

**Monthly Agenda**  
**June 16<sup>th</sup>, 2021**  
**6000 Penn Homeowner Association**

**I. Open Meeting**

**II. Determination of Quorum**

**III. Approval of Minutes**

**IV. Financials**

**a. MAY 2021 Operating Account**

- i. Total Income: \$ 36,689.64
- ii. Total Expense: \$ 171,853.56 (\$ 114,299.86 for repipe project)
- iii. Net Income: \$ - 136,953.73 (after \$-1789.81 prepaids)
- iv. Special Assessment Income: \$ 8,320.64

**b. MAY 2021 Reserve Account: \$ 23,454.13**

**c. MAY 2021 - Operating Account: \$ 27,912.51**

**d. Collections \$ 140,386.40 05/31/21 (\$146,541.01 previous month) EXH 4.D**

Type	Description	0-30	31-60	61-90	91+	Total
BB	Beginning Balance	0.00	0.00	0.00	0.00	25,179.38
NSFFEE	Non-Sufficient Funds Fee	0.00	0.00	0.00	0.00	20.00
LC	Late Charge	1,601.27	1,465.07	971.00	12,265.73	16,303.07
CB	Charge Back Maintenance	0.00	0.00	136.42	600.00	736.42
DC	Dues Charge	4,553.76	3,994.63	0.00	39,121.87	47,670.26
LG	Legal Fees	0.00	0.00	65.51	19,353.68	19,419.19
GC	Gate Card	60.00	0.00	0.00	0.00	60.00
SA	Special Assessment	0.00	0.00	0.00	25,965.65	25,965.65
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	28.22	0.00	0.00	273.34	301.56
INS	Insurance shortage	308.98	263.40	0.00	893.30	1,465.68
		6,552.23	5,723.10	1,172.93	126,938.14	140,386.40

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

Liens filed: 0

**e. Still w/counsel:**

- i. #202A - \$ 24820.86 CJ-2014-6920 and PB-2017-250 MOTION TO SETTLE FINAL JOURNAL ENTRY OF JUDGMENT June 1, 2021
- ii. #209B - \$ 31076.69 / CJ-2020-758 – no update
- iii. #211B - \$ 42111.78 Oklahoma County CJ-2019-2481. Bank dismissed. Waiting for update from our counsel on sheriff sale
- iv. 215A - \$ 27,112.03 CJ-2019-4517, Oklahoma County. This is a foreclosure that was filed by MidFirst Bank.

**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 – SH met w/ counsel. They informed they are filing a motion ordering deposition if no response, will request a dismissal of case due to lack of response.

**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.
  - 2. Phase 2 COMPLETED with additional modifications.
  - 3. Phase 5 – COMPLETED.

4. Phase 3&4 – IN PROGRESS presently working to connect the hot water supply to the 1<sup>st</sup> manifolds in lower-level units. Have had some additional upgrades required by city with have been completed. Last update from plumbers are that they were waiting on inspection.

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 **completed**
    - 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 1<sup>st</sup> week of June*
    - a. 5910-218b & 5916-220b (2 chimney's)
      - i. A Step Above: \$2832.54 / \$1766.04
  - d. 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.
    - b. Clubhouse television with smart features for board meetings to be held both in person and virtually.
      - i. Purchased 70 in tv & camera for under \$900.00
      - ii. TV installed. Set up needed
    - c.

**VI. New Business**

- a. 202a – requesting formal audit accounting
- b. Sprinkler replacement bids forthcoming. Update is to expect this week. COST OF MATERIALS HAVE TRIPLED
- c. 6000-8: Requests that HOA pay to have her balcony floor replaced with ceramic tile. Cost is \$2500.00

**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 July 21<sup>st</sup>, 2021 @ 6:00pm

**Meeting ID: 835 5226 5639**

**Password: 6779116**

XII. Adjournment

XIII. EXECUTIVE SESSION –

**Monthly Agenda**  
**May 19, 2021**  
**6000 Penn Homeowner Association**

**I. Open Meeting @ 6:04pm**

**II. Determination of Quorum** Board: Greg S., Chris M., John W., Charles A. Mgmt: Sheila H. & Erin H. Members: Sharla Lee, Sherry Hunt, Perrye Peters

**III. Approval of Minutes** CM req change to statement on minutes that previous board kept dues "artificially low" and would like it removed or amended. SH explained that the statement was in reference to the constant SA being assessed instead of raising dues making the dues "artificially low" & that it wasn't a stab at previous boards. CM just wanted it clarified.  
 Approved: 1st. Greg S. 2nd. Chris M.

