

Monthly Agenda
May 19, 2021
6000 Penn Homeowner Association

I. Open Meeting

II. Determination of Quorum

III. Approval of Minutes

IV. Financials

a. April 2021 Operating Account

- i. Total Income: \$ 49,721.18
- ii. Total Expense: \$ 49,994.28 (\$ 31,976.96 for repipe project)
- iii. Net Income: \$ 1,237.86 (after \$ 1510.96 prepaids)
- iv. Special Assessment Income: \$

b. April 2021 Reserve Account: \$ 173,534.58

c. April 2021 - Operating Account: \$ 23,454.13

d. Collections \$ 146,541.01/30/21 (\$162,433.79 previous month) EXH 4.D

Type	Description	0-30	31-60	61-90	91+	Total
BB	Beginning Balance	0.00	0.00	0.00	25,179.38	25,179.38
NSFFEE	Non-Sufficient Funds Fee	0.00	0.00	0.00	20.00	20.00
LC	Late Charge	2,020.34	990.01	1,031.64	11,245.62	15,287.61
CB	Charge Back Maintenance	0.00	136.42	600.00	0.00	736.42
CL	Closing Letter	100.00	0.00	0.00	0.00	100.00
DC	Dues Charge	5,871.31	3,544.03	1,581.24	34,787.28	45,783.86
LG	Legal Fees	0.00	65.51	0.00	19,353.68	19,419.19
GC	Gate Card	20.00	0.00	0.00	0.00	20.00
SA	Special Assessment	0.00	0.00	30,545.97	3,740.58	34,286.55
UREIMB	Utility reimbursement	0.00	0.00	0.00	64.55	64.55
MISC	Misc Credit or Charge toward:	0.00	0.00	0.00	1,752.30	1,752.30
MAINT2	Reimbursable Maintenance C	450.00	0.00	0.00	1,448.34	1,898.34
UT	Utility Bill Back	0.00	0.00	14.04	259.30	273.34
INS	Insurance shortage	388.78	253.79	109.65	567.25	1,319.47
TITLE	Title Transfer Fee	400.00	0.00	0.00	0.00	400.00
		9,250.43	4,989.76	33,882.54	98,418.28	146,541.01

(a significant portion of the balance is from the repipe assessment)

Liens filed: 0

e. Still w/counsel:

- i. #202A - \$ 24,376.69 CJ-2014-6920 and PB-2017-250 MOTION TO SETTLE FINAL JOURNAL ENTRY OF JUDGMENT June 1, 2021
- ii. #209B - \$ 30,243.83 / CJ-2020-758 – no update
- iii. #211B - \$ 41,278.92 Oklahoma County CJ-2019-2481. FEMA FREEZE for 90 days expires in May
- iv. 215A - \$ 26,052.22 CJ-2019-4517, Oklahoma County. This is a foreclosure that was filed by MidFirst Bank. Postponed due to Covid-19. All parties have been re-served a Petition 6/4/20. FEMA FREEZE for 90 days expires in May

V. Old Business

A. FHA Recertification – still working on conditions to bring eligible.

B. Insurance and Other Claims:

- a. Brown vs 6000 Penn CJ-2019-1046 – still pending.

C. Entrance gate motor replacement – DONE & ACTIVATED

a. 2021 Water Repipe Project

- i. Special Member meeting February 6, 2021 – quorum obtained (Exh 6.a meeting notes)
- ii. \$250,000 Special Assessment passed with 61% owners voting yes (Exh 6.b ballot sheet attached)

1. Phase 1 completed 6006-6008-6010.

- a. Cold water shut off valves on East side of community

- b. Hot water line ran through attic with shut off valve controlling 4 units (in attic). Controls all but the kitchens. Had to run new drop to all for kitchen sinks (which feed the dishwasher lines). Those have a separate gate valve that controls 2 units (up & down).
 - c. Sheetrock repairs 90% completed.
 - 2. Phase 2 COMPLETED. Cox did not mark lines when Okie Dig came out and many lines were broken. Not sure this would have prevented damage since there was no other choice but to trench from 6010 North. Going in to units and locating manifolds now
 - 3. Phase 5 – COMPLETED both hot and cold lines.
 - 4. Phase 3&4 – IN PROGRESS going to move to the North ½ of the East run next instead of Phase 3. Will be working in 116, 117 & 112 to locate manifold.
- 1. Plumbing
 - 1.1. Cold water supply for 6006-6010 to 5914/5912 building breezeway: \$16,000 (**completed**) PHS 1 -
 - 1.2. Hot water supply for 6006-6010 units: \$16,000* (**completed**) PHS 2 -
 - 1.3. Cold & hot water supply for 5910-5916 units: \$30,000 PHS 3
 - 1.4. Cold & hot water supply for 5820-5908 units: \$30,000**(**working**) PHS 4
 - 1.5. Cold & hot water supply for 5808-5818 units: \$35,000** PHS 5 **working**
 - 1.6. Cold & hot water supply for 5800-586 & 6000-6004 \$57,000 PHS 6 **completed**
 - 2. Ground regrading, sprinkler repair or replace \$6,500 +/- PHS 3/4
 - 3. Sod and install \$6,000 +/- PHS 3/4
 - 4. On-site maintenance \$6,400 +/- ALL PHS
 - 5. Sheetrock repairs \$6,000 +/- PSH 4-6
 - 6. Admin \$17,500 +/- ALL PHS
 - 7. Units in foreclosure or probate: \$12,100 +/-
 - 8. Unexpected plumbing expenses (manifold replacements etc): \$4,885 +/- ALL PHS
- a. 104 leak:
 - a. Sewer line has been investigated and found to have no issue. Upstairs unit should be flushed at min of every 2-3 weeks.
 - b. Water supply inspected and found no further leaks
- b. Clubhouse exterior painting – *work in progress*. Management purchased paint in bulk to match with chimney repairs
 - iii. Chuck Greenwood - \$2,500.00 to include materials (verbal)
- c. Chimney repair/replacement: *Scheduled 1st week of June*
 - a. 5910-218b & 5916-220b (2 chimney's)
 - i. A Step Above: \$2832.54 / \$1766.04
- d. Amazon box: EXH 6.B
 - a. Approved after member vote
- e. 6000-114 & 214B structural repairs – completed.
 - a. All repairs completed according to structural engineer report. Went back to 114 and installed an additional beam after contractors removed remaining sheetrock and found another need.

