

# NEIGHBORHOOD SERVICES CORPORATION

1322 S. Fretz Drive  
Edmond, OK 73003  
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## MONTHLY MANAGER'S REPORT – APRIL 2010

TO: BOARD OF DIRECTORS - TURTLE CREEK COMMONS HOA

DELIVERY: **Email:** Kay Ayers; Carroll Brewer; Kent Ward; Josh Moore

DATE: MAY 15, 2010

### Documents attached

Balance Sheet

Budget vs. Actual Year to Date

Delinquent Accounts

Income Statement

Monthly Check Detail

Monthly Deposit Detail

New Owners List

Bank Statement

Turtlecreek Commons  
Balance Sheet  
As of April 30, 2010

	<u>Apr 30, 10</u>	<u>Mar 31, 10</u>
<b>ASSETS</b>		
Current Assets		
Checking/Savings		
Citizens Checking	7,529.83	9,553.43
Savings - Citizens	<u>48,635.60</u>	<u>40,612.94</u>
Total Checking/Savings	56,165.43	50,166.37
Accounts Receivable		
Accounts Receivable	<u>-5,496.95</u>	<u>-3,821.37</u>
Total Accounts Receiva...	<u>-5,496.95</u>	<u>-3,821.37</u>
Total Current Assets	<u>50,668.48</u>	<u>46,345.00</u>
<b>TOTAL ASSETS</b>	<u>50,668.48</u>	<u>46,345.00</u>
<b>LIABILITIES &amp; EQUITY</b>		
Equity		
Retained Earnings	35,782.82	35,782.82
Net Income	<u>14,885.66</u>	<u>10,562.18</u>
Total Equity	<u>50,668.48</u>	<u>46,345.00</u>
<b>TOTAL LIABILITIES &amp; EQUI...</b>	<u>50,668.48</u>	<u>46,345.00</u>

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 Cash Basis

**Turtlecreek Commons**  
**Budget vs. Actual**  
 January through April 2010

	Jan - Apr 10	Budget
<b>Income</b>		
Homeowners Dues	27,937.70	27,144.00
Interest Income	203.18	116.64
Miscellaneous Income	26.00	
<b>Total Income</b>	<u>28,166.88</u>	<u>27,260.64</u>
<b>Expense</b>		
<b>INSURANCE</b>		
Property Insurance	4,732.32	5,333.36
<b>Total INSURANCE</b>	<u>4,732.32</u>	<u>5,333.36</u>
<b>MANAGEMENT/OVERHEAD</b>		
Legal	90.00	83.36
Management Fees	900.00	1,200.00
Miscellaneous Expense	0.00	66.64
Office Supplies	157.29	58.36
Postage and Delivery	149.30	33.36
Service Charge - Bank	0.00	0.00
<b>Total MANAGEMENT/OVERHEAD</b>	<u>1,296.59</u>	<u>1,441.72</u>
<b>PROPERTY/GROUNDS EXPENSE/UPKEEP</b>		
Lawn Contract	4,673.32	4,673.32
Lawn/Sod	0.00	333.36
Seed Spring/Fall	0.00	166.64
Sprinkler	2,150.00	666.64
Tree	0.00	1,666.64
<b>Total PROPERTY/GROUNDS EXPENSE/UPK...</b>	<u>6,823.32</u>	<u>7,506.60</u>
<b>REPAIRS AND IMPROVEMENTS</b>		
<b>SHORT-Term Projects</b>		
Lighting Repairs	0.00	333.36
Roof Maintenance	0.00	333.36
<b>Total SHORT-Term Projects</b>	<u>0.00</u>	<u>666.72</u>
<b>Total REPAIRS AND IMPROVEMENTS</b>	<u>0.00</u>	<u>666.72</u>
<b>TAXES</b>		
Property	0.00	100.00
<b>Total TAXES</b>	<u>0.00</u>	<u>100.00</u>
<b>UTILITIES</b>		
Gas and Electric	254.70	333.36
Water	174.29	1,666.64
<b>Total UTILITIES</b>	<u>428.99</u>	<u>2,000.00</u>
<b>Total Expense</b>	<u>13,281.22</u>	<u>17,048.40</u>
<b>Net Income</b>	<u><u>14,885.66</u></u>	<u><u>10,212.24</u></u>