**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: \$ 22,456.60

Approved: 1st Greg S.  
2nd Charles A.

Greg S.: Cable expenses don't match bills provided. SH explained there would be a credit on next months fin.

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

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

**d. Collections \$ 146,541.01 04/30/21 (\$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

211b: SH ask's board if SS is the route they want to go. CM, GS, CA agree.

**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: GS asked about status of this claim. SH explained it was just at a standstill until Brown moves on it.

C: GS states durectory code didn't show on screen but to keep it as is.

A: CM pleased with update/progress on repipe project. Had questions re interior repairs. Stated she was not getting a full stream on all faucets. Mgmt suggested checking filters and would send maint over. CA stated his tenants complained of the same issue but after they cleaned filters, pressure was restored. GM stated he checked CM faucets & it was only the cold that had pressure issues.

- 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. Motion by CM to pay \$300 towards plumbing repairs. CA 2nds motion.
  - 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 JW: What do we mean buy in bulk? Wants to know who approved paint? SH explained board voted on paint color and to purchase in bulk for other exterior projects being done.
  - iii. Chuck Greenwood - \$2,500.00 to include materials (verbal)
- c. Chimney repair/replacement: Scheduled 1<sup>st</sup> 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. GM: Repairs look good.

## VI. New Business

- a. When should Late fees on special assessment begin posting? A: CA wants to know how much SA are del. JW wants to file liens on ppl who have not paid. GS states next month to start assessing LF on SA and then start filing liens. Board agrees.
- 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)

A: GS wants to inform owner @their expense, they can have plumbing replaced since it is not presently leaking. CA worried about future leaks. CM suggests giving \$300-\$500 for plumbing.

B: GS wants to know how many hrs mgmt charges to do pool main. Motion by CA to have OHP cont. pool maint. 2nd by JW.

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? *GS wants to table for now.*

e. 2020 Tax return completed

*C: GS motion to go w. \$1,000 CA 2nds motion.  
CM wants motion amended to have a cap on \$1,300 and get approval if TV will be more than that. JW votes no on TV.*

## VII. Committee Update

a. Landscape Committee

b. Pool Committee

*GS wants mgmt to email what the pool committee tasks are.*

## VIII. Violations in Dispute:

## IX. Homeowner Time

*JW: wants to know if the board has insurance. SH explained the policy in place. Also wants to discuss adding address/unit #'s to exterior like CM unit. Wants added to next months agenda.*

## X. Announcements and Recommendations to Members / Other

## XI. Next Meeting: Wednesday June 16<sup>t</sup>, 2021 @ 6:00pm

**Meeting ID: 835 5226 5639**

**Password: 6779116**

## XII. Adjournment

*Motion to adjourn @ 7:15 by GS and 2nd by JW*

## XIII. EXECUTIVE SESSION –

# Budget Comparison

All Buildings

Comparison Periods: 05/01/21 - 05/31/21 and 01/01/21 - 05/31/21 (cash basis)

