

OPERATING ACCOUNT - FOUNDATION BANK

| | | | |
|-------------------|---------------------------------|---------------------|------------------------|
| BEGINNING BALANCE | | | \$2,023.39 |
| | Prepayments | | \$1,473.69 |
| | Homeowner Assessments | | 6,075.04 |
| | Delinquent Letter Fee | | 0.00 |
| | | Total Receipts | <u>7,548.73</u> |
| | Operating Expenses | | (8,629.88) |
| | Transfer to Replacement Reserve | | 0.00 |
| | Transfer to Insurance Reserve | | 0.00 |
| | | Total Disbursements | <u>(8,629.88)</u> |
| ENDING BALANCE | | | <u><u>\$942.24</u></u> |

REPLACEMENT RESERVE - FOUNDATION BANK

| | | | |
|-------------------|-------------------------|---------------------|---------------------------|
| BEGINNING BALANCE | | | \$86,219.11 |
| | Transfer from Operating | | \$0.00 |
| | Interest | | 28.35 |
| | | Total Receipts | <u>28.35</u> |
| | Invoices Paid: | | |
| | None | | 0.00 |
| | | Total Disbursements | <u>0.00</u> |
| ENDING BALANCE | | | <u><u>\$86,247.46</u></u> |

Balance Sheet

As of November 30, 2013

ASSETS

Current Assets

Operating Accounts

| | | |
|---------------------|----------|--|
| Checking Account | 942.24 | |
| Accounts Receivable | 2,934.64 | |
| Prepaid Insurance | 5,555.70 | |

Total Operating Accounts

9,432.58

Reserve Accounts

| | | |
|---------------------------|-----------|--|
| Replacement Reserve | 86,247.46 | |
| A/R - Due from Operations | 1,250.00 | |

Total Reserve Accounts

87,497.46

Total Assets

96,930.04

LIABILITY & HOMEOWNERS EQUITY

Operating Liabilities

| | | |
|---------------------|----------|--|
| Prepaid Assessments | 3,963.60 | |
| Accounts Payable | 1,250.00 | |

Total Operating Liabilities

5,213.60

Homeowner Equity

| | | |
|------------------------|-------------|--|
| Excess of Rev over Exp | (21,138.85) | |
| Retained Earnings | 112,855.29 | |

