

"Wise management makes the difference."

# PEPPLE BEACH VILLAS CONDOMINIUM ASSOCIATION, INC. FINANCIAL AND PROPERTY REPORT November 2020

DATE: December 17, 2020

Board of Directors - Pebble Beach Villas TO:

FROM: Mike Gallagher, Community Association Manager

Financial & Property Report as of November 30, 2020 RE:

Please find the current month financial and property update report from Mike Gallagher, Community Association Manager, and Elliott Merrill Community Management.

EXPENSES FOR THE CURRENT MONTH: \$24,425 with a budget of \$25,691 or \$1,266 under budget for the month.

# Variances by Category:

- Administrative Expenses: \$859 over budget due to Legal and Postage/copies.
- Building Operations: \$452 over budget due to Bldg A valve replacement
- Landscape & Grounds Expense: \$1,693 under budget
- Recreation Facilities: \$61 under budget.
- Utilities: \$407 under budget.
- Miscellaneous: \$417 under budget.

YEAR TO DATE EXPENSES: \$283,519 with a budget of \$282,597 or \$922 over budget for year.

# Variances by Category:

- Administrative Expenses: \$5,953 over budget due to Legal, Insurance, and Office supplies/copies/postage.
- Building & Operations: \$4,608 under budget
- Landscape & Grounds Expense: \$4,029 over budget due to planting along the north fence, pine tree removal and irrigation repairs.
- Recreation Facilities: \$962 over budget due to Tennis court repairs.
- Utilities: \$1,798 under budget.
- Miscellaneous: \$3,615 under budget.

Reserves: \$450,156 Owner's Equity: \$71,953 Accounts Receivable: \$306

### Maintenance:

- Laundry room valve work started
- Pool Fence ordered
- · Pool surface patched
- Pool paver sanding ongoing.
- Scheduled Crowther roofing for Bldg F
- Sprayed parking areas and roadways with weed killer
- Power wash catwalks and sidewalks
- General maintenance of pool
- Cleaned pool filters
- Maintenance of irrigation system

# **Upcoming Management Items:**

- · Schedule emergency light repair.
- Correct flooding south of bldg. F
- Address woodpecker holes and aging soffits
- Inspect building exteriors for defects/repairs before painting
- Check catwalks and columns for spalling
- Price removing AC fences

## Contact Us:

- Maintenance questions, problems or suggestions: Paola Alvarado at 772-569-9853 ext. 136 or paolaa@elliottmerrill.com
- Accounts Receivable questions re: coupons, payments, etc: Allison Sullivan at ext. 114 or <a href="mailto:allisons@elliottmerrill.com">allisons@elliottmerrill.com</a>
- Night/Weekend Emergency Maintenance Only: 772-569-9853
- Check out our website. Find Docs, Rules & Regs, and more at www.elliottmerrill.com.

# Pebble Beach Villas Inc Balance Sheet Period Through: 11/30/2020

Assets Cash - Operating 10215 - Synovus - Op Chk 10216 - Synovus - Op MM Cash - Operating Total	\$17,954.91 <u>\$46,149.44</u> \$64,104.35	
Cash - Reserves 10304 - Marine Bank - Rsv MM 10305 - SunTrust - Rsv MM 10306 - Bank United - Rsv MM 10308 - iThink - Rsv CD - 3.01% - 4/2021 10309 - iThink - Rsv CD - 1.87% - 1/2022 Cash - Reserves Total	\$131,762.20 \$54,746.82 \$37,870.92 \$125,887.24 \$100,000.00 \$450,267.18	
Other Assets 10610 - Accounts Receivable 11610 - Prepaid Insurance Other Assets Total	\$306.03 \$17,507.29 \$17,813.32	
Assets Total		<u>\$532,184.85</u>
Liabilities and Equity Liability 23110 - Accounts Payable 23150 - Accounts Payable-Reserves 24110 - Prepaid Maintenance Fees Liability Total	\$902.27 \$111.28 <u>\$9,062.72</u> \$10,076.27	
Reserves 35010 - Roofing Reserve 35020 - Painting Reserve 35030 - Paving Reserve 35060 - Recreation Reserve 35140 - Building Reserve 35150 - Unallocated Reserve Interest Reserves Total	\$263,251.22 \$83,025.65 \$46,138.30 \$224.38 \$52,376.00 \$5,140.35 \$450,155.90	
Equity 44910 - Operating Balance, January 1 Equity Total	\$67,344.18 \$67,344.18	
Current Year Net Income	\$4,608.50	
Liabilities & Equity Total		<u>\$532,184.85</u>