	Actual 05/01/21 - 05/31/21	Budget 05/21 - 05/21	\$ Change	% Change	Actual YTD 01/01/21 - 05/31/21	Budget YTD 01/21 - 05/21	\$ Change	% Change
<b>INCOME</b>								
4000 INCOME								
302 Membership Dues Income	24,956.03	26,233.00	-1,276.97	-4.9 %	125,059.53	131,165.00	-6,105.47	-4.7 %
306 Payment Plans	0.00	30.00	-30.00	-100.0 %	0.00	150.00	-150.00	-100.0 %
307 Interest Income	0.00	0.21	-0.21	-100.0 %	1.73	1.88	-0.15	-8.0 %
309 Late Fees	192.07	0.00	192.07		689.76	0.00	689.76	
310 Special Assessment	8,320.64	1,819.50	6,501.14	357.3 %	241,984.43	9,097.50	232,886.93	2,559.9 %
317 Gate Cards	40.00	0.00	40.00		130.00	0.00	130.00	
320 Other Income	0.00	0.00	0.00		1,210.96	0.00	1,210.96	
319 Closing Letter	150.00	0.00	150.00		350.00	0.00	350.00	
1065 General Reimbursement	450.00	0.00	450.00		171.00	0.00	171.00	
308 Insurance Short Fall	1,580.90	1,916.67	-335.77	-17.5 %	9,971.70	9,583.35	388.35	4.1 %
4003 Title Transfer Fee	1,000.00	200.00	800.00	400.0 %	3,000.00	600.00	2,400.00	400.0 %
4000 Total INCOME	36,689.64	30,199.38	6,490.26	21.5 %	382,569.11	150,597.73	231,971.38	154.0 %
4099 Other Income	0.00	0.00	0.00		0.00	72.00	-72.00	-100.0 %
<b>TOTAL INCOME</b>	<b>36,689.64</b>	<b>30,199.38</b>	<b>6,490.26</b>	<b>21.5 %</b>	<b>382,569.11</b>	<b>150,669.73</b>	<b>231,899.38</b>	<b>153.9 %</b>
<b>EXPENSE</b>								
600 Management								
6002 Management Fees	3,586.25	2,100.00	1,486.25	70.8 %	13,659.02	10,500.00	3,159.02	30.1 %
6003 In-House Admin	0.00	30.00	-30.00	-100.0 %	0.00	150.00	-150.00	-100.0 %
600 Total Management	3,586.25	2,130.00	1,456.25	68.4 %	13,659.02	10,650.00	3,009.02	28.3 %
604 Utilities								
5011 Electric	1,349.31	225.19	1,124.12	499.2 %	4,998.87	1,247.92	3,750.95	300.6 %
5015 Gas And Propane	425.09	1,800.00	-1,374.91	-76.4 %	10,573.29	9,000.00	1,573.29	17.5 %
5017 Water	5,665.05	7,500.00	-1,834.95	-24.5 %	37,536.52	37,500.00	36.52	0.1 %
6001 Trash Removal	0.00	900.00	-900.00	-100.0 %	5,270.77	4,500.00	770.77	17.1 %
6018 Cable, Internet & Telephone	142.31	297.57	-155.26	-52.2 %	1,892.48	1,487.85	404.63	27.2 %
604 Other Utilities	0.00	0.00	0.00		-20.48	0.00	-20.48	
604 Total Utilities	7,581.76	10,722.76	-3,141.00	-29.3 %	60,251.45	53,735.77	6,515.68	12.1 %
607 Repairs & Maintenance								
1 Landscaping								
30 Contract Landscape	1,960.00	2,000.00	-40.00	-2.0 %	11,325.00	10,000.00	1,325.00	13.2 %
31 In-house Grounds	965.35	325.00	640.35	197.0 %	1,825.35	1,625.00	200.35	12.3 %
2 Seasonal Plantings	65.04	0.00	65.04		65.04	250.00	-184.96	-74.0 %
32 Tree Trimming	0.00	0.00	0.00		0.00	250.00	-250.00	-100.0 %
1 Total Landscaping	2,990.39	2,325.00	665.39	28.6 %	13,215.39	12,125.00	1,090.39	9.0 %

