

**Harbor Business Services, Inc.
aka Diamond Community Management****Balance Sheet**CW Division 12 STEP Association
November 2016

| | | Balance |
|--|-------------------------------------|------------------|
| Assets | | |
| 1082 | CW Division 12 STEP Assoc. Op Acct | 18,637.90 |
| 1083 | CW Division 12 STEP Assoc Reserve A | 62,879.26 |
| Total Assets | | 81,517.16 |
| Liabilities & Capital | | |
| 2020 | Prepaid Assessments | 2,921.00 |
| Total Liabilities | | 2,921.00 |
| 3000 | Retained Earnings | 61,980.83 |
| 3999 | Current Year Earnings/Loss | 16,615.33 |
| Total Capital | | 78,596.16 |
| Total Liabilities & Capital | | 81,517.16 |

**Harbor Business Services, Inc.
aka Diamond Community Management**

Operating Statement (Budget vs. Actual)

CW Division 12 STEP Association

November 2016

| | Actual | Current Month Budget | Variance | Actual | Year To Date Budget | Variance |
|---|---------------------|-------------------------|---------------------|--------------------|------------------------|--------------------|
| Revenue | | | | | | |
| 4000 Dues Assessment | 6,293.00 | 6,927.00 | (634.00) | 73,950.98 | 76,197.00 | (2,246.02) |
| 4012 Sewer Hook Up Fee | 0.00 | 0.00 | 0.00 | 6,000.00 | 4,500.00 | 1,500.00 |
| 4100 Late Charge Fee | 35.00 | 0.00 | 35.00 | 315.00 | 0.00 | 315.00 |
| 4160 Interest Income | 1.49 | 0.00 | 1.49 | 13.76 | 0.00 | 13.76 |
| 4196 Reserve Fund Allocation | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | 5,000.00 |
| Total Revenue | 6,329.49 | 6,927.00 | (597.51) | 85,279.74 | 80,697.00 | 4,582.74 |
| Operating Expenses | | | | | | |
| 5005 Annual Corp. Registrator | 0.00 | 0.00 | 0.00 | (10.00) | (10.00) | 0.00 |
| 5010 Management Fees | (475.00) | (475.00) | 0.00 | (5,225.00) | (5,225.00) | 0.00 |
| 5110 Office Supplies | 0.00 | 0.00 | 0.00 | (21.57) | 0.00 | (21.57) |
| 5130 Postage | (32.90) | (4.17) | (28.73) | (141.58) | (45.83) | (95.75) |
| 5190 Administrative Expenses | (300.45) | (18.75) | (281.70) | (300.45) | (206.25) | (94.20) |
| 5200 Maintenance & Repair | 0.00 | (270.42) | 270.42 | (80.93) | (2,974.58) | 2,893.65 |
| 5220 Grounds Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | (250.00) | 250.00 |
| 5300 Electricity | (21.29) | (37.50) | 16.21 | (236.90) | (412.50) | 175.60 |
| 5315 Sewer Expense | (9,872.79) | (10,074.00) | 201.21 | (57,380.51) | (60,444.00) | 3,063.49 |
| 5410 Bank Charges | (21.38) | (8.33) | (13.05) | (120.72) | (91.67) | (29.05) |
| 5435 Legal | 0.00 | 0.00 | 0.00 | (3,168.75) | (500.00) | (2,668.75) |
| 5441 Taxes Preparation | 0.00 | 0.00 | 0.00 | (160.00) | (150.00) | (10.00) |
| 5520 Insurance | 0.00 | 0.00 | 0.00 | (1,378.00) | (2,000.00) | 622.00 |
| 5521 Insurance - General | 0.00 | 0.00 | 0.00 | (440.00) | 0.00 | (440.00) |
| Total Operating Expenses | (10,723.81) | (10,888.17) | 164.36 | (68,664.41) | (72,309.83) | 3,645.42 |
| Non-operating Income | | | | | | |
| 8010 Transfer to Reserve | 834.00 | 833.33 | 0.67 | 9,174.00 | 9,166.66 | 7.34 |
| 8014 Transfer Hook Up Fees to | 0.00 | 1,500.00 | (1,500.00) | 6,000.00 | 6,000.00 | 0.00 |
| Total Non-operating Income | 834.00 | 2,333.33 | (1,499.33) | 15,174.00 | 15,166.66 | 7.34 |
| Non-operating Expenses | | | | | | |
| 9010 Transfer Op to Reserve | (834.00) | 0.00 | (834.00) | (9,174.00) | 0.00 | (9,174.00) |
| 9014 Transfer Op to Hook Up F | 0.00 | 0.00 | 0.00 | (6,000.00) | 0.00 | (6,000.00) |
| Total Non-operating Expenses | (834.00) | 0.00 | (834.00) | (15,174.00) | 0.00 | (15,174.00) |
| Net Income (Loss) | (\$4,394.32) | (\$1,627.84) | (\$2,766.48) | \$16,615.33 | (\$6,779.49) | \$23,394.82 |

