

"Wise management makes the difference."

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

DATE: November 12, 2020

TO: Board of Directors – Pebble Beach Villas

FROM: Mike Gallagher, Community Association Manager

RE: Financial & Property Report as of October 31, 2020

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: \$22,251 with a budget of \$25,691 or \$3,440 under budget for the month.

Variances by Category:

- Administrative Expenses: \$251 over budget due to insurance.
- Building Operations: \$413 under budget
- Landscape & Grounds Expense: \$1,881 under budget
- Recreation Facilities: \$328 under budget.
- Utilities: \$686 under budget.
- Miscellaneous: \$417 under budget.

YEAR TO DATE EXPENSES: \$259,094 with a budget of \$256,907 or \$2,188 over budget for year.

Variances by Category:

- Administrative Expenses: \$5,093 over budget due to Legal expense and Office supplies/copies/postage.
- Building & Operations: \$5,060 under budget
- Landscape & Grounds Expense: \$5,722 over budget due to planting along the north fence, pine tree removal and irrigation repairs.
- Recreation Facilities: \$1,022 over budget due to purchase of non-slip mats and pool repairs.
- Utilities: \$1,391 under budget.
- Miscellaneous: \$3,199 under budget.

Reserves: \$465,112 Owner's Equity: \$69,912 Accounts Receivable: \$0

Maintenance:

- Final seal coating complete
- Dryer replaced in Building E, timer in building A
- Pool Fence ordered
- Tennis court project complete.
- 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:

- 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 allisons@elliottmerrill.com
- 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: 10/31/2020

Assets		
Cash - Operating	¢20.474.44	
10215 - Synovus - Op Chk 10216 - Synovus - Op MM	\$39,174.41 \$46,147.55	
Cash - Operating Total	\$85,321.96	
Oddin Operating rotal		
Cash - Reserves		
10304 - Marine Bank - Rsv MM	\$124,531.83	
10305 - SunTrust - Rsv MM	\$57,146.33 \$37,867.82	
10306 - Bank United - Rsv MM 10308 - iThink - Rsv CD - 3.01% <i>-</i> 4/2021	\$125,565.81	
10309 - iThink - Rsv CD - 1.87% - 1/2022	\$100,000.00	
Cash - Reserves Total	\$445,111.79	
Other Assets	# 000 00	
11610 - Prepaid Insurance	\$630.00 \$630.00	
Other Assets Total	ψου.οο	
Assets Total		<u>\$531,063.75</u>
Liabilities and Equity		
Liability	#0.474.00	
23110 - Accounts Payable	\$2,174.98 \$13,864.69	
24110 - Prepaid Maintenance Fees Liability Total	\$16,039.67	
Liability Total	Ψ.0,000.0.	
Reserves		
35010 - Roofing Reserve	\$258,669.05	
35020 - Painting Reserve	\$82,903.15	
35030 - Paving Reserve	\$46,871.47 (\$234.87)	
35060 - Recreation Reserve 35140 - Building Reserve	\$52,103.03	
35150 - Unallocated Reserve Interest	\$4,799.96	
Reserves Total	\$445,111.79	
Equity	407.044.40	
44910 - Operating Balance, January 1	\$67,344.18 \$67,344.18	
Equity Total	φ07,344.10	
Net Income	\$2,568.11	
Liabilities & Equity Total		\$531,063.75