	Actual 05/01/21 - 05/31/21	Budget 05/21 - 05/21	\$ Change	% Change	Actual YTD 01/01/21 - 05/31/21	Budget YTD 01/21 - 05/21	\$ Change	% Change
5 Paint	864.66	320.00	544.66	170.2 %	864.66	320.00	544.66	170.2 %
6 Electrical	125.00	0.00	125.00		125.00	154.50	-29.50	-19.1 %
7 Flooring	445.24	0.00	445.24		1,965.21	0.00	1,965.21	
8 Windows & Doors	0.00	0.00	0.00		0.00	150.00	-150.00	-100.0 %
9 Locks & Mailboxes	0.00	0.00	0.00		744.88	0.00	744.88	
10 Materials & Supplies	1,406.94	191.67	1,215.27	634.0 %	2,934.96	958.35	1,976.61	206.3 %
11 Plumbing	450.00	70.00	380.00	542.9 %	19,839.24	674.00	19,165.24	2,843.5 %
12 Contract Labor	50.00	291.67	-241.67	-82.9 %	4,307.50	1,458.35	2,849.15	195.4 %
13 Pest Control	0.00	0.00	0.00		0.00	2,000.00	-2,000.00	-100.0 %
14 Gate Maintenance	49.00	0.00	49.00		3,924.00	500.00	3,424.00	684.8 %
15 Roofing	0.00	0.00	0.00		498.00	500.00	-2.00	-0.4 %
16 Parking Lot	0.00	0.00	0.00		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	0.00	6,000.00	-6,000.00	-100.0 %	279.50	12,000.00	-11,720.50	-97.7 %
21 Building Maintenance (general)	1,995.50	0.00	1,995.50		3,912.92	0.00	3,912.92	
23 Privacy Fence	0.00	32.00	-32.00	-100.0 %	0.00	1,001.93	-1,001.93	-100.0 %
24 Storm / Fire Damage	0.00	0.00	0.00		347.50	0.00	347.50	
25 Boiler Maintenance	0.00	210.00	-210.00	-100.0 %	6,692.85	2,155.83	4,537.02	210.5 %
609 Steps	0.00	0.00	0.00		437.86	0.00	437.86	
607 Total Repairs & Maintenance	8,376.73	9,440.34	-1,063.61	-11.3 %	60,787.77	35,897.96	24,889.81	69.3 %
608 Swimming Pool								
3002 Swimming Pool Labor	225.00	570.00	-345.00	-60.5 %	225.00	570.00	-345.00	-60.5 %
3304 Swimming Pool Licenses	0.00	0.00	0.00		50.00	50.00	0.00	0.0 %
6004 Swimming Pool Materials	78.72	400.00	-321.28	-80.3 %	78.72	400.00	-321.28	-80.3 %
608 Total Swimming Pool	303.72	970.00	-666.28	-68.7 %	353.72	1,020.00	-666.28	-65.3 %
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 %	570.00	475.00	95.00	20.0 %
7000 Postage	0.00	0.00	0.00		71.15	50.00	21.15	42.3 %
7001 Printing and Publications	0.00	0.00	0.00		0.00	50.00	-50.00	-100.0 %
700 Total Office / Admin	95.00	95.00	0.00	0.0 %	688.34	575.00	113.34	19.7 %
5005 Insurance	14,180.80	4,625.00	9,555.80	206.6 %	30,801.09	38,278.18	-7,477.09	-19.5 %
5006 Legal, Professional Fees	300.00	150.00	150.00	100.0 %	3,680.17	2,245.50	1,434.67	63.9 %
5010 Taxes	0.00	0.00	0.00		0.00	300.00	-300.00	-100.0 %
5014 Capitol Expenses	23,129.44	0.00	23,129.44		23,268.69	0.00	23,268.69	
5103 Other Expenses	0.00	0.00	0.00		149.36	0.00	149.36	
6005 Special Assessed Project								
6007 SA Plumbing	114,299.86	1,819.50	112,480.36	6,181.9 %	187,213.33	9,097.50	178,115.83	1,957.9 %
6008 SA: Entry Gate	0.00	0.00	0.00		225.00	0.00	225.00	
6005 Total Special Assessed Project	114,299.86	1,819.50	112,480.36	6,181.9 %	187,438.33	9,097.50	178,340.83	1,960.3 %
<b>TOTAL EXPENSE</b>	<b>171,853.56</b>	<b>29,952.60</b>	<b>141,900.96</b>	<b>473.8 %</b>	<b>381,077.94</b>	<b>151,799.91</b>	<b>229,278.03</b>	<b>151.0 %</b>



