



PRELIMINARY PRICING PROPOSAL

Owners Association of Bradford Park, Inc.

Dear Board of Directors,

Thank you for the opportunity to provide your community with a preliminary pricing proposal for management services! We would be excited to meet with the board to learn more about your needs, understand your challenges, and describe our services.

We are confident that RealManage can improve your current service level and help you realize your community's vision. We believe in a team-oriented approach to serving your community. Our community managers are empowered by an extensive support team that allows them to manage your community more efficiently and effectively. You deserve more than an over-tasked community manager trying to handle all the day-to-day operations alone. We understand the challenges you face and have developed solutions that focus on your goals. Our services will provide proactive management, improve communications, and give you full transparency into your financials and community operations through our integrated software.

We wish to build a strong and long-term relationship with you and your community. Enclosed, you will find an initial pricing proposal along with all of the included management services. We look forward to discussing this proposal in more detail, and configuring a service level that will achieve your goals for the community.

Sincerely,

Marc Rodriguez

Senior Vice President

marc.rodriquez@realmanage.com

(512) 219 -1927 Ext 6030

Charles Ferris

Business Development Manager

charles.ferris@realmanage.com

(214) 269-2508

Association	Owners Association of Bradford Park, Inc.
Manager and Branch	RealManage, LLC - Austin
Commencement Date	2/1/22
Units/Lots (current/at Build-ou) ¹	278 / 278
Community Type	Single Family
Board Meeting Management	Quarterly Two-Hours + Annual Meeting Two-Hours
Community Monitoring Services	Twice Monthly
Assessment Frequency	Annual

MANAGEMENT SERVICES CONFIGURATION

<p>This preliminary proposal is for Full Management Services. Pricing Includes the following:*</p> <ul style="list-style-type: none"> ✓ Board Member Relationship Management ✓ Annual Meeting Management ✓ Board Meeting Management ✓ Community Monitoring Services ✓ Architectural Control Management ✓ Customer Service Center and Emergency After-Hours Call Handling ✓ Single Login, Integrated Software Platform with distinct portals for the Board, Residents, Vendors, Closing Agents and your Association Attorney ✓ Digital Document Archive and Association Record Management ✓ Project, Task and Work Order Management ✓ Amenity and Access Control Management ✓ Vendor Management ✓ Financial Management Services and Reporting ✓ Detailed Monthly Management Reports ✓ Budget Planning and Preparation ✓ Transfer, Resale and Refinance Management ✓ Tax Management ✓ Insurance Management Including In-house Agency ✓ New Owner Welcome 		
Total Recurring Monthly Management Fee	\$1,300.00	
One-time Onboarding Set-Up Fee	\$1,300.00	

Collection, administrative and fulfillment service fees are billed separately from the flat monthly rates. However, you have the option of configuring collection, administrative and fulfillment services for mass mailings, violation letters and delinquency notices into a monthly rate as well.

[Please refer to the Management Agreement for a more detailed explanation of services included]

* This preliminary proposal is valid for ninety days



COMMUNITY MANAGEMENT SERVICES

Board Member Relationship Management

- Provide new board of directors orientation and training
- Respond to board member questions the next business day
- Resolve conflicts and disputes between board members
- Provide advice to board members
- Maintain thorough familiarity with the bylaws and restrictions
- Monitor and disseminate new legislation, ordinances, court cases, and other information pertinent to the Association
- Monitor and disseminate public notices/information pertinent to Association

Annual Meeting Management

- Update list of all owners, declarants, and other attendees
- Prepare meeting agenda and meeting packet
- Issue meeting notices and proxy statements
- Oversee registration of all attendees
- Run the meeting if requested by the Board
- Give annual Manager's report
- Explain financial condition and budget information
- Publish meeting minutes within 30 day

Service Provider Relationship Management

- Provide Service Provider Management system
- Assist Board in the preparation of bid specifications
- Manage competitive bid process as needed for large jobs
- Analyze bids
- Selection of vendors, scheduling and monitoring of work
- Invoice approval and payment process (all utilities are to be paid by EFT if the vendor accepts EFT)

Amenity and Access Control Management

- Manage access control systems
- Manage and distribute access control media (extra fee applies for the fulfillment of a replacement card, key, tag, or remote)⁴
- Processing of any amenity rental fees or move-in or move-out fees and, key, tag or remote⁴

Architectural Control Committee (ACC) Management

- Receive requests and copies of plans from owners
- Forward request to board committee
- Notify owner of the status

Customer Service Center

- Provide Customer Service Center System
- Provide trained Customer Service Representatives to provide personalized service and distribute information as appropriate
- Provide after-hours emergency call handling system
- Maintain owner database with contact history and interaction notes
- Monitor calls for quality of service and survey resident satisfaction

Web-Based Business Portals

- Provide Association with website through our web-based portals
- Management / Board Portal includes a web-based document archive and data management and reporting system with deed restriction violations, ACC, project/task management, communication log, AR delinquency, AP, lot information, directory, and financial reports
- Owner / Resident Portal includes a web-based document archive and resident services system with owner statements, assessment information, deed restriction information, directory, online payments and online service request forms
- Additional Portals: Vendor Portal, Attorney Portal, and Closing Portal

On-site Staffing Services²

- Provide on-site staff as required for operations
- Provide human resources, payroll service
- Provide ongoing training opportunities for on-site staff
- Equipment as needed for on-site staff
- Provide certified managers per Manager policy
- Manage and supervise on-site staff
- On-site transition services



FINANCIAL MANAGEMENT SERVICES

Association Affairs Management

- Provide designated place of business
- Provide designated representative
- Manage corporate records book and minutes book
- Provide records storage
- Facilitate inspection of books and records by owners with prior appointments⁴
- Serve as a liaison with legal counsel, registered agent, or other professional services providers as necessary to over-see all necessary filings, licenses, and permits are properly prepared and filed in accordance with any applicable laws (all third-party legal fees, registered agents fees, document fees, search charges, and filing fees will be charged to the Association)

Financial Management

- Provide Accounting and Financial Software
- Manage Accounts Payable⁶
- Manage Accounts Receivable
- Manage General Ledger
- Prepare a proposed annual budget and forecast
- Bank account maintenance (additional fees apply for bank loan management)
- Reconcile monthly bank statements
- Manage disbursements and perform the required document processing⁷
- Generate statements of account and/or resale certificates⁴
- Facilitate cash management
- Prepare standard monthly financial reports by the 20th day following month-end and prepare standard year-end financial reports by the 45th day following year-end, each with standard account codes

Insurance Management

(all premiums are paid by the Association)

- Assist with the application for the following insurance policies as requested: liability, property, worker's compensation, Directors and Officers, and Error & Omissions
- Maintain a manager Fidelity Bond as required by Association of statute
- Maintain Association insurance policies including expiration dates and renewals

Tax Management

- Provide Tax Management system and manage property taxes
- Maintain updated plat information
- Maintain property tax information within the proper jurisdictions
- Collate information for any required Federal or State tax return preparation and forward to independent tax vendor selected by Manager for preparation (extensions required at the expense of the Association to allow adequate time for final FYE financial review, audit, return preparation, and client signature)
- Maintain property tax accounts, parcel identifiers, and property tax invoice payments
- Coordinate with the Association on required signatures for the required tax returns and submit to the applicable taxing authority
- Prepare and issue W-2s, 1099s and 1096s⁷

Transfer Process Management⁴

- Provide Transfer Process Management database
- Manage plat and lot/unit owner database
- Update Association records for new owner
- Generate transfer documentation
- Respond to lender questionnaires and certifications in accordance with the Standard Terms and Conditions

New Owner Welcome Process

- Mail out a welcome letter
- Maintain and update welcome packet and/or make information available online
- Distribution of access cards/keys to amenities
- as appropriate
- Alert board to new owners (made available online)

Statements of Account and Resale Process Management⁴

- Provide Statement of Account/Resale Process Management database
- Answer tax service, title company, and mortgage company inquiries,
- Answer homeowner inquiries



COMMUNITY MONITORING SERVICES

Site Monitoring and Deed Restriction Management

- Provide Deed Restriction Management system
- Maintain Association restrictions information database
- Provide continuing deed restriction awareness content through articles for the newsletter and/or special mail-outs
- Monitor property for compliance with restrictions based upon readily-visible violations from common area streets, driveways, and sidewalks
- Manage Deed Restriction Committee input
- Manage owner complaints of violations
- Notify owners and builders of violations via standard notices
- Manage owner disputes of violations
- Maintain violation log

COLLECTION SERVICES⁷

Assessment Collections

- Manage the fulfillment of standard assessment coupons, statements, or e-statements⁷
- Issue replacement coupon books⁴
- Manage EFT/ACH payment process⁷
- Manage credit card payment process⁷
- Collect and post to proper bank account
- Process checks without coupons and returned checks
- Provide delinquency management system
- Create and mail standard delinquency notices
- Create legal referral packet and submit to Association's attorney⁷
- Coordinate with the Association attorney post referral, process bankruptcy correspondence, and file Proof of Claim on behalf of Association
- Receive, research, review and process foreclosure documents for subsequent conveyance and collection
- Provide delinquency report
- Assess, collect and post late fees and finance charges (additional collections fees may apply for "Over 90 Days" accounts⁴)

BOARD MEETING MANAGEMENT

Board Meeting Management

- Prepare preliminary meeting agenda and meeting notice
- Prepare and publish electronic board meeting packet⁵
- Participate in the meeting per the meeting frequency in configuration between Monday at 8:30 AM to Friday at 5:30 PM

ADMINISTRATIVE SERVICES⁷

Fulfillment Management

- Provide community mailing services for regular mailings, special notices and annual meeting notices as required up to the maximum number of mass mailings at three pages each in black and white⁸
- The number of mailings and pricing per Exhibit A are for each full calendar year and will be prorated for any partial calendar year

SET-UP SERVICES

New Community Set-Up Services

- Dedicatory instrument document scanning
- Vendor contract and insurance policy scanning
- DRV master configuration
- Maintenance master configuration
- Assessment rules configuration
- Collections process configuration
- Create Community Information Summary and Amenity Summary
- Create Legal Summary
- Create community form
- Lot/unit set-up, owner information input
- Bank account set-up
- Financial records input, Financial report mapping
- Budget input

[1] Management of any specific units not identified on Exhibit A such as management or assessment billings for individual boat slips, garages, parking spots, storage units, stables, etc. whether owned by the Association or individual owners.

[2] Additional fees apply for fulfillment of DRV letters in excess of 10% of the total number of units on a monthly basis.

[3] Additional fees apply for fulfillment of collection letters in excess of 5% of the total number of units on a monthly basis, or any certified letter charges.

[4] Additional service fees apply and are billed directly to owners per the then current price schedule or an equivalent amount is billed to the Association if not paid directly by the owner for any reason

[5] Additional fees apply for printed board booklets

[6] Additional services fees apply for check delivery to board members

[7] Additional fees or pass through expenses may apply

[8] Additional fees apply for any mailing that exceeds three pages, any certified mailings, any special handling, any non-standard postage, inclusion of return envelopes, any customized printing or mailing with color stock or color print

RealManage Introduction


An introduction to RealManage community
management solutions



(866) 403-1588

info@realmanage.com

www.RealManage.com



Experience A Whole New Level Of HOA Management

“ **RealManage** has proven themselves to be an innovative and responsive management company. They have continued to introduce new products and services that benefit our community as a whole.

- Board President ”



We have a plan for your community's success

RealManage provides solutions that help your community achieve measurable results by providing the four management keys to success of transparency, technology, increased communication, and enhanced support. These key solutions help board of directors to focus on the big picture of effectively governing your community, strategic planning, keeping the association within budget, keeping the residents informed, and building a strong sense of community.

OUR STORY

The company's operating history goes back more than 30 years through our various acquisitions and branch operations. The RealManage brand and vision was initially conceived in 2002 and launched in 2004 with our initial acquisition of a highly successful property management company in Austin, Texas. Since then, we have grown rapidly through other acquisitions and branch openings across the country to rank as one of the top five HOA management companies in the nation.

Our innovative management capabilities serve well over a thousand community associations across the U.S. from 50 to several thousand units. Our management portfolio includes homeowner associations (HOAs), condominium association, cooperatives, luxury high-rises, municipal utility districts, and large master-planned communities.

Meet Our Executive Team



Chris O'Neill
Chief Executive Officer

Chris is one of the founding owners of RealManage and serves as the Chief Executive Officer. Chris has over twenty years of leadership experience with business services companies and is a founding member of RealManage, LLC. He is also currently on the board of directors of the leading management consulting firm dedicated to the global real estate industry. He has previously served on the board of directors of several other enterprises, including ten years on the board of the leading procurement solutions company to the multi-family real estate industry. Chris earned an MBA from Stanford University and earned both engineering and economics degrees from Rice University.



Chris Ayoub
President

Christopher serves as President of RealManage. Christopher joined RealManage in 2014 as an accomplished executive and Operation Iraqi Freedom combat veteran with a proven track record of providing the highest level of service to clients. Prior to joining the RealManage family, Ayoub held the position of Chief Operating Officer for a Fortune 500 subsidiary, where he headed efforts to become one of the first companies to execute a Digital Close Real Estate transaction. Additionally, under Ayoub's leadership, the company was selected by the Consumer Financial Protection Bureau for their national mortgage eClosing pilot.



Monte Irion
Chief Process Officer

Monte joined the company in 2004 during the first year of operation and now serves as Chief Process Officer. Monte has over 25 years' experience building scalable, high performance financial and operations business process technology platforms achieving organizational success and growth for real estate and financial services organizations. Before joining the company, Monte served as the Chief Financial Officer for a developer and operator of extended-stay hotels, an insurance financial services company, and a financial services subsidiary of Banc One. He founded and owned an asset management company specializing in the collection of non-performing debt instruments. He also served as Vice President of Financial Operations for Prentiss Properties, where he managed the finances of federal government agency contracts with the FDIC/RTC for a \$2.4 billion portfolio comprised of over 700 properties.



Steve Jordan
Chief Risk Officer

Steve joined RealManage in 2005 and serves as the Chief Risk Officer. Before joining RealManage, Steve had executive responsibility at Realm Group where he managed 170 employees in four states and managed a large portfolio of communities, military housing, and hotels. Prior to that, Steve was a Vice President at Robinson Management Group where he managed a large multi-family property management portfolio and managed many multi-million real estate transactions as a corporate broker. Steve's other experience includes management of over 500 rental properties for 180 client investors at Stanberry & Associates and working as a real estate sales agent with Henry S. Miller Realtors. Steve earned a BA from the University of Texas in Austin and is a licensed Real Estate Broker in Texas, Nevada, Illinois, Georgia, and Florida.

RealManage has a distinguished executive management team that includes certified community association management and property management industry veterans, Certified Public Accountants, Fortune 500 executives, business process outsourcing executives, and technology executives.

Unique Value Proposition

The Best People

- Degreed Accountants and Certified Public Accountants (CPAs)
- Professional newsletter publishers and event managers
- Experienced customer service representatives
- Experienced technology staff and industry executives
- Client Success and Community Managers Support Group

The Best Technology

- Automated deed restriction enforcement
- Online payments, bank reports, balances and document archives
- Automated workflow “wizards” for task routing and approvals
- One database with one login for all community processes, procedures, information, documents and resident information
- Cloud-based portals that provide 24/7 self-serve reports with up-to-date information
- Mobile App for Apple and Android

The Best Practices

- Extended-hours & multi-lingual customer service
- Lockbox operations with no bank fees
- GAAP-based accounting, financial and benchmarking reports
- One-on-one training for new and current board members
- A majority of resident questions are answered quickly with no re-routing of the call
- Instant access to all relevant information from any device at anytime

Transparent Reporting Technology

Board Portal

View in real-time

- Financial reports
- Legal documents
- Work orders and task logs
- Deed Restriction Violation (DRV) summary
- Delinquency logs
- Call log reports, detailed list of all lot information
- Vendor information, book balances
- Open AP and expense detail pivot table

Resident Portal

Access in real-time

- Owner statement and payment history
- Deed restriction summary
- Deed restriction violation reporting
- Board member directory
- Owner directory
- Online Payments
- Online service requests
- Assessment rules information

Web Application

Manage in real-time

- Projects and tasks
- Community information
- Calendar
- Vendor management
- Architectural applications
- Emails, financials
- Resident information
- Maintenance work orders

Mobile Apps

Process in real-time

- Add/update projects and tasks
- Submit invoices using camera or locally saved files
- Access and work the board workbox
 - Invoice approval
 - Collection referral approval
 - Architectural request approval
- Update maintenance work order
- Access property and owner information

Included Management Services

Board Member Relationship Management

- Provide new board of director orientation and refresher training
- Respond to board member questions and issues no later than the next business day
- Resolve conflicts and disputes between board members
- Maintain thorough familiarity with the Association's bylaws and restrictions
- Monitor and disseminate new legislation, ordinances, court cases to the Association
- Monitor and disseminate public notices/information pertinent to the Association

Service Provider Relationship Management

- Provide service provider management system
- Assist Board in the preparation of bid specifications
- Manage competitive bid process as needed for large jobs
- Analyze bids
- Facilitate the selection of vendors, scheduling and monitoring of work
- Invoice approval and payment process

Community Monitoring Services

- Provide deed restriction management system
- Maintain Association restrictions information database
- Monitor property for compliance with restrictions
- Manage deed restriction committee input
- Manage owner complaints and disputes of violations
- Maintain violation log

Board Meeting Management

- Prepare preliminary meeting agenda and meeting notice
- Prepare and publish board meeting packet
- Participate in the meeting
- Present Manager's report

Annual Meeting Management

- Prepare meeting agenda meeting packet
- Issue meeting notices and proxy statements
- Oversee registration of all attendees
- Run the meeting if requested by the Board
- Give annual Manager's report; explain financial condition and budget information
- Publish meeting minutes within 30 days

Included Management Services

Architectural Control Committee Management

- Receive requests and copies of plans from owners
- Forward request to board committee
- Notify owner of the status

Financial Management

- Manage Accounts Payable, Accounts Receivable and General Ledger
- Prepare a proposed annual budget and forecast
- Bank account maintenance
- Reconcile monthly bank statements
- Generate statements of account and/or resale certificates
- Prepare standard monthly and year-end financial reports

Owner Assessments

- Issue standard assessment coupons or statements
- Manage EFT/ACH, credit card payment process
- Collect and post to property bank account
- Process checks without coupons and returned checks.


Tax Management

- Maintain updated plat information
- Maintain property tax information within the proper jurisdictions
- Collate information for any required Federal or State tax return preparation
- Maintain property tax accounts, parcel identifiers and property tax payments
- Prepare and issue W-2s and 1099s

Insurance Management

- Assist with the application for insurance policies as requested
- Maintain a manager Fidelity Bond as required by Association or statute
- Maintain Association insurance policies including expiration dates and renewals

Delinquent Assessment Collections

- Create and mail standard delinquency notices
 - Create legal referral packet and submit to Association's attorney
 - Coordinate with the Association attorney post referral
 - Process bankruptcy correspondence and file Proof of Claim on behalf of Association
 - Process foreclosure documents, late fees, and finance charges
- 

Support for Residents and Owners

RealManage strives to provide a much higher level of service than the industry norm. Our model is designed to provide dependable, personalized service to the owners and residents in each community association we serve.



Customer Support

Owners and residents may call our customer service number at (866) 473-2573, and speak to a Resident Advisor. We provide extended calling hours, multilingual capability (including English, Spanish and other languages), and personal service (no automated response system).



Immediate Answers

Our Resident Advisors can usually answer any resident questions immediately, without having to reroute the call or research information to call back later with an answer. They have immediate, electronic access to all community and owner/resident information and can instantly email lost statements, deed restrictions, annual meeting announcements, and other community information. Residents may also access up-to-date account information via their Resident Portal.



Emergency Service

RealManage is available 24 hours a day, seven days a week to coordinate responses to emergencies which fall outside the scope of Police, Ambulance, and Fire department activities. Our Resident Advisors are available 11 1/2 hours a day Monday through Friday to directly handle emergency calls. Outside the standard business hours for the Customer Service Representatives, RealManage employs a telephone answering service with operators trained to identify true and immediate emergencies, with access to all local on-call personnel at all times.

Positive Change Is Coming

Transition is a momentary bridge between the old guard and the new. By onboarding thousands of communities, we have perfected the process ensuring your transition goes as smoothly as possible. Changing management companies will allow you to have a fresh start and thereby obtain a critical view into all of your operation metrics by using a 130 checklist. As we transition properties, our professional staff evaluates every component of the association.

Examples:

- Evaluate reserve components and make recommendations to the board
- Evaluate expenditures in your budget including utilities, insurance and other costs for correct pricing and service level
- Evaluate vendor contracts for pricing, service level and performance
- We provide multiple new bids for any recommended vendor changes
- Evaluate amenities for cost, performance, and use
- Evaluate current governing documents, policies, procedures and make recommendations to the board for changes if needed
- Present other metrics that could be specific to your particular association

After completing the transition and evaluation, you will see a dramatic difference in the operation of your community.

There will be:

- A decrease in your workload
- Access tools you need to keep a watchful eye over the community — overseeing the operations, not performing them
- Complete access to all of your organization's documents and operational metrics
- Your association Board Portal homepage will provide a plethora of daily updated information including balance of the association's operating bank account

We will provide training for you to utilize the Board Portal and understand the complex regulations that govern in your state. Once we have completed our reviews and inspections and the transition and evaluation process is complete; we will then be able to recommend changes that can possibly reduce your expenditures and consequently your community's assessments.

The level of management that your board of directors desires can be customized to fit both the needs and the budget of your association. From a high level of service to a base level that may be more economically viable for some associations, or anywhere in between.



RealManage

POWERED BY CIRACONNECT



Management / Board Portal Presentation

An Detailed Look Into RealManage's Management / Board Portal





The RealManage Board / Management Portal is a unique service that enables homeowners to efficiently manage their affairs within their community association. It is a secure, intuitive, cloud-based reporting portal with real-time access to pertinent community information. The Management / Board Portal is available to all owners 24/7, and all information is updated on a daily basis.

The Management / Board Portal can be reached by going to www.realmanage.com > **Access Portals** > **Board Portal**, or by going directly to www.ciranet.com.

Management / Board Portal - Community Dashboard



Community Dashboard

RealCommunity

Welcome

[Preferences](#) | [My Account](#) | [Logout](#)

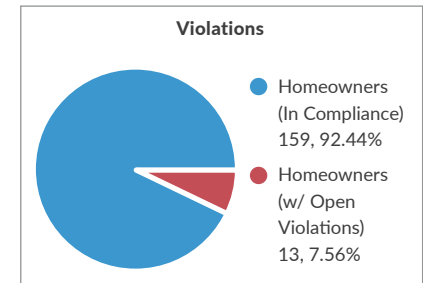
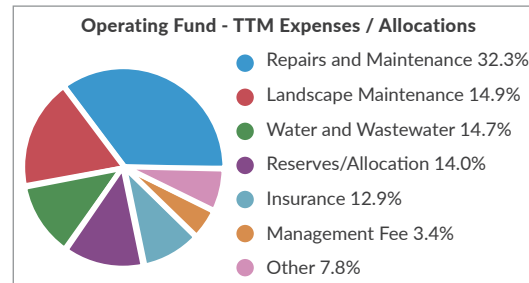
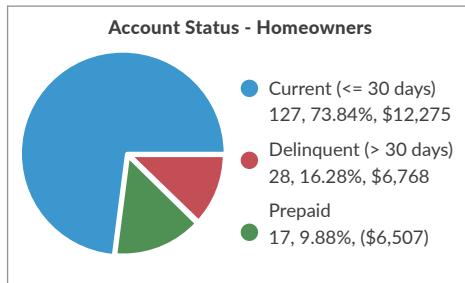
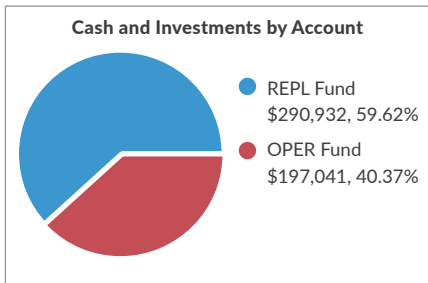
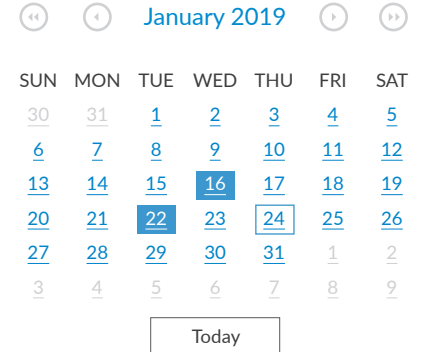
- Community Dashboard
- Actions
- Work Inbox
- Community Information
- Community Management
- CiraBooks
- Process Tracker
- Reports
- Resources
- Portals

Work Processed - Last 30 Days

Work Area	Count
Assessment Payments Processed	756
Collections - Referred Accounts	0
Collections - Resolved Accounts	0
Conveyances Processed	29
Delinquency Notices	65
Resident Contacts	313
Statements Mailed	309
Vendor Disbursements	52
Violation Citations	74



Community Calendar



Community Metrics

Community Information

- Home
- Search
- Directory
- Create Case
- Log Call
- User Support

Toll-free Number: (855) 877-2472
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Community Dashboard

RealCommunity

Welcome
[Preferences](#) | [My Account](#) | [Logout](#)

- Community Dashboard
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- Resources
- Portals



Community Metrics

Status	Open Work		
Drag a column header here to group by that column			
Metric	Help	Status	Value
Community Status			InProduction:
Billing Document (FY: (2019))			Statements
Billing Document (FY:2020)			Statements
Calls Logged Last 30-Days			Normalized Avg Call Multiple = 1x
Current Fiscal Year			Jan 1 2019 : Dec 31 2019
Lawsuits			Active: 0
Over 30-Days Delinquent			16.28% (28 homeowners), \$6,768
Over 60-Days Delinquent (FHA Condo)			16.28% (28 homeowners), \$6,768
Pending Termination			n/a
Percentage of Off-Site Owners			14.53% (25 owners)
Registered ACH Owners			11.04% (19 owners)

Community Information

Legal Name	RealCommunity Inc.		
Community ID:	REALCOMM	Community #:	646
County:	Denton	Formation Date:	4/8/2004
Start Date:	11/1/2004	Fiscal Year End:	12/31
Type:	Single Family		
Website:	http://www.realmanage.com/	MC Managed Site:	Yes

Lots/Units

Homeowner:	172	Declarant:	33	Builder:	0	Total:	172
Commercial:	0	Common:	13	Build-Out:	172	% Build Out:	100.00%

Description

Master planned Centex community located north of Dallas in Plano, Texas near the Dallas North Tollway and Plano Parkway. Amenities include a pool, playground, clubhouse, fitness center, and an indoor amenity center.