VI. New Business

- a. When should Late fees on special assessment begin posting?
- b. Pool service
 - i. Seeking volunteers to help with light servicing
 - 1. Unlocking gate in morning
 - 2. Placing vacuum in pool for 1 hour & removing (placing back in clubhouse)
 - 3. Locking gate in evening
 - 4. Putting water in pool as needed
 - 5. Reporting any visible issues to management
 - ii. M&M Pools and Spas to clean pool: (\$65.00 per visit. OHP is \$42.00 plus chemicals)

1. 2x week = \$130.00/weekly rate plus chemicals. No repairs
2. 3x week = \$195.00/ weekly rate plus chemicals. No repairs
- iii. Pool log has to be updated daily and chemicals tested / adjusted accordingly.
- iv. Pool will be ready for opening on Friday
- v. Currently losing 4 inches of water a day. Have plumber looking at it.
- c. Clubhouse television with smart features for board meetings to be held both in person and virtually.
 - i. 70 inch SmartTV \$950.00-\$1350.00
 - ii. PC 1080p Webcam: \$50.00
- d. Monthly meeting dates. Is Wednesday still a good day for the current Board?
- e. 2020 Tax return completed

VII. Committee Update

a. Landscape Committee

b. Pool Committee

VIII. Violations in Dispute:

IX. Homeowner Time

X. Announcements and Recommendations to Members / Other

XI. Next Meeting: Wednesday June 16^t, 2021 @ 6:00pm

Meeting ID: 835 5226 5639

Password: 6779116

XII. Adjournment

XIII. EXECUTIVE SESSION –

Monthly Agenda
Minutes April 21, 2021
6000 Penn Homeowner Association

I. Open Meeting Opening of meeting @ 6: pm

II. Determination of Quorum

a. New Board

- i. Greg Stewart, President – Term ends 2023
- ii. Charles Angel, Vice President – Term ends 2023
- iii. Chris Morriss, Treasurer – Term ends 2022
- iv. Jerri Deck, Secretary – Term Ends 2024
- v. John Walker, Member – Term Ends 2024

Board present:
 Greg Stewart
 Charles Angel
 Jerri Deck
 Chris Morriss
 John Walker

Management present:
 Sheila Hoppis
 Erin Hollingsworth

III. Approval of Minutes Approval of minutes:

1st:
 2nd

IV. Financials

a. March 2021 Operating Account

- i. Total Income: \$ 166,467.81
- ii. Total Expense: \$ 62,937.70 (18,755.29 for repipe project)
- iii. Net Income: \$37,944.03 (after \$3,586.28 prepaids)
- iv. Special Assessment Income: \$ 136,800.76

Greg Stewart - Question on what
 Speciaty Graphics was.

b. March 2021 Reserve Account: \$ 23,454.13

c. March 2021 - Operating Account: \$ 167,767.79

d. Collections \$ 162,433.79 03/31/21 (\$299,748.36 previous month) EXH 4.D

Approval of financial:

1st:
 2nd

Type	Description	0-30	31-60	61-90	91+	Total
BB	Beginning Balance	0.00	0.00	0.00	25,179.38	25,179.38
NSFFEE	Non-Sufficient Funds Fee	0.00	0.00	0.00	20.00	20.00
LC	Late Charge	1,055.75	1,037.57	944.74	10,300.88	13,338.94
CB	Charge Back Maintenance	200.42	600.00	0.00	0.00	800.42
CL	Closing Letter	50.00	0.00	0.00	0.00	50.00
DC	Dues Charge	5,855.18	1,585.28	1,581.24	33,206.04	42,227.74
LG	Legal Fees	65.51	0.00	1,996.72	17,356.96	19,419.19
SA	Special Assessment	0.00	53,002.57	738.00	3,002.58	56,743.15
UREIMB	Utility reimbursement	0.00	0.00	0.00	64.55	64.55
MISC	Misc Credit or Charge toward:	0.00	0.00	0.00	1,752.30	1,752.30
MAINT2	Reimbursable Maintenance C	0.00	0.00	0.00	1,448.34	1,448.34
UT	Utility Bill Back	0.00	14.04	0.00	259.30	273.34
INS	Insurance shortage	439.54	109.65	109.65	457.60	1,116.44
		7,666.40	56,349.11	5,370.35	93,047.93	162,433.79