	Actual 05/01/21 - 05/31/21	Budget 05/21 - 05/21	\$ Change	% Change	Actual YTD 01/01/21 - 05/31/21	Budget YTD 01/21 - 05/21	\$ Change	% Change
<b>OTHER INCOME</b>								
8000 Unallocated Prepays	-1,789.81	0.00	-1,789.81		-3,033.36	0.00	-3,033.36	
<b>TOTAL OTHER INCOME</b>	<b>-1,789.81</b>	<b>0.00</b>	<b>-1,789.81</b>		<b>-3,033.36</b>	<b>0.00</b>	<b>-3,033.36</b>	
<b>OTHER EXPENSE</b>								
5102 Reserve Transfer	0.00	2,600.00	-2,600.00	-100.0 %	0.00	13,000.00	-13,000.00	-100.0 %
<b>TOTAL OTHER EXPENSE</b>	<b>0.00</b>	<b>2,600.00</b>	<b>-2,600.00</b>	<b>-100.0 %</b>	<b>0.00</b>	<b>13,000.00</b>	<b>-13,000.00</b>	<b>-100.0 %</b>
<b>NET INCOME</b>	<b>-136,953.73</b>	<b>-2,353.22</b>	<b>-134,600.51</b>	<b>-5,719.8 %</b>	<b>-1,542.19</b>	<b>-14,130.18</b>	<b>12,587.99</b>	<b>89.1 %</b>
<b>NET INCOME SUMMARY</b>								
Income	36,689.64	30,199.38	6,490.26	21.5 %	382,569.11	150,669.73	231,899.38	153.9 %
Expense	-171,853.56	-29,952.60	-141,900.96	473.8 %	-381,077.94	-151,799.91	-229,278.03	151.0 %
Other Income & Expense	-1,789.81	-2,600.00	810.19	31.2 %	-3,033.36	-13,000.00	9,966.64	76.7 %
<b>NET INCOME</b>	<b>-136,953.73</b>	<b>-2,353.22</b>	<b>-134,600.51</b>	<b>-5,719.8 %</b>	<b>-1,542.19</b>	<b>-14,130.18</b>	<b>12,587.99</b>	<b>89.1 %</b>

# Balance Sheet

All Buildings  
As of 05/31/21 (cash basis)

## ASSETS

Bank Account		
1004 First Citizens Bank op		27,912.51
1008 First Citizens Bank Reserve		<u>23,454.13</u>
Total Bank Account		51,366.64
Other Current Asset		
1100 Undeposited Funds		-3,105.67
2006 Pass-through		<u>788.80</u>
Total Other Current Asset		-2,316.87
Fixed Asset		
1006 Home Sales Receivable		7,800.00
1009 Equipment & Machinery		<u>875.96</u>
Total Fixed Asset		<u>8,675.96</u>
<b>TOTAL ASSETS</b>		<b><u><u>57,725.73</u></u></b>

## 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>
<b>Total Liabilities</b>		<b>54,052.06</b>

### Equity

3000 Net Income		16,105.91
3001 Retained Earnings		<u>-12,432.24</u>
<b>Total Equity</b>		<u>3,673.67</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b><u><u>57,725.73</u></u></b>

# Profit & Loss 12 Month Recap

All Buildings

Monthly recap 05/01/21 - 05/31/21 (cash basis)