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 Cash Basis

## Turtlecreek Commons Budget vs. Actual January through April 2010

	\$ Over Budget	% of Budget
<b>Income</b>		
Homeowners Dues	793.70	102.9%
Interest Income	86.54	174.2%
Miscellaneous Income		
<b>Total Income</b>	<b>906.24</b>	<b>103.3%</b>
<b>Expense</b>		
<b>INSURANCE</b>		
Property Insurance	-601.04	88.7%
<b>Total INSURANCE</b>	<b>-601.04</b>	<b>88.7%</b>
<b>MANAGEMENT/OVERHEAD</b>		
Legal	6.64	108.0%
Management Fees	-300.00	75.0%
Miscellaneous Expense	-66.64	0.0%
Office Supplies	98.93	269.5%
Postage and Delivery	115.94	447.5%
Service Charge - Bank	0.00	0.0%
<b>Total MANAGEMENT/OVERHEAD</b>	<b>-145.13</b>	<b>89.9%</b>
<b>PROPERTY/GROUNDS EXPENSE/UPKEEP</b>		
Lawn Contract	0.00	100.0%
Lawn/Sod	-333.36	0.0%
Seed Spring/Fall	-166.64	0.0%
Sprinkler	1,483.36	322.5%
Tree	-1,666.64	0.0%
<b>Total PROPERTY/GROUNDS EXPENSE/UPK...</b>	<b>-683.28</b>	<b>90.9%</b>
<b>REPAIRS AND IMPROVEMENTS</b>		
<b>SHORT-Term Projects</b>		
Lighting Repairs	-333.36	0.0%
Roof Maintenance	-333.36	0.0%
<b>Total SHORT-Term Projects</b>	<b>-666.72</b>	<b>0.0%</b>
<b>Total REPAIRS AND IMPROVEMENTS</b>	<b>-666.72</b>	<b>0.0%</b>
<b>TAXES</b>		
Property	-100.00	0.0%
<b>Total TAXES</b>	<b>-100.00</b>	<b>0.0%</b>
<b>UTILITIES</b>		
Gas and Electric	-78.66	76.4%
Water	-1,492.35	10.5%
<b>Total UTILITIES</b>	<b>-1,571.01</b>	<b>21.4%</b>
<b>Total Expense</b>	<b>-3,767.18</b>	<b>77.9%</b>
<b>Net Income</b>	<b>4,673.42</b>	<b>145.8%</b>

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### Turtlecreek Commons

## Delinquency List

As of April 30, 2010

	<u>Current</u>	<u>1 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>&gt; 90</u>	<u>TOTAL</u>
Bickham, KayH1324	0.00	142.49	0.00	0.00	0.00	142.49
Livingston, Joshua & Angela D1820LIEN	0.00	150.39	38.71	0.00	0.00	189.10
Patterson, Dorothy D1814	0.00	147.64	0.00	0.00	0.00	147.64
Van Horn, Victoria T1820	0.00	139.97	0.00	0.00	0.00	139.97
TOTAL	<u>0.00</u>	<u>580.49</u>	<u>38.71</u>	<u>0.00</u>	<u>0.00</u>	<u>619.20</u>