(majority of balance is from repipe assessment)

Liens filed: 0

e. Still w/counsel:

- i. #202A - \$ 23,938.04 CJ-2014-6920 and PB-2017-250 FEMA FREEZE for 90 days expires in May
- ii. #209B - \$ 29,421.26 / CJ-2020-758 FEMA FREEZE for 90 days expires in May
- iii. #211B - \$ 40,456.35 Oklahoma County CJ-2019-2481. FEMA FREEZE for 90 days expires in May
- iv. 215A - \$ 25,005.82 CJ-2019-4517, Oklahoma County. This is a foreclosure that was filed by MidFirst Bank. Postponed due to Covid-19. All parties have been re-served a Petition 6/4/20. FEMA FREEZE for 90 days expires in May

Walker - wanted to know who we use on legal & who does follow up.

V. Old Business

- A. FHA Recertification – still working on conditions to bring eligible.
- B. Insurance and Other Claims:
 - a. Brown vs 6000 Penn CJ-2019-1046 – still pending.
- C. Entrance gate motor replacement – DONE & ACTIVATED
 - a. 2021 Water Repipe Project

Sharla Lee - would like to do a reserve stude to forecast better.

Charles Angel - prior board kept dues superficially low and bairdided issues. Need to wait on reserve until we see things stabilize over next few months.

Walker - Doesn't ever see gate close.

Stewart- would like to see directory # on screen.

- i. Special Member meeting February 6, 2021 – quorum obtained (Exh 6.a meeting notes)
- ii. \$250,000 Special Assessment passed with 61% owners voting yes (Exh 6.b ballot sheet attached)

- 1. Phase 1 completed 6006-6008-6010.
 - a. Cold water shut off valves on East side of community
 - b. Hot water line ran through attic with shut off valve controlling 4 units (in attic). Controls all but the kitchens. Had to run new drop to all for kitchen sinks (which feed the dishwasher lines). Those have a separate gate valve that controls 2 units (up & down).
 - c. Sheetrock repairs 90% completed.
- 2. Phase 2 COMPLETED. Cox did not mark lines when Okie Dig came out and many lines were broken. Not sure this would have prevented damage since there was no other choice but to trench from 6010 North. Going in to units and locating manifolds now
- 3. Phase 5 – COMPLETED both hot and cold lines.
- 4. Phase 3&4 – IN PROGRESS going to move to the North ½ of the East run next instead of Phase 3. Will be working in 116, 117 & 112 to locate manifold.

Walker re 102 brick removal. Upset that owners are doing what they want. Who controls the association?

Greg Stewart encourages landscape commity. Chris Morriss wants to be apart of landscape commity.

- 1. Plumbing
 - 1.1. Cold water supply for 6006-6010 to 5914/5912 building breezeway: \$16,000 (completed) PHS 1 -
 - 1.2. Hot water supply for 6006-6010 units: \$16,000* (working) PHS 2 -
 - 1.3. Cold & hot water supply for 5910-5916 units: \$30,000 PHS 3
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 - 1.5. Cold & hot water supply for 5808-5818 units: \$35,000** PHS 5
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 - 2. Ground regrading, sprinkler repair or replace \$6,500 +/- PHS 3/4
 - 3. Sod and install \$6,000 +/- PHS 3/4
 - 4. On-site maintenance \$6,400 +/- ALL PHS
 - 5. Sheetrock repairs \$6,000 +/- PSH 4-6
 - 6. Admin \$17,500 +/- ALL PHS
 - 7. Units in foreclosure or probate: \$12,100 +/-
 - 8. Unexpected plumbing expenses (manifold replacements etc): \$4,885 +/- ALL PHS

a. 104 revisit scoping sewer line:

- a. Sewer lines are grey pvc and not compromised. Owner of 104 showed plumber various areas where she reportedly had leaks but they are areas where there was a water supply leak and not a drain. Plumber did say that if a unit is not occupied for weeks at a time that it would help to have unit lines ran to prevent possible blockages in p-traps etc.

b. Clubhouse exterior painting – obtain bids EXH 5.B

- iii. A Step Above _____
- iv. BCC \$6,650.00
- v. Chuck Greenwood - \$2,500.00 to include materials (verbal)
- vi. Five Stair Painting: \$5,057.21
- vii. Padgett Contracting: \$4,800.00

Morriss: Would like less shiney and more satin.
 Motion to move forward and hire Greenwood.
 1st Morriss
 2nd Stewart

c. Chimney repair/replacement

- a. 5910-218b & 5916-220b (2 chimney's)
 - i. A Step Above: \$2832.54 / \$1766.04
 - ii. BCCC: \$5250.00 / \$5250.00

