

Pebble Beach Villas Inc. December 2016 (Unaudited Year-End) Financial and Property Report

TO:

Board of Directors

FROM:

Rick Kimes, CMCA

Elliott Merrill Community Management

DATE:

January 24, 2017

FINANCIAL REPORT

Monthly Expenses: \$26,008 with a budget of \$25,526 or \$481 over budget.

Variances by category and explanations for the current month are as follows:

- Administrative: \$243 over budget due to legal, postage/copies and telephone.
- Building Operations: \$553 under budget.
- Grounds and Landscape: \$402 over budget due to irrigation and landscape replacement.
- Recreational Facilities: \$366 under budget.
- Utilities: \$116 under budget.
- Miscellaneous: \$872 over budget due to new washing machine.

YEAR-TO-DATE EXPENSES - \$309,443 with a budget of \$308,072 or \$1,371 over budget for the year.

Variances by category and explanations for the current year are as follows:

- Administrative: \$1,210 over budget due to insurance and postage/copies.
- Building Operations: \$1,743 under budget.
- Grounds & Landscape: \$943 over budget due to landscape, mulch and tree trim.
- Recreational Facilities: \$2,285 under budget.
- Utilities: \$1,972 under budget.
- Miscellaneous: \$5,217 over budget due to defib, security cameras and counters.

Total Reserves: \$352,294

MONTHLY MAINTENANCE PROJECTS AND REPAIRS

FOR THE MONTH OF	January 2017
	·
PROPERTY NAME	Pehble Reach Villas

Wed 4th	I repaired the pull string on the trash enclosure gate at building E today. I repaired all the shutters in buildings D and E and then painted said shutters today.
-	
Thur 5th	I went to the hardware store and got supplies and repair the shower at the pool today. I repaired all the shutters in buildings B and C and painted said shutters today.
Fri 6th	I replaced a burned out light at B13 today. A fitting failed in the pool house today and I repaired it. The lawn guys trashed the sidewalks again today so I worked getting them hosed off and cleaned up.
Mon 9th	I scrubbed all the suntan lotion oil off the pool tiles again today. I took my 3&1 oil and lubed 70 Mail box locks today. I repaired the latch on the trash enclosure at building D today.
Tues 10th	I corn broom swept out all the buildings today. I did a major repair of the trash enclosure gate at building E today. I cleaned the entire pool deck area today top to bottom.
Thur 12th	I taped and painted a post by the fire hydrant today. I bleached a mile of black mold today. I had trouble with a camera recorder and fixed it today. I met the gutter guy today.
Fri	I worked on the Camera system at building D Today.
13th	I started working on the shutters on building A today.
Mon 16th	I corn broom swept all top floors of my buildings today and blew them out. I worked on shutters in buildings A and G today.
Tues 17th	I checked all the garage lights and replaced 5 bulbs. I vacuumed out AC Drain lines. I fixed a chip in the concrete on building A. I repaired more shutters on building A today.
Thur 19th	I finished repairing all the shutters on buildings A, G and buildings F today. I painted all the shutters on buildings A, G and buildings F today, The shutters are all done.
Fri 20th	I repaired the trash bin wall at building G, it needed some screws. I adjusted the trash gate at bldg E. A lady came to me and reported a dead rat smell in laundry room at building C, found no rat.
Sun 22nd	Rick called me and asked me to go into work and secure the pool furniture which I did and worked for 1 hour stacking the pool chairs, turning the tables over in the grass and taking down the flag today.
Mon 23rd	I removed a 200 pound grate and cleaned out the sewer where the diatomaceous earth earth collects. It was very windy out again today so i partially put some of the pool furniture back in place today.

Balance Sheet As of 12/31/16

	ASSETS		
Operating-Seacoast National	\$ 7,932.96		
Operating-Florida Community	19,159.17		
Operating-Florida Community MM	44,813.54		
Subtotal Operating Cash	 	\$	71,905.67
Reserves-SunTrust MM	\$ 114,242.40		
Reserves-BankUnited MM	238,052.42		
Subtotal Reserve Cash	 	\$	352,294.82
Accounts Receivable	\$ 9.80		
Prepaid Insurance	26,916.34		
Subtotal All Other Cash		\$	26,926.14
TOTAL ASSETS		\$	451,126.63