Quick Links

- [Add / Edit Projects - Tasks](#)
- [Add / Edit Resident Announcement](#)
- [Review Approved Open AP - \(3\)](#)

- [Last Published Management Report](#)
- [Last Published Financial Report](#)
- [New and Announcements - \(4\)](#)

- [Contact your RealManage Service Team](#)
- [Contact RealManage's Client Satisfaction Team](#)
- [Evaluate RealManage's Performance](#)

- Home
- Search
- Directory
- Create Case
- Log Call
- User Support

Toll-free Number: (855) 877-2472
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RealCommunity

Welcome
[Preferences](#) | [My Account](#) | [Logout](#)

- Community Dashboard
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- Work Inbox
- Community Information
- Community Management
- CiraBooks
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- Reports
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- Portals

Percentage of Off-Site Owners			14.53% (25 owners)
Registered ACH Owners			11.04% (19 owners)


Quick Links


- [Add / Edit Projects - Tasks](#)
- [Add / Edit Resident Announcement](#)
- [Review Approved Open AP - \(3\)](#)
- [Review Open Work Orders](#)


- [Last Published Management Report](#)
- [Last Published Financial Report](#)
- [New and Announcements - \(4\)](#)
- [Most Recent Board Minutes](#)


- [Contact your RealManage Service Team](#)
- [Contact RealManage's Client Satisfaction Team](#)
- [Evaluate RealManage's Performance](#)
- [Have a CiraNet issue, suggestion or feedback?](#)


Your RealCommunity Association Service Team


- 

Cody Johanson
 Community Association Manager
REALCOMM@CiraMail.com
 972-555-0476 x2234
- 

Shawn Bangal
 Assistant Community Association Manager
REALCOMM@CiraMail.com
 972-555-0476 x2134
- 

Diane Fincher, Financial Manager - Branch Controller
 Financial Manager
diane.fincher@realmanage.com
 972-555-0476 2122
- 

Amy Barrington
 Director of Community Association Management
amy.barrington@realmanage.com
 972-555-0476 2243
- 

Brandon Herald, Vice President, Operations
 Branch Manager
brandon.herald@realmanage.com
 972-555-0476 2112
- 

Donald Larson, Vice President and Market Leader
 Market Leader
donald.larson@realmanage.com
 972-555-0476 2332

[Full Team](#)

Your Local Service Office



RealManage, Dallas
 6400 International Parkway, Suite 1000
 Plano, TX 75093
[Dallas Service Team](#)

Services

- [Full Service Management](#)
- [RealCollect](#)
- [RealInsure](#)
- [RealLifeGuard](#)
- [RealNews](#)
- [RealWeb](#)

RealManage Management Agreement

- [Service Level Agreement](#)
- [Standard Terms and Conditions](#)

Support Team

- [Service Support Team](#)
- [CiraConnect Shared Services Team](#)

- Home
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All Events Are Displayed In Central Standard Time

[Export](#)

Community Amenity

Label: Label Type: ← Today ↓ → January – February, 2019 Day Work Week Week **Month** Timeline

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 13	14	15	16	17 6:00 PM - 10:00 PM Family Movie Night	18	19
20	21	22	23	24	25	26
27	28	29	30	31	February 1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16

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Announcements

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+ Add New Announcement

- Active Announcements
- Expired Announcements

[Approved Fence Stain](#) | [Edit](#) | [Delete](#) **Expires 2/28/2025** 1/6/2019

Additional Approved Fence Stain is listed below...
Sherwin Williams: Cedar Deckscape: Medium Brown

[Amenity/Pool Rental](#) | [Edit](#) | [Delete](#) **Expires 12/31/2020** 9/16/2009

Any inquiries regarding reserving the amenity center need to be emailed to REALCOMM@CiraMail.com



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Directory



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Management / Board Portal - Approved Open AP



Approved Open AP

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Drag a column header here to group by that column								
Bank Account	Account No	Type	Vendor	Document No	Description	Post Date	Amount	
OperFund-Ck	****5056					Current book cash balance in account		\$152,190.99
		AP Bill	CoServ	200000472957-1214A	Consolidated Accounts	01/01/2019	(\$4,723.67)	
		AP Bill	SuddenLink	104820395767399938-3009	1039 Candle Dr	01/09/2019	(\$226.26)	
OperFund-Ck	****5056					Anticipated book cash balance after payments are made		\$147,241.06
ReplFund-MM	****5073					Current book cash balance in account		\$605,312.55
ReplFund-MM	****5073					Anticipated book cash balance after payments are made		\$605,312.55
					Open AP Adjustments			
		AP Adjustment	CoServ		Vendor balance carry-over	01/01/2009	\$1700.57	
		AP Adjustment	CoServ	APCM-3279395-1	Reverse 2 bills posted in error	06/01/2017	(\$1700.57)	
					Open AP Adjustments		\$0.00	
							Total: \$752,553.61	



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Management / Board Portal - Maintenance Work Orders



Maintenance Work Orders

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Open Work Orders **Closed Work Orders**

Closed Work Orders In Past Days

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Location Community

Action	Work Order #	Tasks	Invoices	Job Type	Status	Priority	Vendor	Reference Type	Reference	Created	Responsible	Due	Authorization Amount	Notes	Log
Location: Dallas (Count=2)															
Community: RealCommunity Inc (Count=2)															
Action	227486		186215	Replace	Complete	Normal	Betsy Russ Flags Inc.	Other		11/12/2018	Cody Johanson		\$0.00		
Purchase replacement flags for both entrances to the community															
Action	227487		186216	Repair	Complete	Normal	Michael & Sons Inc.	Other		11/28/2018	Cody Johanson		\$0.00		
Misc items... lights, graffitti, etc.															

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Management / Board Portal - Report a Violation



Report a Violation

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In order to report a violation on a property, start by first selecting the property. The current and historical violations will be populated in the data grid. Next, select the violation category and subcategory. The violation text will now be displayed. The "Regarding" text will be printed on the violation notice. The "Notes" are used to communicate additional information to the Community Association Manager / Inspector. New violations will be entered as a "Watch" reported by a third party. Additions to existing violations will be entered into the inspection history log as a note. Click the blue help icon (question mark) for more information.

Property Address:*

Violation Category:*

Violation Sub Category:*

Location:

Regarding:

Violation Notes:

Inspection Date: Filter Violations

Action:*

Request Review

Images

No data to display

Compliance Text

To bring this property into compliance, please remove all drainage impediments and restore the original drainage pattern to the property.

Contract Text

"Every Lot and the Common Area shall be burdened with easements for natural drainage of storm water runoff from other portions of the Covered Property; provided that no Person shall alter the drainage as it exists on any Lot at the time of transfer of such Lot from the Declarant in a manner that would materially alter or impact the drainage of storm water onto adjacent portions of the Covered Property or the Annexable Property without the consent of the Owner(s) of the affected property..."

Clarification Text

No clarification is available.

- Open**
- Closed
- Allowances
- Notices

Thank you for your compliance.

1 Rows / Page 10 Grid Features

Category	Subcategory	Status	Location	Regarding	History	Opened Date	Referred to Attorney	Property Address	Courtesy Reminder	First Notice	Pre-Fine Notice	Fine Notice

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Management / Board Portal - Board & Committee Work Inbox



Board & Committee Work Inbox - Board Approvals

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Board Approvals is an **optional** business process approval queue designed to systematically insert configured Board members and or/ committee members into a defined work process prior to additional action on the work. **Completed approvals may be configured to display under open approvals if they were recently finalized but the work items have progressed to the next step.** Click the blue help icon (question mark) for more information.

Open Closed My Tasks All Tasks

Process		ID	Action	User	Added On	Due Date	Days Remaining	Info	Status	Documents	Discussion Notes	Log	Required	Reference	Details
Process: Architectural Request Approval - Approval Requirements (Count=5)															
ID: 66629 - Project #61850: ACC Request - 16025 Greenbolt (Basketball Goal, Storage Shed) 16205 Greenbolt Current: Tyler & Rebecca Veltoy Review Item: Basketball Goal (Count=1)															
	Action		Janette McCaulcoy	1/4/2019	3/5/2019	41 days remaining		Unapproved						16205 Greenbolt	
ID: 66630 - Project #61850: ACC Request - 16025 Greenbolt (Basketball Goal, Storage Shed) 16205 Greenbolt Current: Tyler & Rebecca Veltoy Review Item: Outbuilding / Storage Shed (Count=1)															
	Action		Janette McCaulcoy	1/4/2019	3/5/2019	41 days remaining		Unapproved						16205 Greenbolt	
ID: 66695 - Project #62179: ACC Request - 1212 Grapevine (Patio Cover) 1212 Grapevine Current: Charlie & Kari Yalphen Review Item: Patio Cover (Count=1)															
	Action		Janette McCaulcoy	1/22/2019	3/22/2019	58 days remaining		Unapproved						1212 Grapevine	
ID: 66674 - Project #62343: ACC Request - 1332 Anheiser Ct (Concrete Pad/Patio Cover) 1332 Anheiser Ct Current: James & Stella Artois Review Item: Concrete Pad (Count=1)															
	Action		Janette McCaulcoy	1/22/2019	3/22/2019	58 days remaining		Unapproved						1332 Anheiser Ct	
ID: 66675 - Project #62343: ACC Request - 1332 Anheiser Ct (Concrete Pad/Patio Cover) 1332 Anheiser Ct Current: James & Stella Artois Review Item: Patio Cover (Count=1)															
	Action		Janette McCaulcoy	1/22/2019	3/22/2019	58 days remaining		Unapproved						1332 Anheiser Ct	
Process: Collections Referral - Approval Requirements (Count=16) (Continued on the next page)															
ID: R0067726L0058111 - Sandra Unavena 16161 Alvarada Dr (Count=1)															
	Action		Janette McCaulcoy	1/17/2019				Unapproved						16161 Alvarada Dr	

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Management / Board Portal - Property/Owner Information



Property/Owner Information

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- Properties and Owners**
- Community Map

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Drag a column header here to group by that column

Account Number	Owner First Last Name	Combined Owner	Owner Type	Property Address	Property CSZ	Lot	Section	Lot	Block	Owner Occupied	Email
R02835L19204769	Quinn L Humphry	Quinn L Humphry	Homeowner	1201 Grapeshot Ridge	Plano, TX 75093	5B		31	55	Yes	tada@gmail.com
R02835L19204123	Lennie Holmes	Lennie & Betsy Holmes	Homeowner	1204 Grapeshot Ridge	Plano, TX 75093	5B		32	55	Yes	
R02835L19204632	Sonnie Kanja	Sonnie & Sharee Kanja	Homeowner	1207 Grapeshot Ridge	Plano, TX 75093	5B		33	55	Yes	
R02835L19204782	Charlie U Scortish	Charlie U Scortish & Betty Black	Homeowner	1211 Grapeshot Ridge	Plano, TX 75093	5B		34	55	Yes	
R02835L19204889	Anheisur LLC	Anheisur LLC	Declarant	384 Plum Ct	Plano, TX 75093	2		12	Z	Unknown	anheus@me.org
R02835L19204382	Terry Rooney	Terry Rooney & Benjamin Kennedy	Homeowner	387 Plum Ct	Plano, TX 75093	2		13	55	Yes	
R02835L19204503	Charles Marksis	Charles & Charlie Marksis	Homeowner	389 Plum Ct	Plano, TX 75093	2		14	41	Yes	
R02835L19204112	Chadwick Bowsmen	Chadwick Bowsmen & Stacy Smith	Homeowner	392 Plum Ct	Plano, TX 75093	2		15	46	Yes	
R02835L19204631	Olga Offlepuff	Olga Offlepuff & Gary Griffon	Homeowner	89 Hudston Ln	Plano, TX 75093	1A		6	47	Yes	hogwars@eng.com
R02835L19204673	Russell Wolson	Russell Wolsin & Toni Romona	Homeowner	93 Hudston Ln	Plano, TX 75093	1A		7	55	Yes	jtbowe@ymail.com
R02835L19204117	Jay S Hammer	Jay S Hammer	Homeowner	94 Hudston Ln	Plano, TX 75093	1A		8	55	Yes	
R02835L19204385	Chandress P Dokily	Chandress P Dokily	Homeowner	1344 Coletto Creek Trl	Plano, TX 75093	6		10	33	Yes	

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 - Owner Info**
 - Additional Info
- Owner Information
 - Contacts
 - Statement
 - Open Balance
 - Owner Documents**
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Management / Board Portal - Property/Owner Information (cont.)



Property/Owner Information

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R02835L19204673	Russell Woison	Russell Woison & Toni Romona	Homeowner	93 Hudston Ln	Piano, TX 75093	1A		7	55	Yes	jtbowe@gmail.com
R02835L19204117	Jay S Hammer	Jay S Hammer	Homeowner	94 Hudston Ln	Piano, TX 75093	1A		8	55	Yes	
R02835L19204385	Chandress P Dokily	Chandress P Dokily	Homeowner	1344 Coleto Creek Trl	Piano, TX 75093	6		10	33	Yes	

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 - Owner Documents**
 - Communications
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 - Notes
 - Amenities

Categories:

 Search

- Audit Documents - (1)
- Collection Notices - (0)
- Forms - (3)
- Legal - (4)
 - General - (4)**
 - Pool Waiver - (0)
 - Resident Specific - (0)
- Mailings - (1)
- Misc Correspondence - (1)
- State Statute Disclosures - (0)
- Statement - (0)
- Violation Notice - (10)

+ Upload Document

Drag a column header here to group by that column

File Name	Size	Effective Date	Uploaded By	Uploaded On	Type
2012 Vanpool_brochure_final.pdf	813.34 kb	11/06/2012	Nathaniel C	11/06/2012	
Pool Waiver.pdf	57.34 kb	01/01/2013	Nathaniel C	01/01/2013	
Gate Form.pdf	2 kb	01/01/2014	Nathaniel C	01/01/2014	
DCCRs and Bylaws.pdf	60.43 kb	01/01/2012	Nathaniel C	01/01/2012	

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Management / Board Portal - Board & Committee Members



Board & Committee Members

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[+ Upload Document](#)
[Email](#)
 Members in Period to

 Show All

The Association Directors, Committee Members and Constituents report details the roles, titles, service term expiration dates, contact information, and access to association information distributed by the management company for the association's Board of Directors and Committee Members, if applicable. Click the blue help icon (question mark) for more information.

1		Rows / Page		10											
Action	Title	First Name	Last Name	Term Begins	Term Expires	Phone	Email	Board Portal Access	Include in Address Book	Receives Management Report	Receives Financial Report	Display Resident Portal	Board Approval Setup	Portal User Type	
<input checked="" type="radio"/> Director															
Action	Director	Johnathan Maury	Gilliam	1/15/2019	1/15/2021	972-555-1224	12livin@gmail.c	✓	✓	✓	✓	✓	✗	Property Owner	
Action	Director	Benny	Septicoff	1/15/2019	1/15/2021	972-555-5648		✓	✓	✓	✓	✓	✗	Property Owner	
Action	Director	Christolf J	Kapsulata	1/15/2019	1/15/2021	972-555-1823		✓	✓	✓	✓	✓	✗	Property Owner	
<input checked="" type="radio"/> Committee															
Action	Chair	Jannette	McCaulkey	N/a	N/a	972-555-4719		✓	✓	✗	✗	✗	✓	Constituent	
<input checked="" type="radio"/> Constituent															
Action	CPA	Auditor	CPA	1/2/2017	1/2/2021	972-555-9481		✓	✗	✗	✗	✗	✗	Constituent	

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Management / Board Portal - Community Map



Community Map

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Search Current Owners Only Current and Previous Owners [View/Refresh All Owners](#)

[Properties and Owners](#) **[Community Map](#)**



- Meet Any Criteria** **Meet All Criteria**
- Include Non-Geocoded Properties
 - All Properties
 - Violations**
 - Watch
 - Open - Fixed
 - Open - Not Fixed
 - At Attorney
 - Account Status**
 - Delinquent > 30 day
 - Bankruptcy
 - Foreclosure
 - At Attorney
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Documents

Resale Package

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Categories:

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 - Audit Documents - (16)
 - Bank Deposits - (0)
 - Bank Documents - (7)
 - Board Authorizations - (12)
- ⊖ Budgets - (46)
- Calendar Events - (236)
- ⊖ Collection Notices - (156)
- ⊖ Conveyance Paperwork - (3322)
- ⊖ Declarant Funding Requests - (89)
- ⊖ Financial Reports - (2039)
- Forms - (5)
- ⊖ Inquiries - (1513)
- ⊖ Insurance - (175)
- ⊖ Legal - (1262)
- ⊖ Mailings - (77)
- ⊖ Owner Mailings - (1760)
- ⊖ Resale Certificates - (3008)
- ⊖ Statements - (16210)
- ⊖ Vendor 1099 - (28)
- ⊖ Vendor Invoices - (3393)
- ⊖ Violation Images - (349)

Drag a column header here to group by that column

File Name	Size	Effective Date	Uploaded By	Uploaded On	Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2012 Vanpool_brochure_final.pdf	813.34 kb	11/06/2012	Nathaniel C	11/06/2012	
Pool Waiver.pdf	57.34 kb	01/01/2013	Nathaniel C	01/01/2013	
Gate Form.pdf	2 kb	01/01/2014	Nathaniel C	01/01/2014	
DCCRs and Bylaws.pdf	60.43 kb	01/01/2012	Nathaniel C	01/01/2012	
ACC Request Form	12kb	01/01/2016	Nathaniel C	01/01/2016	

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Management / Board Portal - Community Information Summary



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	Item	Information
Action	Amenities & Access Control	<p>South Fitness Center, Open: 4:30 AM to 11 PM, 7 days a week</p> <p>Playground, Open: Daylight Hours Only</p> <p>Amenity Center, Accepts Reservations, Open: 8 AM to 11 PM</p> <p>CARD ACCESS VENDOR</p> <p>North Fitness Center, Open: 24/7</p> <p>North Pool, Accepts Reservations, Open: 9 AM - 9 PM</p> <p>Soccer Field, Accepts Reservations, Open: 24/7</p> <p>Dog Park</p> <p>Swimming Pool, Accepts Reservations, Open: Weekend before Memorial Day - September 30 Mon-Thurs 10AM - 8 PM Fri-Sun 10AM - 10PM</p>
Action	Annual Meetings	<p>All residents will be given proper notice as to the next Annual Meeting.</p> <p>4.1 The annual meeting will be held during the first calendar quarter of each year.</p>
Action	Board Meetings	<p>Per the management agreement - there will be 4 Board Meetings per year. Not to exceed 2 hours in length of each meeting.</p> <p>Regular Meetings of the Board of Directors may be held at such time and place as shall be determined, from time to time, by a majority of the directors, but at least one (1) such meeting shall be held during each calendar year.</p> <p>Meeting will be quarterly</p>
Action	Landscaping	<p>Southern Botanical,</p> <p>Ronny Nelson - Garden Manager: Agronomist - Horticulturist, Certified Arborist</p> <p>ISA TX-3857A</p> <p>TCEQ LI # 29571</p> <p>TDA # 19224</p>

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Management / Board Portal - Legal Information Summary



Legal Information Summary

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The Legal Information Summary is provided to quickly review key provisions from the association's governing documents as well as identify classes of members, the association's legal counsel, and other important information about the legal entity. Click the blue help icon (question mark) for more information.

	Item	Information
	Assessments Remit Address	Payment Processing Center C/O RealManage 2634 McKinney Ave #130-502 Dallas, TX 75204-2581
Action	Architectural Requirements	An architectural modification request must be submitted for approval for any exterior home or landscape improvements prior to making any improvements. For fastest service, please log onto our Resident Portal and fill out an architectural approval request webform. Alternatively, you may submit an architectural approval request to our resident advisors via our website at www.realmanage.com or a written request to our toll free fax number at 866-919-5696.
Action	Architectural request auto-approval deadline	60 days or NO auto-approval
Action	Board of Directors Terms	3, 5 or 7 directors for 1 year terms, unless the board decides to allow one or more of the directors to be elected to serve for a term of 2 years; provided, however, no director may serve for more than 2 consecutive years and following any 2-year term of service a director will not again be eligible to serve as an officer or director of the Association for a period of 1 year.
Action	Annual Meeting Notice Requirements	At least 10 days but not more than 60 days prior to the meeting.
Action	Annual Meeting Quorum Requirements	5% of members for Annual Meetings If a quorum is not present at any meeting of the Association for which proper notice was given, members or Neighborhood Delegates, if applicable, representing at least a majority of the votes present at the meeting, although not constituting a quorum, may vote to recess the meeting for not more than 24 hours in order to attain a quorum, provided the place of the meeting remains as stated in the notice.
Action	Special Meeting Notice Requirements	10 days
Action	Foreclosure Type	Judicial or Non-judicial
Action	Assessment classes	One vote is appurtenant to each lot and condominium unit. The total number of votes equals the total number of lots and condominium units in the Property.



Home



Search



Directory



Create Case



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Management / Board Portal - Resident Contact Log



Resident Contact Log

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Click on any "Last 30" or "Historical" link below for more detail on the resident, property address and date/time stamp and the duration of the event. This summary includes phone calls with Residents only, and it excludes email, fax and mailings.

Issue	Last 30	Historical
Category: Account		
Account Status/Balance	58	1288
ACH Related	4	28
Assessments	0	1
Collections / Foreclosure / Bankruptcy	0	18
Confirm payment received	1	21
Conveyance Related	2	117
Did not receive a statement or coupon	0	12
Inquiry / SOA	0	49
Late Fee / Finance Charge related	5	102
Online Payment	0	8
Other	3	69
Payment Not Posted	3	24
Payment Questions	5	88
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Community Website	0	6
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Management / Board Portal - Resident Contact Log (detail)



Resident Contact Log

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Drag a column header here to group by that column

Caller	Property Address	Call Date	Duration	Category	Issue
Quinn L Humphry	1201 Grapeshot Ridge	12/26/2018 2:43:18 PM	1:53	Account	Account Status/Balance
Lennie Holmes	1204 Grapeshot Ridge	12/26/2018 2:14:30 PM	1:43	Community Amenities	Access Control
Sonnie Kanja	1207 Grapeshot Ridge	12/26/2018 1:01:39 PM	0:18	Community Communications	Newsletter / Website / events
Charlie U Scortish	1211 Grapeshot Ridge	12/26/2018 8:33:01 AM	2:04	Deed/Architectural Restrictions	Architectural Request Related
Anheisur LLC	384 Plum Ct	12/22/2018 5:12:11 PM	0:09	Deed/Architectural Restrictions	Architectural Request Related
Terry Rooney	387 Plum Ct	12/20/2018 4:23:41 PM	0:59	Deed/Architectural Restrictions	Architectural Request Related
Charles Marks	389 Plum Ct	12/20/2018 2:32:00 PM	0:05	Deed/Architectural Restrictions	Architectural Request Related
Chadwick Bowsmen	392 Plum Ct	12/19/2018 3:48:48 PM	0:07	Deed/Architectural Restrictions	Architectural Request Related
Olga Offlepuff	89 Hudston Ln	12/18/2018 5:26:44 PM	2:38	Deed/Architectural Restrictions	Report a Violation
Russell Wolson	93 Hudston Ln	12/18/2018 2:16:29 PM	5:52	Deed/Architectural Restrictions	Violation Letter Related
Jay S Hammer	94 Hudston Ln	12/18/2018 2:13:56 PM	2:35	Community Amenities	Amenity Center
Chandress P Dokily	1344 Coletto Creek Trl	12/18/2018 10:18:03 AM	0:40	Community Amenities	Swimming Pool, Key, Waiver
Barry Whittaker	92 Hudston Ln	12/18/2018 9:40:57 AM	0:43	Community Amenities	Amenity Center
Josephine Valzudor	1048 Nacona Dr	12/18/2018 9:04:42 AM	1:18	Community Amenities	Amenity Center
Jimmothy Scott	499 Palestine Dr	12/17/2018 9:48:20 AM	1:13	Account	Collections / Foreclosure / Bankruptcy
Jimmothy Scott	499 Palestine Dr	12/17/2018 9:08:46 AM	1:19	Account	Collections / Foreclosure / Bankruptcy
Jimmothy Scott	499 Palestine Dr	12/14/2018 4:20:38 PM	0:22	Account	Collections / Foreclosure / Bankruptcy
Jimmothy Scott	499 Palestine Dr	12/14/2018 3:49:01 PM	1:34	Account	Collections / Foreclosure / Bankruptcy
Frankie Marcial	3010 Alvaradis	12/14/2018 2:22:32 PM	1:01	Other	Other
Thomas Blackcell	10101 Harber Blvd	12/14/2018 2:08:44 PM	0:44	Unit Maintenance	Report Issue or Check Status

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Management / Board Portal - Open Violations Log



Open Violations Log

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The Open Violations Log report shows all open and unfixed violations grouped by notice type. Click on any "Notice" link below for more detail on each violation.

Category	Watch	Preview	Courtesy Notice	Standard Notice 1	Pre-Fine	Fine	% of Total	% of Total
Landscaping		8	12	11	9	21	61	53%
Vehicle Parking			2	1		2	5	4%
Architectural	1					2	3	3%
Rubbish and Debris		8	8	4	3	6	29	25%
Signs			1			1	2	2%
Fencing				1	1		2	2%
Unsightly		3	2	1	6		12	10%
Improper Use						1	1	1%
Maintenance		1					1	1%
	1	20	25	18	19	33	116	100%

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Management / Board Portal - Detailed Violations Log



Detailed Violations Log

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Open Closed Allowances Notices Begin Date End Date [+ Report Violation](#)

Drag a column header here to group by that column

	Subcategory	Status	Location	Regarding	History	Opened Date	Referred to Attorney	Property Address	Courtesy Reminder	First Notice	Pre-Fine Notice	Fine Notice
Category: Animals and Pets (Count=3)												
Action	Noise Nuisance	Fixed				11/16/2018		18182 Stillhouse Hollow				
Action	Noise Nuisance	Fixed		Please keep animals from dist...		10/17/2018		1204 Grapeshot Ridge	10/17/2018			
Action	Noise Nuisance	Fixed				10/02/2018		1207 Grapeshot Ridge	10/02/2018			
Category: Architectural (Count=5)												
Action	Construction Materials	Fixed	Front Yard			10/15/2018		384 Plum Ct	11/06/2018	11/20/2018	12/04/2018	
Action	General	Fixed	Right Side Yard			09/13/2018		387 Plum Ct	09/25/2018	10/15/2018	11/06/2018	12/04/2018
Action	Fence and Walls	Fixed	Right Side Yard			09/06/2018		389 Plum Ct				
Action	Accessories	Not Fixed	Right Side Yard	Submit ACC for approval of st...		04/25/2018		392 Plum Ct	05/09/2018	05/22/2018	06/12/2018	01/22/2019
Action	Playscape	Not Fixed	Back Yard	Submit ACC for playscape		03/22/2018		89 Hudston Ln	03/27/2018	04/11/2018	04/25/2018	01/22/2019
Category: Fencing (Count=14)												
Action	Appearance	Not Fixed	Left Side Yard	New fence board required to ...		12/18/2018		94 Hudston Ln	01/08/2019	01/22/2018		
Action	Appearance	Fixed	Right Side Yard	Stain new fence board to match		12/18/2018		1344 Coletto Creek Trl				
Action	Appearance	Fixed	Left Side Yard	New board required to match...		12/14/2018		92 Hudston Ln				
Action	Appearance	Not Fixed	Right Side Yard	Stain all fence boards to ma...		12/04/2018		1048 Nacona Dr	12/18/2018	01/08/2019	01/22/2019	
Action	Appearance	Fixed	Fence line	Replace broken fence boards...		11/06/2018		499 Palestine Dr	11/20/2018	12/04/2018	12/18/2018	
Action	Appearance	Fixed	Right Side Yard			11/06/2018		3010 Alvaradis	11/20/2018	12/04/2018	12/18/2018	
Action	Appearance	Fixed	Left Side Yard	Replace missing fence board		09/25/2018		10101 Harber Blvd				
Action	Appearance	Fixed	Right Side Yard	All fence boards required to...		07/23/2018		9292 White Rock Rd	09/11/2018	09/25/2018		
Action	Appearance	Fixed	Left Side Yard	Repair Fence		06/12/2018		559 Dry Creek Rd	06/27/2018	07/10/2018	07/23/2018	

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Management / Board Portal - Vendor Management



Vendor Management

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Show Community Vendors ▾ Show Active Community Vendors ▾

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Drag a column header here to group by that column

	Vendor Name	Active	Approved	Vendor Type	Work Orders	1099	W9	Accounts	Last Activity	COI	COI Eff	COI Exp	INS Waiver	Active Contracts	Expired Contracts	Future Contracts	Notes	History
Action	Access Systems Unlimited	✓	✗	General Service Provider														
Action	Ada Gilmore	✓	✗	General Service Provider					11/16/2018									
Action	Affordable Christmas Lights	✓	✗	General Service Provider					10/17/2018									
Action	Agave Environmental	✓	✗	General Service Provider					10/02/2018									
Action	AIS Affinity Insurance	✓	✗	Insurance Agency					10/02/2018					1				
Action	Alco Electrical	✓	✗	General Service Provider					10/15/2018									
Action	Allied Electrical	✓	✗	General Service Provider					09/13/2018									
Action	All-Safe Pest	✓	✓	General Service Provider					09/06/2018									
Action	Anderson Paving	✓	✗	General Service Provider					04/25/2018					1				
Action	Angela Nelson Rogers	✓	✗	General Service Provider					03/22/2018									
Action	AT&T	✓	✓	Utility					12/18/2018									
Action	AtHomeNet, Inc.	✓	✓	General Service Provider					12/18/2018									
Action	Betso Russ Flag Girls	✓	✓	General Service Provider					12/18/2018									
Action	Bo U Owens Electrical	✓	✗	General Service Provider					12/14/2018									
Action	Brightview Landscaping	✓	✗	General Service Provider					12/04/2018					1				
Action	Bruce L Dunai	✓	✗	General Service Provider					11/06/2018									
Action	Casual Living Group	✓	✗	General Service Provider					11/06/2018					1				
Action	Chubb Group	✓	✗	General Service Provider					09/25/2018									

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Management / Board Portal - Financial Summary



CiraBooks - Financial Summary

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The Financial Summary provides a high-level Operating Fund and Balance Sheet view of the financial condition of your association.