Approval:
 1st Morriss
 2nd Stewart

VI. New Business

- a. Camera replacement/repairs to include replacement of the dvr box , 2 cameras and servicing existing to work on a non-static IP system. EXH 6.A
 - i. Security Options \$1759.93 approved with electronic vote (Stewart=yes, Morriss=yes, Angel=yes, Deck=yes, Walker=no)
- b. Amazon box: EXH 6.B

- i. Amazon has an add-on to our gate system which provide access to drivers that has been confirmed to not interfere with the gate system. There is no cost to the HOA for this add-on.
- c. 6000-214B structural report (EXH 6.c)
 - i. There appears to be a truss that was installed backwards between unit bedroom and living room. Owner provided structural engineer report offering recommendations, but it did not provide recommendation to unit 114. After meeting with Board Member Stewart and 114 it was thought best to have engineer inspect unit #114 for a complete scope of repair recommendations. Appointment set for We
- d. 6000-220B Chimney replacement
 - i. BCC \$5250.00
- e. 6000-218B Chimney replacement
 - i. BCC \$5250.00

VII. Committee Update

- i.
- b. Landscape Committee
 - i. _____

VIII. Violations in Dispute:

IX. Homeowner Time

X. Announcements and Recommendations to Members / Other

XI. Next Meeting: Wednesday May 19^t, 2021 @ 6:00pm

Meeting ID: 876 2375 2487

Password: 296899

XII. Adjournment *Close meeting at*

XIII. EXECUTIVE SESSION – *Executive session to take place.*

Budget Comparison

All Buildings

Comparison Periods: 04/01/21 - 04/30/21 and 01/01/21 - 04/30/21 (cash basis)

	Actual 04/01/21 - 04/30/21	Budget 04/21 - 04/21	\$ Change	% Change	Actual YTD 01/01/21 - 04/30/21	Budget YTD 01/21 - 04/21	\$ Change	% Change
INCOME								
4000 INCOME								
302 Membership Dues Income	24,211.55	26,233.00	-2,021.45	-7.7 %	100,103.50	104,932.00	-4,828.50	-4.6 %
306 Payment Plans	0.00	30.00	-30.00	-100.0 %	0.00	120.00	-120.00	-100.0 %
307 Interest Income	0.00	0.41	-0.41	-100.0 %	1.73	1.67	0.06	3.6 %
309 Late Fees	91.99	0.00	91.99		508.32	0.00	508.32	
310 Special Assessment	22,456.60	1,819.50	20,637.10	1,134.2 %	233,663.53	7,278.00	226,385.53	3,110.5 %
317 Gate Cards	90.00	0.00	90.00		90.00	0.00	90.00	
320 Other Income	64.00	0.00	64.00		1,210.96	0.00	1,210.96	
319 Closing Letter	50.00	0.00	50.00		200.00	0.00	200.00	
1065 General Reimbursement	-279.00	0.00	-279.00		-279.00	0.00	-279.00	
308 Insurance Short Fall	2,436.04	1,916.67	519.37	27.1 %	8,390.80	7,666.68	724.12	9.4 %
4003 Title Transfer Fee	600.00	0.00	600.00		2,000.00	400.00	1,600.00	400.0 %
4000 Total INCOME	49,721.18	29,999.58	19,721.60	65.7 %	345,889.84	120,398.35	225,491.49	187.3 %
4099 Other Income	0.00	72.00	-72.00	-100.0 %	0.00	72.00	-72.00	-100.0 %
TOTAL INCOME	49,721.18	30,071.58	19,649.60	65.3 %	345,889.84	120,470.35	225,419.49	187.1 %
EXPENSE								
600 Management								
6002 Management Fees	36.71	2,100.00	-2,063.29	-98.3 %	10,072.77	8,400.00	1,672.77	19.9 %
6003 In-House Admin	0.00	30.00	-30.00	-100.0 %	0.00	120.00	-120.00	-100.0 %
600 Total Management	36.71	2,130.00	-2,093.29	-98.3 %	10,072.77	8,520.00	1,552.77	18.2 %
604 Utilities								
5011 Electric	779.74	224.24	555.50	247.7 %	3,649.56	1,022.73	2,626.83	256.8 %
5015 Gas And Propane	1,859.81	1,800.00	59.81	3.3 %	10,148.20	7,200.00	2,948.20	40.9 %
5017 Water	5,306.89	7,500.00	-2,193.11	-29.2 %	31,871.47	30,000.00	1,871.47	6.2 %
6001 Trash Removal	1,068.29	900.00	168.29	18.7 %	5,270.77	3,600.00	1,670.77	46.4 %
6018 Cable, Internet & Telephone	339.20	297.57	41.63	14.0 %	1,750.17	1,190.28	559.89	47.0 %
604 Other Utilities	0.00	0.00	0.00		-20.48	0.00	-20.48	
604 Total Utilities	9,353.93	10,721.81	-1,367.88	-12.8 %	52,669.69	43,013.01	9,656.68	22.5 %
607 Repairs & Maintenance								
1 Landscaping								
30 Contract Landscape	2,010.00	2,000.00	10.00	0.5 %	9,365.00	8,000.00	1,365.00	17.1 %
31 In-house Grounds	150.00	325.00	-175.00	-53.8 %	860.00	1,300.00	-440.00	-33.8 %
2 Seasonal Plantings	0.00	0.00	0.00		0.00	250.00	-250.00	-100.0 %
32 Tree Trimming	0.00	0.00	0.00		0.00	250.00	-250.00	-100.0 %
1 Total Landscaping	2,160.00	2,325.00	-165.00	-7.1 %	10,225.00	9,800.00	425.00	4.3 %