Total Homeowner Equity

91,716.44

Total Liability & Homeowners Equity

96,930.04

Woodbridge Parkside Townhomes, COA

Income and Expense Statement

January 1, 2013 Through December 31, 2013

For the Month Ending November 30, 2013

ACCOUNTING
DEPARTMENT

| | <u>Current Budget</u> | <u>Current Actual</u> | <u>Current Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>YTD Variance</u> |
|-----------------------------------|-----------------------|-----------------------|-------------------------|-------------------|-------------------|---------------------|
| Operating Revenue | | | | | | |
| Homeowner Assessment | 8,611 | 8,611 | 0 | 94,721 | 94,716 | (5) |
| Transfer to Reserves | (1,250) | (1,250) | 0 | (13,750) | (13,750) | 0 |
| Late Fees & Fines | 0 | 20 | 20 | 0 | 7 | 7 |
| Total Operating Revenue | 7,361 | 7,381 | 20 | 80,971 | 80,973 | 2 |
| Operating Expenses | | | | | | |
| Maintenance Exp. | | | | | | |
| Building Maint. & Repairs | 196 | 1,675 | (1,479) | 2,156 | 3,609 | (1,453) |
| Window Cleaning | 62 | 0 | 62 | 682 | 0 | 682 |
| Landscape Contract | 754 | 739 | 15 | 8,294 | 8,130 | 164 |
| Landscape - Other | 188 | 241 | (53) | 2,068 | 2,719 | (651) |
| Alarm Monitoring | 440 | 440 | 0 | 4,840 | 4,840 | 0 |
| Pest Control | 167 | 783 | (616) | 1,837 | 2,212 | (375) |
| Fire Extinguisher Maint. | 18 | 0 | 18 | 198 | 220 | (22) |
| Fire Alarm Maintenance | 440 | 0 | 440 | 4,840 | 0 | 4,840 |
| Total Maintenance Exp. | 2,265 | 3,878 | (1,613) | 24,915 | 21,730 | 3,185 |
| Service/Utility Exp. | | | | | | |
| Electricity | 144 | 154 | (10) | 1,584 | 1,578 | 6 |
| Water | 494 | 437 | 57 | 5,434 | 5,332 | 102 |
| Sewer | 193 | 201 | (8) | 2,123 | 2,161 | (38) |
| Metro - Redmond | 458 | 512 | (54) | 5,038 | 5,515 | (477) |
| Metro | 83 | 0 | 83 | 913 | 991 | (78) |
| Irrigation | 413 | 150 | 263 | 4,543 | 5,730 | (1,187) |
| Stormwater | 321 | 321 | 0 | 3,531 | 3,530 | 1 |
| Total Service/Utility Exp. | 2,106 | 1,775 | 331 | 23,166 | 24,837 | (1,671) |
| Administrative Exp. | | | | | | |
| Office Expenses | 117 | 244 | (127) | 1,287 | 1,522 | (235) |
| Management Fee | 1,279 | 1,275 | 4 | 14,069 | 14,003 | 66 |
| Audit / Tax Return | 115 | 0 | 115 | 1,265 | 1,380 | (115) |
| Insurance | 1,288 | 1,500 | (212) | 14,168 | 15,552 | (1,384) |
| Reserve Study | 192 | 0 | 192 | 2,112 | 1,670 | 442 |
| Total Administrative Exp. | 2,991 | 3,019 | (28) | 32,901 | 34,127 | (1,226) |

Woodbridge Parkside Townhomes, COA

Income and Expense Statement

January 1, 2013 Through December 31, 2013

For the Month Ending November 30, 2013

ACCOUNTING
DEPARTMENT

| | <u>Current Budget</u> | <u>Current Actual</u> | <u>Current Variance</u> | <u>YTD Budget</u> | <u>YTD Actual</u> | <u>YTD Variance</u> |
|---------------------------------|-----------------------|-----------------------|-------------------------|-------------------|-------------------|---------------------|
| Tax & License | | | | | | |
| Licenses & Permits | 1 | 0 | 1 | 11 | 10 | 1 |
| Total Tax & License | <u>1</u> | <u>0</u> | <u>1</u> | <u>11</u> | <u>10</u> | <u>1</u> |
| Total Operating Expenses | <u>7,363</u> | <u>8,672</u> | <u>(1,309)</u> | <u>80,993</u> | <u>80,704</u> | <u>289</u> |
| Operating Gain(Loss) | <u>(2)</u> | <u>(1,291)</u> | <u>(1,289)</u> | <u>(22)</u> | <u>269</u> | <u>291</u> |
| Reserve Revenue | | | | | | |
| Major Maintenance Assess | 1,250 | 1,250 | 0 | 13,750 | 13,750 | 0 |
| Interest Income - Reserve | 58 | 28 | (30) | 638 | 414 | (224) |
| Total Reserve Revenue | <u>1,308</u> | <u>1,278</u> | <u>(30)</u> | <u>14,388</u> | <u>14,164</u> | <u>(224)</u> |
| Reserve Expenses | | | | | | |
| Major Maintenance Expense | 833 | 0 | 833 | 9,163 | 35,571 | (26,408) |
| Total Reserve Expenses | <u>833</u> | <u>0</u> | <u>833</u> | <u>9,163</u> | <u>35,571</u> | <u>(26,408)</u> |
| Reserve Gain(Loss) | <u>475</u> | <u>1,278</u> | <u>803</u> | <u>5,225</u> | <u>(21,407)</u> | <u>(26,632)</u> |
| Total Gain(Loss) | <u>473</u> | <u>(13)</u> | <u>(486)</u> | <u>5,203</u> | <u>(21,138)</u> | <u>(26,341)</u> |