Balance Sheet As of 12/31/16

LIABILITIES & EQUITY

	1112	WITHTITE & PACT	
CURRENT LIABILITIES:			
Accounts Payable	\$	10,242.65	
A/P Fees		75.00	
Prepaid Maintenance Fees		14,513.22	
Subtotal Current Liabilities	-	\$	24,830.87
Special Assessments			
Subtotal Special Assessments	-	\$.00
RESERVES:			
Roofing Reserve	\$	177,671.02	
Painting Reserve		51,698.89	
Paving Reserve		41,515.27	
Recreation Reserve		24,178.99	
Building Reserve		57,230.65	
Subtotal Reserves	-	\$	352,294.82
EQUITY:			
Operating Balance, January 1	\$	78,440.97	
Current Year Net Income/(Loss)	(4,440.03)	
Subtotal Equity	•	\$	74,000.94
TOTAL LIABILITIES & EQUITY		\$,
		:	

Income/Expense Statement Period: 12/01/16 to 12/31/16

			Current Period			Year-To-Date		Yearly
	Description	Actual	Budget	Variance	Actual	Budget	Variance	Budget
INCOME: 55110	Current Assessments	28,506.00	28,506.00	.00	342,072.00	342,072.00	.00	342,072.00
55110	Interest Income	39.37	.00	39.37	251.70	.00	251.70	.00
55120	Owner Finance Charges	.00	.00	.00	88.87	00	88.87	.00
55150	Laundry Receipts Income	.00	.00	.00	4,334.41	.00	4,334.41	.00
55160	Application Fees Income	.00	.00	.00	200.00	,00	200.00	.00
55161	App Processing Fees Expense	.00	.00	.00	(75.00)	.00	(75.00)	,00
33101	App FIOCESSING Fees Dapense	,00	100		(,,,,,,		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
	Subtotal Income	28,545.37	28,506.00	39.37	346,871.98	342,072.00	4,799.98	342,072.00
expenses	ŀ							
ADMINIST	RATIVE EXPENSES							
61100	Annual Review & Tax Prep	.00	.00	.00	1,750.00	1,750.00	.00	1,750.00
61300	Corporate/Condo Fees	.00	29.08	29.08	349.25	349.00	(.25)	349.00
61400	Insurance	10,602.19	10,759.88	157.69	129,585.30	129,119.00	(466.30)	129,119.00
61500	Legal Fees	186.00	83.37	(102.63)	711.22	1,000.00	288.78	1,000.00
61550	Management Services	1,607.83	1,607.87	.04	19,293.96	19,294.00	.04	19,294.00
61660	Office Supplies/Copies/Postag	419.79	125.00	(294.79)	2,552.09	1,500.00	(1,052.09)	1,500.00
61800	Telephone	149.76	116.63	(33.13)	1,381.03	1,400.00	18.97	1,400.00
	TOTAL ADMINISTRATIVE EXPENSES	12,965.57	12,721.83	(243.74)	155,622.85	154,412.00	(1,210.85)	154,412.00
BUILDING	S OPERATIONS					•		
63300	Building Maint Supplies & Rpr	619.20	708.37	89.17	9,170.77	8,500.00	(670.77)	8,500.00
63800	Pest Control: Buildings	342.40	458.37	115.97	5,410.08	5,500.00	89.92	5,500.00
65200	Cleaning Labor	540.00	585.00	45.00	7,200.00	7,020.00	(180.00)	7,020.00
65300	Maintenance Labor	2,505.36	2,809.00	303.64	31,203.80	33,708.00	2,504.20	33,708.00
	BUILDINGS OPERATIONS	4,006.96	4,560.74	553.78	52,984.65	54,728.00	1,743.35	54,728.00
GROUNDS,	LANDSCAPE CARE							
66300	Landscape Maintenance	2,454.00	2,527.63	73.63	30,813.00	30,332.00	(481.00)	30,332.00
66400	Irrigation Supplies & Repairs	98.88	125.00	26.12	801.78	1,500.00	698.22	1,500.00
66450	Irrigation Water	482.35	375.00	(107.35)	4,030.79	4,500.00	469.21	4,500.00
66600	Landscape Replacement & Mulch	1,336.07	416.63	(919.44)	5,790.14	5,000.00	(790.14)	5,000.00
66700	Landscape Weed, Pest & Fertili	400.00	425.00	25.00	5,330.00	5,100.00	(230.00)	5,100.00
66800	Tree Trimming	.00	500.00	500.00	6,610.00	6,000.00	(610.00)	6,000.00
	TOTAL GROUNDS/LANDSCAPE CARE	4,771.30	4,369.26	(402.04)	53,375.71	52,432.00	(943.71)	52,432.00