	Actual 04/01/21 - 04/30/21	Budget 04/21 - 04/21	\$ Change	% Change	Actual YTD 01/01/21 - 04/30/21	Budget YTD 01/21 - 04/21	\$ Change	% Change
6 Electrical	0.00	0.00	0.00		0.00	154.50	-154.50	-100.0 %
7 Flooring	1,166.17	0.00	1,166.17		1,519.97	0.00	1,519.97	
8 Windows & Doors	0.00	0.00	0.00		0.00	150.00	-150.00	-100.0 %
9 Locks & Mailboxes	580.60	0.00	580.60		744.88	0.00	744.88	
10 Materials & Supplies	386.01	191.67	194.34	101.4 %	1,528.02	766.68	761.34	99.3 %
11 Plumbing	164.86	0.00	164.86		19,389.24	604.00	18,785.24	3,110.1 %
12 Contract Labor	946.00	291.67	654.33	224.3 %	4,257.50	1,166.68	3,090.82	264.9 %
13 Pest Control	0.00	0.00	0.00		0.00	2,000.00	-2,000.00	-100.0 %
14 Gate Maintenance	0.00	500.00	-500.00	-100.0 %	3,875.00	500.00	3,375.00	675.0 %
15 Roofing	498.00	0.00	498.00		498.00	500.00	-2.00	-0.4 %
16 Parking Lot	456.25	0.00	456.25		586.30	0.00	586.30	
18 HVAC	0.00	0.00	0.00		0.00	400.00	-400.00	-100.0 %
19 Chimney Stacks	0.00	0.00	0.00		112.00	1,500.00	-1,388.00	-92.5 %
20 Exterior Paint / Siding	212.77	6,000.00	-5,787.23	-96.5 %	279.50	6,000.00	-5,720.50	-95.3 %
21 Building Maintenance (general)	0.00	0.00	0.00		1,917.42	0.00	1,917.42	
23 Privacy Fence	0.00	841.98	-841.98	-100.0 %	0.00	969.93	-969.93	-100.0 %
24 Storm / Fire Damage	142.50	0.00	142.50		347.50	0.00	347.50	
25 Boiler Maintenance	531.71	53.98	477.73	885.0 %	6,692.85	1,945.83	4,747.02	244.0 %
609 Steps	0.00	0.00	0.00		437.86	0.00	437.86	
607 Total Repairs & Maintenance	7,244.87	10,204.30	-2,959.43	-29.0 %	52,411.04	26,457.62	25,953.42	98.1 %
608 Swimming Pool								
3304 Swimming Pool Licenses	0.00	0.00	0.00		50.00	50.00	0.00	0.0 %
608 Total Swimming Pool	0.00	0.00	0.00		50.00	50.00	0.00	0.0 %
700 Office / Admin								
678 Bank Charges / Fees	0.00	0.00	0.00		47.19	0.00	47.19	
679 Accounting Software	95.00	95.00	0.00	0.0 %	475.00	380.00	95.00	25.0 %
7000 Postage	71.15	0.00	71.15		71.15	50.00	21.15	42.3 %
7001 Printing and Publications	0.00	50.00	-50.00	-100.0 %	0.00	50.00	-50.00	-100.0 %
700 Total Office / Admin	166.15	145.00	21.15	14.6 %	593.34	480.00	113.34	23.6 %
5005 Insurance	-1.53	22,715.76	-22,717.29	-100.0 %	16,620.29	33,653.18	-17,032.89	-50.6 %
5006 Legal, Professional Fees	852.94	350.00	502.94	143.7 %	3,380.17	2,095.50	1,284.67	61.3 %
5010 Taxes	0.00	0.00	0.00		0.00	300.00	-300.00	-100.0 %
5014 Capitol Expenses	139.25	0.00	139.25		139.25	0.00	139.25	
5103 Other Expenses	0.00	0.00	0.00		149.36	0.00	149.36	
6005 Special Assessed Project								
6007 SA Plumbing	31,976.96	1,819.50	30,157.46	1,657.5 %	72,913.47	7,278.00	65,635.47	901.8 %
6008 SA: Entry Gate	225.00	0.00	225.00		225.00	0.00	225.00	
6005 Total Special Assessed Project	32,201.96	1,819.50	30,382.46	1,669.8 %	73,138.47	7,278.00	65,860.47	904.9 %
TOTAL EXPENSE	49,994.28	48,086.37	1,907.91	4.0 %	209,224.38	121,847.31	87,377.07	71.7 %
OTHER INCOME								
8000 Unallocated Prepays	1,510.96	0.00	1,510.96		-1,253.92	0.00	-1,253.92	