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Cash Basis

Turtlecreek Commons  
Income Statement  
April 2010

	<u>Apr 10</u>	<u>Jan - Apr 10</u>
Income		
Homeowners Dues	6,780.03	27,937.70
Interest Income	52.15	203.18
Miscellaneous Income	0.00	26.00
Total Income	<u>6,832.18</u>	<u>28,166.88</u>
Expense		
INSURANCE		
Property Insurance	1,183.08	4,732.32
Total INSURANCE	<u>1,183.08</u>	<u>4,732.32</u>
MANAGEMENT/OVERHEAD		
Legal	0.00	90.00
Management Fees	0.00	900.00
Office Supplies	157.29	157.29
Postage and Delivery	0.00	149.30
Total MANAGEMENT/OVERHEAD	<u>157.29</u>	<u>1,296.59</u>
PROPERTY/GROUNDS EXPENSE/UPKEEP		
Lawn Contract	1,168.33	4,673.32
Sprinkler	0.00	2,150.00
Total PROPERTY/GROUNDS EXPENSE/UPK...	<u>1,168.33</u>	<u>6,823.32</u>
UTILITIES		
Gas and Electric	0.00	254.70
Water	0.00	174.29
Total UTILITIES	<u>0.00</u>	<u>428.99</u>
Total Expense	<u>2,508.70</u>	<u>13,281.22</u>
Net Income	<u>4,323.48</u>	<u>14,885.66</u>

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Turtlecreek Commons  
Monthly Check Detail  
April 2010

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
Check	1045	4/1/2010	J.K. Landscaping, Inc.	April Law...	Citizens Checking	
				April Law...	Lawn Contract	-1,168.33
TOTAL						-1,168.33
Check	1046	4/13/2010	State Farm Insurance	02307385...	Citizens Checking	
				02307385...	Property Insurance	-1,183.08
TOTAL						-1,183.08
Check	1047	4/13/2010	SouthData, Inc.		Citizens Checking	
				mailing co...	Office Supplies	-157.29
TOTAL						-157.29

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Turtlecreek Commons  
Monthly Deposit Detail  
April 2010

Type	Date	Name	Account	Amount
Deposit	4/6/2010		Citizens Checking	142.00
Payment	4/6/2010	Moore, Kara	Undeposited Funds	-142.00
TOTAL				-142.00
Deposit	4/9/2010		Citizens Checking	4,663.37
Payment	4/8/2010	Bailey, Matthew G13...	Undeposited Funds	-144.13
Payment	4/8/2010	Anderson-Kamphau...	Undeposited Funds	-142.00
Payment	4/8/2010	Ayers, KayD1821	Undeposited Funds	-136.00
Payment	4/8/2010	Wolf, Patsy G1333	Undeposited Funds	-142.00
Payment	4/8/2010	Horn, Jerry & Anna ...	Undeposited Funds	-142.00
Payment	4/8/2010	Hall, Janet M.	Undeposited Funds	-142.00
Payment	4/8/2010	Van Horn, Victoria 1...	Undeposited Funds	-136.00
Payment	4/8/2010	Latimer, Gail H1400	Undeposited Funds	-142.00
Payment	4/8/2010	Capasso, Catherine...	Undeposited Funds	-142.00
Payment	4/8/2010	Schmicker, Robert &...	Undeposited Funds	-142.00
Payment	4/8/2010	Schmicker, Robert &...	Undeposited Funds	-134.00
Payment	4/8/2010	Pearce, Beverly H14...	Undeposited Funds	-141.00
Payment	4/8/2010	Caldwell, Milan H1825	Undeposited Funds	-140.00
Payment	4/8/2010	Caldwell, Milan H1821	Undeposited Funds	-140.00
Payment	4/8/2010	Caldwell, Milan H1817	Undeposited Funds	-140.00
Payment	4/8/2010	Caldwell, Milan H1332	Undeposited Funds	-140.00
Payment	4/8/2010	Caldwell, Milan H1322	Undeposited Funds	-140.00
Payment	4/8/2010	Powell, Joyce H1318	Undeposited Funds	-140.00
Payment	4/8/2010	Hill, SusanH1812	Undeposited Funds	-142.00
Payment	4/8/2010	Ward, Kent and Mar...	Undeposited Funds	-142.00
Payment	4/8/2010	Moore, Josh T1818	Undeposited Funds	-136.00
Payment	4/8/2010	Harper, Rick DG1319	Undeposited Funds	-141.00
Payment	4/8/2010	Brundridge, Frank D...	Undeposited Funds	-148.00
Payment	4/8/2010	Thomas, Darla H1813	Undeposited Funds	-141.00
Payment	4/8/2010	Elledge, Dorothy H1...	Undeposited Funds	-140.00
Payment	4/8/2010	Harbison, Donald & ...	Undeposited Funds	-151.24
Payment	4/8/2010	Patterson, Dorothy D...	Undeposited Funds	-149.00
Payment	4/8/2010	Lassiter, TrishG1327	Undeposited Funds	-142.00
Payment	4/8/2010	Humphries, Marion ...	Undeposited Funds	-141.00
Payment	4/8/2010	Youmans, Janice T1...	Undeposited Funds	-141.00
Payment	4/8/2010	Olderbak, WayneG1...	Undeposited Funds	-142.00
Payment	4/8/2010	Williams, Cary H1815	Undeposited Funds	-142.00
TOTAL				-4,663.37
Deposit	4/9/2010		Citizens Checking	120.17
Payment	4/8/2010	Self, Stacey G1321	Undeposited Funds	-120.17
TOTAL				-120.17
Deposit	4/16/2010		Citizens Checking	290.00
Payment	4/12/2010	Livingston, Joshua &...	Undeposited Funds	-148.00
Payment	4/12/2010	Weathers, Luana D...	Undeposited Funds	-142.00