Pebble Beach Villas Inc Income/Expense Statement 10/1/2020 - 10/31/2020

	10/1/20)20 - 10/31/:	2020	1/1/20	020 - 10/31/20		
Accounts	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
Income							
<u>Income</u>						****	40.47 550.00
55110 - Current Assessments	\$26,463.00			\$264,630.00		\$0.00	\$317,556.00
55120 - Interest Income	\$2.11	\$0.00	\$2.11	\$45.88	•	\$45.88	\$0.00
55122 - Owner Finance Charges	\$0.00	\$0.00	\$0.00		\$0.00	\$17.22	\$0.00
55160 - Application Fees Income	\$0.00	\$0.00	\$0.00		\$0.00	\$500.00	\$0.00
55161 - App Processing Fees Expense	(\$100.00)	\$0.00	(\$100.00)	(\$175.00)	\$0.00	(\$175.00)	\$0.00 \$317,556.00
Total Income	\$26,365.11	\$26,463.00	(\$97.89)	\$265,018.10	\$264,630.00	\$388.10	\$317,550.00
Landa de la como l'Espana							
Laundry Income/Expense	\$0.00	¢250.00	(\$250.00)	\$2,543.25	\$2,500.00	\$43.25	\$3,000.00
55150 - Laundry Income	(\$1,405.65)		\$1,238.98)	(\$5.808.82\	(\$1,666.70)		(\$2,000.00)
71200 - Laundry Expense	(\$1,405.65)			(\$3,355.57)		(\$4,188.87)	\$1,000.00
Total Laundry Income/Expense	(\$1,405.05)	φου.υυ (φ1,400.90)	(\$0,000.01)	ψ000,001	(ψ4,100.01)	ψ1,000.00
Total Income	\$24,050,469	\$26 546 337	\$1.586.87)	\$261 662 53	\$265,463.30	(\$3.800.77)	\$318,556.00
rotal income	φ <u>24,909.40</u> .	\$20,040.00 (Ψ1,000.07)	φ201,002.00	φ200,400.001	(ψο,οοο.11)	φο το,οοο.οο
Expense							
Administrative Expenses							
61100 - Annual Review & Tax Prep	\$0.00	\$145.83	\$145.83	\$1,750.00	\$1,458.30	(\$291.70)	\$1,750.00
61300 - Corporate/Condo Fees	\$0.00	\$29.08	\$29.08		\$290.80	`(\$58.45)	\$349.00
61400 - Insurance		\$8,603.58	(\$532.92)		\$86,035.80		
61500 - Legal Fees	\$131.00	\$83.33	(\$47.67)			(\$3,430.05)	
61550 - Management Services		\$1,880.50	``\$0.0Ó		\$18,805.00	\$0.00	\$22,566.00
61660 - Office Supplies/Copies/Postage	\$55.90	\$183.33	\$127.43			(\$1,047.67)	\$2,200.00
61800 - Telephone	\$110.14	\$137.50	\$27.36		\$1,375.00	\$277.29	\$1,650.00
Total Administrative Expenses	\$11,314.04		(\$250.89)		\$110,631.50	(\$5,093.49)	\$132,758.00
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Buildings Operations							
63300 - Building Maintenance Supplies & Repairs	\$1,280.77	\$958.33	(\$322.44)	\$7,736.85	\$9,583.30		