### Pebble Beach Villas Inc Income/Expense Statement 11/1/2020 - 11/30/2020

	11/1/20	20 - 11/30/2	2020	1/1/20	20 - 11/30/20	20	
Accounts	Actual		Variance	Actual	Budget		Annual Budget
Income					<u> </u>		<u> </u>
Income							
55110 - Current Assessments	\$26,463.00			\$291,093.00		\$0,00	\$317,556.00
55120 - Interest Income	\$1.89	\$0.00	\$1.89	\$47.77	\$0.00	\$47.77	\$0.00
55122 - Owner Finance Charges	\$0.00	\$0.00	\$0.00	\$17.22	\$0.00	\$17.22	\$0.00
55160 - Application Fees Income	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0,00
55161 - App Processing Fees Expense	\$0.00	\$0.00	\$0.00	(\$175.00)	\$0.00	(\$175.00)	\$0,00
<u>Total Income</u>	\$26,464.89	\$26,463.00	\$1.89	\$291,482.99	\$291,093.00	\$389,99	\$317,556.00
Laundry Income/Expense							
55150 - Laundry Income	\$0.00	\$250.00	(\$250.00)	\$2,543,25	\$2,750.00	(\$206.75)	\$3,000.00
71200 - Laundry Expense	\$0.00	(\$166.67)			(\$1,833.37)		(\$2,000.00)
Total Laundry Income/Expense	\$0.00	\$83.33	_	(\$3,355.57)		(\$4,272,20)	\$1,000.00
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Total Income	\$26,464.89	\$26,546.33	(\$81.44)	\$288,127.42	\$292,009.63	(\$3,882.21)	\$318,556.00
Expense							
Administrative Expenses							
61100 - Annual Review & Tax Prep	\$0.00	\$145.83	\$145.83	\$1,750.00	\$1,604.13	(\$145.87)	\$1,750,00
61300 - Corporate/Condo Fees	\$0.00	\$29.08		\$349.25	\$319.88	(\$29.37)	\$349.00
61400 - Insurance	\$8,562.55	\$8,603.58				(\$501.88)	\$103,243.00
61500 - Legal Fees	\$540.00		(\$456.67)	\$4,803.35		(\$3,886.72)	\$1,000.00
61550 - Management Services	\$1,880.50		\$0.00	\$20,685.50	\$20,685.50	\$0.00	\$22,566.00
61660 - Office Supplies/Copies/Postage	\$828.97		(\$645.64)	\$3,709.94		(\$1,693,31)	\$2,200.00
61800 - Telephone	\$110.14	\$137.50			\$1,512,50	\$304.65	\$1,650.00
Total Administrative Expenses	\$11,922.16	\$11,063.15	(\$859.01)	\$127,647.15	\$121,694.65	(\$5,952.50)	\$132,758.00
- U.O							
Buildings Operations	******	4		** ***			***
63300 - Building Maintenance Supplies & Repairs	\$1,298.56		(\$340.23)				\$11,500.00
63800 - Pest Control: Buildings	\$423.72	\$541,67			\$5,958.37	(\$126,27)	
65200 - Cleaning Labor	\$400,00	\$429,17					\$5,150.00
65300 - Maintenance Labor		\$2,790.00			<u> </u>		\$33,480.00
Total Buildings Operations	\$5,171.54	\$4,719.17	(\$452,37)	\$47,303.21	\$51,910.87	\$4,607.66	\$56,630,00
Grounds/Landscape							
66300 - Landscape Maintenance	\$2,577.00	\$2,650.00	\$73.00	\$28,347.00	\$29,150.00	\$803.00	\$31,800.00
66400 - Irrigation Supplies & Repairs	\$0.00	\$208.33					
66450 - Irrigation Water	\$329.64	\$350.00				\$624.62	
66600 - Landscape Replacement & Mulch				\$15,289.00			
66700 - Landscape Weed, Pest & Fertilization	\$675.00		(\$233.33)			(\$176.63)	
66800 - Tree Trimming	\$0.00		\$583.33			(\$1,126.37)	\$7,000.00
Total Grounds/Landscape	\$3,581.64	\$5,275.00	\$1,693.36	\$62,053.55	\$58,025.00	(\$4,028.55)	\$63,300.00
Recreation Facilities	***	****	****		*****	****	******
70130 - Clubhouse Service & Repairs	\$86.66	\$166.67					
71400 - Pool Supplies & Repairs	\$286,15	\$250.00					
73000 - Tennis Courts Repairs	\$0.00	\$16,67				(\$1,580,22)	
Total Recreation Facilities	\$372.81	\$433.34	\$60.53	\$5,728.46	\$4,766.74	(\$961.72)	\$5,200.00
Utilities					•		
75310 - Electricity	\$734.37	\$750.00	\$15.63	\$7,874.10	\$8,250.00	\$375,90	\$9,000.00
75500 - Trash Removal	\$692.06	\$950.00					
75710 - Water & Sewer		\$2,083.33			\$22,916,63		
Total Utilities		\$3,783.33		\$39,818.55			
Miscellaneous	***	64400=		000000	04 500 07	#0 04E 0E	фг 000 CC
77300 - Contingency	\$0.00		\$416.67			\$3,615.37	
Total Miscellaneous	\$0.00	\$416.67	\$416.67	\$968.00	\$4,583.37	\$3,615.37	\$5,000.00
Total Expense	\$24 424 50	\$25 690 66	\$1.266.16	\$283,518.92	\$282,597.26	(\$921.66)	\$308,288.00
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Operating Net Income	\$2,040.39	\$855.67	'\$1,184.72	\$4,608,50	\$9,412,37	(\$4,803.87)	\$10,268.00

