total Utilities	2,569	2,244	3,334	5,669	2,234	3,000	3,000	3,000	3,000	3,000	3,000	3,000	37,050	36,000
Landscaping														
6100 - Grounds & Landscaping - Contract	5,264	5,437	5,264	5,371	5,264	5,371	5,371	5,371	5,371	5,371	5,371	5,371	64,193	64,448
6110 - Landscape Repair & Maintenance	0	0	0	0	0	584	584	583	584	584	583	584	4,084	7,000
6150 - Seasonal Color/Plantings	0	0	0	6,072	0	0	0	0	0	20,840	0	0	26,912	26,321

Income and Expense Projection Report

Lake Manassas ROA

As of November 30, 2018

Account Description	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	Jun Budget	Full Year Projected	Total Budget
Landscaping														
6299 - Irrigation System Contract	0	2,616	0	0	2,616	0	0	0	0	2,616	0	0	7,848	7,848
Total Landscaping	5,264	8,053	5,264	11,443	7,880	5,954	5,954	5,954	5,954	29,410	5,954	5,954	103,037	105,617
Contracted Services														
6035 - Trash and Recycling Service	6,324	6,324	6,324	6,324	6,324	6,000	6,000	6,000	6,000	6,000	6,000	6,000	73,619	72,000
6434 - Pest Control	396	61	0	123	61	100	100	100	100	100	100	100	1,342	1,200
6442 - Snow Removal Services	0	0	0	0	1,850	13,750	13,750	13,750	0	0	0	0	43,100	55,000
Total Contracted Services	6,720	6,385	6,324	6,447	8,235	19,850	19,850	19,850	6,100	6,100	6,100	6,100	118,062	128,200
Repair & Maintenance														
6530 - Common Areas Repair & Maintenanar	3,000	3,229	4,557	4,139	5,277	2,834	2,834	2,833	2,834	2,834	2,833	2,834	40,036	34,000
9100 - Contingency Operating	0	0	0	0	0	988	988	989	988	988	989	988	6,917	11,858
9814 - Special Projects	0	0	0	0	0	592	592	592	592	592	592	592	4,142	7,100
Total Repair & Maintenance	3,000	3,229	4,557	4,139	5,277	4,413	4,413	4,414	4,413	4,413	4,414	4,413	51,094	52,958
Pool/Community Center Expenses														
6438 - Pool Management	5,500	5,500	10,504	550	5,500	0	0	0	0	5,500	5,500	5,500	44,054	44,000
6710 - Pool Supplies	199	95	0	(98)	204	0	0	0	0	0	1,500	1,500	3,400	6,000
9918 - Pool/Tennis Center Electricity	988	1,343	1,008	819	847	834	834	833	834	834	833	834	10,839	10,000
9922 - Pool Telephone	0	0	0	0	57	0	0	0	0	0	0	0	57	0
Total Pool/Community Center Expenses	6,688	6,938	11,512	1,271	6,608	834	834	833	834	6,334	7,833	7,834	58,350	60,000
Professional Services														
7000 - Audit & Tax Services	0	0	6,500	0	0	0	0	0	0	0	3,250	0	9,750	6,500
7010 - Engineering Services	0	0	0	0	1,088	0	0	0	0	0	0	0	1,088	0
7015 - Management Reimbursements	105	15	(25)	15	15	59	59	58	59	59	58	59	534	700
7025 - Legal Services - Collections	745	354	1,580	(516)	1,331	1,084	1,084	1,083	1,084	1,084	1,083	1,084	11,078	13,000
7030 - Legal Services - General Counsel	541	1,395	2,161	516	510	1,417	1,417	1,417	1,417	1,417	1,417	1,417	15,039	17,000
7035 - Other Collection Cost	900	240	310	(250)	300	417	417	417	417	417	417	417	4,417	5,000
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	7,639	7,352	15,874	5,113	8,592	8,323	8,323	8,323	8,323	8,323	11,573	8,323	106,081	106,376

Income and Expense Projection Report

Lake Manassas ROA

As of November 30, 2018

Account Description	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Full Year	Total
	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Projected	Budget
Taxes														
9000 - Federal Income Tax	0	0	0	3,000	0	0	0	0	0	0	0	0	3,000	1,400
9005 - State Income Tax	0	0	0	1,200	0	0	0	0	0	0	0	0	1,200	800
9015 - Property/Real Estate Tax	0	0	0	0	95	0	0	0	0	0	0	0	95	150
Total Taxes	0	0	0	4,200	95	0	0	0	0	0	0	0	4,295	2,350
Reserve Contributions														
9800 - Repair & Replacement Expenses	27,525	27,525	27,525	27,525	27,525	27,525	27,525	27,525	27,525	27,525	27,525	27,525	330,300	330,300
Total Reserve Contributions	27,525	27,525	27,525	27,525	27,525	27,525	27,525	27,525	27,525	27,525	27,525	27,525	330,300	330,300
Total Expense	107,305	107,566	124,473	117,732	113,126	118,168	119,484	119,435	106,084	132,974	119,053	111,418	1,396,816	1,430,900
Association Summary	15,708	14,518	(1,280)	10,286	8,541	825	(220)	(171)	13,181	(13,709)	210	7,848	55,737	0