63800 - Pest Control: Buildings	\$423.72	\$541.67	\$117.95	\$5,660.92	\$5,416.70		
65200 - Cleaning Labor	\$200.00	\$429.17	\$229.17	\$3,200.00			
65300 - Maintenance Labor	\$2,401.92	\$2,790.00	\$388.08	\$25,533.90	\$27,900.00	\$2,366.10	
Total Buildings Operations	\$4,306.41	\$4,719.17	\$412.76	\$42,131.67	\$47,191.70	\$5,060.03	\$56,630.00
Grounds/Landscape							
66300 - Landscape Maintenance	\$2,577.00		\$73.00			\$730.00	
66400 - Irrigation Supplies & Repairs	\$0.00	\$208.33	\$208.33				
66450 - Irrigation Water	\$321.60	\$350.00	\$28.40			\$604.26	
66600 - Landscape Replacement & Mulch		\$1,041.67					
66700 - Landscape Weed, Pest & Fertilization	\$495.00	\$441.67	(\$53.33)			\$56.70	
66800 - Tree Trimming	\$0.00	\$583.33	\$583.33			(\$1,709.70)	
Total Grounds/Landscape	\$3,393.60	\$5,275.00	\$1,881.40	\$58,471.91	\$52,750.00	(\$5,721.91)	\$63,300.00
D 0 F .190							
Recreation Facilities	#0.00	#400 C7	#466.67	¢4 600 24	¢1 666 70	¢20 20	\$2,000.00
70130 - Clubhouse Service & Repairs	\$0.00	\$166.67	\$166.67			\$38,39 \$536,25	
71400 - Pool Supplies & Repairs	\$105.45	\$250.00 \$16.67	\$144.55			(\$1,596.89)	
73000 - Tennis Courts Repairs	\$0.00 \$105.45	\$433.34	\$16.67 \$327.89			(\$1,022.25)	
Total Recreation Facilities	\$105.45	\$433.34	\$3 2 7.09	დე,ანა.ინ	φ4,333.40	(\$1,022.20)	φυ,200.00
Litilities							
Utilities Flootrigity	\$551.63	\$750.00	\$198.37	\$7,139.73	\$7,500,00	\$360.27	\$9,000.00
75310 - Electricity 75500 - Trash Removal	\$692.06	\$950.00	\$257.94				
75710 - Water & Sewer		\$2,083.33		\$21,220.09			
	\$3.097.07		\$686.26				
<u>Total Utilities</u>	φυ,υσι.υι	φυ, ευυ.υυ	ψυσυ.Ζυ	Ψυυ, ττ	Ψ01,000.00	ψ1,001,10	ψ ,υ,-του,υυ
Miscellaneous							
77300 - Contingency	\$34.00	\$416.67	\$382.67	\$968.00	\$4,166.70	\$3,198.70	\$5,000.00
Total Miscellaneous	\$34.00	\$416.67	\$382.67				
TOTAL MISSORIALISOUS	ψ01.00	Ψ.10.01	+ - OM. O!	+000.00	+ -,	, . , . = =	,
Total Expense	\$22,250.57	\$25,690,66	\$3,440.09	\$259,094.42	\$256,906.60	(\$2,187.82)	\$308,288.00
I Ottal MAPORIOO	,,_,,	,,	, _,				
Operating Net Income	\$2,708.89	\$855.67	\$1,853.22	\$2,568.11	\$8,556.70	(\$5,988.59)	\$10,268.00
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Pebble Beach Villas Inc Income/Expense Statement 10/1/2020 - 10/31/2020