	Actual 04/01/21 - 04/30/21	Budget 04/21 - 04/21	\$ Change	% Change	Actual YTD 01/01/21 - 04/30/21	Budget YTD 01/21 - 04/21	\$ Change	% Change
TOTAL OTHER INCOME	1,510.96	0.00	1,510.96		-1,253.92	0.00	-1,253.92	
OTHER EXPENSE								
5102 Reserve Transfer	0.00	2,600.00	-2,600.00	-100.0 %	0.00	10,400.00	-10,400.00	-100.0 %
TOTAL OTHER EXPENSE	0.00	2,600.00	-2,600.00	-100.0 %	0.00	10,400.00	-10,400.00	-100.0 %
NET INCOME	1,237.86	-20,614.79	21,852.65	106.0 %	135,411.54	-11,776.96	147,188.50	1,249.8 %
NET INCOME SUMMARY								
Income	49,721.18	30,071.58	19,649.60	65.3 %	345,889.84	120,470.35	225,419.49	187.1 %
Expense	-49,994.28	-48,086.37	-1,907.91	4.0 %	-209,224.38	-121,847.31	-87,377.07	71.7 %
Other Income & Expense	1,510.96	-2,600.00	4,110.96	158.1 %	-1,253.92	-10,400.00	9,146.08	87.9 %
NET INCOME	1,237.86	-20,614.79	21,852.65	106.0 %	135,411.54	-11,776.96	147,188.50	1,249.8 %

Balance Sheet

All Buildings
As of 04/30/21 (cash basis)

ASSETS

Bank Account		
1004 First Citizens Bank op		173,534.58
1008 First Citizens Bank Reserve		<u>23,454.13</u>
Total Bank Account		196,988.71
Other Current Asset		
1100 Undeposited Funds		-3,974.01
2006 Pass-through		<u>788.80</u>
Total Other Current Asset		-3,185.21
Fixed Asset		
1009 Equipment & Machinery		<u>875.96</u>
Total Fixed Asset		<u>875.96</u>
TOTAL ASSETS		<u><u>194,679.46</u></u>

LIABILITIES & EQUITY

Liabilities

Other Current Liability		
2003 Charge Accounts Payable		-320.80
2099 Other Liabilities		<u>54,372.86</u>
Total Other Current Liability		<u>54,052.06</u>
Total Liabilities		54,052.06

Equity

3000 Net Income		153,059.64
3001 Retained Earnings		<u>-12,432.24</u>
Total Equity		<u>140,627.40</u>
TOTAL LIABILITIES & EQUITY		<u><u>194,679.46</u></u>

Profit & Loss 12 Month Recap

All Buildings

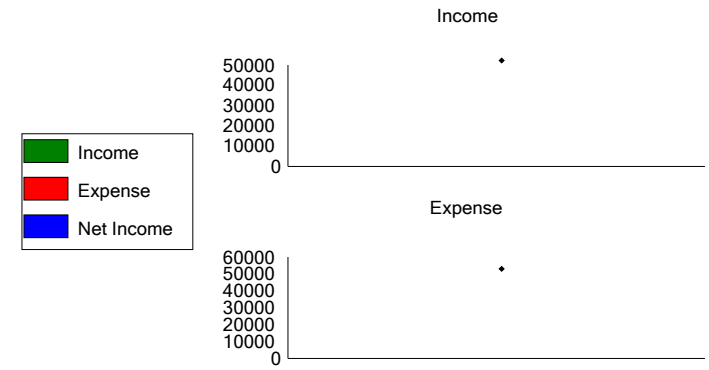
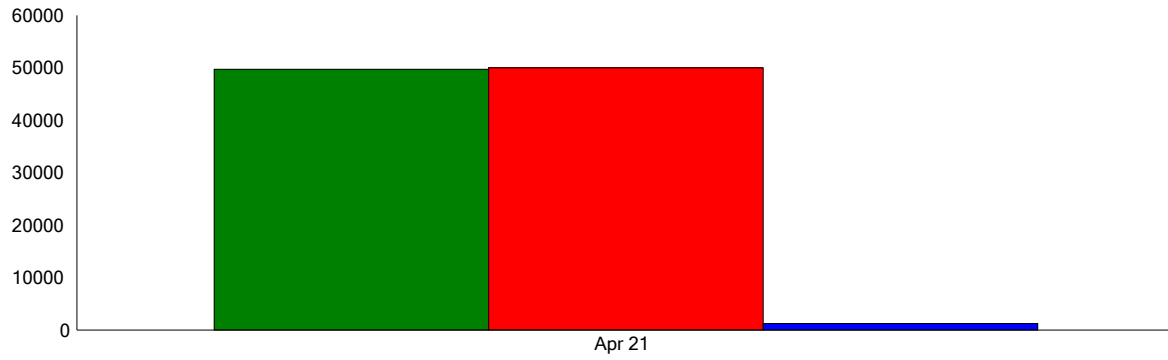
Monthly recap 04/01/21 - 04/30/21 (cash basis)