### Pebble Beach Villas Inc Income/Expense Statement 11/1/2020 - 11/30/2020

	11/1/2020 - 11/30/2020 1/1/2020 - 11/30/2020				20		
Accounts	Actual	Budget V	arlance	Actual	Budget	Variance	Annual Budget
Reserve Income							
Reserve Income							
55115 - Reserve Assessments	\$7,215.00	\$7,215.00	\$0.00	\$79,365.00	\$79,365.00	\$0.00	\$86,580.00
Total Reserve Income	\$7,215,00	\$7,215.00	\$0.00	\$79,365.00	\$79,365.00	\$0.00	\$86,580.00
Total Reserve Income	\$7,215.00	\$7,215.00	\$0.00	\$79,365.00	\$79,365.00	\$0.00	\$86,580.00
Reserve Expense							
Reserve Transfer							
85010 - Roofing Reserve Transfer	\$4,582.17	\$4,582.17	\$0.00	\$50,403.83	\$50,403.83	\$0.00	
85020 - Painting Reserve Transfer	\$122.50	\$122.50	\$0.00	\$1,347.50	\$1,347.50	\$0.00	\$1,470.00
85030 - Paving Reserve Transfer	\$1,666.83	\$1,666.83	\$0.00	\$18,335.17	\$18,335.17	\$0.00	\$20,002.00
85060 - Recreation Reserve Transfer	\$459.25	\$459.25	\$0.00	\$5,051.75	\$5,051.75	\$0.00	\$5,511.00
85140 - Buildings Reserve Transfer	\$384.25	\$384.25	\$0.00	\$4,226.75	\$4,226.75	\$0.00	\$4,611.00
Total Reserve Transfer	\$7,215.00	\$7,215.00	\$0.00	\$79,365.00	\$79,365.00	\$0.00	\$86,580.00
Total Reserve Expense	\$7,215.00	\$7,215.00	\$0.00	\$79,365.00	\$79,365.00	\$0.00	\$86,580.00
Reserve Net Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Income	\$2,040.39	\$855.67 \$	1,184.72	\$4,608.50	\$9,412.37	(\$4,803.87)	\$10,268.00