Date Range : 11/1/2013 To 11/30/2013 For Cash Account 1

| Check | Check Date | Vendor | Vendor Name | Vch # | Invoice Number | Invoice Date | Gross Amount | Discount | Net Amount | Check Amount |
|--|------------|--------|-------------------------------|--------------------------------------|----------------|--------------|-----------------|-------------|-----------------|-----------------|
| 006964 | 11/01/2013 | 1KMM | Kappes Miller Management | 01907 | 20135188 | 11/01/2013 | 1,275.24 | 0.00 | 1,275.24 | 1,275.24 |
| 006965 | 11/13/2013 | 1BESM | Michael Brent Best | 01908 | 11.1.13 | 11/05/2013 | 1,675.00 | 0.00 | 1,675.00 | 1,675.00 |
| 006966 | 11/13/2013 | 1CIRE | City of Redmond Utility | 01917 | 035782-000 | 11/11/2013 | 320.93 | 0.00 | 320.93 | |
| | | | | 01918 | 024869-000 | 11/11/2013 | 150.25 | 0.00 | 150.25 | |
| | | | | 01919 | 024287-000 | 11/12/2013 | 1,149.91 | 0.00 | 1,149.91 | |
| | | | | Total for Check Number 006966 | | | 1,621.09 | 0.00 | 1,621.09 | 1,621.09 |
| 006967 | 11/13/2013 | 1INNS | Innovative Systems Tech, Inc. | 01916 | 8873 | 11/11/2013 | 440.00 | 0.00 | 440.00 | 440.00 |
| 006968 | 11/13/2013 | 1KMM | Kappes Miller Management | 01913 | 20135302 | 11/07/2013 | 51.69 | 0.00 | 51.69 | |
| | | | | 01914 | 20135411 | 11/07/2013 | 50.90 | 0.00 | 50.90 | |
| | | | | 01915 | 20135355 | 11/07/2013 | 11.82 | 0.00 | 11.82 | |
| | | | | Total for Check Number 006968 | | | 114.41 | 0.00 | 114.41 | 114.41 |
| 006969 | 11/13/2013 | 1NORI | Northern Investors Co. | 01879 | | 11/15/2013 | 1,434.68 | 0.00 | 1,434.68 | 1,434.68 |
| 006970 | 11/13/2013 | 1PSE | Puget Sound Energy | 01920 | 11.6.13-10 inv | 11/12/2013 | 153.73 | 0.00 | 153.73 | 153.73 |
| 006971 | 11/13/2013 | 1SPRA | Sprague | 01909 | 2133966 | 11/05/2013 | 158.78 | 0.00 | 158.78 | |
| | | | | 01910 | 2146006 | 11/05/2013 | 147.83 | 0.00 | 147.83 | |
| | | | | 01911 | 2158878 | 11/05/2013 | 158.78 | 0.00 | 158.78 | |
| | | | | 01912 | 2186976 | 11/05/2013 | 158.78 | 0.00 | 158.78 | |
| | | | | Total for Check Number 006971 | | | 624.17 | 0.00 | 624.17 | 624.17 |
| 006972 | 11/26/2013 | 1KMM | Kappes Miller Management | 01924 | 20135732 | 11/25/2013 | 11.82 | 0.00 | 11.82 | |
| | | | | 01925 | 20135653 | 11/25/2013 | 30.56 | 0.00 | 30.56 | |
| | | | | 01926 | 20135569 | 11/25/2013 | 36.08 | 0.00 | 36.08 | |
| | | | | 01928 | 20135528 | 11/25/2013 | 30.79 | 0.00 | 30.79 | |
| | | | | 01929 | 20135463 | 11/25/2013 | 43.50 | 0.00 | 43.50 | |
| | | | | Total for Check Number 006972 | | | 152.75 | 0.00 | 152.75 | 152.75 |
| 006973 | 11/26/2013 | 1PROG | ProGrass | 01921 | 74426b | 11/14/2013 | 739.13 | 0.00 | 739.13 | |
| | | | | 01922 | 253863 | 11/15/2013 | 240.90 | 0.00 | 240.90 | |
| | | | | Total for Check Number 006973 | | | 980.03 | 0.00 | 980.03 | 980.03 |
| 006974 | 11/26/2013 | 1SPRA | Sprague | 01923 | 2206084 | 11/20/2013 | 158.78 | 0.00 | 158.78 | 158.78 |
| Cash Account 1 Totals | | | | | | | 8,629.88 | 0.00 | 8,629.88 | 8,629.88 |
| Property/Company Totals for Woodbridge Parkside Townhomes, A Cond | | | | | | | 8,629.88 | 0.00 | 8,629.88 | 8,629.88 |