Income/Expense Statement Period: 12/01/16 to 12/31/16

	Description		Current Period			Year-To-Date		Yearly
	Description	Actual	Budget	Variance	Actual	Budget	Variance	Budget
RECREAT	ION FACILITIES							
70130	Clubhouse Service & Repairs	.00	116.63	116.63	.00	1,400.00	1,400.00	1,400.00
71400	Pool Supplies & Repairs	.00	233.37	233.37	2,114.80	2,800.00	685.20	2,800.00
73000	Tennis Courts Repairs	.00	16.67	16.67	.00	200.00	200.00	200.00
	TOTAL RECREATION FACILITIES	.00	366.67	366.67	2,114.80	4,400.00	2,285.20	4,400.00
JTILITI)	ES							
75310	Electricity	800.20	766.63	(33.57)	8,567.54	9,200.00	632.46	9,200.00
75500	Trash Removal	408.00	283.37	(124.63)	3,812.19	3,400.00	(412.19)	3,400.00
75710	Water & Sewer	1,933.24	2,208.37	275.13	24,748.16	26,500.00	1,751.84	26,500.00
	TOTAL UTILITIES	3,141.44	3,258.37	116.93	37,127.89	39,100.00	1,972.11	39,100.00
ISCELL	ANEOUS							
7300	Contingency	1,122.93	250.00	(872.93)	8,217.11	3,000.00	(5,217.11)	3,000.00
	TOTAL MISCELLANEOUS	1,122.93	250.00	(872.93)	8,217.11	3,000.00	(5,217.11)	3,000.00
	SUBTOTAL OPERATING EXPENSES	26,008.20	25,526.87	(481.33)	309,443.01	308,072.00	(1,371.01)	308,072.00
RESERVE	TRANSFERS							
35010	Roofing Reserve Expense	874.33	874.33	.00	10,492.00	10,492.00	.00	10,492.00
5020	Painting Reserve Expense	794.42	794.42	.00	9,533.00	9,533.00	.00	9,533.00
35030	Paving Reserve Expense	444.92	444.92	.00	5,339.00	5,339.00	.00	5,339.00
35060	Recreation Reserve Expense	477.58	477.58	.00	5,731.00	5,731.00	.00	5,731.00
35140	Buildings Reserve Expense	897.83	897.83	.00	10,774.00	10,774.00	.00	10,774.00
	RESERVE TRANSFERS	3,489.08	3,489.08	.00	41,869.00	41,869.00	.00	41,869.00
	TOTAL EXP INCLUDING RES.TRANS	29,497.28	29,015.95	(481.33)	351,312.01	349,941.00	(1,371.01)	349,941.00
	CURRENT NET INCOME (LOSS)	(951.91)	(509,95)	(441.96)	(4,440.03)	(7,869.00)	3,428.97	(7,869.00

Pebble Beach Villas Inc. Reserve Statement As of 12/31/16

	BEGINNING OF YEAR	YTD ALLOCATION	YTD DISBURSEMENTS	AVAILABLE BALANCE
RESERVES:				
Roofing Reserve				
Roofing Balance, January 1	166,238.59	0.00	0.00	166,238.59
Assessment-Roofing Reserve	0.00	10,492.00	0.00	10,492.00
Interest-Roofing Reserve	0.00	984.41	43.98	940.43
Subtotal Roofing Reserve	166,238.59	11,476.41	43.98	177,671.02
Painting Reserve				
Painting Balance, January 1	41,909.95	0.00	0.00	41,909.95
Assessment-Painting Reserve	0.00	9,533.00	0.00	9,533.00
Interest-Painting Reserve	0.00	267.03	11.09	255.94
Subtotal Painting Reserve	41,909.95	9,800.03	11.09	51,698.89
Paving Reserve				
Paving Balance, January 1	35,964.40	0.00	0.00	35,964.40
Assessment-Paving Reserve	0.00	5,339.00	0.00	5,339.00
Interest-Paving Reserve	0.00	221.38	9.51	211.87
Subtotal Paving Reserve	35,964.40	5,560.38	9.51	41,515.27
Recreation Reserve				
Recreation Reserve Bal, Jan 1	18,331.75	0.00	0.00	18,331.75
Assessments-Recreation Reserve	0.00	5,731.00	0.00	5,731.00
Interest-Recreation Reserve	0.00	121.09	4.85	116.24
Subtotal Recreation Reserve	18,331.75	5,852.09	4.85	24,178.99
Building Reserve				
Building Reserve Bal, Jan 1	46,173.94	0.00	0.00	46,173.94
Assessment-Building Reserve	0.00	10,774.00	0.00	10,774.00
Interest-Building Reserve	0.00	294.93	12.22	282.71
Subtotal Building Reserve	46,173.94	11,068.93	12.22	57,230.65
TOTAL RESERVES	308,618.63	43,757.84	81.65	352,294.82