	MAY 21	TOTAL
<b>INCOME</b>		
4000 INCOME		
302 Membership Dues Income	24,956.03	24,956.03
309 Late Fees	192.07	192.07
310 Special Assessment	8,320.64	8,320.64
317 Gate Cards	40.00	40.00
319 Closing Letter	150.00	150.00
1065 General Reimbursement	450.00	450.00
308 Insurance Short Fall	1,580.90	1,580.90
4003 Title Transfer Fee	1,000.00	1,000.00
4000 Total INCOME	36,689.64	36,689.64
<b>TOTAL INCOME</b>	<b>36,689.64</b>	<b>36,689.64</b>
<b>EXPENSE</b>		
600 Management		
6002 Management Fees	3,586.25	3,586.25
600 Total Management	3,586.25	3,586.25
604 Utilities		
5011 Electric	1,349.31	1,349.31
5015 Gas And Propane	425.09	425.09
5017 Water	5,665.05	5,665.05
6018 Cable, Internet & Telephone	142.31	142.31
604 Total Utilities	7,581.76	7,581.76
607 Repairs & Maintenance		
1 Landscaping		
30 Contract Landscape	1,960.00	1,960.00
31 In-house Grounds	965.35	965.35
2 Seasonal Plantings	65.04	65.04
1 Total Landscaping	2,990.39	2,990.39
5 Paint	864.66	864.66
6 Electrical	125.00	125.00
7 Flooring	445.24	445.24
10 Materials & Supplies	1,406.94	1,406.94
11 Plumbing	450.00	450.00
12 Contract Labor	50.00	50.00
14 Gate Maintenance	49.00	49.00
21 Building Maintenance (general)	1,995.50	1,995.50
607 Total Repairs & Maintenance	8,376.73	8,376.73

	<u>MAY 21</u>	<u>TOTAL</u>
608 Swimming Pool		
3002 Swimming Pool Labor	225.00	225.00
6004 Swimming Pool Materials	78.72	78.72
608 Total Swimming Pool	<u>303.72</u>	<u>303.72</u>
700 Office / Admin		
679 Accounting Software	95.00	95.00
700 Total Office / Admin	<u>95.00</u>	<u>95.00</u>
5005 Insurance	14,180.80	14,180.80
5006 Legal, Professional Fees	300.00	300.00
5014 Capitol Expenses	23,129.44	23,129.44
6005 Special Assessed Project		
6007 SA Plumbing	114,299.86	114,299.86
6005 Total Special Assessed Project	<u>114,299.86</u>	<u>114,299.86</u>
<b>TOTAL EXPENSE</b>	<b><u>171,853.56</u></b>	<b><u>171,853.56</u></b>
<b>OTHER INCOME</b>		
8000 Unallocated Prepays	-1,789.81	-1,789.81
<b>TOTAL OTHER INCOME</b>	<b><u>-1,789.81</u></b>	<b><u>-1,789.81</u></b>
<b>NET INCOME</b>	<b><u>-136,953.73</u></b>	<b><u>-136,953.73</u></b>

# Bank Reconciliation Report

First Citizens Bank op

Reconciled on: 06/02/21

## Deposits

Date	Ref #	Details	Amount
05/03/21	D1681	Bank Deposit	648.39
05/05/21	D1684	Bank Deposit	3,061.39
05/05/21	D1686	Bank Deposit: ePay	3,447.88
05/06/21	D1687	Bank Deposit: ePay	2,773.69
05/07/21	D1685	Bank Deposit	1,841.91
05/07/21	D1690	Bank Deposit: ePay	713.25
05/10/21	D1688	Bank Deposit	2,530.03
05/10/21	D1689	Bank Deposit: ePay	440.46
05/11/21	D1691	Bank Deposit: ePay	653.77
05/12/21	D1692	Bank Deposit: ePay	1,800.00
05/13/21	D1693	Bank Deposit	6,279.12
05/17/21	D1694	Bank Deposit	1,197.81
05/17/21	D1695	Bank Deposit: ePay	1,053.21
05/18/21	D1696	Bank Deposit: ePay	1,062.75
05/19/21	D1697	Bank Deposit: ePay	2,769.43
05/20/21	D1698	Bank Deposit	772.71
05/21/21	D1699	Bank Deposit: ePay	250.00
05/25/21	D1700	Bank Deposit	1,033.48
05/25/21	D1701	Bank Deposit: ePay	347.91
05/28/21	D1702	Bank Deposit	815.56
			<b>33,492.75</b>