| <u>GL Account/ Voucher</u> | <u>Vendor</u> | <u>Description</u> | <u>Invoice No.</u> | <u>Check No.</u> | <u>Amount</u> | <u>Account Total</u> |
|--|---------------------------------------|-----------------------------|--------------------|------------------|---------------|----------------------|
| 0250-0000 Prepaid Insurance | | | | | | |
| 01879 | 1NORI - Northern Investors Co. | 11041 insurance 9/30/14 | | 006969 | \$1,434.68 | \$1,434.68 |
| 1310-0000 Replacement Reserve | | | | | | |
| 01744 | 1PAWR - Parkside @ Woodbridge | reserve transfer | | | \$1,250.00 | \$1,250.00 |
| 5220-0000 Building Maint. & Repairs | | | | | | |
| 01908 | 1BESM - Michael Brent Best | lawn drainange work / reimb | 11.1.13 | 006965 | \$1,675.00 | \$1,675.00 |
| 5340-0000 Landscape Contract | | | | | | |
| 01921 | 1PROG - ProGrass | 11/13 landscaping | 74426b | 006973 | \$739.13 | \$739.13 |
| 5350-0000 Landscape - Other | | | | | | |
| 01922 | 1PROG - ProGrass | turf insect control | 253863 | 006973 | \$240.90 | \$240.90 |
| 5420-0000 Alarm Monitoring | | | | | | |
| 01916 | 1INNS - Innovative Systems Tech, Inc. | fire alarm monitoring | 8873 | 006967 | \$440.00 | \$440.00 |
| 5440-0000 Pest Control | | | | | | |
| 01909 | 1SPRA - Sprague | pest control 8/5/13 | 2133966 | 006971 | 158.78 | |
| 01910 | 1SPRA - Sprague | pest control 9/4/13 | 2146006 | 006971 | 147.83 | |
| 01911 | 1SPRA - Sprague | pest control 9/4 | 2158878 | 006971 | 158.78 | |
| 01912 | 1SPRA - Sprague | pest control 10/16/13 | 2186976 | 006971 | 158.78 | |
| 01923 | 1SPRA - Sprague | pest control | 2206084 | 006974 | \$158.78 | \$782.95 |
| 5510-0000 Electricity | | | | | | |
| 01920 | 1PSE - Puget Sound Energy | 10/5-11/5 electric 10 inv | 11.6.13-10 inv | 006970 | \$153.73 | \$153.73 |
| 5520-0000 Water | | | | | | |
| 01919 | 1CIRE - City of Redmond Utility | 10/2-11/5 utility | 024287-000 | 006966 | \$437.10 | \$437.10 |
| 5530-0000 Sewer | | | | | | |
| 01919 | 1CIRE - City of Redmond Utility | 10/2-11/5 utility | 024287-000 | 006966 | \$200.85 | \$200.85 |
| 5532-0000 Metro - Redmond | | | | | | |
| 01919 | 1CIRE - City of Redmond Utility | 10/2-11/5 utility | 024287-000 | 006966 | \$511.96 | \$511.96 |
| 5535-0000 Irrigation | | | | | | |
| 01918 | 1CIRE - City of Redmond Utility | 10/2-11/5 irrigation | 024869-000 | 006966 | \$150.25 | \$150.25 |
| 5537-0000 Stormwater | | | | | | |