# PEBBLE BEACH VILLAS RESERVE STATEMENT FOR PERIOD ENDED 11/30/2020

RESERVE	12/31/2019	YTD	VTD	-	11/30/2020
LINE ITEM	BEGINNING BALANCE	ASSESSIMENTS/ADDITIONS	EXPENSES/SUBTRACTIONS		BALANCE
ROOFING	\$ 212,847.39 \$	\$ 50,403.83	\$	\$	\$ 263,251.22
PAINTING	\$ 81,678.15	\$ 1,347.50 \$	\$	\$	\$ 83,025.65
PAVING	\$ 30,203.13 \$	\$ 18,335.17	\$	\$	(2,400.00) \$ 46,138.30
RECREATION	\$ 15,730.63	\$ 5,051.75	\$ (20,558.00) \$	\$	224.38
BUILDINGS	\$ 67,481.49 \$	\$ 4,226.75 \$		\$	19,332.24) \$ 52,376.00
UNALLOCATED INTEREST   \$	- \$	\$ 5,140.35 \$		\$	\$ 5,140.35

(42,290.24) \$ 450,155.90

84,505.35 \$

407,940.79 \$

TOTALS:

# Pebble Beach Villas Inc Check Register 11/1/2020 - 11/30/2020

		Check Date	Vendor or Payee				
Account #	Check #	Invoice	Line Item	Check Amt	Expense Account	Invoice	Paid
10215	2173	11/1/2020	ELLIOTT MERRILL COMMUNITY MANAGEMENT	\$5,025.66			
		NOV 2020	POSTAGE		61660 Office Supplies/Copies/Postage	\$8.40	\$8.40
		NOV 2020	MONTHLY CELL PHONE (1/2)		61660 Office Supplies/Copies/Postage	\$27.50	\$27.50
		NOV 2020	PORTAL & WEBSITE MONTHLY BILLING		61660 Office Supplies/Copies/Postage	\$60.00	\$60.00
		NOV 2020	MONTHLY MANAGEMENT FEE		61550 Management Services	\$1,880.50	\$1,880.50
•		NOV 2020	MONTHLY MAINTENANCE LABOR- ARREARS-SCOTT & DAVID		65300 Maintenance Labor	\$3,049.26	\$3,049.26
10215	2174	11/2/2020 1-2020	RANEW INSURANCE AGENCY INSURANCE RENEWAL DOWN PAYMENT 11/1/20-11/1/21: PROPERTY - FRONTLINE; CRIME/D&O - TRAVELERS; UMBRELLA/EXCESS - FIREMAN'S FUND	\$25,439.84	11610 Prepaid Insurance	\$25,439.84\$	\$25,439.84
10215	2175	11/3/2020 OCT 2020	OCT - 9/12-10/12/20 SVC - 2 KGAL - ACCT	\$2,174.98	75710 Water & Sewer	\$54.61	\$54.61
		OCT 2020	#20037789 - 5100 HWY A1A BLDG H OCT - 9/12-10/12/20 SVC - 2 KGAL - ACCT #20037742 - 5100 HWY A1A BLDG D CT 2020 OCT - 9/12-10/12/20 SVC - 4 KGAL - ACCT #20037720 - 5100 HWY A1A BLDG B OCT - 9/12-10/12/20 SVC - 6 KGAL - ACCT #20037731 - 5100 HWY A1A BLDG C		75710 Water & Sewer	\$230.15	\$230.15
		OCT 2020			75710 Water & Sewer	\$240.87	\$240.87
		OCT 2020			75710 Water & Sewer	\$251.61	\$251.61
		OCT 2020			75710 Water & Sewer	\$256.97	\$256.97
		OCT 2020	COT DUE TOURS ON THE TOUR ACCT		75710 Water & Sewer	\$256.97	\$256.97
		OCT 2020	OCT 0/40 40/40/20 SMC 40 KGAL ACCT	Γ	75710 Water & Sewer	\$273.05	\$273.05
		OCT 2020	) OCT - 9/12-10/12/20 SVC - 13 KGAL - ACCT #20037708 - 5100 HWY A1A BLDG A	Г	75710 Water & Sewer	\$289.15	\$289.15
		OCT 2020	OCT - 9/12-10/12/20 SVC - 480 KGAL - ACCT #20037792 - 5100 HWY A1A REUSE		66450 Irrigation Water	\$321.60	\$321.60
10215	2176	0769-	REPUBLIC SERVICES #769 NOV MONTHLY TRASH & RECYCLING 2 SVCS - ACCT #3-0769-2000188	\$692.06	75500 Trash Removal	\$692.06	\$692.06
10215	2177		0 COMCAST V NOV (11/14-12/13/20) INTERNET & VOICE SVCS - ACCT #8535115050042319	\$110.14	61800 Telephone	\$110.14	\$110.14
10215	2178	11/10/202	0 PEBBLE BEACH VILLAS	\$7,215.00	85020 Painting Reserve		
		110120	NOV MONTHLY RESERVE FUNDING		Transfer	\$122.50	\$122.50
		110120	NOV MONTHLY RESERVE FUNDING		85140 Buildings Reserve Transfer	\$384.25	\$384.25
		110120	NOV MONTHLY RESERVE FUNDING		85060 Recreation Reserve Transfer	\$459.25	\$459.25
		110120	NOV MONTHLY RESERVE FUNDING		85030 Paving Reserve Transfer	\$1,666.83	\$1,666.83
		110120	NOV MONTHLY RESERVE FUNDING		85010 Roofing Reserve Transfer	\$4,582.17	\$4,582.17
10305	250	11/12/202 4400-B	CRACKFILL & SEALCOAT/STRIPE SPECIFICED AREAS	\$2,400.00	35035 Expenses-Paving	\$2,400.00	\$2,400.00
10215	2179	11/17/202	0 CAPITAL ONE BANK	\$19.67			