## Payments

Date	Ref #	Details	Amount
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
05/03/21	EFT	AT&T	98.68
05/05/21	1538	Plumbtastic Solutions LLC	450.00
05/05/21	1539	Home Depot Credit Services Dept. 32-2183432230	137.81
05/05/21	1540	Security Options	1,620.97
05/05/21	ACH	State Farm	4,624.33
05/12/21	1541	Home Depot Credit Services Dept. 32-2183432230	422.23
05/12/21	1542	Hoppis Electrical	125.00
05/12/21	1543	Plumbtastic Solutions LLC	57,000.00
05/12/21	1545	Britton Lumber & Supply Co.	692.30
05/12/21	1546	J-MAR Distributors	445.24
05/12/21	1547	Ancel Airington & Associates	300.00
05/12/21	1548	HRES Maintenance & Make Ready	114.00
05/12/21	1549	HRES Maintenance & Make Ready	2,784.00
05/12/21	1550	Home Depot Credit Services Dept. 32-2183432230	864.66
05/19/21	1551	American Express	95.86

Date	Ref #	Details	Amount
05/19/21	1554	City Of Oklahoma City	5,665.05
05/19/21	1555	OG&E	254.55
			<b>82,673.48</b>

**Outstanding Deposits**

Date	Ref #	Details	Amount
05/28/21	D1703	Bank Deposit: ePay	586.89
06/02/21	D1705	Bank Deposit: ePay	209.34
			<b>796.23</b>

**Outstanding Payments**

Date	Ref #	Details	Amount
05/05/21	1537	Oklahoma HOA Partner	95.00
05/12/21	ACH	State Farm	4,624.34
05/19/21	1552	Plumbtastic Solutions LLC	30,000.00
05/19/21	1553	Cox Business Services	36.80
05/19/21	1556	Home Depot Credit Services Dept. 32-2183432230	4.31
05/19/21	1557	Jackson Mechanical Services	21,508.47
05/26/21	1558	HRES Maintenance & Make Ready	75.00
05/26/21	ACH	AT&T	6.83
05/26/21	1559	State Farm	4,932.13
05/26/21	1560	Byerley Services	49.00
05/26/21	1561	Home Depot Credit Services Dept. 32-2183432230	125.32
05/26/21	1562	Plumbtastic Solutions LLC	35,000.00
05/26/21	1563	ONG	425.09
05/26/21	1564	Britton Lumber & Supply Co.	245.77
05/26/21	1565	Whitworth Lawn & Landscape	1,960.00
05/26/21	1566	Leisure Time Pools	285.81
06/02/21	1567	Oklahoma HOA Partner	190.00
06/02/21	1568	HRES Maintenance & Make Ready	488.00
06/02/21	1569	Waste Management	1,224.24
06/02/21	1570	Home Depot Credit Services Dept. 32-2183432230	527.56
06/02/21	1571	Byerley Services	49.00
06/02/21	1572	Hoppis Real Estate Services	30.25
06/02/21	1573	Leisure Time Pools	141.20
06/02/21	ACH	State Farm	4,624.34
			<b>106,648.46</b>

**Summary**

<b>Beginning Balance:</b>	180,609.38	<b>Reconciled Balance</b>	130,678.13
<b>+ Selected Deposits (20)</b>	33,492.75	<b>+ Uncleared Deposits</b>	796.23
<b>- Selected Payments (27)</b>	82,673.48	<b>- Outstanding Checks</b>	106,648.46
<b>Ending Balance:</b>	131,428.65	<b>Register Balance</b>	24,825.90
<b>Goal:</b>	131,428.65		
<b>Difference:</b>	0.00		