Starting Check Date: 12/01/16

Cash Account #: 10215

Ending Check Date: 12/31/16

Check Date	Check #	Vend #	Name		Ch	eck Amount	Reference	
12/01/16	1066	BUSI	BUSINESS CARD			128.71		
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7192	WALMART.COM	11/02/16	63300	11/02/16	82.73	DRY ERASE BOARDS/MAGNETS
		7193	ORCHID ISL HRDW	11/15/16	63300	11/15/16	45.98	CEMENT
						Totals:	128.71	
12/01/16 1067	1067	CAPONE	CAPITAL ONE BA	NK		91.81	SUPPLIES	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7191	HOME DEPOT	11/17/16	63300	11/17/16	91.81	SUPPLIES
12/01/16	1068	CITYVB	CITY VERO BEAC	H UTILITIES		2,991.29		
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7185	10/13-11/09	11/30/16	66450	11/30/16	444.83	662 KGAL
		7186	10/13-11/09	11/30/16	75310	11/30/16	661.51	4969 KW
		7187	10/13-11/09	11/30/16	75710	11/30/16	1,884.95	077 KGAL
						Totals:	2,991.29	
12/01/16	1069	EASTTR	EAST COAST TRE	E CO INC		200.00	REMOVE PALM	BLDG C
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7190	13141	11/16/16	66800	11/16/16	200.00	REMOVE PALM BLDG C
12/01/16	1070	ELLIOT	ELLIOTT MERRIL	L COMMUNITY		4,263.86		
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7175	DEC	12/01/16	71400	11/30/16	105.46-	CREDIT-POOL KEEPER
		7176	DEC	12/01/16	61550	12/01/16	1,607.83	MANAGEMENT
		7177	DEC	12/01/16	61660	12/01/16	27.50	CELL PHONE 1/2
		7178	DEC	12/01/16	61660	12/01/16	5.12	POSTAGE
		7179	DEC 2016	12/01/16	61660	12/01/16	152.20	COPIES
		7180	DEC 2016	12/01/16	61660	12/01/16	37.13	SUPPLIES
		7181	DEC 2016	12/01/16	61800	12/01/16	3.18	PHONE
		7182	DEC	12/01/16	61660	12/01/16	8.00	RECORD STORAGE
		7183	DEC 2016	12/01/16	61660	12/01/16	23.00	FAX
		7184	DEC	12/01/16	65300	12/01/16	2,505.36	MAINTENANCE LABOR
						Totals:	4,263.86	

Starting Check Date: 12/01/16

Cash Account #: 10215

Ending Check Date:

12/31/16

Check Date	Check #	Vend #	Name		Ch	eck Amount	Reference	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7165	729344	11/15/16	65200	11/15/16	180.00	11/07 CLUBHOUSE CLEANING
		7166	729345	11/15/16	65200	11/15/16	180.00	11/14 CLUBHOUSE CLEANING
		7174	729346	11/30/16	65200	11/30/16	180.00	11/21 CLUBHOUSE CLEANING
		7189	729347	11/30/16	65200	11/30/16	180.00	11/28 CLUBHOUSE CLEANING
						Totals:	720.00	
12/01/16	1072	JACKS	JACKS COMPLE	TE TREE SERVIC	E IN	725.00	DEBRIS HAUL	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
			11382	11/07/16	66800	11/07/16	725.00	DEBRIS HAUL
				==, *,, =*				
12/01/16	1073	WATER	WATERFORCE I	RRIGATION INC		112.24	IRRIG REPAIR	L.
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7194	7538	11/05/16	66400	11/05/16	112.24	IRRIG REPAIR
12/01/16	1074	YEAR	YEAR ROUND I	AWN MAINT		2,454.00	NOV MAINTENA	ANCE
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7188	111516	11/30/16	66300	11/30/16	2,454.00	NOV MAINTENANCE
12/07/16	1075	DELTAS	DELTA SUPPLY	COMPANY		452.98		
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7198	214114	10/26/16	63300	11/30/16	295.10	PARTS
		7199	214116	11/09/16	63300	11/09/16	157.88	PARTS
						Totals:	452.98	
12/07/16	1076	LAPSCO	LAPSCO INC			115.00	DRYER REPAIR	R
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7201	65812	11/28/16	63300	11/28/16	115.00	DRYER REPAIR
12/07/16	1077	NATIVE	e nativegreen	PEST CONTROL		650.00	NOV SHRUB	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7196	26388	11/30/16	66700	11/30/16	650.00	NOV SHRUB
12/07/16	1078	R&R	R&R RESIDEN	FIAL SERVICES 1	TC	650.00	DRYWALL	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7200	540953	11/28/16	63300	11/28/16	650.00	DRYWALL