		Current Month - YTD				Performance Indicator
		Budget (\$)	Actual (\$)	Var. (\$)	Var. (%)	
Operating Fund Revenue and Expense Summary	Revenue	534,237	642,911	108,674	20%	↑
	Direct Expenses	344,464	437,270	92,806	27%	↓
	G&A Expenses	133,033	257,801	124,768	94%	↓
	Other Expenses	--	--	--	0%	→
	Total Operating Expenses	477,497	695,072	217,575	46%	↓
	Net Surplus/(Deficit)	56,740	(52,161)	(108,901)	(192%)	↓
		Previous Year End (\$)	Current Month End (\$)	Change (\$)	Change (%)	Performance Indicator
Consolidated Fund Balance Sheet Summary	Assets	599,484	743,831	144,347	24%	
	Liabilities	240,847	208,591	(32,256)	(13%)	↓
	(1) Operating Fund	(81,939)	(84,100)	(2,161)	3%	→
	(2) Replacement Fund	440,576	592,152	151,576	34%	↑
	(3) Common Property Fund	--	27,188	27,188	0%	→
	Total Fund Balances	358,637	535,240	176,603	49%	↑
	Liabilities & Fund Balances	599,484	743,831	144,347	24%	



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Management / Board Portal - Actual vs. Budget Detail



Actual vs. Budget Detail

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Period: Method: Fund: [View / Refresh](#)

	Mo Actual	Mo Budget	Mo Variance	Mo Variance%	Mo Notes	YTD Actual	YTD Budget	YTD Variance	YTD Var %	YTD Notes	Annual Budget	Remaining Budget	Rem Budget %	Budget Notes
Revenues														
Assessments														
Regular Assessments														
Full Rate	\$74,777.00	\$66,134.00	\$8,643.00	13.07%		\$737,081.49	\$703,824.00	\$33,257.49	4.73%		\$770,388.00	\$33,306.51	4.32%	
TOTAL Regular Assessments	\$74,777.00	\$66,134.00	\$8,643.00	13.07%		\$737,081.49	\$703,824.00	\$33,257.49	4.73%		\$770,388.00	\$33,306.51	4.32%	
Other Assessments														
Other Assessments	\$3,300.00	\$0.00	\$3,300.00	100.00%		\$91,300.00	\$0.00	\$91,300.00	100.00%		\$0.00	(\$91,300.00)	0.00%	
TOTAL Other Assessments	\$3,300.00	\$0.00	\$3,300.00	100.00%		\$91,300.00	\$0.00	\$91,300.00	100.00%		\$0.00	(\$91,300.00)	0.00%	
TOTAL Assessments	\$78,077.00	\$66,134.00	\$11,943.00	18.06%		\$828,381.49	\$703,824.00	\$124,557.49	17.70%		\$770,388.00	(\$57,993.49)	-7.53%	
Other Income														
Late Payment Charges	\$1,550.00	\$0.00	\$1,550.00	100.00%		\$28,242.26	0.00%	\$28,242.26	100.00%		\$0.00	(\$28,242.26)	0.00%	
Lien Filing	\$59.54	\$0.00	\$59.54	100.00%		\$792.54	0.00%	\$792.54	100.00%		\$0.00	(\$792.54)	0.00%	
Late Payment Charges Waived	(\$25.00)	\$0.00	(\$25.00)	-100.00%		(\$3,450.00)	0.00%	(\$3,450.00)	-100.00%		\$0.00	\$3,450.00	100.00%	
Clubhouse Fund Income	\$0.00	\$0.00	\$0.00	0.00%		\$1,175.00	0.00%	\$1,175.00	100.00%		\$0.00	(\$1,175.00)	0.00%	
Returned Check Fees	\$0.00	\$0.00	\$0.00	0.00%		\$50.00	0.00%	\$50.00	100.00%		\$0.00	(\$50.00)	0.00%	
Fines	\$850.00	\$0.00	\$850.00	100.00%		\$10,300.00	0.00%	\$10,300.00	100.00%		\$0.00	(\$10,300.00)	0.00%	
Interest Income	\$117.21	\$0.00	\$117.21	100.00%		\$1,182.96	0.00%	\$1,182.96	100.00%		\$0.00	(\$1,182.96)	0.00%	
Finance Fees	\$501.71	\$0.00	\$501.71	100.00%		\$5072.31	0.00%	\$5,072.31	100.00%		\$0.00	(\$5,072.31)	0.00%	

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Management / Board Portal - AP Expense Detail



AP Expense Detail

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Click on any "Amount" link below to view the scanned image of the invoice.

Filter by year:

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Vendor		Invoice #					
Expense Category	Subcategory	Fund	Check #	Check Date	Post Month	Amount	
Vendor: All-Safe Pesties and Termites (Total: \$92.01)							
Invoice #: 812749 (Total: \$92.01)							
EXTERMINATING	Amenity Center	Operating Fund	7687	01/24/2019	2019-01	\$92.01	
Vendor: AT&T (Total: \$278.45)							
Invoice #: 214A1906249463-1218 (Total: \$278.45)							
TELEPHONE	-none-	Operating Fund	7672	01/01/2019	2019-01	\$279.45	
Vendor: CoService (Total: (\$4,653.30))							
Invoice #: REVERSED-20000065695-1218A (Total: (\$4,653.30))							
ELECTRICITY	Water and Wastewater	Operating Fund	NM		2019-01	(\$4,653.30)	
Vendor: DCFWS #10 - Arcadia Water (Total: \$114.69)							
Invoice #: 11415HA-1218 (Total: \$114.69)							
WATER AND WASTEWATER	-none-	Operating Fund	7681	01/15/2019	2019-01	\$114.69	
Vendor: Donald K McGarry (Total: \$180.00)							
Invoice #: 2091 (Total: \$180.00)							
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Management / Board Portal - AR Aging Summary



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	0 - 30	31 - 60	61 - 90	>90
Previous Month-End Balance	\$3,095.09	\$3,291.98	\$3,247.82	\$57,367.79
Previous Month-End # Lots/Units Delinquent	80	82	81	104
Previous Month-End \$ per Lot/Unit Delinquent	\$38.69	\$40.15	\$40.15	\$551.61
12-Month Average Month-End Balance	\$9,989.64	\$4,325.28	\$5,399.95	\$42,262.66
12-Month Average Month-End # Lots/Units Delinquent	100	72	62	63
12-Month Average Month-End \$ per Lot/Unit Delinquent	\$99.90	\$60.07	\$87.10	\$670.84
balance Variance: Previous Month v 12-Month Average	(\$6,894.55)	(\$1,033.50)	(\$2,152.13)	\$15,105.13
Performance Indicator	↑	↑	↑	↓

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Management / Board Portal - Ad Hoc Reports



Ad Hoc Reports

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	Topic	Report ID	Report	Description	Category	Report Help	Allow Board	Business Roles	Departments	Board Roles	Output Type
Action	Insurance	325	Insurance Policies	Lists all insurance policies wit...	List Report			No Restrictions	No Restrictions	FINANCIALS, FULL	Grid
Action	Data	337	Assessment Payments Processed	Operations Metric Sub repor...	Accounts Receivable			No Restrictions	No Restrictions	AR, FINANCIALS, FULL	Grid
Action	Conveyance	338	Conveyances Processed	Operations Metric Sub repor...	Property Related Reports			No Restrictions	No Restrictions		Grid
Action	Violation Enforcement	339	Deed Restriction Citings	Operations Metric Sub repor...	Deed Restriction			No Restrictions	No Restrictions	ACC, DRV, FULL	Grid
Action	Metrics	340	Resident Contacts	Operations Metric Sub repor...	Property Related Reports			No Restrictions	No Restrictions		Grid
Action	Statements	341	Statements Mailed	Operations Metric Sub repor...	Accounts Receivable			No Restrictions	No Restrictions	AR, FINANCIALS, FULL	Grid
Action	Accounts Payable	342	Check / Payment Register	Listing of checks and electro...	Accounts Payable			No Restrictions	No Restrictions	AP, FINANCIALS, FULL	Grid
Action	Work Order	343	Work Orders Entered	Operations Metric Sub repor...	Work Orders			No Restrictions	No Restrictions	FINANCIALS, FULL	Grid
Action	Financials	345	Open Balances	List Open Balances for an As...	Accounts Receivable			No Restrictions	No Restrictions	AR, FINANCIALS, FULL	Grid
Action	Financials	346	Open Balances by Customer	List Open Balances for an As...	Accounts Receivable			No Restrictions	No Restrictions	FULL	Grid
Action	Collections	348	Collections Delegated Authority	Lists whether the Manager h...	Collections			No Restrictions	No Restrictions	FINANCIALS, FULL	PDF
Action	Status/Metrics	351	Community Status Report	Community Status Report	Status Reports			No Restrictions	No Restrictions	AP, FINANCIALS, FULL	PDF
Action	Balance Sheet	353	Summary Balance Sheet	Summary Balance Sheet for ...	Financial Reports			No Restrictions	No Restrictions	FINANCIALS, FULL	PDF
Action	Accounts Payable	354	AP Ledger	AP Ledger for a Community	Financial Reports			No Restrictions	No Restrictions	FINANCIALS, FULL	PDF
Action	Balance Sheet	355	Detailed Balance Sheet	Detailed Balance Sheet for ...	Financial Reports			No Restrictions	No Restrictions	FINANCIALS, FULL	PDF
Action	Data	356	Revenues, Expenses and Changes	Statement of Revenues, Ex...	Financial Reports			No Restrictions	No Restrictions	FINANCIALS, FULL	PDF
Action	Cash Flow	357	Monthly Statement of Cash Flows	Monthly Statement of Cash ...	Financial Reports			No Restrictions	No Restrictions	FINANCIALS, FULL	PDF
Action	Cash Flow	358	YTD Statement of Cash Flows	YTD Statement of Cash Flo...	Financial Reports			No Restrictions	No Restrictions	AR, FINANCIALS, FULL	PDF

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RealManage

POWERED BY CIRACONNECT





SAMPLE MONTHLY MANAGEMENT REPORT



March 18, 2018

Dear RealCommunity Homeowners Association Board Members,

Adam Anderson, President
Barbara Bond, Vice President
Carla Cole, Treasurer
Don Duke, Secretary
Eric Edison, Director
Fran Flores, Director
Grace Green, Director

The March 2018 Monthly Management Report for RealCommunity Homeowners Association prepared by RealManage is enclosed.

The Management Report details information as of March 2018 and includes:

- Transactional activity from March 01, 2018 through March 18, 2018.
- Financial report data as of the most recent published financial reports of February 28, 2018.

This report is provided in addition to the Monthly Financial Report Package which contains all of your community's monthly financial reports. Some of the information in this report is updated on a "real-time" basis and is accessible on the RealManage Board Portal at www.realmanage.com.

This report contains an Executive Summary including a "dashboard" view of pertinent conditions and metrics for your community. Bookmarks are included in the electronic version of the report to facilitate navigating the document.

A survey and feedback tool is available for you to address any questions, issues or concerns. You can access this tool at <http://www.surveymonkey.com/s/RealManageManagementReport>. We welcome your feedback so that we may better serve you and your community.

As always, please feel free to contact me to assist you with any matters related to your community.

Thank you for giving us the opportunity to serve you,

RealManage
Vice President, Operations
972-380-3500
REALCOMM@CiraMail.com

RealManage
Tel: 866-473-2573
Fax: 866-919-5696

www.realmanage.com

Comprehensive Community Management Solutions

Monthly Management Report



RealCommunity Homeowners Association

March 2018



Prepared on March 18, 2018

RealCommunity Homeowners Association

March 2018 Management Report

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RealCommunity Homeowners Association

March 2018 Management Report







Executive Summary

Report Description

The Monthly Management Report Executive Summary provides a dashboard view into key work areas (categories) detailed in the report and a description of each work area. This report is intended to facilitate the review of the overall report. Additional information is located in each respective work area section of the report.



Association Information

The Association Information Summary provides current status information regarding Board Director's terms, the event calendar, a property ownership chart, a property conveyance activity chart, and other legal information about the association. See additional information regarding the Association Information Summary report at http://www.ciranet.com/SWP/Association_Information_Summary.pdf

Condition	Metric	Status	Comment / Recommended Action
Board Director's Term Expiration Approaching	0		There are no Board Director terms ending in the next 90 days.
Board Director Missing Contact Information	0		All Board Directors have a telephone or cell phone number, and an email address on file. Review the contact information to ensure it remains current.
Next Board Meeting	n/a		No future Board Meetings are currently scheduled on the association calendar. Plan and schedule the next Board Meeting, even if the exact date is tentative, to ensure Board Meetings are held in conformity with the association's governing documents.
Next Annual Membership Meeting	Oct 22 2018 7:00PM		The next Annual Meeting is scheduled for Oct 22 2018 7:00PM. Ensure the date has been communicated to the property owners through multiple channels (e.g. web site, Resident Portal, mailing, signage, newsletter, etc...) to increase participation and achieve required quorum.
Development Build-Out - % Platted	100.00%		The community is fully platted based upon the current number of platted lots /units versus the number projected at full development.
Active Litigation (Non-Collection/Violation)	0		There is currently no active litigation naming the association as either plaintiff or defendant for matters other than routine assessment collection and deed restriction enforcement to the best of the management company's knowledge.

Tasks




A Project/Task is a community management business matter that requires action and is created by, and/or assigned to either a management company employee, such as the Community Association Manager, or Board Member. All open action items, other than repair and maintenance tasks, should be documented in the Projects/Tasks List to clearly track and manage open issues through to completion. Repair and maintenance tasks are typically managed using Work Orders although some Projects/Tasks may create the need for an underlying Work Order and can be linked to a Work Order. Board Members can create, update and monitor Tasks by accessing the Board Portal at www.ciranet.com See additional information regarding Tasks at http://www.ciranet.com/SWP/Tasks_Summary_Report.pdf

Condition	Metric	Status	Comment / Recommended Action
Open Tasks	0		There are currently no open tasks assigned to the Community Association Manager or any of the Board Members. Please ensure all outstanding issues are documented on the task list.
Past Due Tasks	0		

RealCommunity Homeowners Association





March 2018 Management Report

Executive Summary

Condition	Metric	Status	Comment / Recommended Action
Tasks Due Within the Next 30 Days	0		
Tasks On Hold	0		There are currently no open tasks with a status of "On Hold."
Tasks Completed or Canceled Since 02/01/2018	1		






Work Orders

A Work Order is an association common property repair or maintenance action item that will entail contracting a service provider vendor to complete the job. All open repair and maintenance tasks should be documented in the Work Orders log to clearly track and manage jobs through to completion. The solicitation, or proposal, process is also managed using Work Orders. Board Members can monitor Work Orders by accessing the Board Portal at www.ciranet.com. See additional information regarding Work Orders at http://www.ciranet.com/SWP/Work_Orders_Summary_Report.pdf

Condition	Metric	Status	Comment / Recommended Action
Open Work Orders	0		There are currently no open work orders for the Association. Please ensure all outstanding projects, repair and maintenance items that will involve engaging a vendor are documented on the open work orders list.
Emergency Work Orders	0		
Authorization Exceeds \$5,000	0		There are currently no projects entailing a substantial capital expenditure (in excess of \$5,000 authorized) underway at this time.
Work Orders Completed or Canceled since 02/01/2018	1		

Financial







The Financial Summary provides supplementary information to the Monthly Financial Report delivered separately from the Management Report each month. Some of the information is current as of the report generation date, while other information is as of the end of the previously reported period (month-end) as noted. Board Members can also monitor current financial transactions by accessing the Board Portal at www.ciranet.com

Condition	Metric	Status	Comment / Recommended Action
Operating Cash Sufficient To Pay Approved Invoices	\$62,356		The current amount of cash in the Operating Account is sufficient to pay approved invoices which have been fully processed pending payment. The remaining balance after payment will be \$62,356. This calculation does not include invoices pending receipt and / or approval.
Percentage of Delinquent Homeowners Over 30 Days	16.0%		The percentage of delinquent homeowners with a balance due over 30 days is between 10% and 20%.
Percentage of Homeowners Registered for ACH	5%		The association has less than 10% of the community paying assessments by ACH. Additional community promotion of the payment option may encourage more homeowners to register for ACH and reduce the delinquency rate.
Previous Month's Operating Fund Net Surplus	\$17,550		There is a net surplus for the month in the Operating Fund in the most recent published financial report.
YTD Operating Fund Net Surplus	(\$1,560)		There is a net deficit fiscal year-to-date in the Operating Fund as of the most recent published financial report.

RealCommunity Homeowners Association March




2018 Management Report

Executive Summary

Condition	Metric	Status	Comment / Recommended Action
Current FY Budget Approved and Input	Yes		The annual budget for the current fiscal year has been adopted and input into the accounting system for financial reporting purposes.
Previous Month's Operating Net Surplus Variance	-		The previous month's Operating Fund overall budget variance is positive or less than 10% of budgeted revenue for the month. The variance is not material.
YTD Operating Net Surplus Variance	-		The YTD Operating Fund overall budget variance is positive or less than 10% of budgeted revenue YTD. The variance is not material.
Operating Fund Remaining Expense Budget	79.8%		The remaining overall expense budget in the Operating Fund for the current fiscal year is greater than or equal to 20%.
Replacement Fund Assessment Allocation	\$14,400		The association has budgeted an allocation to the Replacement Fund for the current fiscal year to fund the future major repair and replacement costs of the association's assets.
Replacement Fund Funding Obligation	-		There is no unfunded obligation to the Replacement Fund as of the end of the most recent financial reporting month.




Insurance

The Insurance Summary provides an insurance status and coverage analysis to assist the association in identifying potential areas of loss exposure and meeting its risk management objectives.

Condition	Metric	Status	Comment / Recommended Action
Policies in Force	2		The management company records reflect that the association has 2 known active insurance policies in force
Policies Expiring within 90 Days	2		The management company records reflect that the association has 2 insurance policies expiring in the next 90 days
Expired or Missing Coverage	0		The management company records reflect that there are NO expired or missing policies

Deed Restriction Violations









The Deed Restriction Violation Summary provides current status information regarding violations in the community as well as a historical analysis to view violation trends. Board Members can also monitor current violation activity by accessing the Board Portal at www.ciranet.com

Condition	Metric	Status	Comment / Recommended Action
Number of Homeowners with Open Violations	32		There are a total of 32 homeowners with unfixed open violations based upon the most recent community inspection. Some homeowners may have multiple violations.
Percentage of Homeowners with Open Violations	9%		The percentage of homeowners with unfixed open violations is less than 10%. This represents either a high level of compliance in the community, or low level of enforcement.
Number of Open Violations	40		There are a total of 40 unfixed open violations based upon the most recent community inspection.

RealCommunity Homeowners Association








March 2018 Management Report


Executive Summary

Condition	Metric	Status	Comment / Recommended Action
Number of Homeowners with Multiple Open Violations	5		There are 5 homeowners with more than one type of unfixed open violation based upon the most recent community inspection. Review the violations and history with the applicable owners to determine if any further action beyond letter notification should be taken at the present time.
Number of New Violations Since 02/01/2018	26		There are 26 newly cited homeowner violations since 02/01/2018.
Number of Recurring Violation Citings Since 02/01/2018	29		There are 29 previously cited open violations which have been cited again (recurred) since 02/01/2018. These violations have been escalated according to the escalation configuration for the community.
Number of Violation Letters Mailed Since 02/01/2018	65		There were 65 violation letters mailed to homeowners since 02/01/2018.
Violations Post Terminal Level Pending Legal/Other	0		There are no open violations at a "post terminal notice" level (more than 30 days since the final notice) which have not been referred to an attorney for further compliance enforcement action.
Violations Referred to Attorney	0		There are no violation matters presently referred to an attorney for further compliance enforcement action.
Net Open Violations Since 02/01/2018	0		There are zero net open violations since 02/01/2018. Either there is no activity for the period, or there are as many new violations opened as there are violations closed (either closed by the CAM or auto-closed) during the period.
Violations Fixed Since 02/01/2018	26		There were 26 violations fixed since 02/01/2018 based upon inspections performed during the period.

Owner Communication

The Owner Communication Summary provides information and analysis about resident contact with the association / management company in order to monitor communication patterns and meet the needs of the community.

Condition	Metric	Status	Comment / Recommended Action
Resident Calls Last 30 Days	1x Norm		Resident call volume for this association is normal
% of Residents Logging Contacts Since 02-01-2018	8%		Less than 10% of residents have logged a call since 02-01-2018
Homeowners with Returned Mail Logged since 02-01-2018	3		There are 3 current homeowners with at least one piece of returned mail logged during the report transaction period. Research the mailing address and owner name, including contacting the owner to verify the mailing address.
Mailing Address Invalid and Not Same as Property	0		No residents have invalid mailing addresses where their mailing address is not the same as their property address
Percent of Residents Registered on the Portal	63%		More than 20% of residents have resident portal accounts.
Residents Logging into Portal since 02-01-2018	4%		4% of the residents have logged into the resident portal since 02-01-2018
Percent Residents with Emails On File	86%		86% of the residents have an email address on file

Condition	Metric	Status	Comment / Recommended Action
Percentage of Off-site Owners	16%		Less than 16% of the residents live at a mailing address that differs from their property address (proxy for determining whether or not the property owner lives at the property; note that some property owners may use P.O. Boxes for mail).

RealCommunity Homeowners Association







March 2018 Management Report

Association Information Summary

Report Description

The Association Information Summary provides current status information regarding Board Director's terms, the event calendar, a property ownership chart, a property conveyance activity chart, and other legal information about the association. See additional information regarding the Association Information Summary report at http://www.ciranet.com/SWP/Association_Information_Summary.pdf

Association Information Dashboard

Condition	Metric	Status	Comment / Recommended Action
Board Director's Term Expiration Approaching	0		There are no Board Director terms ending in the next 90 days.
Board Director Missing Contact Information	0		All Board Directors have a telephone or cell phone number, and an email address on file. Review the contact information to ensure it remains current.
Next Board Meeting	n/a		No future Board Meetings are currently scheduled on the association calendar. Plan and schedule the next Board Meeting, even if the exact date is tentative, to ensure Board Meetings are held in conformity with the association's governing documents.
Next Annual Membership Meeting	Oct 22 2018 7:00PM		The next Annual Meeting is scheduled for Oct 22 2018 7:00PM. Ensure the date has been communicated to the property owners through multiple channels (e.g. web site, Resident Portal, mailing, signage, newsletter, etc...) to increase participation and achieve required quorum.
Development Build-Out - % Platted	100.00%		The community is fully platted based upon the current number of platted lots /units versus the number projected at full development.
Active Litigation (Non-Collection/Violation)	0		There is currently no active litigation naming the association as either plaintiff or defendant for matters other than routine assessment collection and deed restriction enforcement to the best of the management company's knowledge.

RealCommunity Homeowners Association
March 2018 Management Report
Association Information Summary

Association Information

Name	RealCommunity
Legal Name	RealCommunity Homeowners Association
RealManage Association ID	REALCOMM
County, State	Collin, Texas
Incorporation Date	Jun 27, 2002
Federal Tax ID #	11-1111111
Fiscal Year End	December 31
Current Fiscal Year	Jan 01, 2018::Dec 31, 2018
Web Site	Not on File
Web Site Managed by RealManage	No
RealManage Contract Start Date	Sep 01, 2010

RealCommunity Homeowners Association
March 2018 Management Report
Association Information Summary

Association Calendar

Upcoming Events

Date	Subject	Event	Type
Oct 22 2018 7:00PM - Oct 22 2018 9:00PM	REALCOMM -tentative annual meeting - REALCOMM	Meeting	Annual Meeting

Past Events (Most Recent Scheduled Occurrence Only)

Date	Subject	Event	Type
Mar 06, 2018	Violation Inspection - REALCOMM	Inspection	Property Inspection
Mar 05, 2018	Statements	Shared Services Event	Send Statements
Jan 11, 2018	REALCOMM - Board Meeting - REALCOMM	Meeting	Board of Directors Meeting
Nov 07, 2017	Violation Inspection - REALCOMM	Inspection	Inspection Submitted
Oct 23, 2017	REALCOMM- Annual Meeting - REALCOMM	Meeting	Annual Meeting

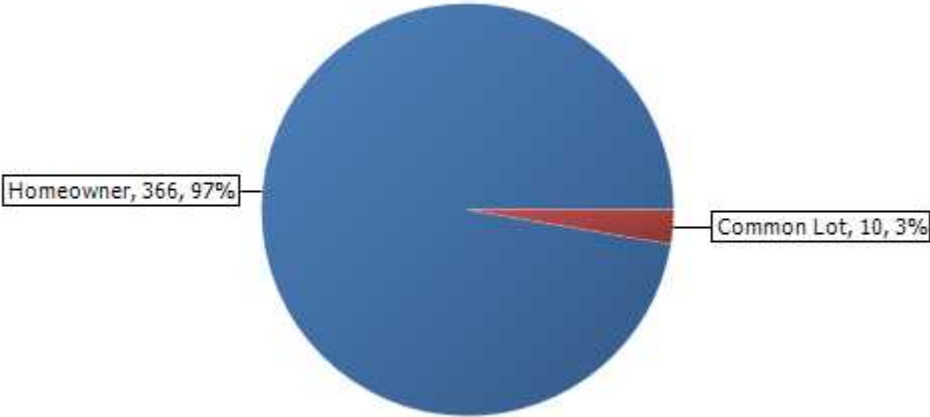
Active Litigation (Non-Collections / Deed Restriction Related)

There is currently no active litigation naming the association as either plaintiff or defendant for matters other than routine assessment collection and deed restriction enforcement.