			HOME DEPOT 10/29/20: FILLER PLATES HOME DEPOT 10/19/20: RETURN C-SAW HOME DEPOT 11/5/20: FIRE EXTINGUISHER SIGNS		63300 Building Maintenance Supplies & Repairs 63300 Building Maintenance Supplies & Repairs 63300 Building Maintenance Supplies & Repairs	\$9.14 (\$53.46) \$63.99	\$9.14 (\$53.46) \$63.99
10215	2180		DON SMITH'S PAINT STORE LIGHT BULBS	\$20.21	63300 Building Maintenance Supplies & Repairs	\$20.21	\$20.21
10215	2181	11/17/2020 111120 111120	Kevin and Barbara Kelly REIMB EXP: CLUBHOUSE CLEANING SUPPLIES REIMB EXP: PARKING PASSES	\$916.91	70130 Clubhouse Service & Repairs 63300 Building Maintenance Supplies & Repairs	\$34.18 \$168.89	\$34.18 \$168.89
		111120	REIMB EXP: ANNUAL MEETING SUPPLIES		61660 Office Supplies/Copies/Postage	\$713.84	\$713.84
10215		27980	MCKINNON & HAMILTON ,PLLC. RE: AMENDED & RESTATED BYLAWS	\$540.00	61500 Legal Fees	\$540.00	\$540.00
10215	2183	<b>11/17/202</b> 0 55190	NATIVEGREEN PEST CONTROL & FERTILIZATION LLC NOV SHRUB INSECT, DISEASE, FERTILIZATION	\$675,00	66700 Landscape Weed, Pest & Fertilization	\$675.00	\$675.00
10215	2184		) SOUTHDATA, INC. I NEW OWNER COUPON BOOK	\$19.23	61660 Office Supplies/Copies/Postage	\$19.23	\$19.23
10215	2185		OVERO CHEMICAL DISTRIBUTORS, INC. SODA BICARBONATE	\$30.62	71400 Pool Supplies & Repairs	\$30.62	\$30,62
10215	112120	NOV 2020 NOV 2020 NOV 2020 NOV 2020 NOV 2020 NOV 2020 NOV 2020 NOV 2020	NOV - 10/9-11/10/20 - ACCT #28235-79301 - BLDG B NOV - 10/9-11/10/20 - ACCT #22940-40551 - BLDG C NOV - 10/9-11/10/20 - ACCT #46174-48016 - BLDG D NOV - 10/9-11/10/20 - ACCT #77402-10385 - BLDG A NOV - 10/9-11/10/20 - ACCT #87007-88162 - BLDG G NOV - 10/9-11/10/20 - ACCT #30131-09446 - BLDG E NOV - 10/9-11/10/20 - ACCT #37070-51060 - BLDG F	\$734.37	75310 Electricity	\$32.54 \$36.57 \$37.11 \$37.82 \$39.49 \$44.76 \$53.47 \$452.61	\$32.54 \$36.57 \$37.11 \$37.82 \$39.49 \$44.76 \$53.47 \$452.61
10215	2186	NOV 2020 NOV 2020 NOV 2020 NOV 2020	#2003/765 - 5100 HWY ATA BLDG G NOV - 10/13-11/10/20 SVC - 7 KGAL - ACCT #20037742 - 5100 HWY ATA BLDG D NOV - 10/13-11/10/20 SVC - 8 KGAL - ACCT #20037720 - 5100 HWY ATA BLDG B NOV - 10/13-11/10/20 SVC - 10 KGAL - ACCT #20037753 - 5100 HWY ATA BLDG E NOV - 10/13-11/10/20 SVC - 11 KGAL - ACCT #20037731 - 5100 HWY ATA BLDG C NOV - 10/13-11/10/20 SVC - 14 KGAL - ACCT #20037777 - 5100 HWY ATA BLDG F NOV - 10/13-11/10/20 SVC - 14 KGAL - ACCT #20037708 - 5100 HWY ATA BLDG A	\$2,279.56	75710 Water & Sewer 75710 Water & Sewer	\$54.61 \$251.61 \$256.97 \$262.33 \$273.05 \$278.42 \$278.42 \$294.51 \$329.64	\$54.61 \$251.61 \$256.97 \$262.33 \$273.05 \$278.42 \$278.42 \$294.51 \$329.64
10215	2187	11/24/202	0 TERMINIX PROCESSING CENTER	\$423.72	63800 Pest Control:		