	10/1/2	10/1/2020 - 10/31/2020		1/1/20)20 - 10/31/20)20			
Accounts	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget		
Reserve Income									
Reserve Income									
55115 - Reserve Assessments	\$7,215.00	\$7,215.00	\$0.00	\$72,150.00		\$0.00			
Total Reserve Income	\$7,215.00	\$7,215.00	\$0.00	\$72,150.00	\$72,150.00	\$0.00	\$86,580.00		
Total Reserve Income	\$7,215.00	\$7,215.00	\$0.00	\$72,150.00	\$72,150.00	\$0.00	\$86,580.00		
Reserve Expense									
Reserve Transfer		* . =	40.00	* 1 = 00 1 00	#4F 004 00	\$0.00	#54.000.00		
85010 - Roofing Reserve Transfer	\$4,582.17		\$0.00	, ,		\$0.00			
85020 - Painting Reserve Transfer	\$122.50	\$122.50	\$0.00	\$1,225.00	\$1,225.00	\$0.00			
85030 - Paving Reserve Transfer	\$1,666.83		\$0.00		\$16,668.34	\$0.00			
85060 - Recreation Reserve Transfer	\$459.25	\$459.25	\$0.00	\$4,592.50	\$4,592.50	\$0.00			
85140 - Buildings Reserve Transfer	\$384.25	\$384.25	\$0.00	\$3,842.50	\$3,842.50	\$0.00			
Total Reserve Transfer	\$7,215.00	\$7,215.00	\$0.00	\$72,150.00	\$72,150.00	\$0.00	\$86,580.00		
Total Reserve Expense	\$7,215.00	\$7,215.00	\$0.00	\$72,150.00	\$72,150.00	\$0.00	\$86,580.00		
Reserve Net Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Net Income	\$2,708.89	\$855.67	\$1,853.22	\$2,568.11	\$8,556.70 ((\$5,988.59)	\$10,268.00		