# Owner Bill Attachments

All Owners

*Paid between 05/01/21 and 05/31/21*

<u>Bill Date</u>	<u>Vendor</u>	<u>Invoice #</u>	<u>Memo</u>	<u>Amount</u>	<u>No. of Attachments</u>
09/01/19	Oklahoma HOA Partner	LCS reimburse		95.00	0
03/09/21	HRES Maintenance & Mal	30921-6010-		75.00	1
04/09/21	Home Depot Credit Servic	3051627		140.86	1
04/19/21	Hoppis Electrical	5818-20-419		125.00	1
04/20/21	Plumbtastic Solutions LLC	34367		57000.00	1
04/27/21	HRES Maintenance & Mal	42721-6008-		114.00	1
04/27/21	HRES Maintenance & Mal	42721-6000-		80.00	1
04/27/21	HRES Maintenance & Mal	42721-6000-		50.00	1
04/27/21	HRES Maintenance & Mal	42721-6000-		256.50	1
04/27/21	HRES Maintenance & Mal	42721-6000-		560.00	1
04/27/21	Security Options	10842	10842	1620.97	1
04/27/21	Home Depot Credit Servic	5053304		137.81	1
04/27/21	Plumbtastic Solutions LLC	34373		450.00	1
04/29/21	Home Depot Credit Servic	3434226		17.79	1
04/29/21	J-MAR Distributors	399757		87.03	1
04/29/21	Home Depot Credit Servic	3521661		64.05	1
04/29/21	Home Depot Credit Servic	3612560		21.58	1
04/29/21	Britton Lumber & Supply C	2104-514591		692.30	1
04/30/21	Home Depot Credit Servic	2434271		40.10	1
04/30/21	AT&T - ACH	PHN043021		98.68	1
04/30/21	J-MAR Distributors	400117		358.21	1
05/01/21	State Farm	ins60121		4932.13	1
05/01/21	State Farm	2021 insuran		4624.33	0
05/01/21	Byerley Services	22922		49.00	1
05/04/21	HRES Maintenance & Mal	50421-6000-		267.50	1
05/04/21	HRES Maintenance & Mal	50421-6000-		480.00	1
05/04/21	HRES Maintenance & Mal	50421-6000-		57.00	1
05/04/21	HRES Maintenance & Mal	50421-6000-		25.00	1
05/05/21	Ancel Airington & Associa	12972		300.00	1
05/05/21	Home Depot Credit Servic	75222221		17.29	1
05/06/21	Home Depot Credit Servic	6232931		137.85	1
05/06/21	American Express	G118047		95.86	1
05/07/21	Home Depot Credit Servic	5624728		864.66	1
05/07/21	Plumbtastic Solutions LLC	34368		35000.00	1
05/07/21	Plumbtastic Solutions LLC	34377		30000.00	1
05/08/21	Cox Business Services	PHNET5082 001 6110 028037701		36.80	1
05/08/21	City Of Oklahoma City	6000WAT50:250101170621		5665.05	1
05/10/21	OG&E	6004ELE051		225.62	1
05/10/21	Home Depot Credit Servic	2513623		4.31	1
05/10/21	OG&E	5900ELE510		32.62	1
05/10/21	OG&E	5818ELE510		41.00	1
05/10/21	OG&E	5814ELE510		33.04	1
05/10/21	OG&E	5908ELE051		28.39	1

05/10/21	OG&E	5810LE5102	30.31	1
05/11/21	HRES Maintenance & Mal	50421-6000-	1008.00	1
05/12/21	OG&E	6002AT5122	1.41	1
05/13/21	Jackson Mechanical Servi	100110	21508.47	1
05/14/21	ONG	6000GAS514	425.09	1
05/15/21	Oklahoma HOA Partner	APR21MGM	3586.25	0
05/18/21	Britton Lumber & Supply C	2105-515514	245.77	1
05/20/21	Home Depot Credit Servic	2615369	8.23	1
05/20/21	Home Depot Credit Servic	2615363	9.68	1
05/20/21	Whitworth Lawn & Landsc	1041	1960.00	1
05/21/21	Home Depot Credit Servic	154299*7	65.04	1
05/21/21	Leisure Time Pools	2190	60.81	1
05/21/21	Leisure Time Pools	2192	225.00	1
05/24/21	Home Depot Credit Servic	3615204	14.25	1
05/24/21	Home Depot Credit Servic	3615210	10.83	1
06/01/21	State Farm	2021 insuran	4624.34	0