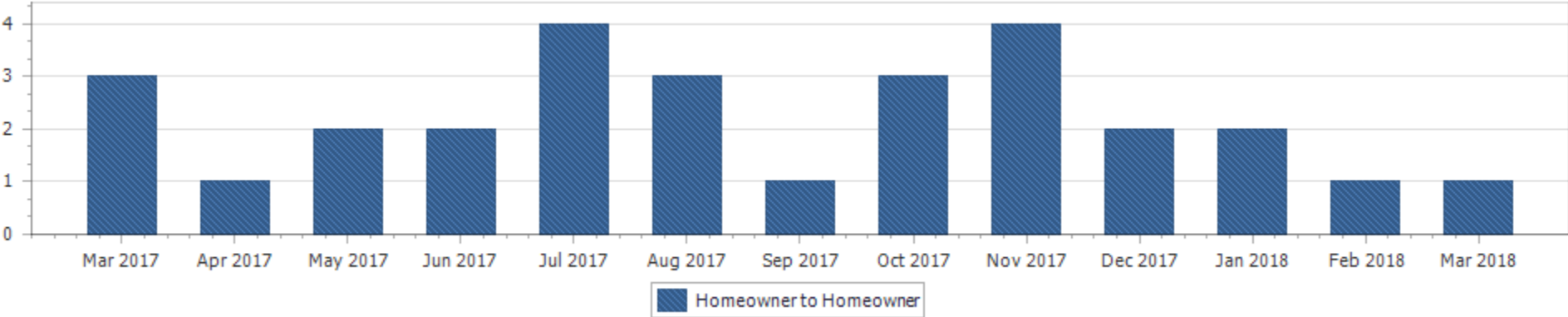
RealCommunity Homeowners Association
March 2018 Management Report
Association Information Summary

Property Count and Conveyance Activity

Platted Lots as of Mar 18, 2018



Property Conveyance Activity: Trailing 12 - Months
(Based on Process Date)



RealCommunity Homeowners Association
March 2018 Management Report
Property Conveyance Detail 2/1/2018 - 3/18/2018

Report Description

The Property Conveyance Detail report lists property conveyance transactions processed during the transactional date range of the Management Report. A property conveyance is the transfer of ownership from a seller, or former owner, to a buyer, or a new owner. See additional information regarding the Property Conveyance Detail report at http://www.ciranet.com/SWP/Property_Conveyance_Detail.pdf

Property Conveyance Detail

Property Address	Seller / Former Owner	Buyer / New Owner	Close Date	Process Date
Homeowner to Homeowner (Count=2)				
1234 Red Dr	Amy Adams	Carl Cole	1/31/2018	2/7/2018
1111 Green Dr	Barry Barnes	Diane Dane	2/26/2018	3/13/2018
Total Conveyances 2				

RealCommunity Homeowners Association

March 2018 Management Report

Common Lots Detail

*Some pages from this section have been omitted for sample purposes

Report Description

The Common Lots Detail report lists all of the association's platted common lots. Platted common lots are generally identified by a lot, block and/or parcel number. The lots may or may not have a physical street address associated with the lot. One of the primary purposes of tracking common lots is to manage any applicable property taxes associated with the lots (this does not apply in all tax jurisdictions). This report details the status of the most recent property tax appraisal, if applicable, and the property taxes paid on each lot during the trailing twelve months. See additional information regarding the Common Lots Detail report at http://www.ciranet.com/SWP/Common_Lots_Detail.pdf

Common Lots

Lot ID	Lot Number Street Name	Lot / Block / Parcel	Description	Appraisal Status	Property Tax Status	Appraised Value	Appraisal Date	Taxes Paid TTM	Open Protes
111111	Common Lots	6/A/1111111	Parcel# 1111111 - Common Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$26.93	
111111	Blue Dr	7/D/1111111	Parcel# 1111111 - Detention Area	Approved	Association Responsible	\$1,000.00	1/1/2017		
111111	Common Lots	35/H/1111111	Parcel# 1111111 - Common Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$26.93	
111111	Orange Ln	19/B/1111111	Parcel# 1111111	Approved	Association Responsible	\$2,000.00	1/1/2017		
111111	Common Lots	_ /_ /1111111		Approved	Association Responsible	\$1,000.00	1/1/2012		
111111	Common Lots	34/H/1111111	Parcel# 1111111 - Common Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$26.93	
111111	Blue Dr	1/A/1111111	Parcel# 1111111 - Detention Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$30.22	
111111	Blue Dr	1/B/1111111	Parcel# 1111111 - Detention Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$31.11	
111111	Common Lots	8/D/1111111	Parcel# 1111111 - Common Area	Approved	Association Responsible	\$1,000.00	1/1/2017		
111111	1100 Yellow Blvd	20/B/1111111	Parcel# 1111111 - Common Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$26.93	
10						\$11,000.00		\$169.05	

RealCommunity Homeowners Association
March 2018 Management Report
Association Directors, Committee Members and Constituents

Report Description

This report details the association's Board Directors, Committee Members and Constituents. A constituent is a person that may assist in the association's business affairs such as an attorney or accountant. Contact information is detailed so the information is readily available and can be kept up to date. Communication configurations are also displayed with respect to Board Portal access, receipt of the Monthly Management Report, and receipt of the Monthly Financial Report. These configurations can be configured for each individual at the direction of the Board. See additional information regarding the Association's Directors, Committee Members and Constituents report at http://www.ciranet.com/SWP/Association_Directors_Committee_Members_Constituents.pdf

Board Directors

Title	Name	Term Expires	Phone	Cell Phone	Email	Board Portal Access	Receives Management Report	Receives Financial Report
President	Adam Anderson	10/23/2019		972-999-9999	aa@yahoo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Treasurer	Carla Cole	10/23/2019		972-999-9999	cc@hotmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Secretary	Don Duke	10/23/2019	972-999-9999	972-999-9999	dd@verizon.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vice President	Barbara Bond	8/1/2018	972-999-9999	972-999-9999	bb@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director	Grace Green	10/23/2019	972-999-9999	972-999-9999	gg@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director	Eric Edison	10/26/2018		972-999-9999	ee@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Director	Fran Flores	10/26/2018		972-999-9999	ff@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

RealCommunity Homeowners Association

March 2018 Management Report

Tasks Summary

Report Description

A Project/Task is a community management business matter that requires action and is created by, and/or assigned to either a management company employee, such as the Community Association Manager, or Board Member. All open action items, other than repair and maintenance tasks, should be documented in the Projects/Tasks List to clearly track and manage open issues through to completion. Repair and maintenance tasks are typically managed using Work Orders although some Projects/Tasks may create the need for an underlying Work Order and can be linked to a Work Order. Board Members can create, update and monitor Tasks by accessing the Board Portal at www.ciranet.com See additional information regarding Tasks at http://www.ciranet.com/SWP/Tasks_Summary_Report.pdf

Tasks Dashboard

Condition	Metric	Status	Comment / Recommended Action
Open Tasks	0		There are currently no open tasks assigned to the Community Association Manager or any of the Board Members. Please ensure all outstanding issues are documented on the task list.
Past Due Tasks	0		
Tasks Due Within the Next 30 Days	0		
Tasks On Hold	0		There are currently no open tasks with a status of "On Hold."
Tasks Completed or Canceled Since 02/01/2018	1		

Completed/Canceled Board Tasks from 2/01/2018 through 3/18/2018

#	Task ID	Item	Status	Responsible	Created By	Due Date	Work Order
1	11111	Pool	Completed	RealManage	RealManage	02/28/2018	

RealCommunity Homeowners Association

March 2018 Management Report

Open Tasks Detail

Report Description

This report provides a detail list of each open task as of the date of the report. An open task will have a status of either "Pending" or "On Hold." The detail task notes are included below each task listed. See additional information regarding the Open Tasks Detail report at http://www.ciranet.com/SWP/Open_Tasks_Detail.pdf

Open Tasks

There are no open tasks.

RealCommunity Homeowners Association
March 2018 Management Report
Completed/Canceled Tasks from 2/01/2018 through 3/18/2018

Report Description

This report provides a detail list of each completed or canceled task from the beginning of the report date range through the date of the report. A completed task will have a status of "Completed." A canceled task will have a status of "Canceled." The detail task notes are included below each task listed. See additional information regarding the Completed or Canceled Projects/Tasks Detail report at http://www.ciranet.com/SWP/Completed_Canceled_Tasks_Detail.pdf

Completed/Canceled Tasks from 2/01/2018 through 3/18/2018

#	Task ID	Item	Status	Responsible	Created By	Due Date	Work Order
1	11111	Pool	Completed	RealManage	RealManage	02/28/2018	
Pool Resurfacing Bids							

RealCommunity Homeowners Association





March 2018 Management Report

Work Orders Summary

Report Description

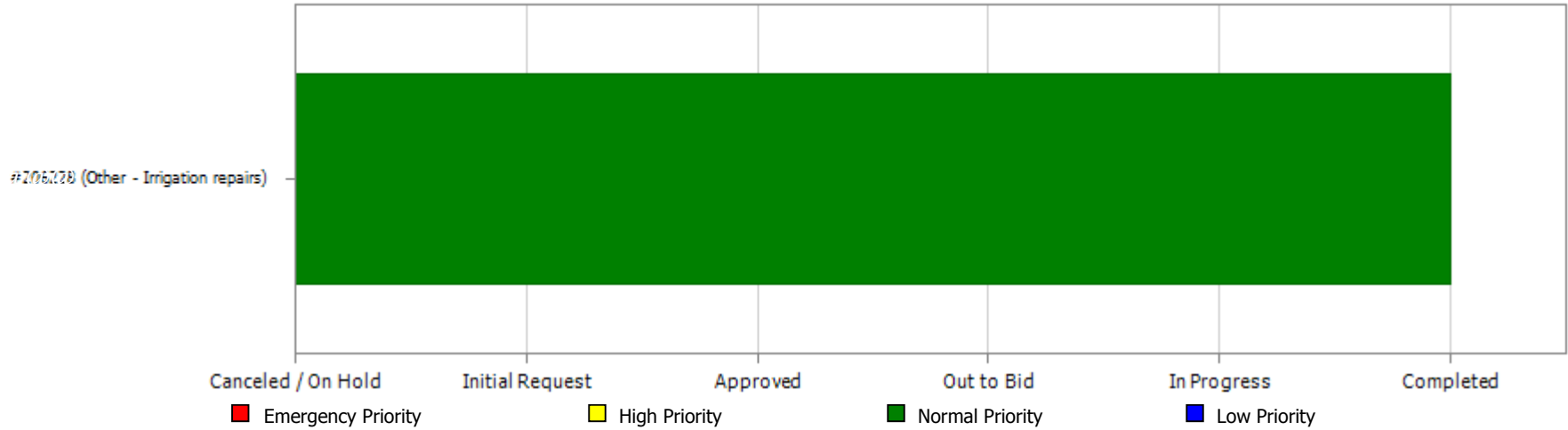
A Work Order is an association common property repair or maintenance action item that will entail contracting a service provider vendor to complete the job. All open repair and maintenance tasks should be documented in the Work Orders log to clearly track and manage jobs through to completion. The solicitation, or proposal, process is also managed using Work Orders. Board Members can monitor Work Orders by accessing the Board Portal at www.ciranet.com See additional information regarding Work Orders at http://www.ciranet.com/SWP/Work_Orders_Summary_Report.pdf

Work Orders Dashboard

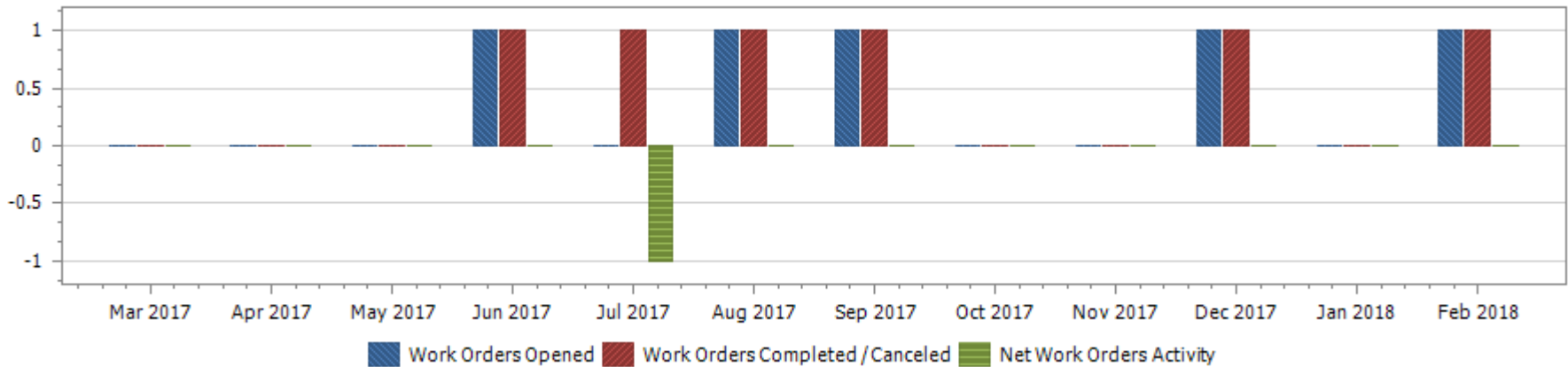
Condition	Metric	Status	Comment / Recommended Action
Open Work Orders	0		There are currently no open work orders for the Association. Please ensure all outstanding projects, repair and maintenance items that will involve engaging a vendor are documented on the open work orders list.
Emergency Work Orders	0		
Authorization Exceeds \$5,000	0		There are currently no projects entailing a substantial capital expenditure (in excess of \$5,000 authorized) underway at this time.
Work Orders Completed or Canceled since 02/01/2018	1		

**RealCommunity Homeowners Association
 March 2018 Management Report
 Work Orders Summary**

Work Order Status 2/1/2018 - 3/18/2018 (1 most recently updated)



Work Order Activity: Trailing 12 - Months



RealCommunity Homeowners Association
March 2018 Management Report
Work Orders Summary

Open Work Orders

There are no open work orders.

Completed/Canceled Work Orders from 2/01/2018 through 3/18/2018

#	Work Order #	Status	Status Date	Priority	Vendor	Reference Type	Reference	Date Created	Vendor Estimate	Authorization
1	11111	Completed	02/19/2018	Normal	Landscape Company	Other		02/16/2018	\$0.00	\$0.00

RealCommunity Homeowners Association

March 2018 Management Report

Open Work Orders Detail

Report Description

This report provides a detail list of each open work order as of the date of the report. An open work order will have a status of either "Request," "Approved," "Out to Bid," "In Progress," or "On Hold."

Open Work Orders

There are no open work orders for this period.

RealCommunity Homeowners Association
March 2018 Management Report
Completed/Canceled Work Orders from 2/01/2018 through 3/18/2018

Report Description

This report provides a detail list of each completed or canceled work order from the beginning of the report date range through the date of the report. A completed work order will have a status of "Completed." A canceled work order will have a status of "Canceled."

Completed/Canceled Work Orders from 2/01/2018 through 3/18/2018

#	Work Order #	Status	Status Date	Priority	Vendor	Reference Type	Reference	Date Created	Vendor Estimate	Authorization
1	111111	Completed	02/19/2018	Normal	Landscape Company	Other		02/16/2018	\$0.00	\$0.00
Service Code		Item Description								Charge Amount
N/A		Irrigation repairs								

RealCommunity Homeowners Association












March 2018 Management Report

Financial Summary

Report Description

The Financial Summary provides supplementary information to the Monthly Financial Report delivered separately from the Management Report each month. Some of the information is current as of the report generation date, while other information is as of the end of the previously reported period (month-end) as noted. Board Members can also monitor current financial transactions by accessing the Board Portal at www.ciranet.com

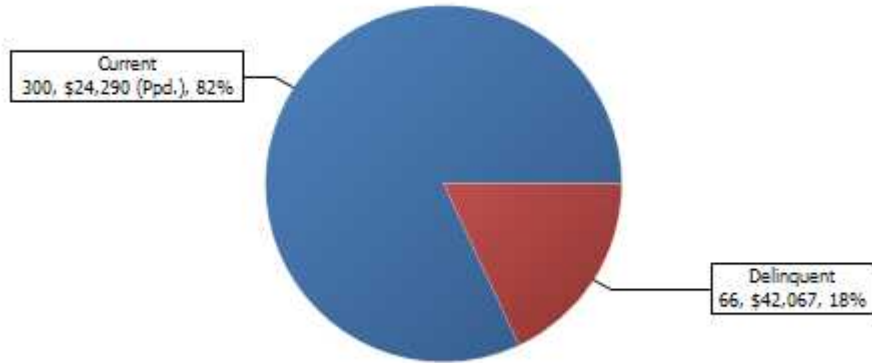
Financial Dashboard

Condition	Metric	Status	Comment / Recommended Action
Operating Cash Sufficient To Pay Approved Invoices	\$62,356		The current amount of cash in the Operating Account is sufficient to pay approved invoices which have been fully processed pending payment. The remaining balance after payment will be \$62,356. This calculation does not include invoices pending receipt and / or approval.
Percentage of Delinquent Homeowners Over 30 Days	16.0%		The percentage of delinquent homeowners with a balance due over 30 days is between 10% and 20%.
Percentage of Homeowners Registered for ACH	5%		The association has less than 10% of the community paying assessments by ACH. Additional community promotion of the payment option may encourage more homeowners to register for ACH and reduce the delinquency rate.
Previous Month's Operating Fund Net Surplus	\$17,550		There is a net surplus for the month in the Operating Fund in the most recent published financial report.
YTD Operating Fund Net Surplus	(\$1,560)		There is a net deficit fiscal year-to-date in the Operating Fund as of the most recent published financial report.
Current FY Budget Approved and Input	Yes		The annual budget for the current fiscal year has been adopted and input into the accounting system for financial reporting purposes.
Previous Month's Operating Net Surplus Variance	-		The previous month's Operating Fund overall budget variance is positive or less than 10% of budgeted revenue for the month. The variance is not material.
YTD Operating Net Surplus Variance	-		The YTD Operating Fund overall budget variance is positive or less than 10% of budgeted revenue YTD. The variance is not material.
Operating Fund Remaining Expense Budget	79.8%		The remaining overall expense budget in the Operating Fund for the current fiscal year is greater than or equal to 20%.
Replacement Fund Assessment Allocation	\$14,400		The association has budgeted an allocation to the Replacement Fund for the current fiscal year to fund the future major repair and replacement costs of the association's assets.
Replacement Fund Funding Obligation	-		There is no unfunded obligation to the Replacement Fund as of the end of the most recent financial reporting month.

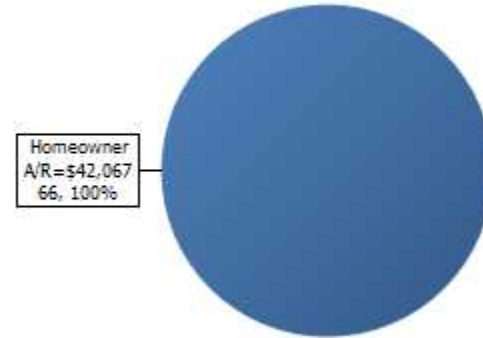
Current Period Financial Data as of 03/18/2018

Accounts Receivable Delinquency Status

Account Status - Homeowners



Accounts Receivable by Owner Type

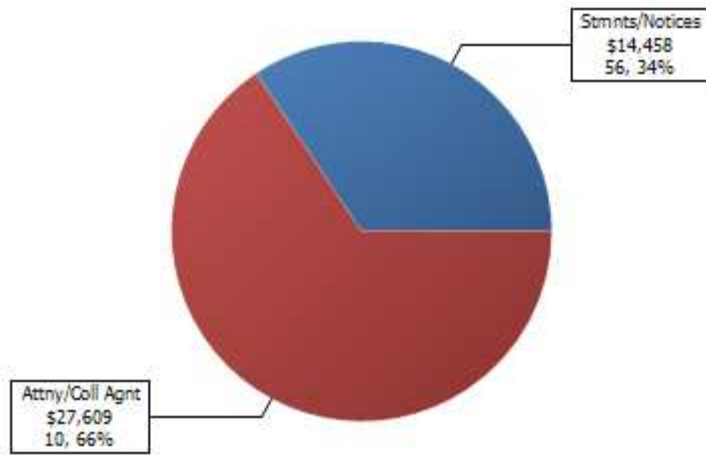


RealCommunity Homeowners Association

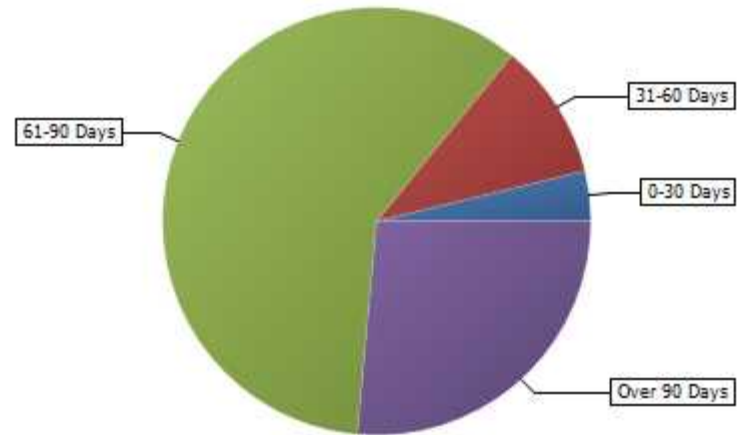
March 2018 Management Report

Financial Summary

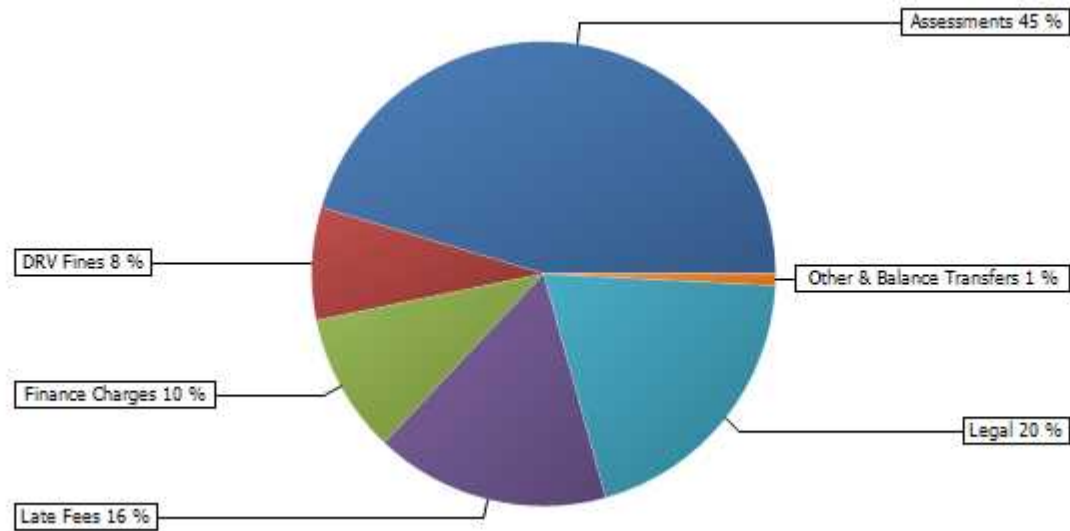
Delinquent Homeowner Accounts - Status



**Delinquent Homeowner Accounts - Aging Summary
(Not Referred to Attorney / Collection Agency)**



Delinquent Homeowner Balances by Revenue Type



RealCommunity Homeowners Association
March 2018 Management Report
Financial Summary

Previous Reporting Period Ending 02/28/2018 Financial Data

Summary Financial Data

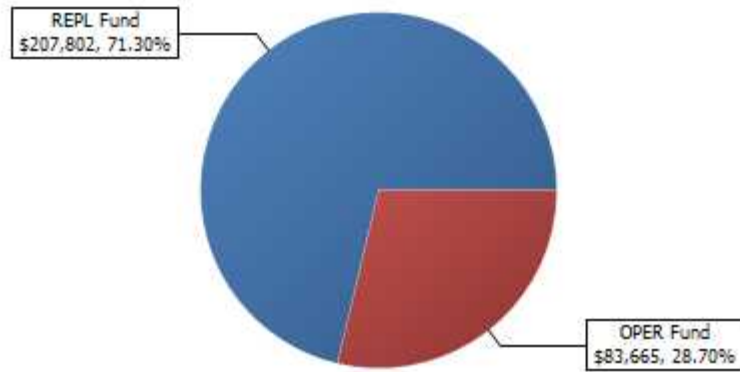
Operating Fund Revenue and Expense Summary	February 2018 - YTD				Performance Indicator
	Budget (\$)	Actual (\$)	Var. (\$)	Var. (%)	
Revenue	\$19,378	\$21,881	\$2,503	13%	↑
Direct Expenses	\$11,550	\$9,794	(\$1,756)	(15%)	↑
G&A Expenses	\$7,766	\$13,647	\$5,881	76%	↓
Other Expenses	\$0	\$0	\$0	0%	→
Total Operating Expenses	\$19,316	\$23,441	\$4,125	21%	↓
Net Surplus/(Deficit)	\$62	(\$1,560)	(\$1,622)	(2616%)	↓

Consolidated Fund Balance Sheet Summary	February 2018 - YTD				Performance Indicator
	Previous Year End (\$)	Current Month End (\$)	Change (\$)	Change (%)	
Assets	\$295,936	\$334,756	\$38,820	13%	□
Liabilities	\$45,763	\$84,085	\$38,322	84%	↑
(1) Operating Fund	\$105,325	\$59,310	(\$46,015)	(44%)	↓
(2) Replacement Fund	\$191,706	\$206,564	\$14,858	8%	↑
(3) Common Property Fund	\$5,340	\$2,876	(\$2,464)	(46%)	↓
Total Fund Balances	\$302,371	\$268,750	(\$33,621)	(11%)	↓
Liabilities & Fund Balances	\$348,134	\$352,835	\$4,701	1%	□

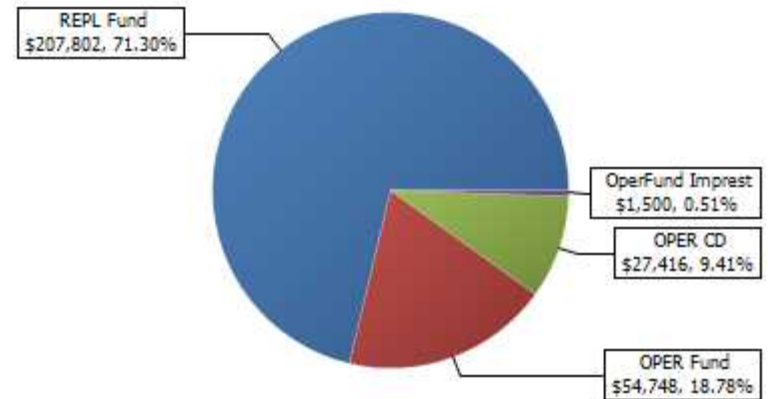
**RealCommunity Homeowners Association
March 2018 Management Report
Financial Summary**

Cash And Investments Period Ending 02/28/2018

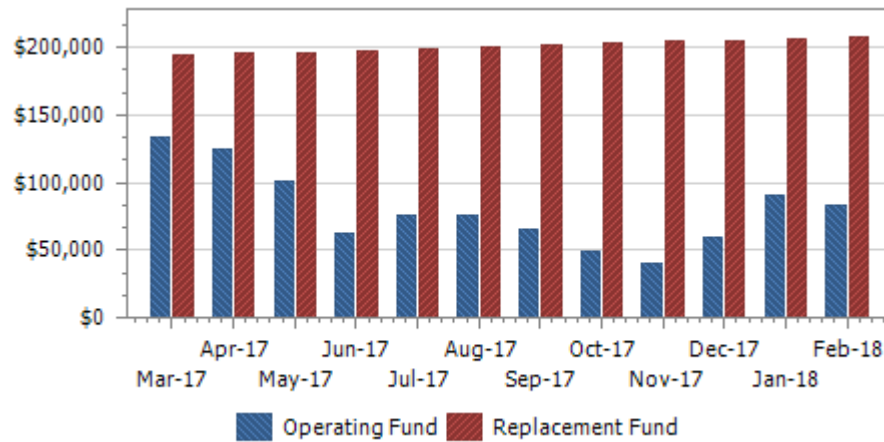
Cash and Investments by Fund



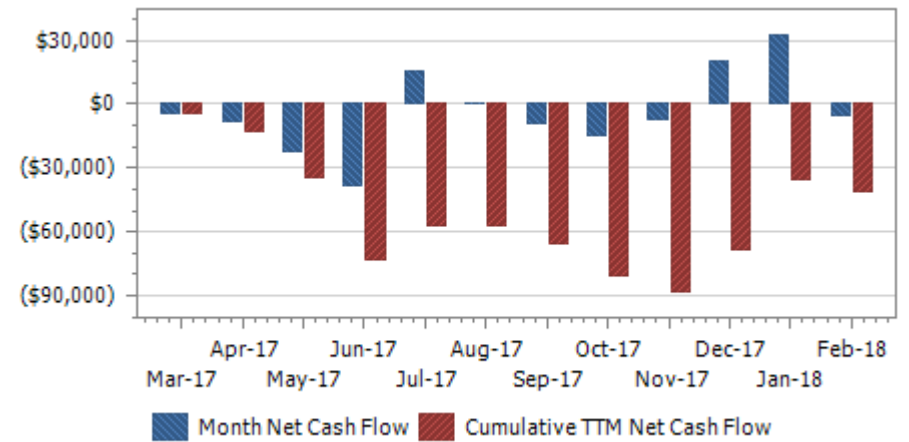
Cash and Investments by Account



Trailing 12-Month Cash and Investment Balances by Fund



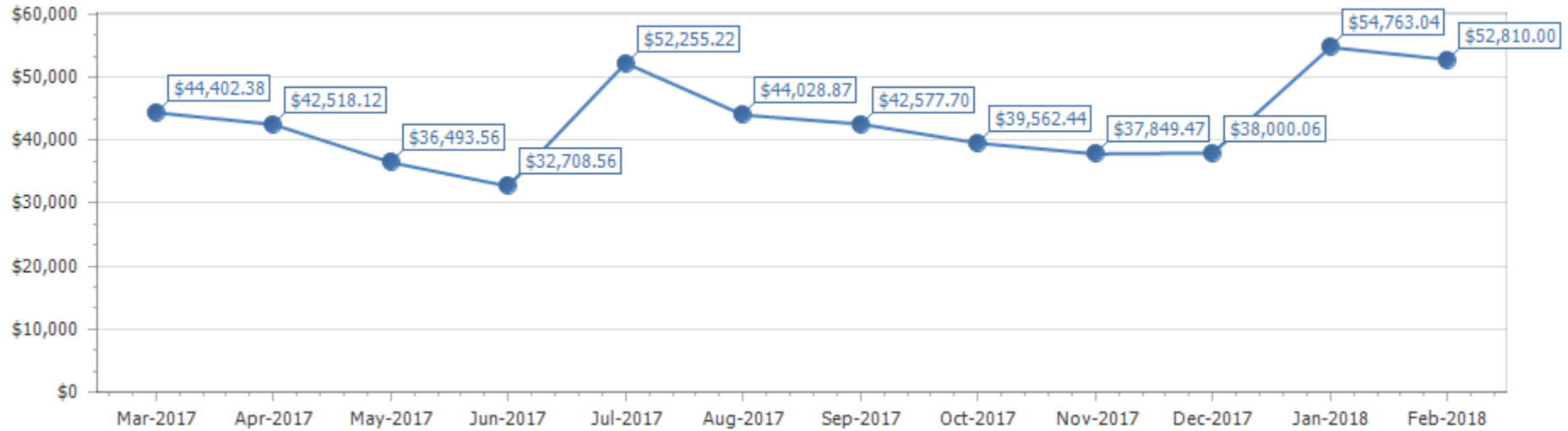
Trailing 12-Month (TTM) Net Cash Flow (All Funds)