PEBBLE BEACH VILLAS RESERVE STATEMENT FOR PERIOD ENDED 10/31/2020

RESERVE	12/31/2019	YTD	YTD	 	10/31/2020
LINE ITEM	BEGINNING BALANCE	ASSESSMENTS/ADDITIONS	EXPENSES/SUBTRACTIONS		BALANCE
ROOFING	\$ 212,847.39 \$	\$ 45,821.66	· ·	\$	\$ 258,669.05
PAINTING	\$ 81,678.15	\$ 1,225.00	÷	\$	82,903.15
PAVING	\$ 30,203.13 \$	\$ 16,668.34	- \$	\$	\$ 46,871.47
RECREATION	\$ 15,730.63 \$	\$ 4,592.50	\$ (20,558.00) \$		(234.87)
BUILDINGS	\$ 67,481.49 \$	\$ 3,842.50 \$		-\$-	(19,220.96) \$ 52,103.03
UNALLOCATED INTEREST \$	\$	\$ 4,799.96	-	\$	\$ 4,799.96

(39,778.96) \$ 445,111.79
76,949.96 \$
407,940.79 \$
\$
TOTALS:

Pebble Beach Villas Inc Check Register 10/1/2020 - 10/31/2020

		Check Date	Vendor or Payee				
Account		Invoice	Line Item	Check Amt	Expense Account	Invoice	Paid
# 10215	# 2148	10/1/2020	ELLIOTT MERRILL COMMUNITY MANAGEMENT	\$4,438.32		and the second s	
		OCT 2020			61660 Office Supplies/Copies/Postage	\$8.40	\$8.40
		OCT 2020	PORTAL MONTHLY BILLING		61660 Office Supplies/Copies/Postage	\$20.00	\$20.00
		OCT 2020	MONTHLY CELL PHONE (1/2)		61660 Office Supplies/Copies/Postage	\$27.50	\$27.50
		OCT 2020	LEASE/SALES FEES		55161 App Processing Fees Expense	\$100.00	\$100.00
		OCT 2020	MONTHLY MANAGEMENT FEE		61550 Management Services	\$1,880.50\$	1,880.50
		OCT 2020	MONTHLY MAINTENANCE LABOR-ARREARS-SCOTT CHNUPA		65300 Maintenance Labor	\$2,401.92\$	2,401.92
10215	2149	10/6/2020 0000048	NORLIZ CLEANING SERVICE CLUBHOUSE CLEANING: 9/14, 28	\$200.00	65200 Cleaning Labor	\$200.00	\$200.00
10215	2150	10/6/2020 0769- 000537206	REPUBLIC SERVICES #769 OCT MONTHLY TRASH & RECYCLING SVCS - ACCT #3-0769-2000188	\$692.06	75500 Trash Removal	\$692.06	\$692.06
10215	2151	10/7/2020 082620	Jay and Susan Hansen REIMB EXP: GATEHOUSE & CLUBHOUSE IMPROVEMENTS	\$259.28	63300 Building Maintenance Supplies & Repairs	\$259.28	\$259.28
10215	2152	10/8/2020 75037	LAPSCO, INC NEW DRYER - BLDG E	\$1,005.47	71200 Laundry Expense	\$1,005.47\$	51,005.47
10215	2153	10/8/2020	CAPITAL ONE BANK	\$70.05			
		091520	HOME DEPOT 9/14/20: PEBBLE SAMPLE		63300 Building Maintenance Supplies & Repairs	\$5.87	\$5.87
		091720	LOWE'S 9/17/20: WATER HOSE		63300 Building Maintenance Supplies & Repairs	\$64.18	\$64.18
10215	2154	10/8/2020	VERO CHEMICAL DISTRIBUTORS, INC.	\$64.03			
		279338	SODA BICARBONATE		71400 Pool Supplies & Repairs	\$30.62	\$30.62
		279150	CYANURIC ACID		71400 Pool Supplies & Repairs	\$33.41	\$33.41
10215	2155	10/8/2020 20U25	INDUSTRIAL TECH SUPPLIES LLC ULTRASEAL 1 GAL	\$0.00	****VOID****	\$0.00	\$0.00
10215	2156	10/8/2020	PEBBLE BEACH VILLAS	\$7,215.00			
		100120	OCT MONTHLY RESERVE FUNDING		85020 Painting Reserve Transfer	\$122.50	\$122.50
		100120	OCT MONTHLY RESERVE FUNDING		85140 Buildings Reserve Transfer	\$384.25	\$384.25
		100120	OCT MONTHLY RESERVE FUNDING		85060 Recreation Reserve Transfer	\$459.25	\$459.25
		100120	OCT MONTHLY RESERVE FUNDING		85030 Paving Reserve Transfer	\$1,666.83\$	1,666.83
		100120	OCT MONTHLY RESERVE FUNDING		85010 Roofing Reserve Transfer	\$4,582.17\$	\$4,582.17
10215	2157	10/8/2020 *2319-10	COMCAST OCT (10/14-11/13/20) INTERNET & VOICE SVCS - ACCT #8535115050042319	\$110.14	61800 Telephone	\$110.14	\$110.14
10215	2158	10/8/2020	INDUSTRIAL TECH SUPPLIES LLC	\$230.00			
		20U25	ULTRASEAL 1 GAL		63300 Building Maintenance Supplies & Repairs	\$230.00	\$230.00
10215	2159	10/13/2020	Significant Journeys LLC	\$448.00	24110 Prepaid Maintenance		
		Refund	[REFUND] - Acct #: 107300281-1 - Payment		Fees	\$448.00	\$448.00