	APR 21	TOTAL
INCOME		
4000 INCOME		
302 Membership Dues Income	24,211.55	24,211.55
309 Late Fees	91.99	91.99
310 Special Assessment	22,456.60	22,456.60
317 Gate Cards	90.00	90.00
320 Other Income	64.00	64.00
319 Closing Letter	50.00	50.00
1065 General Reimbursement	-279.00	-279.00
308 Insurance Short Fall	2,436.04	2,436.04
4003 Title Transfer Fee	600.00	600.00
4000 Total INCOME	49,721.18	49,721.18
TOTAL INCOME	49,721.18	49,721.18
EXPENSE		
600 Management		
6002 Management Fees	36.71	36.71
600 Total Management	36.71	36.71
604 Utilities		
5011 Electric	779.74	779.74
5015 Gas And Propane	1,859.81	1,859.81
5017 Water	5,306.89	5,306.89
6001 Trash Removal	1,068.29	1,068.29
6018 Cable, Internet & Telephone	339.20	339.20
604 Total Utilities	9,353.93	9,353.93
607 Repairs & Maintenance		
1 Landscaping		
30 Contract Landscape	2,010.00	2,010.00
31 In-house Grounds	150.00	150.00
1 Total Landscaping	2,160.00	2,160.00
7 Flooring	1,166.17	1,166.17
9 Locks & Mailboxes	580.60	580.60
10 Materials & Supplies	386.01	386.01
11 Plumbing	164.86	164.86
12 Contract Labor	946.00	946.00
15 Roofing	498.00	498.00
16 Parking Lot	456.25	456.25
20 Exterior Paint / Siding	212.77	212.77

	<u>APR 21</u>	<u>TOTAL</u>
24 Storm / Fire Damage	142.50	142.50
25 Boiler Maintenance	531.71	531.71
607 Total Repairs & Maintenance	<u>7,244.87</u>	<u>7,244.87</u>
700 Office / Admin		
679 Accounting Software	95.00	95.00
7000 Postage	71.15	71.15
700 Total Office / Admin	<u>166.15</u>	<u>166.15</u>
5005 Insurance	-1.53	-1.53
5006 Legal, Professional Fees	852.94	852.94
5014 Capitol Expenses	139.25	139.25
6005 Special Assessed Project		
6007 SA Plumbing	31,976.96	31,976.96
6008 SA: Entry Gate	225.00	225.00
6005 Total Special Assessed Project	<u>32,201.96</u>	<u>32,201.96</u>
TOTAL EXPENSE	<u>49,994.28</u>	<u>49,994.28</u>
OTHER INCOME		
8000 Unallocated Prepays	1,510.96	1,510.96
TOTAL OTHER INCOME	<u>1,510.96</u>	<u>1,510.96</u>
NET INCOME	<u>1,237.86</u>	<u>1,237.86</u>

NET INCOME SUMMARY

	<u>APR 21</u>	<u>TOTAL</u>
Income	49,721.18	49,721.18
Expense	-49,994.28	-49,994.28
Other Income & Expense	1,510.96	1,510.96
NET INCOME	<u>1,237.86</u>	<u>1,237.86</u>



Bank Reconciliation Report

First Citizens Bank op
Reconciled on: 05/03/21

Deposits

Date	Ref #	Details	Amount
03/02/21	D1623	Bank Deposit	12,105.33
04/01/21	D1654	Bank Deposit	5,570.89
04/02/21	D1655	Bank Deposit	317.91
04/02/21	D1656	Bank Deposit	1,970.28
04/05/21	D1658	Bank Deposit	1,406.15
04/05/21	D1659	Bank Deposit: ePay	1,627.00
04/06/21	D1673	Bank Deposit: ePay	5,253.40
04/07/21	D1660	Bank Deposit	831.44
04/07/21	D1661	Bank Deposit: ePay	986.04
04/08/21	D1662	Bank Deposit	1,370.85
04/08/21	D1663	Bank Deposit: ePay	2,000.00
04/09/21	D1664	Bank Deposit: ePay	780.42
04/12/21	D1665	Bank Deposit	1,200.85
04/12/21	D1666	Bank Deposit	5,044.90
04/14/21	D1667	Bank Deposit	4,190.07
04/15/21	D1668	Bank Deposit	1,482.26
04/16/21	D1669	Bank Deposit	443.41
04/16/21	D1671	Bank Deposit: ePay	1,000.00
04/19/21	D1670	Bank Deposit	2,350.23
04/19/21	D1672	Bank Deposit: ePay	1,942.51
04/19/21	D1682	Bank Deposit: epay	780.42
04/20/21	D1674	Bank Deposit	198.45
04/21/21	D1675	Bank Deposit: ePay	3,261.62
04/22/21	D1676	Bank Deposit	1,539.96
04/23/21	D1677	Bank Deposit	297.52
04/27/21	D1678	Bank Deposit: ePay	1,401.25
04/29/21	D1679	Bank Deposit	7,302.66
04/29/21	D1680	Bank Deposit	756.80
04/30/21	D1683	Bank Deposit: epay	453.78
			67,866.40