Harbor Business Services, Inc.
aka Diamond Community Management
Operating Statement (12 Months Summary)
 CW Division 12 STEP Association
 December 2016

| | JAN 16 | FEB 16 | MAR 16 | APR 16 | MAY 16 | JUN 16 | JUL 16 | AUG 16 | SEP16 | OCT 16 | NOV16 | DEC 16 | Total |
|---------------------------------|-------------------|-----------------|--------------------|-----------------|--------------------|-----------------|--------------------|-----------------|--------------------|-----------------|--------------------|-----------------|--------------------|
| Revenue | | | | | | | | | | | | | |
| 4000 Dues Assessme | 5,993.92 | 6,364.00 | 6,533.00 | 7,105.00 | 6,853.20 | 6,429.63 | 6,671.00 | 7,847.00 | 6,865.00 | 6,997.15 | 6,293.00 | 6,871.00 | 80,821.98 |
| 4012 Sewer Hook Up | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 6,000.00 |
| 4100 Late Charge Fee | 0.00 | 0.00 | 35.00 | 70.00 | 0.00 | 0.00 | 0.00 | 175.00 | 0.00 | 0.00 | 35.00 | 144.00 | 459.00 |
| 4155 Transfer Fee | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 4160 Interest Income | 0.92 | 1.02 | 1.11 | 1.10 | 1.16 | 1.16 | 1.39 | 1.47 | 1.44 | 1.50 | 1.49 | 0.00 | 13.76 |
| 4196 Reserve Fund A | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
| Total Revenue | 5,993.92 | 6,365.02 | 6,569.11 | 7,176.10 | 9,854.36 | 7,930.79 | 11,672.39 | 8,023.47 | 6,866.44 | 8,498.65 | 6,329.49 | 7,015.00 | 92,294.74 |
| Operating Expenses | | | | | | | | | | | | | |
| 5005 Annual Corp. Re | 0.00 | 0.00 | 0.00 | (10.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (10.00) |
| 5010 Management Fe | (475.00) | (475.00) | (475.00) | (475.00) | (475.00) | (475.00) | (475.00) | (475.00) | (475.00) | (475.00) | (475.00) | (475.00) | (5,700.00) |
| 5110 Office Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (21.57) | 0.00 | 0.00 | (21.57) |
| 5130 Postage | 0.00 | 0.00 | 0.00 | (2.45) | 0.00 | (19.41) | 0.00 | 0.00 | 0.00 | (86.82) | (32.90) | (61.91) | (203.49) |
| 5190 Administrative E | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (300.45) | 0.00 | (300.45) |
| 5200 Maintenance & f | 0.00 | 0.00 | 0.00 | (80.93) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (80.93) |
| 5300 Electricity | (19.47) | (24.10) | (43.88) | (21.62) | 0.00 | (21.38) | (21.29) | (21.29) | (21.29) | (21.29) | (21.29) | (21.29) | (258.19) |
| 5315 Sewer Expense | (8,706.17) | 0.00 | (9,739.27) | 0.00 | (9,020.91) | 0.00 | (10,112.24) | 0.00 | (9,929.13) | 0.00 | (9,872.79) | 0.00 | (57,380.51) |
| 5410 Bank Charges | 0.00 | 0.00 | (24.76) | (12.38) | (12.38) | (12.68) | (12.38) | 0.00 | (12.38) | (12.38) | (21.38) | (12.38) | (133.10) |
| 5435 Legal | 0.00 | 0.00 | (2,901.25) | 0.00 | (192.50) | 0.00 | (75.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (3,168.75) |
| 5441 Taxes Preparati | 0.00 | 0.00 | 0.00 | 0.00 | (160.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (160.00) |
| 5520 Insurance | 0.00 | 0.00 | 0.00 | 0.00 | (1,378.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (1,378.00) |
| 5521 Insurance - Gen | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (440.00) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | (440.00) |
| Total Operating Expenses | (9,200.64) | (499.10) | (13,184.16) | (602.38) | (11,238.79) | (968.47) | (10,695.91) | (496.29) | (10,437.80) | (617.06) | (10,723.81) | (570.58) | (69,234.99) |
| Non-operating Income | | | | | | | | | | | | | |
| 8010 Transfer to Rese | 834.00 | 834.00 | 834.00 | 834.00 | 834.00 | 834.00 | 834.00 | 834.00 | 834.00 | 834.00 | 834.00 | 834.00 | 9,174.00 |
| 8014 Transfer Hook U | 0.00 | 0.00 | 0.00 | 0.00 | 3,000.00 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | 0.00 | 0.00 | 6,000.00 |
| Total Non-operating | 834.00 | 834.00 | 834.00 | 834.00 | 3,834.00 | 2,334.00 | 834.00 | 834.00 | 834.00 | 2,334.00 | 834.00 | 834.00 | 15,174.00 |

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Operating Statement (12 Months Summary)

CW Division 12 STEP Association
December 2016

| | JAN 16 | FEB 16 | MAR 16 | APR 16 | MAY 16 | JUN 16 | JUL 16 | AUG 16 | SEP 16 | OCT 16 | NOV 16 | DEC 16 | Total |
|-------------------------------|------------|----------|------------|----------|------------|------------|----------|----------|------------|------------|------------|----------|-------------|
| Income | | | | | | | | | | | | | |
| Non-operating Expenses | | | | | | | | | | | | | |
| 9010 Transfer Op to F | (834.00) | (834.00) | (834.00) | (834.00) | (834.00) | (834.00) | (834.00) | (834.00) | (834.00) | (834.00) | (834.00) | 0.00 | (9,174.00) |
| 9014 Transfer Op to F | 0.00 | 0.00 | 0.00 | 0.00 | (3,000.00) | (1,500.00) | 0.00 | 0.00 | 0.00 | (1,500.00) | 0.00 | 0.00 | (6,000.00) |
| Total Non-operating Expenses | (834.00) | (834.00) | (834.00) | (834.00) | (3,834.00) | (2,334.00) | (834.00) | (834.00) | (834.00) | (2,334.00) | (834.00) | 0.00 | (15,174.00) |
| Net Income (Loss) | (3,206.72) | 5,865.92 | (6,615.05) | 6,573.72 | (1,384.43) | 6,962.32 | 976.48 | 7,527.18 | (3,571.36) | 7,881.59 | (4,394.32) | 6,444.42 | 23,059.75 |