U							
10215	2160	10/13/2020	SOUTHDATA, INC.	\$6.41			
		993164904	NEW OWNER COUPON BOOK		61660 Office Supplies/Copies/Postage	\$6.41	\$6.41
10305	247	10/19/2020 101320	HAWAIIAN AIR CONDITIONING & HEATING, LLC POOL HEATER DEPOSIT	\$2,000.00	35065 Expenses-Recreation	\$2,000.00\$	2,000.00
10305	248	10/20/2020	ADAMS FENCE 2, LLC	\$3,885.00			
		ESTIMATE #7348	FENCE DOWN PAYMENT	·	35145 Expenses-Building	\$3,885.00\$	3,885.00
10215	2161	10/20/2020 100120	CAPITAL ONE BANK HOME DEPOT 10/1/20: PAVER SAND & CIRCULAR SAW	\$112.68	63300 Building Maintenance Supplies & Repairs	\$112.68	\$112.68
10215	2162		HANOVER INSURANCE GROUP WORKERS COMP INS POLICY RENEWAL - 11/1/2020- 11/1/2021 - POLICY #WDY A772217	\$630.00	11610 Prepaid Insurance	\$630.00	\$630.00
10215	2163	10/20/2020 27859	MCKINNON & HAMILTON ,PLLC. BYLAW REVIEW	\$131.00	61500 Legal Fees	\$131.00	\$131.00
10215	2164	10/20/2020	NATIVEGREEN PEST CONTROL & FERTILIZATION LLC	\$415.00			
		54682	OCT LAWN FERT AND WEED CONTROL		66700 Landscape Weed, Pest & Fertilization	\$415.00	\$415.00
10215	2165	10/20/2020	YEAR ROUND LAWN MAINTENANCE,INC.	\$2,657.00			
		101520	TUB OF ROUNDUP		66700 Landscape Weed, Pest & Fertilization 66300 Landscape	\$80.00	\$80.00
		101520	OCT MONTHLY LANDSCAPE MAINTENANCE		Maintenance	\$2,577.00\$	2,577.00
10215	102020	OCT 2020 OCT 2020 OCT 2020 OCT 2020 OCT 2020 OCT 2020	FPL OCT - 9/10-10/9/20 - ACCT #28235-79301 - BLDG B OCT - 9/10-10/9/20 - ACCT #22940-40551 - BLDG C OCT - 9/10-10/9/20 - ACCT #46174-48016 - BLDG D OCT - 9/10-10/9/20 - ACCT #87007-88162 - BLDG G OCT - 9/10-10/9/20 - ACCT #77402-10385 - BLDG A OCT - 9/10-10/9/20 - ACCT #30131-09446 - BLDG E OCT - 9/10-10/9/20 - ACCT #37070-51060 - BLDG F OCT - 9/10-10/9/20 - ACCT #94204-46552 - BLDG H	\$551.63	75310 Electricity	\$27.27 \$30.96 \$33.77 \$34.03 \$34.40 \$43.18 \$48.80 \$299.22	\$27.27 \$30.96 \$33.77 \$34.03 \$34.40 \$43.18 \$48.80 \$299.22
10215	2166	10/22/2020 1-102120	RANEW INSURANCE AGENCY GENERAL LIABILITY EXPIRATION EXTENSION	\$531.81	61400 Insurance	\$531.81	\$531.81
10215	2167	10/27/2020 75136 75197	LAPSCO, INC REPLACED DRYER TIMER - BLDG A BUILDING A WASHER	\$1,405.65	71200 Laundry Expense 71200 Laundry Expense	\$128.40 \$1,277.25\$	
10215	2168	10/27/2020	CAPITAL ONE BANK	\$973.09			
		100820	HOME DEPOT 10/8/20: BLUE TARP FOR STONE		63300 Building Maintenance Supplies & Repairs	\$27.80	\$27.80
		10/09/20	HOME DEPOT 10/9/20: 100 FT HOSE		63300 Building Maintenance Supplies & Repairs	\$51.57	\$51.57
		092820	HOME DEPOT 9/22/20: TENNIS COURT CURB SUPPLIES		63300 Building Maintenance Supplies & Repairs	\$79.00	\$79.00
		10/13/20	RETURN OF RIVER ROCKS		63300 Building Maintenance Supplies & Repairs	(\$504.32) ((\$504.32)
		10/15/20	CED 10/15/20: REPLACEMENT EMERGENCY LIGHTING		63300 Building Maintenance Supplies & Repairs	\$579.45	\$579.45
		092820	HOME DEPOT 9/28/20: TENNIS COURT CURB SUPPLIES		63300 Building Maintenance Supplies & Repairs	\$739.59	\$739.59
10215	2169	10/27/2020	ENBS PAINTING/RCF	\$195.00			
		101320	SOFFIT REPAIR - BLDG D		63300 Building Maintenance Supplies & Repairs	\$195.00	\$195.00
10215	2170	10/27/2020	VERO CHEMICAL DISTRIBUTORS, INC.	\$105.45	74400 0 10 " 0		
		280881	POOL CHEMICALS		71400 Pool Supplies & Repairs	\$105.45	\$105.45
10305	249	10/30/2020 102020	YEAR ROUND LAWN MAINTENANCE,INC. TENNIS COURT IMPROVEMENTS: WHITE RIVER QUARTZ & EROSION CLOTH	\$3,000.00	35145 Expenses-Building	\$3,000.00\$	63,000.00

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10215	2171	 NORLIZ CLEANING SERVICE CLUBHOUSE CLEANING: 10/12, 10/26	\$200.00	65200 Cleaning Labor	\$200.00	\$200.00
10215	2172	 TERMINIX PROCESSING CENTER OCT PEST CONTROL - CUST #8907357	\$423.72	63800 Pest Control: Buildings	\$423.72	\$423.72
Total:			\$31,955.79			