| <u>GL Account/ Voucher</u> | <u>Vendor</u> | <u>Description</u> | <u>Invoice No.</u> | <u>Check No.</u> | <u>Amount</u> | <u>Account Total</u> |
|----------------------------------|---------------------------------|------------------------------------|--------------------|------------------|---------------------------|--------------------------|
| 01917 | 1CIRE - City of Redmond Utility | 10/2-11/5 stormwater | 035782-000 | 006966 | \$320.93 | \$320.93 |
| 5710-0000 Office Expenses | | | | | | |
| 01913 | 1KMM - Kappes Miller Management | delinq.letter fee 4101,7104/tax | 20135302 | 006968 | 51.69 | |
| 01914 | 1KMM - Kappes Miller Management | archive box storage/tax | 20135411 | 006968 | 50.90 | |
| 01915 | 1KMM - Kappes Miller Management | new owner letter l109/tax | 20135355 | 006968 | 11.82 | |
| 01924 | 1KMM - Kappes Miller Management | new owner letter 1109/tax | 20135732 | 006972 | 11.82 | |
| 01925 | 1KMM - Kappes Miller Management | postage | 20135653 | 006972 | 30.56 | |
| 01926 | 1KMM - Kappes Miller Management | copies/envelopes/tax | 20135569 | 006972 | 36.08 | |
| 01928 | 1KMM - Kappes Miller Management | com.mail-annual meeting,budget/tax | 20135528 | 006972 | 30.79 | |
| 01929 | 1KMM - Kappes Miller Management | 10/13 bank analysis charges/tax | 20135463 | 006972 | \$43.50 | \$267.16 |
| 5711-0000 Management Fee | | | | | | |
| 01907 | 1KMM - Kappes Miller Management | Mangement Fee - Nov 2013 | 20135188 | 006964 | \$1,275.24 | \$1,275.24 |
| | | | | | Distribution Total | <u><u>\$9,879.88</u></u> |

Account Summary

| <u>Account</u> | <u>Account Description</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|----------------------------|--------------|---------------|
| 0250-0000 | Prepaid Insurance | 1,434.68 | |
| 1310-0000 | Replacement Reserve | 1,250.00 | |
| 5220-0000 | Building Maint. & Repairs | 1,675.00 | |
| 5340-0000 | Landscape Contract | 739.13 | |
| 5350-0000 | Landscape - Other | 240.90 | |
| 5420-0000 | Alarm Monitoring | 440.00 | |
| 5440-0000 | Pest Control | 782.95 | |
| 5510-0000 | Electricity | 153.73 | |
| 5520-0000 | Water | 437.10 | |
| 5530-0000 | Sewer | 200.85 | |
| 5532-0000 | Metro - Redmond | 511.96 | |
| 5535-0000 | Irrigation | 150.25 | |
| 5537-0000 | Stormwater | 320.93 | |
| 5710-0000 | Office Expenses | 267.16 | |
| 5711-0000 | Management Fee | 1,275.24 | |
| 0110-0000 | Checking | | 8,629.88 |
| 2405-0000 | A/P Operations | | 1,250.00 |

| <u>Account</u> | <u>Account Description</u> | <u>Debit</u> | <u>Credit</u> |
|----------------|----------------------------|-----------------|-----------------|
| | | <u>9,879.88</u> | <u>9,879.88</u> |

Woodbridge Parkside Townhomes, A Condominium OA
For Cash Account : ALL
From Earliest to 11/30/13
AP Voucher Report

| <u>Vendor / Voucher</u> | <u>Invoice Date</u> | <u>Invoice Number</u> | <u>Invoice Due Date</u> | <u>Invoice Amount</u> | <u>Discount Date</u> | <u>Discount Amount</u> | <u>Check Number</u> | <u>Check Date</u> | <u>PO Number/ Posted / On Hold</u> | <u>Paid To Date/ Recurring/Freq/Stop</u> |
|-------------------------------------|---------------------|-----------------------|-------------------------|-----------------------|----------------------|------------------------|---------------------|-------------------|------------------------------------|--|
| 1PAWR: Parkside @ Woodbridge | | | | | | | | | | |
| 01744 | 11/1/2013 | | 11/30/2013 | 1,250.00 | | 0.00 | | | | 0.00 |
| | | | | reserve transfer | | | | | No Yes | Recurring |
| <i>Distribution(s)</i> | | 1310-0000 | <i>reserve transfer</i> | | | | | 1,250.00 | | |
| Vendor Open Amount | | | | <u>1,250.00</u> | | | | | | |