		402266381	NOV PEST CONTROL - CUST #8907357		Buildings	\$423.72	\$423.72
10215	2188	11/24/2020 111520	YEAR ROUND LAWN MAINTENANCE,INC. NOV MONTHLY LANDSCAPE MAINTENANCE	\$2,577.00	66300 Landscape Maintenance	\$2,577.00	\$2,577.00
10215	2189	11/25/2020	JACKIE BLISS CERTIFIED BACKFLOW ASSEMBLY & REPAIR	\$640.00			
		111620	ANNUAL BACKFLOW ASSEMBLY TEST		63300 Building Maintenance Supplies & Repairs	\$640.00	\$640.00
10215	2190	11/25/2020	POOLKEEPER, INC.	\$187.25			
		42446-S	PATCHED HOLES IN POOL FINISH		71400 Pool Supplies & Repairs	\$187.25	\$187.25
10215	2191	11/25/2020	VERO CHEMICAL DISTRIBUTORS, INC.	\$68.28			
		282397	TILE & VINYL BRITE, ADJUST-A-BRUSH PADS		71400 Pool Supplies & Repairs	\$30.00	\$30.00
		282397	TILE & VINYL BRITE, ADJUST-A-BRUSH PADS		71400 Pool Supplies & Repairs	\$38.28	\$38.28
Total:				\$52,189.50			