**RealCommunity Homeowners Association
March 2018 Management Report
Financial Summary**

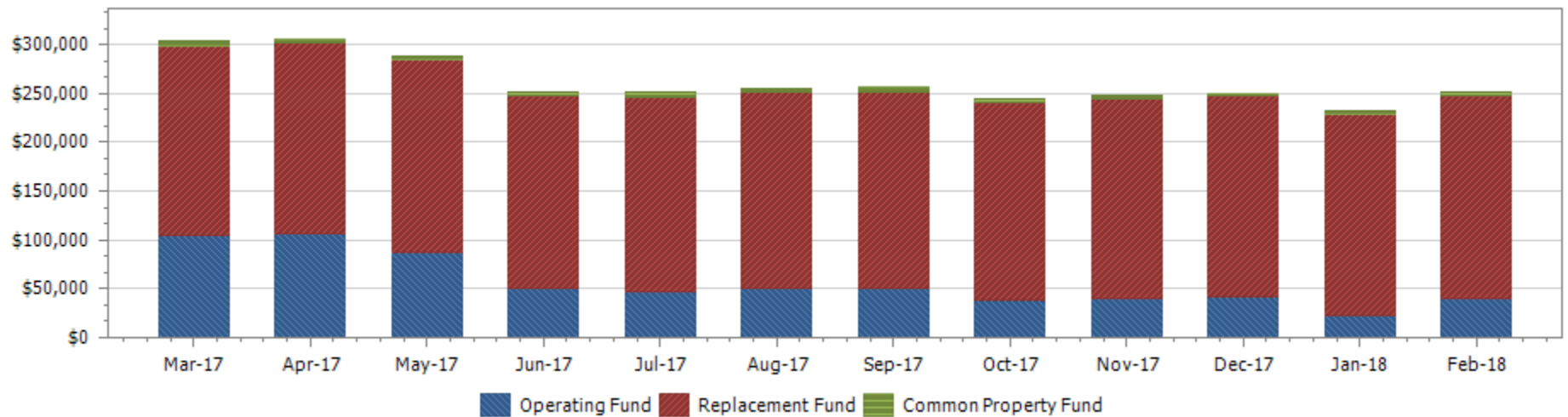
Accounts Receivable : Balance at Month-end

Accounts Receivable: Trailing 12 - Months



Fund Balance : Balance at Month-end

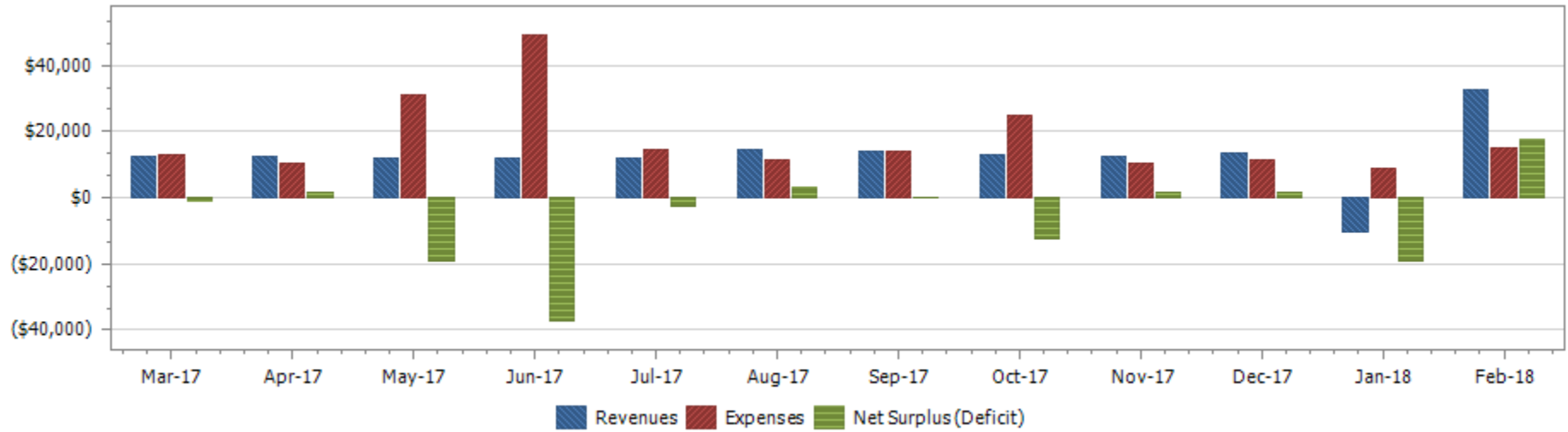
Fund Balances: Trailing 12 - Months



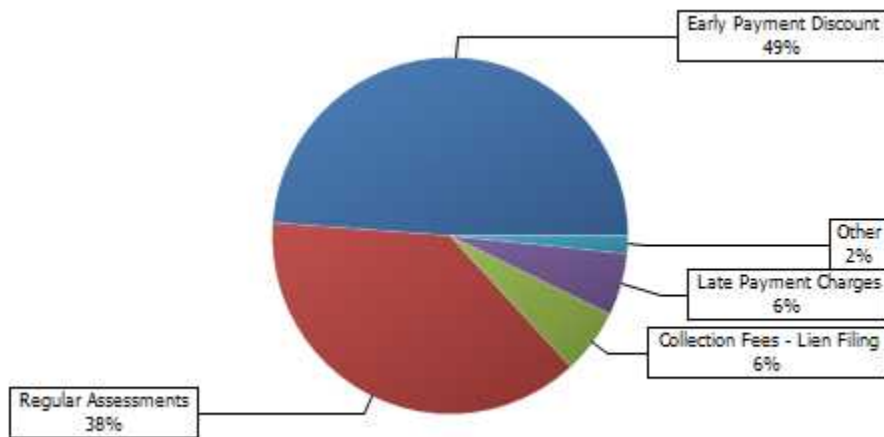
**RealCommunity Homeowners Association
March 2018 Management Report
Financial Summary**

Revenues and Expenses - Operating Fund

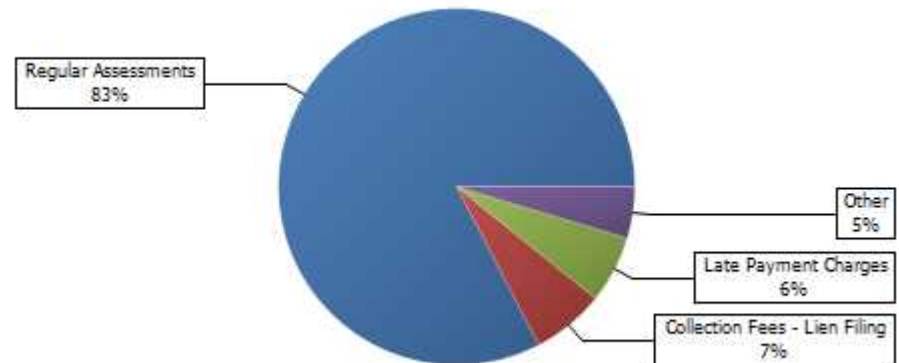
Operating Fund: Trailing 12 - Months Revenues, Expenses and Net Surplus (Deficit)



Operating Fund - Current Month Revenue

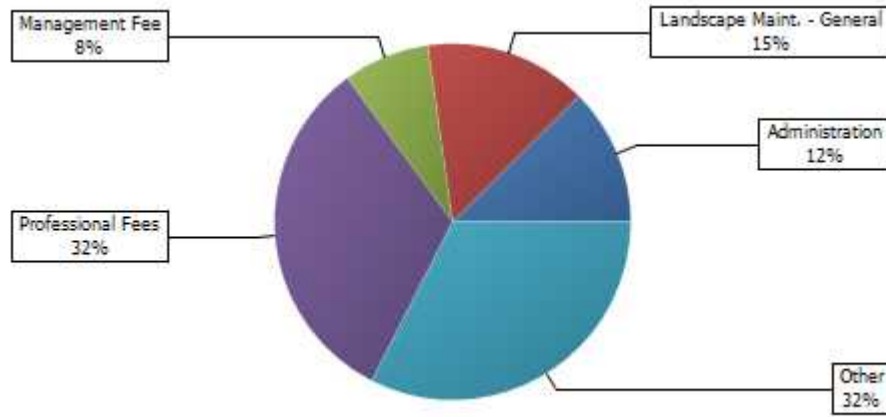


Operating Fund - YTD Revenue

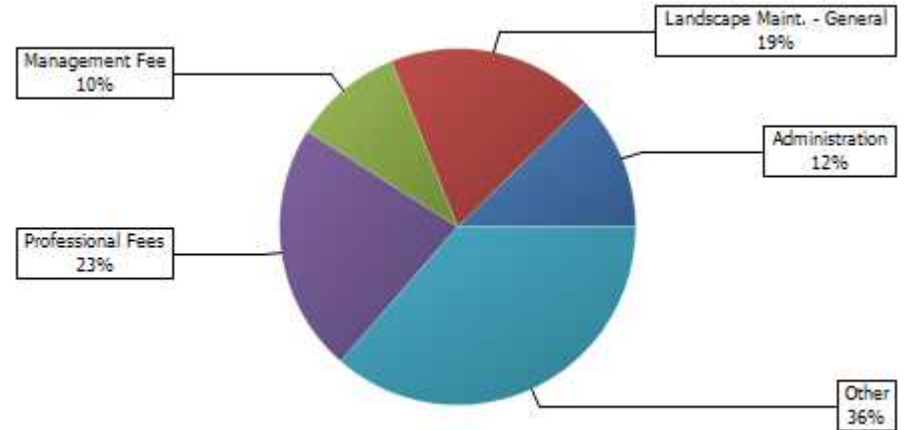


**RealCommunity Homeowners Association
March 2018 Management Report
Financial Summary**

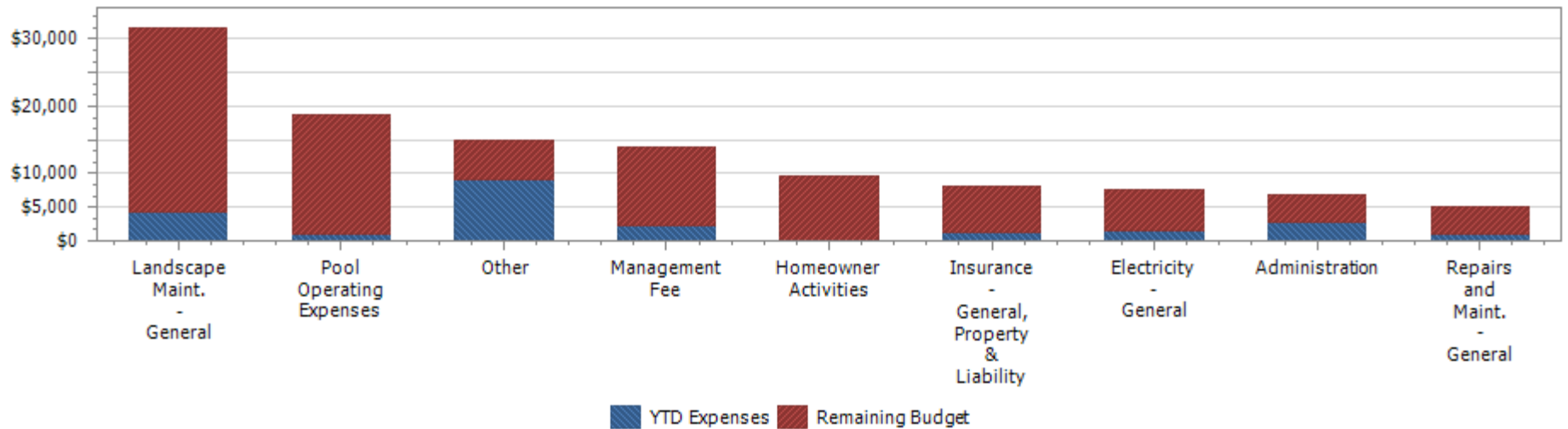
Operating Fund - Current Month Expenses



Operating Fund - YTD Expenses



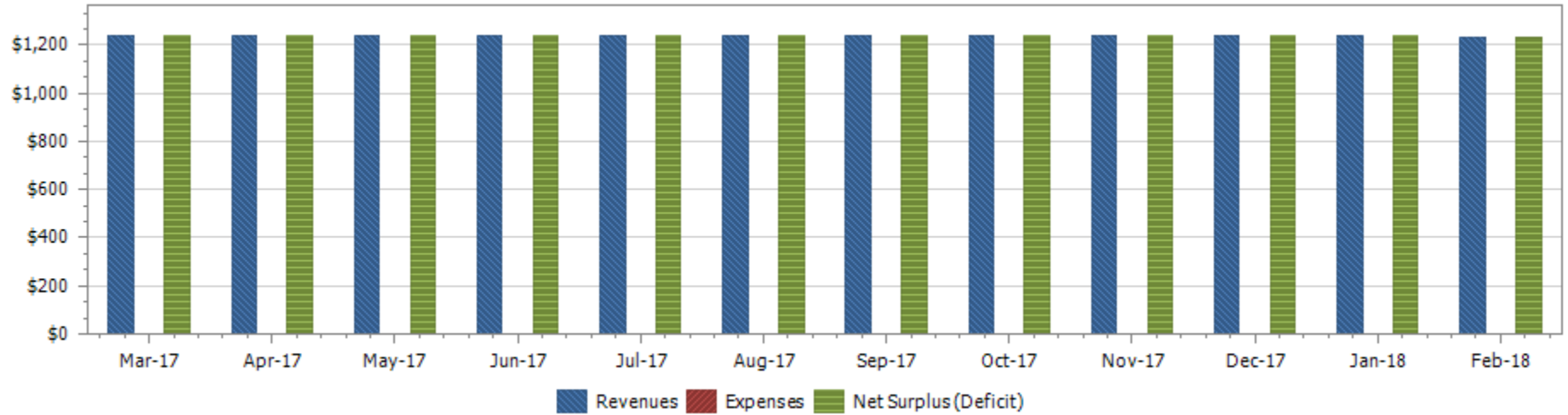
Operating Fund: Expenses - Annual Budget Analysis



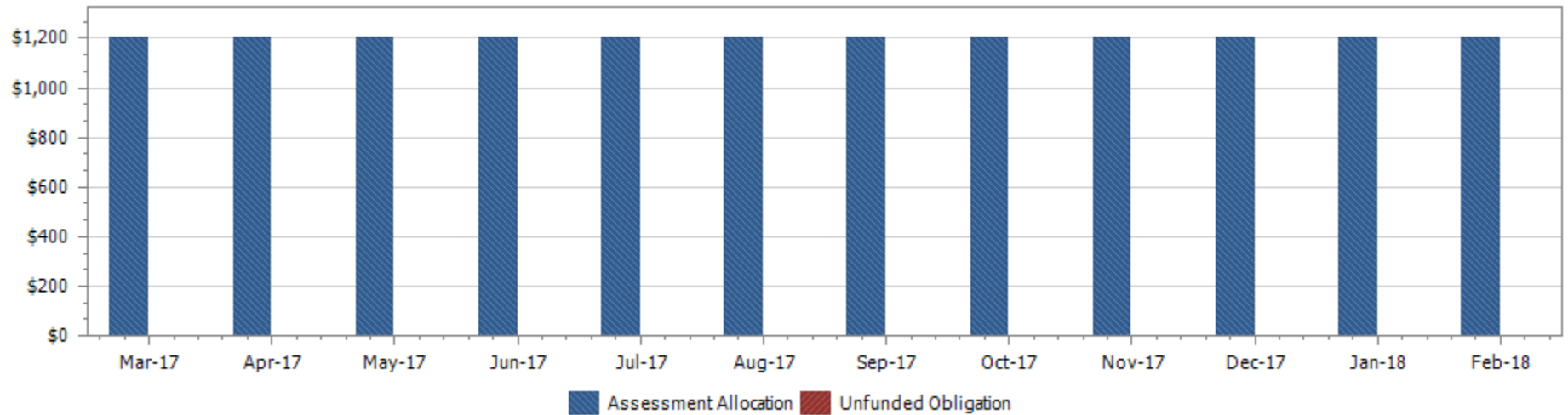
**RealCommunity Homeowners Association
 March 2018 Management Report
 Financial Summary**

Revenues and Expenses - Replacement Fund

Replacement Fund: Trailing 12 - Months Revenues, Expenses and Net Surplus (Deficit)



Replacement Fund: Assessment Allocation and Funding



RealCommunity Homeowners Association

March 2018 Management Report

Actual vs. Budget Variance Analysis

*Some pages from this section have been omitted for sample purposes

Report Description

The Actual vs. Budget Variance Analysis report presents the most recent published financial data for the association at a sub-category level of detail for each fund. The Operating Fund is detailed first followed by the Replacement Fund and any other applicable funds as noted in the upper left corner of the report. The report reflects the most recent month's actual results versus budget and, fiscal year-to-date ("YTD") actual results versus budget. The report also details the annual budget at the sub-category level and calculates the remaining budget based upon the fiscal YTD results. Explanation of significant actual versus budget variances may be included below the applicable month or YTD variance.

Actual vs. Budget Variance Analysis

(1) Operating Fund

	February 2018				YTD				Budget		
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Annual	Remaining	Rem %
Revenues											
Assessments											
Regular Assessments											
Full Rate	\$12,810	\$12,810	\$0	0%	\$25,620	\$25,620	\$0	0%	\$153,720	\$128,100	83%
TOTAL Regular Assessments	\$12,810	\$12,810	\$0	0%	\$25,620	\$25,620	\$0	0%	\$153,720	\$128,100	83%
Assessment Adjustments											
Early Payment Discount	\$16,443	(\$1,921)	\$18,364	(956%)	(\$6,615)	(\$3,842)	(\$2,773)	72%	(\$23,058)	(\$16,443)	71%
TOTAL Assessment Adjustments	\$16,443	(\$1,921)	\$18,364	(956%)	(\$6,615)	(\$3,842)	(\$2,773)	72%	(\$23,058)	(\$16,443)	71%
Assessment Allocation											
Assessment Allocation	(\$1,200)	(\$1,200)	\$0	0%	(\$2,400)	(\$2,400)	\$0	0%	(\$14,400)	(\$12,000)	83%
TOTAL Assessment Allocation	(\$1,200)	(\$1,200)	\$0	0%	(\$2,400)	(\$2,400)	\$0	0%	(\$14,400)	(\$12,000)	83%
TOTAL Assessments	\$28,053	\$9,689	\$18,364	190%	\$16,605	\$19,378	(\$2,773)	(14%)	\$116,262	\$99,657	86%
Other Income											
Late Payment Charges	\$1,900	\$0	\$1,900	100%	\$1,900	\$0	\$1,900	100%	\$0	(\$1,900)	0%
Lien Filing	\$1,987	\$0	\$1,987	100%	\$2,037	\$0	\$2,037	100%	\$0	(\$2,037)	0%
Late Payment Charges Waived	(\$50)	\$0	(\$50)	(100%)	(\$100)	\$0	(\$100)	(100%)	\$0	\$100	100%

RealCommunity Homeowners Association

March 2018 Management Report

Actual vs. Budget Variance Analysis

(3) Common Property Fund

	February 2018				YTD				Budget		
	Actual	Budget	Variance	Var %	Actual	Budget	Variance	Var %	Annual	Remaining	Rem %
Revenues											
TOTAL Revenues	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	0%
Expenses											
Depreciation											
Depreciation of Fixed Assets											
Depreciation	\$205	\$205	\$0	0%	\$411	\$410	(\$1)	0%	\$2,460	\$2,049	83%
TOTAL Depreciation of Fixed Assets	\$205	\$205	\$0	0%	\$411	\$410	(\$1)	0%	\$2,460	\$2,049	83%
TOTAL Depreciation	\$205	\$205	\$0	0%	\$411	\$410	(\$1)	0%	\$2,460	\$2,049	83%
TOTAL Expenses	\$205	\$205	\$0	0%	\$411	\$410	(\$1)	0%	\$2,460	\$2,049	83%
NET SURPLUS (DEFICIT)	(\$205)	(\$205)	\$0	0%	(\$411)	(\$410)	(\$1)	0%	(\$2,460)	(\$2,049)	83%

RealCommunity Homeowners Association

March 2018 Management Report

Homeowner Delinquency Detail - All Delinquent Accounts Pending Referral to Attorney, Lien Service or Collection Agency

Report Description

This report details all homeowners with a delinquent balance as of the date of the report that have not been referred to an attorney or collection agency for further collection action. These homeowners receive both monthly account statements and delinquency notice letters, as applicable in this stage of the collection process. The report is sorted in descending order by the Total Due. The most recent collection status comment, if any, is included in the row below the corresponding delinquent account.

All Delinquent Accounts Pending Referral to Attorney, Lien Service or Collection Agency

Account #	Owner	Property Address	Total Due	Last Payment Date	Last Payment Amount	Last Delinquency Notice Date	Delinquency Notice Type	Transfer Process Date	Suspend Collections	FCLS	BKR	Approval Required
R0000000L00000000	Alice Anderson	1300 Purple Dr	\$635.60	01/25/2017	\$200.00	03/05/2018	Post Final Notice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SR 8.1.2016: CLOSE ACCOUNT 07/05/2016 - Account SENT TO Stop Collection : Received FULL Payment from Owner												
R0000000L00000000	Bob Burns	1200 Orange Ln	\$491.00	05/01/2017	\$1,763.32	03/05/2018	Post Final Notice	06/04/2015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SR 5.16.2017: CLOSE ACCOUNT BY ATTORNEY 5/01/2017 - Close Account												
R0000000L00000000	Callie Cole	1301 Orange Ln	\$491.00	05/09/2017	\$3,200.00	03/05/2018	Post Final Notice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SR 7.16.2017: CLOSED ACCOUNT BY ATTORNEY 6/19/2017 - Close Account												
R0000000L00000000	Dan David	1310 Purple Dr	\$491.00	03/20/2017	\$210.00	03/05/2018	Post Final Notice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SR 12.16.2016: CLOSE ACCOUNT 11/16/2016 - Account SENT TO Stop Collection : Received FULL Payment from Owner												
R0000000L00000000	Edward Ellis	1301 Red Dr	\$449.46	12/07/2016	\$248.50	03/05/2018	Post Final Notice	12/07/2016	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			\$2,558.06						0	0	0	0

RealCommunity Homeowners Association

March 2018 Management Report

Homeowner Delinquency Detail - All Delinquent Accounts Not Referred to Attorney / Collection Agency

*Some pages from this section have been omitted for sample purposes

Report Description

This report details all homeowners with a delinquent balance as of the date of the report that have not been referred to an attorney or collection agency for further collection action. These homeowners receive both monthly account statements and delinquency notice letters, as applicable in this stage of the collection process. The report is sorted in descending order by the Total Due. The most recent collection status comment, if any, is included in the row below the corresponding delinquent account.

All Delinquent Accounts Not Referred to Attorney / Collection Agency

Account #	Owner	Property Address	Total Due	Last Payment Date	Last Payment Amount	Last Delinquency Notice Date	Delinquency Notice Type	Transfer Process Date	Suspend Collections	FCLS	BKR	Pending Referral
R0000000L0000000	Fran Farmer	1400 Gold Dr	\$966.00	01/10/2017	\$632.60	02/16/2018	Pre-Referral Statutory Notice (Texas)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stat sent 2/16/18												
R0000000L0000000	Gloria Gomez	1300 Violet Ln	\$780.40	07/29/2016	\$235.00	02/19/2018	Pre-Referral Statutory Notice (Texas)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stat sent 2/19/18												
R0000000L0000000	Harry Holcomb	1304 Purple Dr	\$736.50	09/30/2016	\$229.00	02/19/2018	Pre-Referral Statutory Notice (Texas)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stat sent 2/19/18												
R0000000L0000000	Isabell Isaac	1505 Blue Dr	\$667.84	08/05/2016	\$3,465.84	02/19/2018	Pre-Referral Statutory Notice (Texas)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stat sent 2/19/18												
R0000000L0000000	James Jacobson	1302 Purple Dr	\$635.60	01/25/2017	\$200.00	03/05/2018	Post Final Notice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SR 8.1.2016: CLOSE ACCOUNT 07/05/2016 - Account SENT TO Stop Collection : Received FULL Payment from Owner												
R0000000L0000000	Kyle Kramer	1200 Red Dr	\$491.50	12/29/2016	\$157.50	08/06/2017	Post Final Notice		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pending Attorney Referral auto-unflagged by system because balance fell below criteria.												
56			\$14,457.75						0	0	0	5

RealCommunity Homeowners Association

March 2018 Management Report

Homeowner Delinquency Detail - Accounts Referred to Attorney / Collection Agency

*Some pages from this section have been omitted for sample purposes

Report Description

This report details all homeowners that have been referred to an attorney or collection agency for further collection action on their outstanding balance. The report is sorted in descending order by the Total Due. Certain collection actions are noted by a check mark. The most recent collection status comment, if any, is included in the row below the corresponding delinquent account.

Accounts Referred to Attorney / Collection Agency

Account #	Owner	Property Address	Total Due	Last Payment Date	Last Payment Amount	Attorney / Collection Attorney	FCLS	BKR	Pre-lien Demand Letter	Post Referral Plan	Lien Filed	Pending Lawsuit	Lawsuit Filed	Property Posted for FCLS
R0000000L00000000	Linda Lowell	1200 Orange Ln	\$7,320.28	10/16/2013	\$449.94	Law Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SR 3.16.2018: 3/13/2018 - Service of Expedited Foreclosure Lawsuit Confirmed														
R0000000L00000000	Mary Martinez	1300 Violet Ln	\$7,220.93			Law Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SR 3.16.2018: LAST ACTIVITY = ""1/31/2017"" 1/31/2017 - Prepare Discharge Demand Letter Authorized BANKRUPTCY - CHAPTER 13 (Case No. 11-11111) Filed: 7/15/2011 8/30/2017 - Address listed on the bankruptcy for the association was the old corporate address of 2222 Dallas Ave, Suite 130, Dallas, Texas 75221 "No new notes have been entered on this account between 1/31/2017 and 3/16/2018														
R0000000L00000000	Nancy Nole	1300 Pink Dr	\$3,617.12	05/16/2016	\$1,177.58	Law Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SR 3.16.2018: ALTERNATE ADDRESS: 627 Yellow Dr; Dallas, Texas 75380 3/15/2018 - Expedited Foreclosure Lawsuit Filed														
R0000000L00000000	Oscar Oliver	1310 Blue Dr	\$2,482.02	06/06/2017	\$1,100.00	Law Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SR 3.16.2018: 2/13/2018 - Service of Default Judgment Confirmed														
R0000000L00000000	Paul Peters	1400 Indigo Dr	\$1,625.94	07/01/2016	\$4,877.52	Law Office	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SR 3.16.2018: 2/5/2018 - Waiting on Board authorization to proceed with expedited foreclosure														
10			\$27,609.27				0	0	10	2	5	1	3	0

RealCommunity Homeowners Association
March 2018 Management Report
Insurance Summary

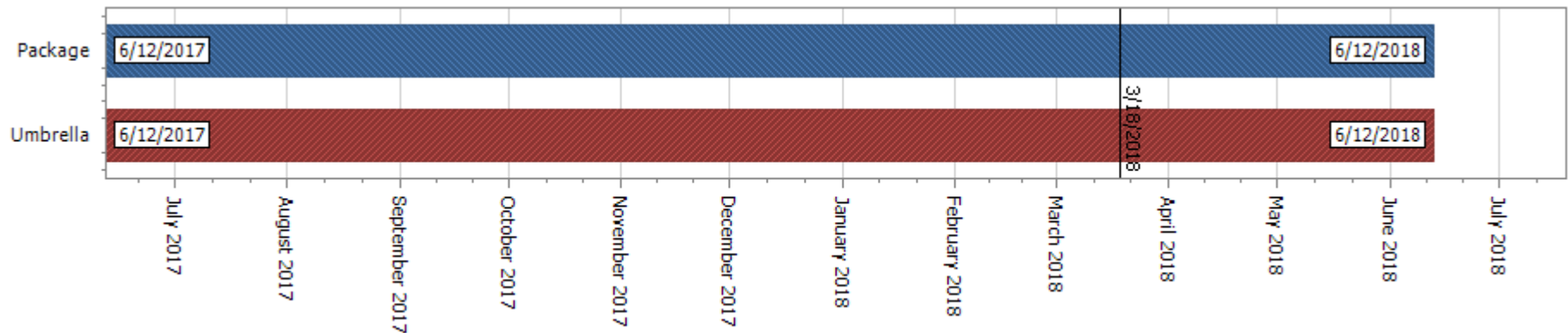
Report Description

The Insurance Summary provides an insurance status and coverage analysis to assist the association in identifying potential areas of loss exposure and meeting its risk management objectives.