Company Recap

| | |
|--------------------------------|----------|
| Total Posted Invoices | 0.00 |
| Total Posted Payments | 0.00 |
| Total Posted Discounts Taken | 0.00 |
| Net Posted Payments | 0.00 |
| Open Posted AP | 0.00 |
| | |
| New Unposted Invoices | 1,250.00 |
| Total Unposted Payments | 0.00 |
| Total Unposted Discounts Taken | 0.00 |
| Net Unposted Payments | 0.00 |
| Open Unposted AP | 1,250.00 |
| | |
| Total Open AP | 1,250.00 |
| | |
| Total Invoice Amounts | 1,250.00 |
| Total Distributions | 1,250.00 |
| Difference | 0.00 |

| <u>Unit Type</u> | <u>Unit</u> | <u>Occupant Name</u> | <u>Deposits Held</u> | <u>Balance Due</u> | <u>1-30 Days</u> | <u>31-60 Days</u> | <u>61-90 Days</u> | <u>Over 90 Days</u> |
|------------------------|-------------|-----------------------|----------------------|--------------------|------------------|-------------------|-------------------|---------------------|
| CURR | 1109 | Chikulaev, Pavel | 0.00 | 0.39 | 0.39 | | | |
| CURR | 4101 | Narayanan, Venkatesan | 0.00 | 729.40 | 337.95 | 391.45 | | |
| CURR | 4102 | Ro, Hyung Jin | 0.00 | 82.40 | 82.40 | | | |
| CURR | 7104 | Liu, Wenchang | 0.00 | 1,698.36 | 424.09 | 424.09 | 850.18 | |
| CURR | 8103 | Kitchens, Carolyn E. | 0.00 | 424.09 | 424.09 | | | |
| Property Totals | | | 0.00 | 2,934.64 | 1,268.92 | 815.54 | 850.18 | 0.00 |

| <u>Unit Type</u> | <u>Unit</u> | <u>Occupant Name</u> | <u>Deposits Held</u> | <u>Balance Due</u> | <u>1-30 Days</u> | <u>31-60 Days</u> | <u>61-90 Days</u> | <u>Over 90 Days</u> |
|------------------------|-------------|------------------------|----------------------|--------------------|------------------|-------------------|-------------------|---------------------|
| CURR | 1107 | Hillinger, Howard | 0.00 | (154.37) | (140.87) | | | (13.50) |
| CURR | 1109 | Chikulaev, Pavel | 0.00 | 0.39 | 0.39 | | | |
| CURR | 2111 | Tsuji, Wayne Minoru | 0.00 | (657.62) | | | | (657.62) |
| CURR | 3104 | Ritz, Kimberly | 0.00 | (420.33) | (352.83) | | | (67.50) |
| CURR | 3105 | Holbrook, Ann E. | 0.00 | (108.24) | | | | (108.24) |
| CURR | 3106 | Cagatay, Aziz | 0.00 | 0.00 | | | | |
| CURR | 4101 | Narayanan, Venkatesan | 0.00 | 729.40 | 337.95 | 391.45 | | |
| FORM | 4101 | Schonleitner, Eva | 0.00 | (33.50) | | | (33.50) | |
| CURR | 4102 | Ro, Hyung Jin | 0.00 | 82.40 | 82.40 | | | |
| CURR | 6102 | Baumgarten, Alex Clark | 0.00 | (173.05) | (173.05) | | | |
| CURR | 6103 | Martchenko, Serguei | 0.00 | (0.02) | | | | (0.02) |
| CURR | 7104 | Liu, Wenchang | 0.00 | 1,698.36 | 424.09 | 424.09 | 850.18 | |
| CURR | 7106 | Beck, Kyle | 0.00 | (528.05) | (378.00) | (150.05) | | |
| CURR | 8101 | Firouzbakht, Reza | 0.00 | (1,888.42) | (428.94) | (428.94) | (428.94) | (601.60) |
| CURR | 8103 | Kitchens, Carolyn E. | 0.00 | 424.09 | 424.09 | | | |
| Property Totals | | | 0.00 | (1,028.96) | (204.77) | 236.55 | 387.74 | (1,448.48) |