Starting Check Date:

12/01/16

Cash Account #: 10215

Ending Check Date:

12/31/16

	Check #	Vend #	Name		Ch	eck Amount	Reference	
12/07/16	1079	TERM	TERMINIX			342.40	NOV INTERIOR	PEST CONTROL
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
			360096551	11/30/16	63800	11/30/16	-	NOV INTERIOR PEST CONTROL
12/07/16	1080	VEROCH	VERO CHEMICAL,	INC.		96.21		
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7202	193672	11/29/16	71400	11/29/16	78.97	CHEMICALS
		7203	193539	11/29/16	71400	11/29/16	17.24	CHEMICALS
						Totals:	96.21	
12/12/16	1101	PEBBLE	PEBBLE BEACH RE	ESERVE		3,489.08	RESERVE FUND	CNG
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7238	DEC 2016	12/22/16	85140	12/22/16	897.83	RESERVE FUNDING
		7238	DEC 2016	12/22/16	85020	12/22/16	794.42	
		7238	DEC 2016	12/22/16	85030	12/22/16	444.92	
		7238	DEC 2016	12/22/16	85010	12/22/16	874.33	
		7238	DEC 2016	12/22/16	85060	12/22/16	477.58	
						Totals:	3,489.08	
12/19/16	1081	CAPONE	CAPITAL ONE BAI	īК		280.26		
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7208	HOME DEPOT	11/29/16	63300	11/29/16	191.53	DRILL
		7209	HOME DEPOT	12/02/16	63300	12/02/16	44.75	SUPPLIES
		7210	HOME DEPOT	11/29/16	63300	11/29/16	39.00	PARTS/SUPPLIES
		7211	HOME DEPOT	11/29/16	63300	11/29/16	4.98	FENCE PICKETS
						Totals:	280.26	
12/19/16	1082	COMCAS	COMCAST CABLE			146.58	01710 265447	-01-7
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
			DEC INTERNET/PH	12/19/16	61800	12/19/16	146.58	01710 265447-01-7
12/19/16	1083	ITALI	THE ITALIAN HA	NDYMAN		360.00		
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
			729348	11/30/16	65200	11/30/16	180.00	12/05 CLUBHOUSE CLEANING
		7207	271451	12/19/16	65200	12/19/16	180.00	12/13 CLUBHOUSE CLEANING

Starting Check Date: 12/01/16

Cash Account #: 10215

Ending Check Date:

12/31/16

Check Date	Check #	Vend #	Name		Ch	eck Amount	Reference	
12/19/16	1084	MCKI	MCKINNON & HAM	ILTON PLLC		71.22	LEGAL	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7214	20508	12/01/16	61500	11/30/16	71.22	LEGAL
12/19/16	1085	NATIVE	NATIVEGREEN PE	ST CONTROL		150.00	RODENT TRAP	·s
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7213	556	11/11/16	66700	11/11/16	150.00	RODENT TRAPS
12/19/16	1086	PORTER	PPG ARCHITECTU	RAL FINISHES	1	123.24	PAINT	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7212	919702094211	11/30/16	63300	11/30/16	123.24	PAINT
12/19/16	1087	REPUBL	REPUBLIC SERVI	CES #769		408.00	DEC TRASH #	3-0769-2000188
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7205	0769-000478536	12/19/16	75500	12/19/16	408.00	DEC TRASH #3-0769-2000188
12/28/16	1088	HANOVE	HANOVER INSURA	NCE GROUP		1,416.00	11/15-16 &	11/16-17 WRKCM
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7217	WDY A772217	12/28/16	11610	12/28/16	1,416.00	11/15-16 & 11/16-17 WRKCM
12/28/16	122816	(M) PAC	PREMIUM ASSIGN	MENT CORP.		9,335.75		
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		7215	16111922	12/28/16	11610	12/28/16	1,563.01	07 OF 11 INSTALLMENTS
			16159732	12/28/16	11610	12/28/16	7,772.74	02 OF 10 PAYMENTS
						Totals:	9,335.75	

Totals:

29,773.63

-- End of report --