Insurance Dashboard

Condition	Metric	Status	Comment / Recommended Action
Policies in Force	2	↑	The management company records reflect that the association has 2 known active insurance policies in force
Policies Expiring within 90 Days	2	⚠	The management company records reflect that the association has 2 insurance policies expiring in the next 90 days
Expired or Missing Coverage	0	✓	The management company records reflect that there are NO expired or missing policies

Active and Future Policies



RealCommunity Homeowners Association

March 2018 Management Report

Insurance Summary

*Some pages from this section have been omitted for sample purposes

Policy Type	Coverage Types	Insurance Carrier	Insurance Agent	Billing Party	Policy #	Policy Start	Policy End
Package	Auto (Hired & Non-Owned) ,Directors & Officers,General Liability,Property	Insurance Company	CiraConnect Insurance Services, LP	CiraConnect Insurance Services, LP	11111	6/12/2017	6/12/2018
Umbrella	Umbrella	National Insurance Company	CiraConnect Insurance Services, LP	CiraConnect Insurance Services, LP	11111	6/12/2017	6/12/2018



Insurance Requirements












Policy Type	Coverage Types	Requirement Status	Evidence of Coverage	Comment
Package	Auto (Hired & Non-Owned) ,Directors & Officers,General Liability,Property	Confirmed Required		
Umbrella	Umbrella	Confirmed Required		
Auto (Hired & Non-Owned)	Auto (Hired & Non-Owned)	Not Required		
Auto (Owned)	Auto (Owned)	Not Required		
Crime	Crime	Not Required		
DIC	DIC,Earthquake	Not Required		
Directors & Officers	Directors & Officers	Not Required		
Equipment	Equipment	Not Required		
Equipment Breakdown	Equipment Breakdown	Not Required		
Fidelity Bond	Fidelity Bond	Not Required		
Flood	Flood	Not Required		
General Liability	General Liability	Not Required		
General Liability (Security Guards)	General Liability (Security Guards)	Not Required		

RealCommunity Homeowners Association
March 2018 Management Report
Deed Restriction Violations Summary

Report Description

The Deed Restriction Violation Summary provides current status information regarding violations in the community as well as a historical analysis to view violation trends. Board Members can also monitor current violation activity by accessing the Board Portal at www.ciranet.com

Deed Restriction Violations Dashboard

Condition	Metric	Status	Comment / Recommended Action
Number of Homeowners with Open Violations	32		There are a total of 32 homeowners with unfixed open violations based upon the most recent community inspection. Some homeowners may have multiple violations.
Percentage of Homeowners with Open Violations	9%		The percentage of homeowners with unfixed open violations is less than 10%. This represents either a high level of compliance in the community, or low level of enforcement.
Number of Open Violations	40		There are a total of 40 unfixed open violations based upon the most recent community inspection.
Number of Homeowners with Multiple Open Violations	5		There are 5 homeowners with more than one type of unfixed open violation based upon the most recent community inspection. Review the violations and history with the applicable owners to determine if any further action beyond letter notification should be taken at the present time.
Number of New Violations Since 02/01/2018	26		There are 26 newly cited homeowner violations since 02/01/2018.
Number of Recurring Violation Citings Since 02/01/2018	29		There are 29 previously cited open violations which have been cited again (recurred) since 02/01/2018. These violations have been escalated according to the escalation configuration for the community.
Number of Violation Letters Mailed Since 02/01/2018	65		There were 65 violation letters mailed to homeowners since 02/01/2018.
Violations Post Terminal Level Pending Legal/Other	0		There are no open violations at a "post terminal notice" level (more than 30 days since the final notice) which have not been referred to an attorney for further compliance enforcement action.
Violations Referred to Attorney	0		There are no violation matters presently referred to an attorney for further compliance enforcement action.
Net Open Violations Since 02/01/2018	0		There are zero net open violations since 02/01/2018. Either there is no activity for the period, or there are as many new violations opened as there are violations closed (either closed by the CAM or auto-closed) during the period.
Violations Fixed Since 02/01/2018	26		There were 26 violations fixed since 02/01/2018 based upon inspections performed during the period.

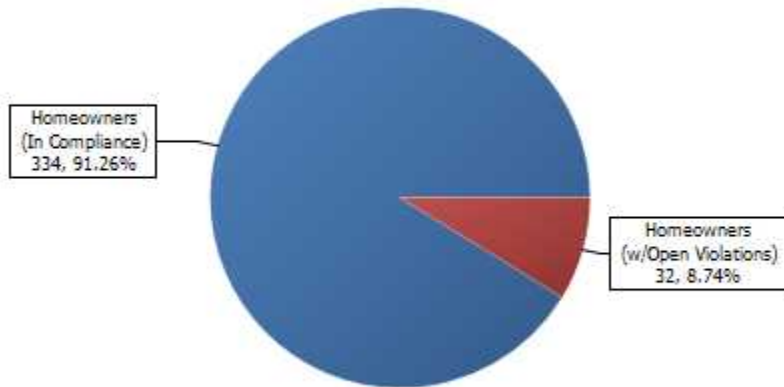
RealCommunity Homeowners Association
March 2018 Management Report
Violation Summary

Open Violations (Not "Fixed" as of the Most Recent Inspection)

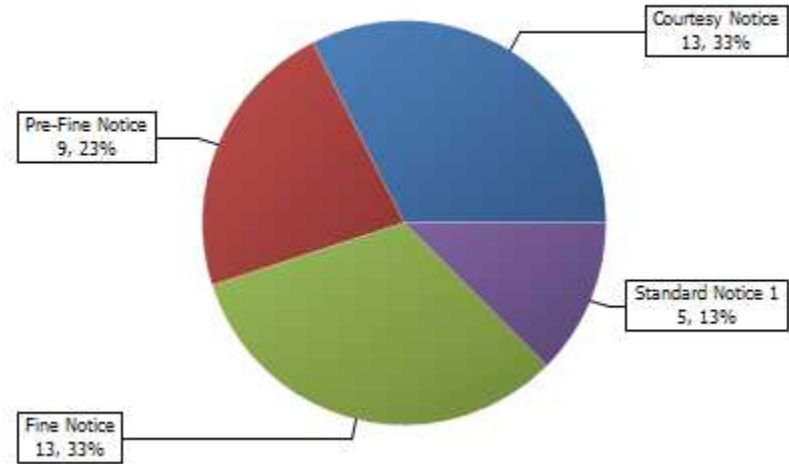
Category	Watch	Preview	Courtesy Notice	Standard Notice 1	Pre-Fine	Fine	Total	% of Total
Fencing					1	2	3	8%
Holiday Decorations			1		1		2	5%
Landscaping			5		3	6	14	35%
Rubbish and Debris			5	2	1	4	12	30%
Unsightly				1			1	3%
Vehicle Parking			1				1	3%
Improper Use					1		1	3%
Maintenance			1	2	2	1	6	15%
	0	0	13	5	9	13	40	100%

**RealCommunity Homeowners Association
March 2018 Management Report
Violation Summary**

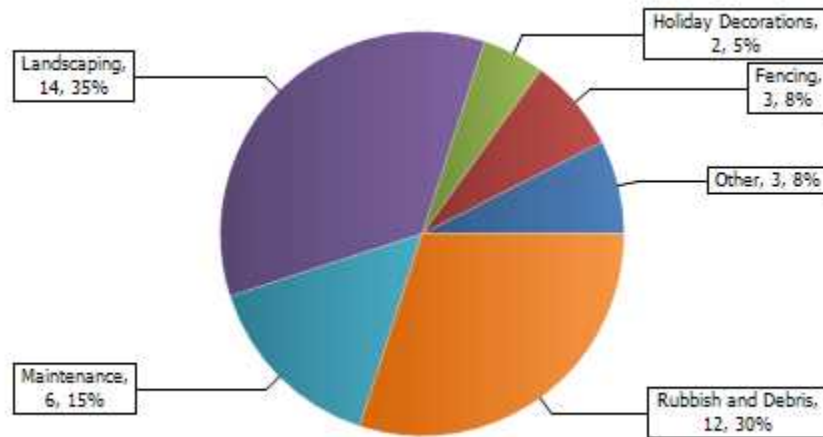
Homeowners with Open Violations



Homeowner Violations Status by Stage



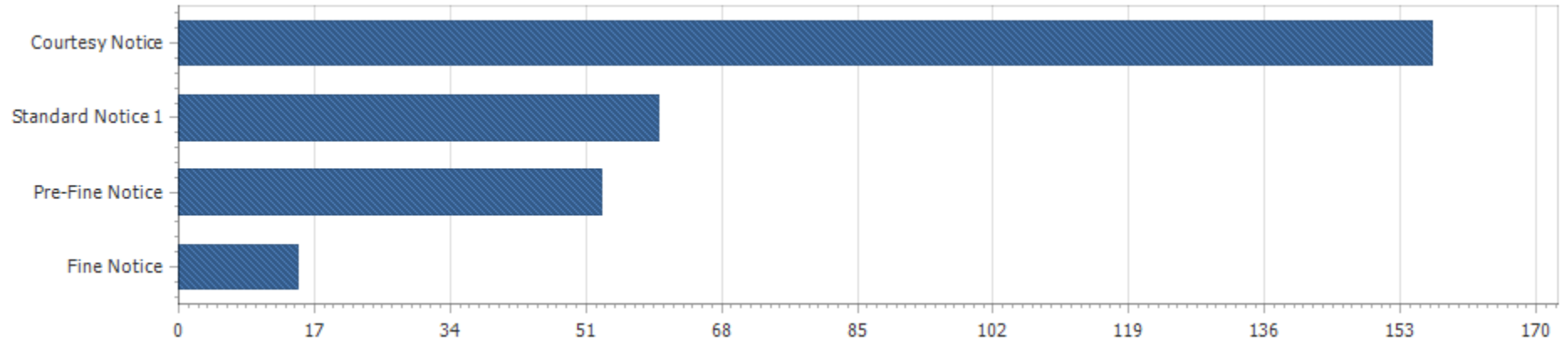
Homeowner Open Violations by Category



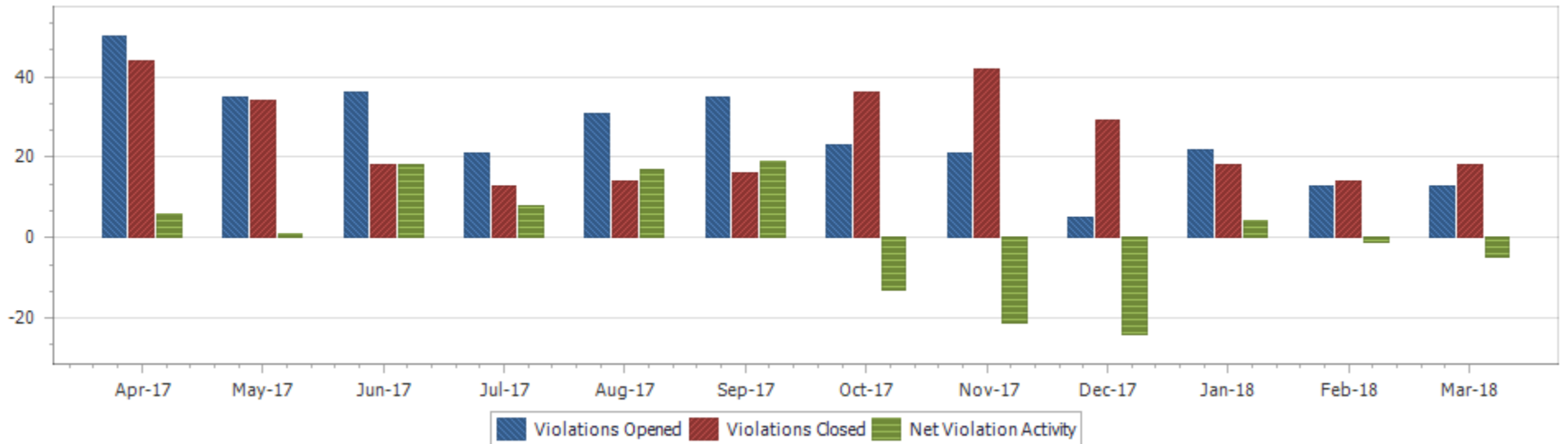
**RealCommunity Homeowners Association
March 2018 Management Report
Violation Summary**

Violation History

Closed Violations Notice Stage: Trailing 12-Months

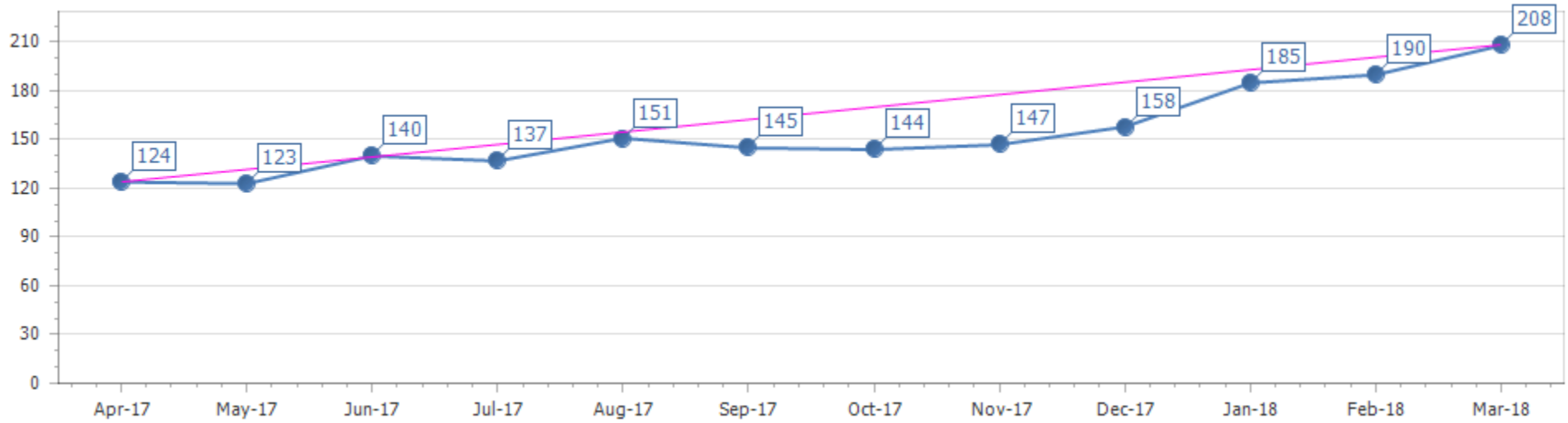


Violation Activity: Trailing 12 - Months

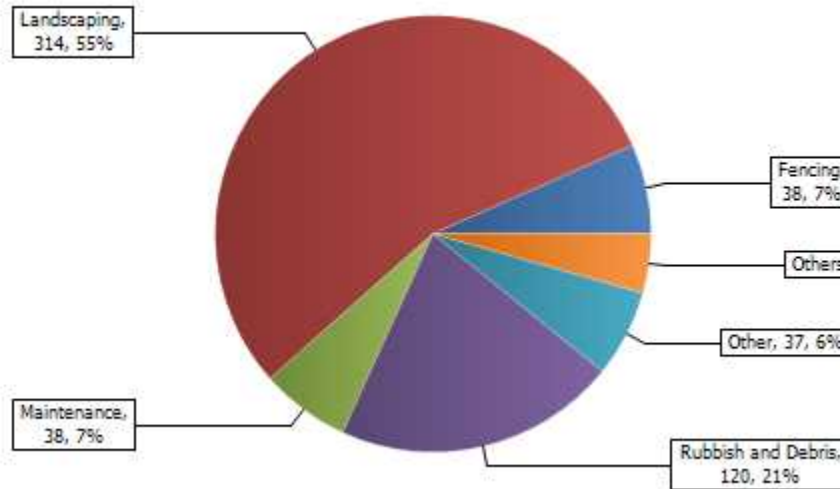


**RealCommunity Homeowners Association
 March 2018 Management Report
 Violation Summary**

Average Days Between Open Date and Last "Fixed" Date

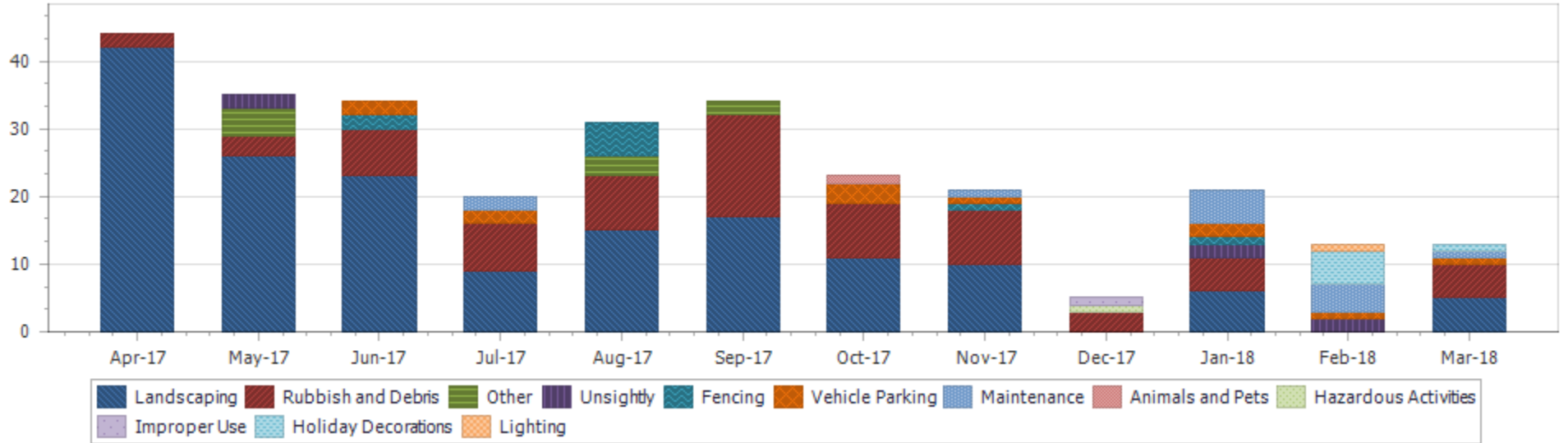


New Violations by Category: Trailing 12-Months



**RealCommunity Homeowners Association
March 2018 Management Report
Violation Summary**

New Violations by Category: Trailing 12-Months



RealCommunity Homeowners Association

March 2018 Management Report

Referred Violation Detail

Report Description

This report details individual violations referred to an attorney for legal action against a property owner in connection with each violation. The Violation Summary report includes the total count of violations referred to an attorney. This report provides the violation detail. The attorney contracted to work the matter is listed in the last column (right side) of the report.

Referred Violation Detail

There is no data.

RealCommunity Homeowners Association

March 2018 Management Report

Violations at Terminal Notice Level - Pending Legal Referral or Other Action

*Some pages from this section have been omitted for sample purposes

Report Description

The Violations at Post Terminal Notice Level report details all "Open" deed restriction violations where it has been at least 30 days since a terminal notice (e.g. a final notice) was generated and mailed to the property owner regarding the cited violation. The violations will remain open until compliance is verified on a subsequent inspection of the property. This report is provided for decision making purposes regarding a potential next step toward enforcing compliance. Potential next steps include, but are not limited to, the association engaging a vendor to remediate the violation (e.g. force mow or force repair), or legal referral to file a lawsuit against the property owner. Any such further action should be in compliance with the association's legal documents as well as state and local statutes.

Violation Detail

Opened Date	Inspect Date	Days Old	Last Notice Date	Status Tier	Category	Subcategory	Location	Referred to Attorney
Violations Per Owner: 3								
Street: Blue Dr								
Property: 1316 Blue Dr Owner: Amy Adams Account #: R0000000L0000000 (Referred To Attorney for Account Collection)								
08/16/2016	02/20/2018	579	02/20/2018	Fine Notice	Rubbish and Debris	Trashcan Visible	Driveway	<input type="checkbox"/>
Last Notice Text:								
06/13/2017	02/20/2018	278	02/20/2018	Fine Notice	Fencing	Appearance	Back Yard	<input type="checkbox"/>
Last Notice Text: Repair fence in backyard								
11/21/2017	03/06/2018	117	03/07/2018	Fine Notice	Maintenance	Paint House	Exterior	<input type="checkbox"/>
Last Notice Text: Repaint exterior trim on siding								
Violations Per Owner: 2								
Street: Gold Dr								
Property: 1413 Gold Dr Owner: Bill Blue Account #: R0000000L0000000								
06/13/2017	03/06/2018	278	03/07/2018	Fine Notice	Fencing	Appearance	Back Yard	<input type="checkbox"/>
Last Notice Text: Replace missing fence section								
10/03/2017	03/06/2018	166	03/07/2018	Fine Notice	Landscaping	Prune Shrubs	Flower/Plant Beds	<input type="checkbox"/>
Last Notice Text: Prune over grown shrub								
Street: Pink Dr								

RealCommunity Homeowners Association

March 2018 Management Report

Open Violations Detail

*Some pages from this section have been omitted for sample purposes

Report Description

The Open Violations Detail report lists all "open" and "un-fixed" deed restriction violations as of the report date based upon the most recent community property inspection. Property owners with multiple violations are grouped together at the beginning of the report from the highest to lowest number of open violations. Violations are sorted from oldest to newest within each group (Violations Per Owner) based upon the date the violation was opened, or first cited. The violation details include the category, subcategory and the physical location of the violation on the property. Further explanation of the violation is included in the "Regarding" text which is also printed on the violation notices.

Open Violations Detail

Opened Date	Inspect Date	Days Old	Last Notice Date	Status Tier	Category	Subcategory	Location	Referred to Attorney
Last Notice Text: Remove trashcan from view of the street.								
Property: 1203 Red Dr Owner: Charles Cole Account #: R0000000L0000000								
12/07/2017	01/08/2018	101	01/08/2018	Pre-Fine Notice	Improper Use	Single Family Use	[Other: Enter Regarding]	<input type="checkbox"/>
Last Notice Text: Homes are for single family occupancy and may not be used as AirBNB.								
Property: 1215 Red Dr Owner: David Dallas Account #: R0000000L0000000								
11/07/2017	03/06/2018	131	03/07/2018	Fine Notice	Landscaping	General Yard Maintenance	Flower/Plant Beds	<input type="checkbox"/>
Last Notice Text:								
Street: Blue Dr								
Property: 1408 Blue Dr Owner: Ed Ellison Account #: R0000000L0000000								
07/19/2016	03/06/2018	607	03/07/2018	Fine Notice	Rubbish and Debris	Trashcan Visible	Driveway	<input type="checkbox"/>
Last Notice Text: Trashcan out on non trash day.								
Property: 1411 Blue Dr Owner: Farrah Fredrick Account #: R0000000L0000000								
07/24/2015	02/20/2018	968	02/20/2018	Fine Notice	Landscaping	General Yard Maintenance	Flower/Plant Beds	<input type="checkbox"/>
Last Notice Text: Remove weeds from flowerbed and replace with new mulch								
Property: 1504 Blue Dr Owner: Gary Gray Account #: R0000000L0000000								
03/06/2018	03/06/2018	12	03/07/2018	Courtesy Notice	Landscaping	General Yard Maintenance	Flower/Plant Beds	<input type="checkbox"/>
Last Notice Text: Replace missing landscaping in flowerbed								
Property: 1506 Blue Dr Owner: Holly Hines Account #: R0000000L0000000								
03/06/2018	03/06/2018	12	03/07/2018	Courtesy Notice	Rubbish and Debris	Construction Materials	Left Side Yard	<input type="checkbox"/>
Last Notice Text: Remove bricks being stored on left side of home								

RealCommunity Homeowners Association
March 2018 Management Report
Fixed Violations From 2/01/2018 through 3/18/2018

*Some pages from this section have been omitted for sample purposes

Report Description

The Fixed Violations Detail report lists all previously cited "fixed" deed restriction violations based upon property inspections during the report date range. A "fixed" violation will technically remain open until either closed by the Community Association Manager or automatically closed after a defined period if the violation is not cited again as a recurrence of the same violation. Property owners with multiple "fixed" violations are grouped together at the beginning of the report from the highest to lowest number of "fixed" violations. Violations are sorted from oldest to newest within each group (Violations Per Owner) based upon the date the violation was opened, or first cited. The violation details include the category, subcategory and the physical location of the violation on the property. Further explanation of the violation is included in the "Regarding" text which is also printed on the violation notices.

Fixed Violation Detail

Opened Date	Inspect Date	Days Old	Last Notice Date	Status Tier	Category	Subcategory	Location	Referred to Attorney
Violations Per Owner: 1								
Street: Blue Dr								
Property: 1501 Blue Dr Owner: Isaac Ivers Account #: R0000000L0000000								
01/09/2018	02/06/2018	68	02/06/2018	Pre-Fine Notice	Landscaping	Prune Shrubs	Right Side Yard	<input type="checkbox"/>
Last Notice Text: Prune shrubs on right side of lawn								
Street: Red Dr								
Property: 1207 Red Dr Owner: Joshua Jacobs Account #: R0000000L0000000								
02/06/2018	02/20/2018	40	02/20/2018	Standard Notice 1	Holiday Decorations	Holiday Lights	Front Yard	<input type="checkbox"/>
Last Notice Text: Remove holiday lights/decorations.								
Property: 1301 Red Dr Owner: Kim Kendal Account #: R0000000L0000000								
01/23/2018	02/06/2018	54	02/06/2018	Standard Notice 1	Vehicle Parking	Inoperable Vehicle	Street	<input type="checkbox"/>
Last Notice Text: Ford f150 with flat tire								
Property: 1305 Red Dr Owner: Lori Lincoln Account #: R0000000L0000000								
01/09/2018	01/23/2018	68	01/24/2018	Standard Notice 1	Rubbish and Debris	Trashcan Visible	Driveway	<input type="checkbox"/>
Last Notice Text: Trashcan out on non trash day.								
Street: Blue Dr								
Property: 1502 Blue Dr Owner: Michelle Michaels Account #: R0000000L0000000								
02/06/2018	02/20/2018	40	02/20/2018	Standard Notice 1	Holiday Decorations	Holiday Lights	Front Yard	<input type="checkbox"/>
Last Notice Text: Remove holiday lights/decorations.								

RealCommunity Homeowners Association









March 2018 Management Report

Owner Communication Summary

Report Description

The Owner Communication Summary provides information and analysis about resident contact with the association / management company in order to monitor communication patterns and meet the needs of the community.

Owner Communication Dashboard

Condition	Metric	Status	Comment / Recommended Action
Resident Calls Last 30 Days	1x Norm		Resident call volume for this association is normal
% of Residents Logging Contacts Since 02-01-2018	8%		Less than 10% of residents have logged a call since 02-01-2018
Homeowners with Returned Mail Logged since 02-01-2018	3		There are 3 current homeowners with at least one piece of returned mail logged during the report transaction period. Research the mailing address and owner name, including contacting the owner to verify the mailing address.
Mailing Address Invalid and Not Same as Property	0		No residents have invalid mailing addresses where their mailing address is not the same as their property address
Percent of Residents Registered on the Portal	63%		More than 20% of residents have resident portal accounts.
Residents Logging into Portal since 02-01-2018	4%		4% of the residents have logged into the resident portal since 02-01-2018
Percent Residents with Emails On File	86%		86% of the residents have an email address on file
Percentage of Off-site Owners	16%		Less than 16% of the residents live at a mailing address that differs from their property address (proxy for determining whether or not the property owner lives at the property; note that some property owners may use P.O. Boxes for mail).