Payments

Date	Ref #	Details	Amount
03/18/21	1488	Oklahoma City-County Health Department	50.00
03/24/21	1507	HRES Maintenance & Make Ready	5,191.50
03/24/21	1508	Dumpster Service Plus	250.00
03/24/21	1509	Home Depot Credit Services Dept. 32-2183432230	278.70
03/24/21	1494	J-MAR Distributors	325.00
03/24/21	1495	Plumbtastic Solutions LLC	245.00
03/24/21	1506	GEOSolutions pd by American Express	93.20
03/24/21	1498	ONG	417.97
03/24/21	1499	Oklahoma HOA Partner	5,724.49
03/31/21	1505	Nash Cohenour & Giessmann, PC	65.51
03/31/21	1504	Whitworth Lawn & Landscape	1,960.00
03/31/21	1503	Home Depot Credit Services Dept. 32-2183432230	325.71
03/31/21	1502	HRES Maintenance & Make Ready	886.50
03/31/21	1501	Waste Management	1,130.65
04/07/21	1510	Oklahoma HOA Partner	131.71
04/07/21	1512	J-MAR Distributors	381.17

Date	Ref #	Details	Amount
04/07/21	1513	Home Depot Credit Services Dept. 32-2183432230	92.76
04/14/21	1514	HRES Maintenance & Make Ready	1,155.25
04/14/21	1515	Nash Cohenour & Giessmann, PC	145.94
04/14/21	1517	Home Depot Credit Services Dept. 32-2183432230	313.42
04/14/21	1518	Plumbtastic Solutions LLC	30,000.00
04/14/21	1519	TechLock	410.60
04/14/21	1520	Jackson Mechanical Services	270.00
04/14/21	1516	J-MAR Distributors	621.17
04/21/21	1521	HRES Maintenance & Make Ready	1,544.50
04/21/21	1523	City Of Oklahoma City	5,306.89
04/21/21	1524	OG&E	779.74
04/21/21	1525	Home Depot Credit Services Dept. 32-2183432230	86.79
04/21/21	1526	Oklahoma HOA Partner	36.71
04/21/21	1527	Hoppis Real Estate Services	71.15
04/28/21	ACH	State Farm	4,624.33
04/28/21	ACH	AT&T	302.35
04/28/21	ACH	Symmetry Energy Solutions	1,420.86
			64,639.57

Outstanding Deposits

Date	Ref #	Details	Amount
05/03/21	D1681	Bank Deposit	648.39
			648.39

Outstanding Payments

Date	Ref #	Details	Amount
03/03/21	EFT	IPFS Corporation	4,625.86
04/01/21	ACH	State Farm	4,624.34
04/07/21	1511	HRES Maintenance & Make Ready	96.00
04/21/21	1522	J-MAR Distributors	163.83
04/28/21	1528	HRES Maintenance & Make Ready	1,774.00
04/28/21	1529	Cox Business Services	36.85
04/28/21	1530	ONG	438.95
04/28/21	1531	Nash Cohenour & Giessmann, PC	132.00
04/28/21	1532	Home Depot Credit Services Dept. 32-2183432230	331.88
04/28/21	1533	Whitworth Lawn & Landscape	1,960.00
04/28/21	1534	A Step Above Roofing L.L.C.	498.00
04/28/21	1535	Metro Engineering, LLC	575.00
04/28/21	1536	Waste Management	1,068.29
			16,325.00

Summary

Beginning Balance:	177,382.55	Reconciled Balance	180,609.38
+ Selected Deposits (29)	67,866.40	+ Uncleared Deposits	648.39
- Selected Payments (33)	64,639.57	- Outstanding Checks	16,325.00
Ending Balance:	180,609.38	Register Balance	164,932.77
Goal:	180,609.38		
Difference:	0.00		

Aged Receivables (Charge Summary)

Current members as of 04/30/21

Type	Description	0-30	31-60	61-90	91+	Total
BB	Beginning Balance	0.00	0.00	0.00	25,179.38	25,179.38
NSFFEE	Non-Sufficient Funds Fee	0.00	0.00	0.00	20.00	20.00
LC	Late Charge	2,020.34	990.01	1,031.64	11,245.62	15,287.61
CB	Charge Back Maintenance	0.00	136.42	600.00	0.00	736.42
CL	Closing Letter	100.00	0.00	0.00	0.00	100.00
DC	Dues Charge	5,871.31	3,544.03	1,581.24	34,787.28	45,783.86
LG	Legal Fees	0.00	65.51	0.00	19,353.68	19,419.19
GC	Gate Card	20.00	0.00	0.00	0.00	20.00
SA	Special Assessment	0.00	0.00	30,545.97	3,740.58	34,286.55
UREIMB	Utility reimbursement	0.00	0.00	0.00	64.55	64.55
MISC	Misc Credit or Charge toward:	0.00	0.00	0.00	1,752.30	1,752.30
MAINT2	Reimbursable Maintenance C	450.00	0.00	0.00	1,448.34	1,898.34
UT	Utility Bill Back	0.00	0.00	14.04	259.30	273.34
INS	Insurance shortage	388.78	253.79	109.65	567.25	1,319.47
TITLE	Title Transfer Fee	400.00	0.00	0.00	0.00	400.00
		9,250.43	4,989.76	33,882.54	98,418.28	146,541.01