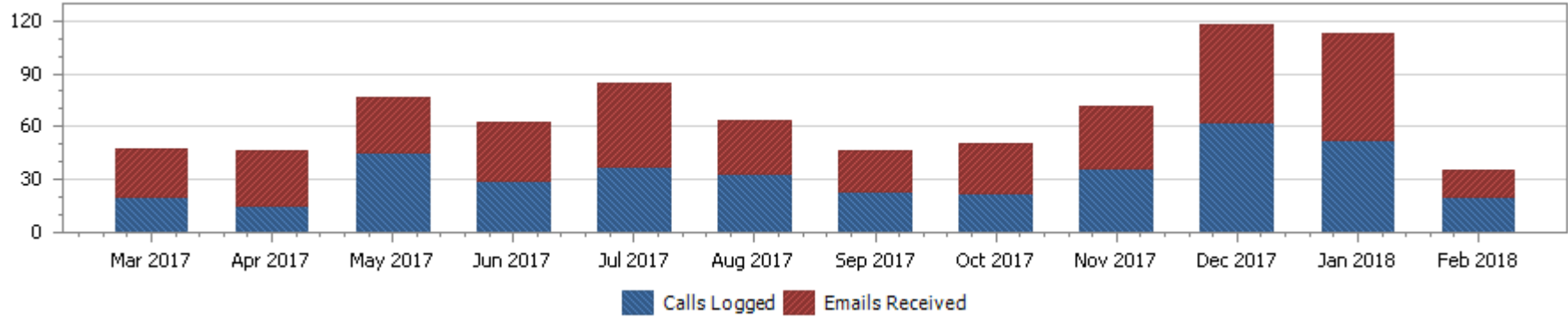
RealCommunity Homeowners Association

March 2018 Management Report

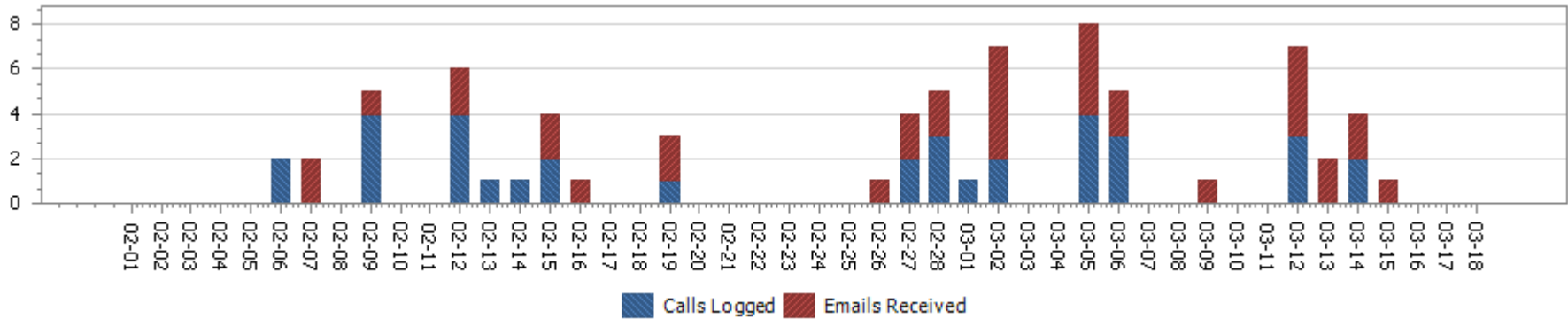
Owner Communication Summary

Resident Contact Analysis

Resident Contact Activity: Trailing 12 - Months

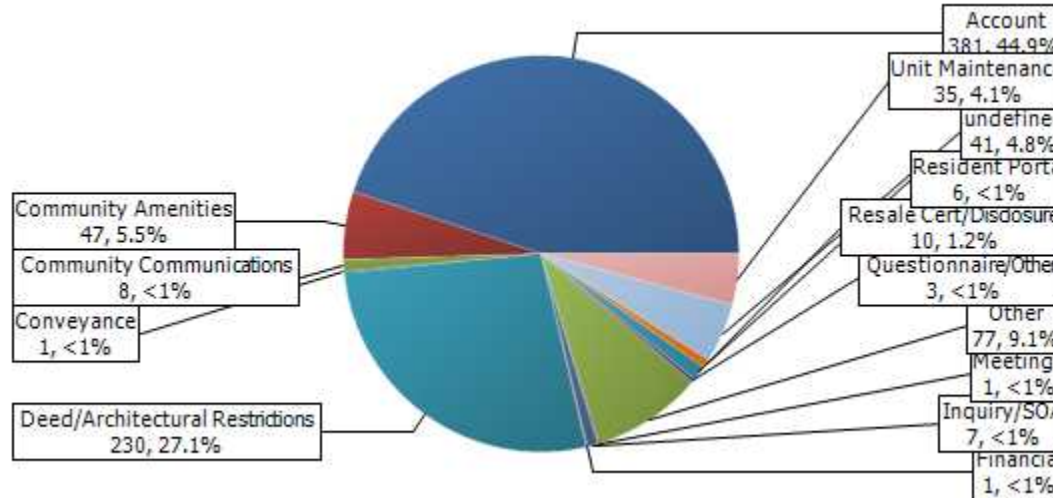


Resident Contact Activity: 2/1/2018 - 3/18/2018

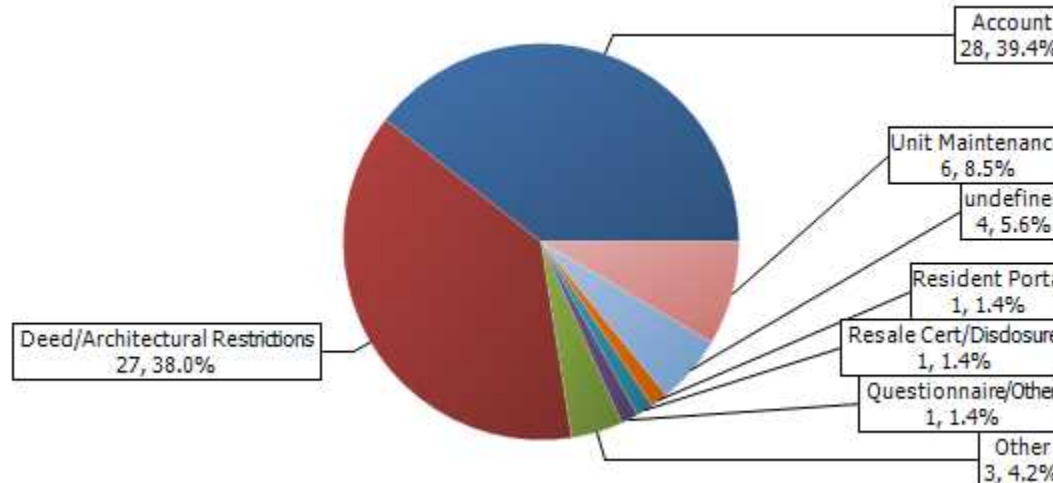


**RealCommunity Homeowners Association
 March 2018 Management Report
 Owner Communication Summary**

Resident Contact Category: Trailing 12 - Months



Resident Contact Category: 2/1/2018 - 3/18/2018



RealCommunity Homeowners Association






March 2018 Management Report

Owner Communication Summary

*Some pages from this section have been omitted for sample purposes

Resident Contact Analysis

Top 5 - Contacts per Property: [2/1/2018 - 3/18/2018]

Rank	Contacts	Status	Properties
1	5		1401 Blue Dr, 1111 Green Dr, 1500 Blue Dr, 1500 Blue Dr
2	4		1402 Blue Dr
3	3		1307 Purple Dr, 1317 Blue Dr, 1400 Green Dr
4	2		1234 Red Dr, 1217 Orange Ln, 1217 Orange Ln, 1304 Purple Dr, 1305 Pink Dr, 1307 Pink Dr, 1315 Red Dr, 1315 Gold Ct, 1401 Violet Ln, 1404 Gold Dr
5	1		1206 Red Dr 1208 Violet Ln, 1306 Pink Dr, 1307 Red Dr, 1311 Red Dr, 1404 Indigo Dr, 1406 Yellow Ln, 1408 Blue Dr

Resident Contact Subcategory Detail

Sub Category	Report Range 2/1/2018 - 3/18/2018	TTM [3/1/2017 - 3/18/2018]
Category: Account		
Account Status/Balance	12	193
Collections / Foreclosure / Bankruptcy	7	48
Conveyance Related	4	61
Late Fee / Finance Charge related	2	7
Resale Cert/Disclosure	1	2
Other	1	28
Confirm payment received	1	7
Update Contact Information	0	7
Payment Questions	0	23
Payment Not Posted	0	3
Inquiry / SOA	0	1
Did not receive a statement or coupon	0	1

RealCommunity Homeowners Association
March 2018 Management Report
Returned Mail Detail 2/1/2018 - 3/18/2018

Report Description

The Returned Mail Detail report lists each item of returned mail logged for a current property owner during the transactional date range of report. The return reason as provided by the United States Postal Service is provided. This information should be used to trouble-shoot issues such as the property owner has moved out of the property and filed change of address information with the USPS, or has vacated the property with no forwarding information on file. The last property conveyance date is reflected if it was processed through CiraConnect (otherwise the date is displayed as "Unknown"). Often there are mail delivery issues with recently conveyed properties.

Returned Mail Detail

Document Type	Mail Method	Mail ID	Processed Date	Return Reason	Mailing Address is Property Address	Mailing Address is Invalid	Total Due	Conveyance Date
Property Address: 1203 Red Dr; Paige Peters; R0000000L0000000 (Count=2)								
DRV	Certified	111111	2/21/2018	Unclaimed			\$239.20	8/31/2015
DRV	Certified	111111	2/23/2018	Unclaimed			\$239.20	8/31/2015
Property Address: 1309 Red Dr; Richard Rollins; R0000000L0000000 (Count=1)								
DRV	Certified	111111	2/21/2018	Unclaimed			\$1,205.06	9/27/2011
Property Address: 1412 Blue Dr; Sandy Sims; R0000000L0000000 (Count=1)								
DRV	Certified	111111	2/23/2018	Unclaimed			\$0.00	Unknown



SAMPLE MONTHLY FINANCIAL REPORT



March 14, 2018

Dear RealCommunity Homeowners Association Board Members,

Angela Anderson, President
Bob Barber, Vice President
Carol Cole, Treasurer
Don Dole, Secretary
Eric Elliott, Director
Fran Fernandez, Director
Grace Garcia, Director

The February 2018 Financial Management Report for RealCommunity Homeowners Association prepared by RealManage is enclosed.

The Monthly Financial Report Package contains all of your association's monthly financial reports in one combined document delivered directly to you. This report also contains an overview with a table of contents with report descriptions. Bookmarks are included in the file to facilitate navigating the document.

You will need Adobe Reader to view the file. You can download Adobe Reader free of charge at <http://get.adobe.com/reader> if it is not already installed on your computer.

If you do not wish to receive this report in the future, you may "opt out" by contacting your Community Association Manager using the contact information provided below.

Please be advised that if you chose to "opt out" of this report delivery, ever lose or delete this email, you can always retrieve this document and the individual report files on the Board Portal at www.realmanage.com in the Financial Reports folder. Previous month's financial reports are also available on the Board Portal.

RealManage is additionally pleased to offer a survey and feedback tool for you to address any financial questions, issues or concerns. You can access this tool by clicking <http://www.surveymonkey.com/s/RealManageFinancialReport>. We welcome your feedback so that we may better serve you and your community.

As always, please feel free to contact me to assist you with any matters related to your community.

Thank you for giving us the opportunity to serve you,

RealManage
Vice President, Operations
972-380-3562
REALCOM@CiraMail.com

RealManage
Tel: 866-473-2573
Fax: 866-919-5696

www.realmanage.com

Comprehensive Community Management Solutions

February 2018 Financial Report



RealCommunity Homeowners Association

February 2018



Prepared on March 14, 2018

RealCommunity Homeowners Association

Monthly Financial Report Overview

RealManage is pleased to deliver this monthly financial reporting package, which has been prepared for use by the Board members of the association.

This financial reporting package consists of summary financial statements, detail financial reports, supporting reports and schedules as follows:

***Some pages from this report have been omitted for sample purposes**

Report / Document	Page(s) *	Description
Balance Sheet Summary	1 Page / 6	Financial Statement - Balance Sheet as of the end of the reporting period as compared to the end of the previous fiscal year-end. Reported on a consolidated fund basis.
Revenue & Expense YTD Summary	1 Page / 7	Financial Statement - Statement of Revenues, Expenses, and Changes in Fund Balances reported fiscal year-to-date as of the end of the reporting period by fund.
YTD Cash Flow	1 Page / 8	Financial Statement - Statement of Cash Flows reported fiscal year-to-date as of the end of the reporting period by fund.
Financial Notes *	3 Pages / 9 to 11	Notes to the Financial Statements including significant accounting policies.
Balance Sheet Detail	1 Page / 12	Detail Balance Sheet at the general ledger account level as of the end of the reporting period reported by fund.
Revenue & Expense (Month & YTD) - OPER *	3 Pages / 13 to 15	Schedule of Revenues and Expenses for the referenced fund detailing reporting month and fiscal year-to-date actual results versus budget and the calculated variance.
Revenue & Expense (Month & YTD) - REPL	1 Page / 16	Schedule of Revenues and Expenses for the referenced fund detailing reporting month and fiscal year-to-date actual results versus budget and the calculated variance.
Revenue & Expense (Month & YTD) - PROP	1 Page / 17	Schedule of Revenues and Expenses for the referenced fund detailing reporting month and fiscal year-to-date actual results versus budget and the calculated variance.
GL YTD Expense Detail *	4 Pages / 18 to 21	General ledger report detailing the activity in the expense accounts for the current fiscal year and the account balances at the end of the current reporting period.
Month AP Ledger *	3 Pages / 22 to 24	Detail vendor accounts payable ledger detailing the balance forward at the beginning of the month, invoice and payment activity during the month, and any balance owed to vendors at the end of the month.
Month AR Ledger *	28 Pages / 25 to 52	Detail lot / unit owner accounts receivable ledger detailing the balance forward at the beginning of the month, invoice and payment activity during the month, and any balance due from owners (debit or positive balance) or prepaid (credit or negative balance) by owners at the end of the month.
Investment Schedule - REPL	1 Page / 53	Detail schedule of investment instrument terms and balances at the end of the reporting period.
Bank Reconciliation All Accounts*	8 Pages / 54 to 61	Bank reconciliation report with statement file for all active bank accounts

* The financial reporting package is page numbered. Individual reports included in the package may also contain page numbers for the particular report.

This financial report has been saved in the Financial Reports folder on the Board Portal and is accessible at www.realmanage.com.

RealCommunity Homeowners Association

Monthly Financial Report Overview

Additional financial information pertaining to this reporting period is also available on the Board Portal including:

Available Information	Board Portal Navigation	Description
Financial Summary	Home -> Summary Reports	Summary level balances and performance indicators
Accounts Receivable Aging Summary	Home -> Summary Reports	Accounts Receivable aging and trend analysis
Budget vs. Actual Detail	Financial Reports -> Budget vs. Actual Detail	Reporting month and year-to-date expenses versus budget for the Operating Fund with drill down to invoice detail and scanned images of the actual invoices
Benchmark Report	Financial Reports -> Benchmark Report	Revenues and expenses as a percentage of revenue by category with a per lot / unit analysis. Consult your Community Association Manager for a comparison to similar communities.
Whitepaper on How to Read our Financial Statements	Home -> Tips / Resources / Help	Overview of the financial reports and tips on how to understand the various reports including the use of fund / accrual accounting compliance with Generally Accepted Accounting Principles (GAAP)

Other current financial period information is also available on the Board Portal to facilitate day to day management of the association, but because the information includes activity in the current period (from the end of the month covered in this financial report), the balances or details will not tie to these month-end reports. This information includes:

Available Information	Board Portal Navigation	Description
Open AP	Home -> Summary Reports	End of previous day book cash balance in the operating account less approved invoices
Expense Detail	Financial Reports -> Expense Detail	Detail of all approved invoices including scanned images posted through the previous day
Delinquency Detail	Financial Reports -> Delinquency	Detail of all outstanding AR by owner with activity posted through the previous day

If you have questions regarding the enclosed reports, or need assistance accessing or working with the Board Portal, please contact your Community Association Manager or Community Association Accountant.

RealCommunity Homeowners Association

Summary Balance Sheet

(Amounts rounded to nearest dollar)

	Year Ended 12/31/2017	Year To Date 02/28/2018
	Actual	Actual
ASSETS		
Cash	\$ 264,491	\$ 291,466
Accounts Receivable, Net	24,600	38,110
Prepaid Expenses	3,765	2,510
Other Assets	3,081	2,670
TOTAL ASSETS	<u>295,936</u>	<u>334,756</u>
LIABILITIES AND FUND BALANCES		
LIABILITIES		
Accounts Payable	2,630	2,200
Prepaid Assessments	43,133	30,645
Deferred Assessments	0	51,240
TOTAL LIABILITIES	<u>45,763</u>	<u>84,085</u>
FUND BALANCES		
(1) Operating Fund	41,760	40,200
(2) Replacement Fund	205,333	207,802
(3) Common Property Fund	3,081	2,670
TOTAL FUND BALANCES	<u>250,173</u>	<u>250,671</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 295,936</u>	<u>334,756</u>

Unaudited

RealCommunity Homeowners Association

Statement of Revenues, Expenses and Changes in Fund Balances (Accrual)

(Amounts rounded to nearest dollar)

	(1) Operating Fund	(2) Replacement Fund	(3) Common Property Fund	All Funds
	Year To Date	Year To Date	Year To Date	Year To Date
	02/28/18	02/28/18	02/28/18	02/28/18
	Actual	Actual	Actual	Actual
REVENUES				
Assessments	16,605	2,400	0	19,005
Other Income	5,276	69	0	5,344
TOTAL REVENUES	21,881	2,469	0	24,349
EXPENSES				
Operating Expenses				
Direct Operating Expenses				
Electricity	1,394	0	0	1,394
Landscape Maintenance	4,400	0	0	4,400
Pool Expense	1,034	0	0	1,034
Repairs and Maintenance	1,070	0	0	1,070
Exterminating	70	0	0	70
Telephone	199	0	0	199
Trash Removal	195	0	0	195
Water and Wastewater	1,433	0	0	1,433
Total Direct Operating Expenses	9,794	0	0	9,794
General and Administrative Expenses				
Professional Fees	5,294	0	0	5,294
Bad Debts	1,300	0	0	1,300
Collection Expense	584	0	0	584
Insurance	1,255	0	0	1,255
Management Fee	2,334	0	0	2,334
Administration	2,881	0	0	2,881
Total General and Administrative Expenses	13,647	0	0	13,647
Total Operating Expenses	23,441	0	0	23,441
Depreciation	0	0	411	411
TOTAL EXPENSES	23,441	0	411	23,852
NET SURPLUS (DEFICIT)	(1,560)	2,469	(411)	498
BEGINNING FUND BALANCES	41,760	205,333	3,081	250,173
ENDING FUND BALANCES	\$ 40,200	\$ 207,802	\$ 2,670	\$ 250,671

Unaudited

RealCommunity Homeowners Association

Statement of Cash Flows

(Amounts rounded to nearest dollar)

	(1) Operating Fund	(2) Replacement Fund	(3) Common Property Fund	All Funds
	Year To Date 02/28/18	Year To Date 02/28/18	Year To Date 02/28/18	Year To Date 02/28/18
	Actual	Actual	Actual	Actual
CASH FLOWS FROM OPERATING ACTIVITIES				
NET SURPLUS (DEFICIT)	\$ (1,560)	\$ 2,469	\$ (411)	\$ 498
Adjustments to reconcile net surplus (deficit) to net cash from operations:				
Depreciation Expenses	0	0	411	411
(Increase) Decrease in:				
Accounts Receivable, Net	(13,510)	0	0	(13,510)
Prepaid Expenses	1,255	0	0	1,255
Increase (Decrease) in:				
Accounts Payable	(430)	0	0	(430)
Prepaid Assessments	(12,488)	0	0	(12,488)
Deferred Assessments	51,240	0	0	51,240
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>24,507</u>	<u>2,469</u>	<u>0</u>	<u>26,976</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
NET CASH PROVIDED (USED) BY INVESTING ACTIVITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
CASH FLOWS FROM FINANCING ACTIVITIES				
NET CASH PROVIDED (USED) BY FINANCING ACTIVITIES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NET INCREASE (DECREASE) IN CASH	24,507	2,469	0	26,976
CASH AT BEGINNING OF PERIOD	59,158	205,333	0	264,491
CASH AT END OF PERIOD	\$ 83,665	\$ 207,802	\$ 0	\$ 291,466

Unaudited

RealCommunity Homeowners Association

Financial Notes Report

Some pages from this section have been omitted for sample purposes

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Note 1: Guidelines

The Association's governing documents provide certain guidelines for governing its financial activities. To ensure the appropriate use of financial resources, the Association maintains its financial reports using fund accounting.

Note 2: Operating Fund

This fund is used to account for the general operations of the Association.

Note 3: Replacement Fund

This fund is used to account for funds designated for future major repairs and replacements.

Note 4: Common Property Fund

This fund is used to account for real property and depreciable personal property owned by the Association.

Note 5: Basis of Accounting

The accompanying financial statements are presented on the accrual basis of accounting in accordance with generally accepted accounting principles (GAAP). Revenues are recognized when earned and expenses are recognized when incurred.

Note 6: Member Assessments

Association members are subject to semi-annual assessments to provide funds for the Association's operating expenses, future capital acquisitions and major repairs and replacements. Assessment Receivable at the balance sheet date represents fees due from association members. Members who have overpaid their assessments and have credit balances in Accounts Receivable at the balance sheet date have had their balance recorded as a Prepaid Assessment in the liability section of the balance sheet.

Note 7:Deferred Assessments

Semi-annual assessments are billed on January 1st and July 1st and recognized ratably over the calendar year. Amounts recorded in Deferred Assessments reflect the unrecognized portion of assessment revenue which has not been recognized because it is unearned under the GAAP.

Note 8:Allowance for Bad Debt

The balance in this account reflects the portion of the Accounts Receivable balance which is estimated to be uncollectible as of the balance sheet data based upon management's past experience and the association's historical foreclosure rate.

Note 9:Property and Equipment

Real and common property acquired by the original homeowners from the developer is not capitalized on the Association's financial statements since it is owned by the individual owners in common and not by the Association. Improvements to real property and common areas are expensed as incurred and accounted for as expenditures in the Replacement Fund. Personal property acquired by the association is capitalized at cost and depreciated using the straight-line method over the estimated useful life of the property. The value of these assets and the associated depreciation are recorded in the Common Property Fund.

Note 10:Interest Income

Interest income is allocated to the operating and replacement funds in proportion to the interest-bearing deposits recorded in each fund.

Note 11:Federal Income Tax

Homeowner associations may be taxed either as homeowners' associations or as regular corporations. Associations electing to be taxed as a regular corporations file Form 1120 and those electing to be taxed as a homeowner association file Form 1120H. The election is made separately for each year and must be made by the due date of the return. The association may file the form that results in the lowest tax.

Note 12: Cash and Cash Equivalents

Cash and cash equivalents include amounts in checking and money market accounts, time deposits, certificates of deposit and all highly liquid instruments with maturities of twelve months or less.

Note 13: Estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities. The financial statements may include estimates for monthly operating expenditures when invoices are unavailable and estimates in the remaining useful lives of various depreciable assets. Actual results could differ from those estimates.

BALANCE SHEET

Acct 1000: Cash Balances

Monthly bank statements and bank reconciliations for the Operating bank account and the Replacement bank account at Union Bank have been provided as part of the monthly financial package.

Acct 3020: FUND TRANSFERS

The balance consists of a \$25,000 permanent transfer in 2010 per Board, a \$12,232 permanent transfer to reclass fixed asset to common property fund and a \$80,000 permanent transfer in 2014 from the Operating Fund to the Replacement Fund.

Acct 1410-10: PREPAID INSURANCE

Prepaid insurance includes the unamortized portion of insurance premiums. Insurance premiums are amortized monthly over the life of the policy. The current policies will expire in June 2018. RealInsure is the insurance provider of the HOA.

STATEMENT OF REVENUES AND EXPENSES

Note 1: SCHEDULE OF REVENUE AND EXPENSES – VARIANCES

Material actual to budget variances for the Revenue and Expenses are detailed on the Actual vs. Budget Detail report on the Board Portal under the Financial Management (Financial Summary) menu options.

Note 2: DIRECT COMPENSATION

The Association did not pay any direct compensation for the prior twelve months.

Acct 4090-00: Early Payment Discount

Homeowners who paid their assessments by January 15, 2018 received an early payment discount of \$63.

Acct 4220-00: Assessment Allocation

The Board approved an assessment allocation of \$1,200 a month to establish a reserve account for future repairs and improvements for the community.

OTHER

Note 1: FUTURE MAJOR REPAIRS AND REPLACEMENTS

The Association's governing documents require funds to be accumulated for future major repairs and replacements. The funds are segregated and held primarily in interest-bearing accounts.

The Association's funding for major repairs and replacements is based upon the remaining useful lives, however actual expenditures may differ materially from the estimated amounts. The Association has the right to increase regular assessments or levy special assessments or delay major repairs and replacements until funds are available.

Note 2: Audit

There is nothing in the association's legal documents or in the laws of the State of Texas that requires the Association to have an audit.

RealCommunity Homeowners Association

Detailed Balance Sheet

(Amounts rounded to nearest dollar)

	(1) Operating Fund	(2) Replacement Fund	(3) Common Property Fund	All Funds
	As of 02/28/2018	As of 02/28/2018	As of 02/28/2018	As of 02/28/2018
	Actual	Actual	Actual	Actual
ASSETS				
Current Assets				
Cash - Operating Fund	54,748	0	0	54,748
Cash - OperFund Imprest	1,500	0	0	1,500
Cash - Operating CD	27,416	0	0	27,416
Cash - Replacement Fund	0	207,802	0	207,802
Accounts Receivable	52,810	0	0	52,810
Allowance for Bad Debts	(14,700)	0	0	(14,700)
Prepaid Insurance	2,510	0	0	2,510
Total Current Assets	124,284	207,802	0	332,086
Fixed Assets				
Land and Facilities	0	0	12,323	12,323
Accumulated Depreciation	0	0	(9,653)	(9,653)
Total Fixed Assets	0	0	2,670	2,670
TOTAL ASSETS	124,284	207,802	2,670	334,756
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Current Liabilities				
Accounts Payable	2,200	0	0	2,200
Prepaid Assessments	30,645	0	0	30,645
Deferred Assessments	51,240	0	0	51,240
Total Current Liabilities	84,085	0	0	84,085
TOTAL LIABILITIES	84,085	0	0	84,085
FUND BALANCES				
Fund Transfers	(55,000)	42,677	12,323	0
Prior Years Surplus (Deficit)	96,760	162,656	(9,242)	250,173
YTD Net Surplus (Deficit)	(1,560)	2,469	(411)	498
TOTAL FUND BALANCES	40,200	207,802	2,670	250,671
TOTAL LIABILITIES AND FUND BALANCES	124,284	207,802	2,670	334,756

Unaudited

RealCommunity Homeowners Association

Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Operating Fund

*Some pages from this section have been omitted for sample purposes

(Amounts rounded to nearest dollar)

	Month Ending 02/28/2018				YTD 02/28/2018				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Revenues											
Assessments											
Regular Assessments											
Full Rate	12,810	12,810	0	0%	25,620	25,620	0	0%	153,720	128,100	83%
TOTAL Regular Assessments	12,810	12,810	0	0%	25,620	25,620	0	0%	153,720	128,100	83%
Assessment Adjustments											
Early Payment Discount	16,443	(1,921)	18,364	(956%)	(6,615)	(3,842)	(2,773)	72%	(23,058)	(16,443)	71%
TOTAL Assessment Adjustments	16,443	(1,921)	18,364	(956%)	(6,615)	(3,842)	(2,773)	72%	(23,058)	(16,443)	71%
Assessment Allocation											
Assessment Allocation	(1,200)	(1,200)	0	0%	(2,400)	(2,400)	0	0%	(14,400)	(12,000)	83%
TOTAL Assessment Allocation	(1,200)	(1,200)	0	0%	(2,400)	(2,400)	0	0%	(14,400)	(12,000)	83%
TOTAL Assessments	28,053	9,689	18,364	190%	16,605	19,378	(2,773)	(14%)	116,262	99,657	86%
Other Income											
Late Payment Charges	1,900	0	1,900	100%	1,900	0	1,900	100%	0	(1,900)	0%
Lien Filing	1,987	0	1,987	100%	2,037	0	2,037	100%	0	(2,037)	0%
Late Payment Charges Waived	(50)	0	(50)	(100%)	(100)	0	(100)	(100%)	0	100	100%
Fines	250	0	250	100%	1,050	0	1,050	100%	0	(1,050)	0%
Interest Income	5	0	5	100%	9	0	9	100%	0	(9)	0%
Finance Fees	279	0	279	100%	379	0	379	100%	0	(379)	0%
TOTAL Other Income	4,371	0	4,371	100%	5,276	0	5,276	100%	0	(5,276)	0%
TOTAL Revenues	32,424	9,689	22,735	235%	21,881	19,378	2,503	13%	116,262	94,381	81%
Expenses											
Operating Expenses											
Direct Operating Expenses											
Electricity											
General	692	633	(59)	(9%)	1,394	1,266	(128)	(10%)	7,600	6,206	82%
TOTAL Electricity	692	633	(59)	(9%)	1,394	1,266	(128)	(10%)	7,600	6,206	82%
Landscape Maint.											
Contract	2,200	2,500	300	12%	4,400	5,000	600	12%	30,000	25,600	85%
Lakes / Ponds / Water Features	0	125	125	100%	0	250	250	100%	1,500	1,500	100%
TOTAL Landscape Maint.	2,200	2,625	425	16%	4,400	5,250	850	16%	31,500	27,100	86%
Pool Operating Expenses											
Contract Maintenance	606	583	(23)	(4%)	1,034	1,166	132	11%	7,000	5,966	85%
Maintenance and Chemicals	0	333	333	100%	0	666	666	100%	4,000	4,000	100%

Unaudited

RealCommunity Homeowners Association

Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Operating Fund

(Amounts rounded to nearest dollar)

	Month Ending 02/28/2018				YTD 02/28/2018				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Collection Expense	292	292	0	0%	584	584	1	0%	3,504	2,921	83%
TOTAL Collection Expense	292	292	0	0%	584	584	1	0%	3,504	2,921	83%
Homeowner Activities											
Homeowner Activities	0	375	375	100%	0	750	750	100%	4,500	4,500	100%
Social Events	0	417	417	100%	0	834	834	100%	5,000	5,000	100%
TOTAL Homeowner Activities	0	792	792	100%	0	1,584	1,584	100%	9,500	9,500	100%
Insurance											
General, Property & Liability	627	671	44	6%	1,255	1,342	87	6%	8,053	6,798	84%
TOTAL Insurance	627	671	44	6%	1,255	1,342	87	6%	8,053	6,798	84%
Management Fee											
Contract	1,167	1,167	0	0%	2,334	2,334	0	0%	14,004	11,670	83%
TOTAL Management Fee	1,167	1,167	0	0%	2,334	2,334	0	0%	14,004	11,670	83%
Administration											
Administration	398	398	0	0%	796	796	0	0%	4,776	3,980	83%
Miscellaneous	1,455	167	(1,288)	(771%)	2,085	334	(1,751)	(524%)	2,000	(85)	(4%)
TOTAL Administration	1,853	565	(1,288)	(228%)	2,881	1,130	(1,751)	(155%)	6,776	3,895	57%
TOTAL General and Administrative Expenses	9,859	3,883	(5,976)	(154%)	13,647	7,766	(5,881)	(76%)	46,587	32,940	71%
TOTAL Operating Expenses	14,873	9,658	(5,215)	(54%)	23,441	19,316	(4,125)	(21%)	115,889	92,448	80%
TOTAL Expenses	14,873	9,658	(5,215)	(54%)	23,441	19,316	(4,125)	(21%)	115,889	92,448	80%
NET SURPLUS (DEFICIT)	17,550	31	17,519	>999%	(1,560)	62	(1,622)	(>999%)	373	1,933	518%

Unaudited

RealCommunity Homeowners Association

Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Replacement Fund

(Amounts rounded to nearest dollar)

	Month Ending 02/28/2018				YTD 02/28/2018				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Revenues											
Assessments											
Assessment Allocation											
Assessment Allocation	1,200	1,200	0	0%	2,400	2,400	0	0%	14,400	12,000	83%
TOTAL Assessment Allocation	1,200	1,200	0	0%	2,400	2,400	0	0%	14,400	12,000	83%
TOTAL Assessments	1,200	1,200	0	0%	2,400	2,400	0	0%	14,400	12,000	83%
Other Income											
Interest Income	32	0	32	100%	69	0	69	100%	0	(69)	0%
TOTAL Other Income	32	0	32	100%	69	0	69	100%	0	(69)	0%
TOTAL Revenues	1,232	1,200	32	3%	2,469	2,400	69	3%	14,400	11,931	83%
Expenses											
TOTAL Expenses	0	0	0	0%	0	0	0	0%	0	0	0%
NET SURPLUS (DEFICIT)	1,232	1,200	32	3%	2,469	2,400	69	3%	14,400	11,931	83%

Unaudited

RealCommunity Homeowners Association

Schedule of Revenues and Expenses - Actual vs. Budget (Accrual)

Common Property Fund

(Amounts rounded to nearest dollar)

	Month Ending 02/28/2018				YTD 02/28/2018				Budget		
	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Actual	\$ Budget	\$ Variance	Var %	\$ Annual	\$ Remaining	Rem %
Revenues											
TOTAL Revenues	0	0	0	0%	0	0	0	0%	0	0	0%
Expenses											
Depreciation											
Depreciation of Fixed Assets											
Depreciation	205	205	0	0%	411	410	(1)	0%	2,460	2,049	83%
TOTAL Depreciation of Fixed Assets	205	205	0	0%	411	410	(1)	0%	2,460	2,049	83%
TOTAL Depreciation	205	205	0	0%	411	410	(1)	0%	2,460	2,049	83%
TOTAL Expenses	205	205	0	0%	411	410	(1)	0%	2,460	2,049	83%
NET SURPLUS (DEFICIT)	(205)	(205)	0	0%	(411)	(410)	(1)	0%	(2,460)	(2,049)	83%

Unaudited

RealCommunity Homeowners Association

General Ledger for the Period 01/01/2018 - 02/28/2018

(Expense Accounts - Accrual)

*Some pages from this section have been omitted for sample purposes

Account: 5000-00. Electricity - General

					Beginning Balance:		0.00
Posted Date	Document	Description	JNL	Fund	Debit	Credit	Balance
01/17/2018	1111111	Bill - Electric Utility Company - 1300 Red Dr	AP-A	OPER	12.60		12.60
01/17/2018	1111111	Bill - Electric Utility Company - 1203 Blue Ln	AP-A	OPER	636.15		648.75
01/17/2018	1111111	Bill - Electric Utility Company - 1315 Green Blvd	AP-A	OPER	12.35		661.10
01/17/2018	1111111	Bill - Electric Utility Company - 1203 Blue Ln	AP-A	OPER	10.56		671.66
01/17/2018	1111111	Bill - Electric Utility Company - 1502 Orange Dr	AP-A	OPER	13.24		684.90
01/17/2018	1111111	Bill - Electric Utility Company - 1217 Purple Rd	AP-A	OPER	8.56		693.46
01/17/2018	1111111	Bill - Electric Utility Company - 1515 Orange Dr	AP-A	OPER	8.56		702.02
02/12/2018	1111111	Bill - Electric Utility Company - 1315 Green Blvd	AP-A	OPER	11.75		713.77
02/12/2018	1111111	Bill - Electric Utility Company - 1203 Blue Ln	AP-A	OPER	629.72		1,343.49
02/12/2018	1111111	Bill - Electric Utility Company - 1300 Red DR	AP-A	OPER	12.12		1,355.61
02/12/2018	1111111	Bill - Electric Utility Company - 1203 Blue Ln ENTRY	AP-A	OPER	9.86		1,365.47
02/12/2018	1111111	Bill - Electric Utility Company - 1502 Orange Dr	AP-A	OPER	11.10		1,376.57
02/12/2018	1111111	Bill - Electric Utility Company - 1217 Purple Rd	AP-A	OPER	8.56		1,385.13
02/13/2018	1111111	Bill - Electric Utility Company - 1515 Orange Dr	AP-A	OPER	8.56		1,393.69
Total:					1,393.69	0.00	1,393.69

Account: 5000-00. Landscape Maint. - General

					Beginning Balance:		0.00
Posted Date	Document	Description	JNL	Fund	Debit	Credit	Balance
01/01/2018	1000	Bill - Landscape Company	AP-A	OPER	2,200.00		2,200.00
02/01/2018	1000	Bill - Landscape Company	AP-A	OPER	2,200.00		4,400.00
Total:					4,400.00	0.00	4,400.00

Account: 5000-00. Pool Operating Expenses

					Beginning Balance:		0.00
Posted Date	Document	Description	JNL	Fund	Debit	Credit	Balance
01/09/2018	11111	Bill - Pool Company	AP-A	OPER	427.59		427.59
02/16/2018	11111	Bill - Pool Company	AP-A	OPER	303.10		730.69
02/28/2018	Bill - Pool Company	AP-A	OPER	303.10		1,033.79
Total:					1,033.79	0.00	1,033.79

Account: 5000-00. Repairs and Maint. - General

					Beginning Balance:		0.00
Posted Date	Document	Description	JNL	Fund	Debit	Credit	Balance
01/02/2018	1111	Bill - Pest Control Company	AP-A	OPER	69.65		69.65
02/16/2018	1111	Bill - Landscape Company	AP-A	OPER	1,000.00		1,069.65
Total:					1,069.65	0.00	1,069.65

Account: 5000-00. Exterminating

					Beginning Balance:		0.00
Posted Date	Document	Description	JNL	Fund	Debit	Credit	Balance
02/05/2018	1111	Bill - Pest Control Company	AP-A	OPER	69.65		69.65
Total:					69.65	0.00	69.65

Account: 5000-00. Telephone

Beginning Balance: 0.00

RealCommunity Homeowners Association
General Ledger for the Period 01/01/2018 - 02/28/2018
(Expense Accounts - Accrual)

02/28/2018	VAR-2018M2-.....	Bill - RealManage - Administration: Collection Notice Fulfillment overage - February 2018 (HOL 366 * 5% = 19, 79 Collection Notices Printed, overage = 60 ea	AP-A	OPER	900.00	2,325.68	
02/28/2018	VAR-2018M2-REALCOM	Bill - RealManage - Miscellaneous: 2/6/2018: RealManage - (1.00 hrs. x \$150.00) : comm w atty re: short term rental policy	AP-A	OPER	150.00	2,475.68	
02/28/2018	VAR-2018M2-REALCOM	Bill - RealManage - Miscellaneous: Fine Admin Fee: 5 fines @ \$25/each	AP-A	OPER	125.00	2,600.68	
02/28/2018	VAR-2018M2-REALCOM	Bill - RealManage - Miscellaneous: Mass Email overage: 01/29/2018	AP-A	OPER	30.00	2,630.68	
02/28/2018	VAR-2018M2-REALCOM	Bill - RealManage - Miscellaneous: Section 209 Certified mail chargebacks - February 2018 (10 @ \$25/each)	AP-A	OPER	250.00	2,880.68	
Total:					2,880.68	0.00	2,880.68
Accounts Total					23,851.52	0.00	23,851.52

RealCommunity Homeowners Association

A/P Ledger for the Period 02/01/2018 - 02/28/2018

*Some pages from this section have been omitted for sample purposes

Vendors

Vendor: City of Dallas

			Beginning Balance:		1,142.99
Date	Document Number	Description	Charges	Payments	Balance
02/05/2018	EFT	Payment - EFT		688.83	454.16
02/05/2018	EFT	Payment - EFT		401.71	52.45
02/05/2018	EFT	Payment - EFT		52.45	0.00
02/22/2018	100000000-0218	1514 Blue	19.11		19.11
02/22/2018	100000000-0218	1203 Red	154.25		173.36
02/28/2018	100000000-0218	1300 Green Blvd	116.64		290.00
Total:			290.00	1,142.99	290.00

Vendor: Landscape Company

			Beginning Balance:		0.00
Date	Document Number	Description	Charges	Payments	Balance
02/01/2018	1111	Monthly Service	2,200.00		2,200.00
02/01/2018	1111	Payment - Check #1234		2,200.00	0.00
02/16/2018	1111	Irrigation	1,000.00		1,000.00
02/20/2018	1111	Payment - Check #1234		1,000.00	0.00
Total:			3,200.00	3,200.00	0.00

Vendor: Waste Company

			Beginning Balance:		0.00
Date	Document Number	Description	Charges	Payments	Balance
02/06/2018	111111	1111 Payment - Check	97.44		97.44
02/06/2018	1111	#1234		97.44	0.00
Total:			97.44	97.44	0.00

Vendor: Foundation Company

			Beginning Balance:		0.00
Date	Document Number	Description	Charges	Payments	Balance
02/20/2018	11111	Retaining Wall Repair Design Along East Side of Red Road Between Green Blvd. & Blue Ln.	2,000.00		2,000.00
02/21/2018	1111	Payment - Check #1234		2,000.00	0.00
Total:			2,000.00	2,000.00	0.00

Vendor: Telecommunications Company

			Beginning Balance:		0.00
Date	Document Number	Description	Charges	Payments	Balance
02/16/2018	EFT	Payment - EFT		81.78	(81.78)
Total:			0.00	81.78	(81.78)

Vendor: Pest Control Company

			Beginning Balance:		0.00
Date	Document Number	Description	Charges	Payments	Balance
02/05/2018	1111	1234	69.65		69.65
02/06/2018	1111	Payment - Check #1234		69.65	0.00

RealCommunity Homeowners Association
A/P Ledger for the Period 02/01/2018 - 02/28/2018

02/13/2018	111111	111111	352.00		352.00
02/14/2018	111111	111111	94.80		446.80
02/14/2018	111111	111111	144.60		591.40
02/14/2018	111111	Payment - Check #1234		352.00	239.40
02/15/2018	111111	Payment - Check #1234		94.80	144.60
02/15/2018	111111	Payment - Check #1234		144.60	0.00
02/26/2018	111111	111111	161.00		161.00
02/26/2018	111111	111111	167.00		328.00
02/26/2018	111111	111111	161.00		489.00
02/27/2018	111111	Payment - Check #1234		167.00	322.00
02/27/2018	111111	Payment - Check #1234		161.00	161.00
02/27/2018	111111	Payment - Check #1234		161.00	0.00
			Total:	2,820.38	3,184.38
					0.00

Vendor: Pool Company

			Beginning Balance:		0.00
Date	Document Number	Description	Charges	Payments	Balance
02/16/2018	111111	Cleaning Service Including Chemicals Once a Week	303.10		303.10
02/17/2018	111111	Payment - Check #1234		303.10	0.00
02/28/2018	111111	Cleaning Service Including Chemicals Once a Week	303.10		303.10
			Total:	303.10	303.10

Vendors Total

13,320.63 13,316.30 2,200.03

RealCommunity Homeowners Association

A/R Ledger for the Period 02/01/2018 - 02/28/2018

*Some pages from this section have been omitted for sample purposes

Beginning of Period Accounts Receivable and Prepaid Assessment Balance

\$31,892.25

Accounts Receivable – Owners with Debit Balances (end of period) Owner:

Anderson, Ann (Account #: R000000L0000000) Property: 1416 Red Ln

Beginning Balance: 210.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		235.00
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	2.10		237.10
Total:				27.10	0.00	237.10

Owner: Bond, Brandon (Account #: R000000L0000000) Property: 1505 Blue Dr

Beginning Balance: 607.22

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		632.22
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	5.31		637.53
Legal Charges	02/19/2018	LEGL-1111111-1	Statutory Pre-Referral Notification	25.00		662.53
Total:				55.31	0.00	662.53

Owner: Cole, Carl (Account #: R000000L0000000) Property: 1400 Green Dr

Beginning Balance: 657.60

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		682.60
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	4.20		686.80
Legal Charges	02/19/2018	LEGL-1111111-1	Statutory Pre-Referral Notification	25.00		711.80
Payment	02/22/2018	1111111	Credit Card		350.00	361.80
Total:				54.20	350.00	361.80

Owner: David, Dan (Account #: R000000L0000000) Property: 1409 Blue Dr

Beginning Balance: 228.29

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		253.29
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	1.94		255.23
Total:				26.94	0.00	255.23

Owner: Elliott, Erin (Account #: R000000L0000000) Property: 1314 Yellow Dr

Beginning Balance: 210.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		235.00
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	2.10		237.10
Total:				27.10	0.00	237.10

Owner: Franks, Fran (Account #: R000000L0000000) Property: 1301 Red Ln

Beginning Balance: 210.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		235.00
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	2.10		237.10
Total:				27.10	0.00	237.10

RealCommunity Homeowners Association
A/R Ledger for the Period 02/01/2018 - 02/28/2018

Owner: Green, George (Account #: R0000000L0000000) Property: 1407 Blue Dr

Beginning Balance: 370.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		395.00
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	2.10		397.10
Total:				27.10	0.00	397.10

Owner: Hall, Holly (Account #: R0000000L0000000) Property: 1400 Green Dr

Beginning Balance: 210.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		235.00
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	2.10		237.10
Total:				27.10	0.00	237.10

Owner: Isaac, Ivan (Account #: R0000000L0000000) Property: 1414 Orange Dr

Beginning Balance: 50.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Total:				0.00	0.00	50.00

Owner: Jones, Julie (Account #: R0000000L0000000) Property: 1404 Yellow Dr

Beginning Balance: 210.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		235.00
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	2.10		237.10
Total:				27.10	0.00	237.10

Accounts Receivable Total

3,824.06 1,400.00 52,810.00

Prepaid Assessments – Owners with Credit Balances (end of period)

Owner: Kyle, Karen (Account #: R0000000L0000000) Property: 1203 Blue Ln

Beginning Balance: (147.00)

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Adjustment	02/22/2018	ARCM-1111111-1111111-60	Early Payment Discount	(63.00)		(210.00)
Total:				(63.00)	0.00	(210.00)

Owner: Lopez, Lauren (Account #: R0000000L0000000) Property: 1407 Yellow Dr

Beginning Balance: 210.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		235.00
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	2.10		237.10
Payment	02/13/2018	1111111	eCheck		437.10	(200.00)
Total:				27.10	437.10	(200.00)

Owner: Mark, Molly (Account #: R0000000L0000000) Property: 1415 Green Way

Beginning Balance: (210.00)

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Adjustment	02/22/2018	ARCM-1111111-1111111-74	Early Payment Discount	(63.00)		(273.00)
Total:				(63.00)	0.00	(273.00)

Owner: Nicholson, Nancy (Account #: R0000000L0000000) Property: 1409 Orange Dr

Beginning Balance: (210.00)

RealCommunity Homeowners Association
A/R Ledger for the Period 02/01/2018 - 02/28/2018

Prepaid Assessments Total

(6,447.80) 1,956.20 (30,644.79)

Paid in Full (zero due at end of period) with Activity during the Period Owner:

Oliver, Oscar (Account #: R0000000L0000000) Property: 1404 Orange Dr

Beginning Balance: 310.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Payment	02/01/2018	1111	Lockbox		310.00	0.00
Total:				0.00	310.00	0.00

Owner: Peters, Paul (Account #: R0000000L0000000) Property: 1402 Red Ln

Beginning Balance: 210.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		235.00
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	2.10		237.10
Payment	02/20/2018	1111111	Lockbox		237.10	0.00
Total:				27.10	237.10	0.00

Owner: Quinn, Quincy (Account #: R0000000L0000000) Property: 1402 Green Way

Beginning Balance: 1,337.10

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Legal Charges	01/29/2018	LEGL-1111111-1	Legal Charges in Connection with the Collection of Delinquent Assessments-inv 1111111	59.54		1,396.64
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		1,421.64
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	8.65		1,430.29
Legal Charges	02/12/2018	LEGL-1111111-1	Legal Charges in Connection with the Collection of Delinquent Assessments-inv 1111111	409.00		1,839.29
Payment	02/23/2018	1111111	Scanner		1,839.29	0.00
Total:				502.19	1,839.29	0.00

Owner: Roberts, Robin (Account #: R0000000L0000000) Property: 1408 Blue Dr

Beginning Balance: 210.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Payment Charges for January 2018	25.00		235.00
Late Fee Charges	01/31/2018	LFC-2018M1-1111111	Late Fee Waiver (re: LFC-2018M1-1111111). one time courtesy waiver	(25.00)		210.00
Finance Charges	02/01/2018	FCC-2018M1-1111111	Finance Charges for January 2018	2.10		212.10
Payment	02/05/2018	1111111	Lockbox		210.00	2.10
Payment	02/21/2018	1111111	Lockbox		2.10	0.00
Total:				2.10	212.10	0.00

Owner: Stevens, Sara (Account #: R0000000L0000000) Property: 1408 Orange Dr

Beginning Balance: 210.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Payment	02/01/2018	1111111	Lockbox		210.00	0.00
Total:				0.00	210.00	0.00

Owner: Taylor, Tony (Account #: R0000000L0000000) Property: 1212 Yellow Dr

Beginning Balance: 210.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Payment	02/02/2018	1111111	Lockbox		210.00	0.00
Total:				0.00	210.00	0.00

RealCommunity Homeowners Association

A/R Ledger for the Period 02/01/2018 - 02/28/2018

Total: 0.00 210.00 0.00

Owner: Vance, Vivian (Account #: R0000000L0000000) Property: 1202 Yellow Dr

Beginning Balance: 0.00

Type	Document Date	Document Number	Description	Charges	Payments	Balance
Adjustment	01/31/2018	ARCM-PRORATE-CM-1111111	Prorated Credit Memo As Of Closing On 01/31/2018	(176.13)		(176.13)
Other Charges	02/07/2018	ARDM-LOT2LOT-1111111	Adjustment For Conveyance On 01/31/2018	176.13		0.00

Total: 0.00 0.00 0.00

Paid in Full Total

612.69 4,359.79 0.00

Ending of Period Accounts Receivable and Prepaid Assessment Balance

\$(2,011.05) 7,715.99 22,165.21

**RealCommunity Homeowners Association
Investment Schedule
For the Month Ending 2/28/18**

Fund	Description	Bank Name	Investment Amount	Account Number	Purchase Date	Term in months	Maturity Date	APR	Estimated interest earned per month	YTD interest earned	Value at December 31, 2017	Currently invested	Accrued Interest Year-To-Date	Estimated value 2/28/2018	
OPER	CD	Bank of Texas	26,816.54	9468240	10/26/09	month to month	10/26/18	0.20%	4.56	\$9.14	\$27,407.31	\$27,416.45	\$9.14	\$27,416	
Total										\$5	\$9	\$27,407	\$27,416	\$9	\$27,416

RealCommunity

Reconciliation Report

As Of 02/28/2018

Account: OperFund-Ck

Some pages from this section have been omitted for sample purposes

Statement Ending Balance				\$57,237.08
Deposits In Transit				\$0.00
Outstanding Checks and Charges				(\$2,489.00)
Adjusted Bank Balance				<u>\$54,748.08</u>
Book Balance				\$54,748.08
Adjustments				<u>\$0.00</u>
Adjusted Book Balance				<u>\$54,748.08</u>
Total Checks and Charges Cleared	\$12,113.94	Total Deposits Cleared		\$7,743.09

Deposits

Description	Date	Document No	Cleared	In Transit
APS Deposit	02/01/2018		\$1,297.00	
APS Deposit	02/02/2018		\$210.00	
APS Deposit	02/05/2018		\$1,050.00	
Manual Deposit	02/05/2018		\$420.00	
APS Deposit	02/06/2018		\$210.00	
Manual Deposit	02/12/2018		\$210.00	
APS Deposit	02/13/2018		\$464.20	
APS Deposit	02/15/2018		\$50.00	
APS Deposit	02/16/2018		\$447.10	
APS Deposit	02/20/2018		\$474.20	
APS Deposit	02/21/2018		\$686.30	
APS Deposit	02/22/2018		\$385.00	
APS Deposit	02/23/2018		\$1,839.29	
Total Deposits			<u>\$7,743.09</u>	

Checks and Charges

Name	Date	Document No	Cleared	Outstanding
Law Office	01/30/2018	1111	\$59.54	
Landscape Company	02/01/2018	1111	\$2,200.00	
Law Office	02/01/2018	1111	\$364.00	
RealManage	02/01/2018	1111	\$630.00	
City of Dallas	02/05/2018	EFT	\$688.83	
City of Dallas	02/05/2018	EFT	\$401.71	
City of Dallas	02/05/2018	EFT	\$52.45	
RealManage	02/06/2018	1111	\$1,856.58	
Law Office	02/06/2018	1111	\$767.50	
Waste Company	02/06/2018	1111	\$97.44	
Pest Control Company	02/06/2018	1111	\$69.65	
Law Office	02/09/2018	1111	\$108.44	
Law Office	02/09/2018	1111	\$409.00	
Law Office	02/09/2018	1111	\$455.04	
Electric Utility Company	02/13/2018	1111	\$9.86	
Electric Utility Company	02/13/2018	1111	\$11.75	
Electric Utility Company	02/13/2018	1111	\$11.10	
Electric Utility Company	02/13/2018	1111	\$629.72	
Electric Utility Company	02/13/2018	1111	\$8.56	
Electric Utility Company	02/13/2018	1111	\$12.12	
Electric Utility Company	02/14/2018	1111	\$8.56	
Law Office	02/14/2018	1111	\$352.00	
Law Office	02/15/2018	1111	\$94.80	
Law Office	02/15/2018	1111	\$144.60	

Name	Date	Document No	Cleared	Outstanding
Payment Reversal (re: 11111111)	02/15/2018	REVERSED-11111111	\$27.10	
Telecommunications Company		EFT	\$58.71	
Telecommunications Company	02/16/2018	EFT	\$81.78	
Pool Company	02/17/2018	1111	\$303.10	
Landscape Company	02/20/2018	1111	\$1,000.00	
Foundation Company	02/21/2018	1111		\$2,000.00
Law Office	02/27/2018	1111		\$167.00
Law Office	02/27/2018	1111		\$161.00
Law Office	02/27/2018	1111		\$161.00
Assessment Allocation	02/27/2018	JE #1111	\$1,200.00	
Total Checks and Charges			\$12,113.94	\$2,489.00

RealCommunity

Reconciliation Report

As Of 02/28/2018

Account: ReplFund-Ck

Statement Ending Balance				\$207,801.57
Deposits In Transit				\$0.00
Outstanding Checks and Charges				\$0.00
Adjusted Bank Balance				<u>\$207,801.57</u>
Book Balance				\$207,801.57
Adjustments				\$0.00
Adjusted Book Balance				<u>\$207,801.57</u>
Total Checks and Charges Cleared	\$0.00	Total Deposits Cleared		\$1,231.68

Deposits

Description	Date	Document No	Cleared	In Transit
Assessment Allocation	02/27/2018	JE #1111111	\$1,200.00	
Interest earned for ReplFund-Ck	02/28/2018	JE #1111111	\$31.68	
Total Deposits			<u>\$1,231.68</u>	

Checks and Charges

Name	Date	Document No	Cleared	Outstanding
Total Checks and Charges				

RealCommunity
Reconciliation Report
As Of 02/28/2018
Account: OperFund- Imprest

Statement Ending Balance		\$1,500.00
Deposits In Transit		\$0.00
Outstanding Checks and Charges		\$0.00
Adjusted Bank Balance		\$1,500.00
Book Balance		\$1,500.00
Adjustments		\$0.00
Adjusted Book Balance		\$1,500.00
Total Checks and Charges Cleared	\$0.00	Total Deposits Cleared
		\$0.00

Deposits

Description	Date	Document No	Cleared	In Transit
Total Deposits				

Checks and Charges

Name	Date	Document No	Cleared	Outstanding
Total Checks and Charges				

The following has been excluded from this report for privacy reason.

Bank Statement

Check Copies

Investment Information



REALMAINTENANCE

RealManage provides maintenance and pools services through monthly contracted services and individual work orders. We also provide on-call, after-hours emergency services. Here are some of the services our talented technicians and porters provide:

SUBCONTRACTOR SERVICES

If we don't have someone on staff with a particular specialization or required license, we can provide a proposal from one of our preferred subcontractors. We negotiate pricing on your behalf, and provide project oversight. In addition, our subcontractors prioritize our clients over other customers. So you get quality work, better value, and projects that get done on time.

MAINTENANCE SERVICES

- Porter/janitor services and trash haul away
- Light checks and replacement
- Painting/staining
- Parking lot striping
- Fence installation and repair
- Masonry and wrought iron welding
- Power washing
- Roof/ceiling leak troubleshooting and repair
- Electrical troubleshooting
- Order/install amenities for your picnic and playgrounds (benches, tables, etc.)



SUBCONTRACTED SERVICES

- Concrete/masonry installation and repair
- Fence installation and repair
- Roof repairs
- Window installation and glass repair
- Plumbing projects (main lines, bathrooms/kitchens, fountains, etc.)
- Electrical projects and light installation
- Painting/drywall projects
- Tree trimming and removal
- Asphalt repair
- Pool resurfacing and repair
- Insurance loss mitigation
- Total Restoration management

POOL SERVICES

- Cleaning and appropriate chemical treatments
- Safety inspections
- System installations, management, and repair
- Pool opening
- Winterization services
- Pool furniture bulk ordering

Services subject to availability and may not be applicable in all areas