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Turtlecreek Commons  
Monthly Deposit Detail  
April 2010

Type	Date	Name	Account	Amount
TOTAL				-290.00
Deposit	4/21/2010		Savings - Citizens	22.66
			Interest Income	-22.66
TOTAL				-22.66
Deposit	4/28/2010		Citizens Checking	3,269.56
Payment	4/28/2010	Olderbak, WayneG1...	Undeposited Funds	-142.00
Payment	4/28/2010	Austin, Christopher	Undeposited Funds	-142.00
Payment	4/28/2010	Wolf, Patsy G1333	Undeposited Funds	-142.00
Payment	4/28/2010	Morrow Family Trust	Undeposited Funds	-149.00
Payment	4/28/2010	Dodd, John H1316	Undeposited Funds	-1,718.56
Payment	4/28/2010	Caldwell, Milan H1825	Undeposited Funds	-140.00
Payment	4/28/2010	Caldwell, Milan H1821	Undeposited Funds	-140.00
Payment	4/28/2010	Caldwell, Milan H1332	Undeposited Funds	-140.00
Payment	4/28/2010	Caldwell, Milan H1330	Undeposited Funds	-140.00
Payment	4/28/2010	Caldwell, Milan H1817	Undeposited Funds	-140.00
Payment	4/28/2010	Caldwell, Milan H1322	Undeposited Funds	-140.00
Payment	4/28/2010	Van Horn, Victoria 1...	Undeposited Funds	-136.00
TOTAL				-3,269.56

# CITIZENS BANK of EDMOND

PO BOX 30  
EDMOND, OK 73083-0030



\*\*\*\*\*AUTO\*\*SCH 5-DIGIT 73003  
323 0.6060 AV 0.335 1 1 323  
TURTLECREEK COMMONS HOME OWNERS  
ASSOCIATION, INC.  
1322 FRETZ DR  
EDMOND OK 73003-5713

Date 4/30/10 Page 1  
Account Number 8018510  
Enclosures 7

----- CHECKING ACCOUNTS -----

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FREE BUSINESS CHECKING		Number of Enclosures	7
Account Number	8018510	Statement Dates	4/01/10 thru 4/30/10
Previous Balance	9,553.43	Days in the statement period	30
5 Deposits/Credits	8,485.10	Average Ledger	7,551
4 Checks/Debits	10,508.70	Average Collected	6,965
Service Charge	.00		
Interest Paid	.00		
Ending Balance	7,529.83		

Deposits and Additions:

Date	Description	Amount
4/06	CREDIT PAYLEASE.COM 1050568743 04/06/10 ID #- TRACE #-104000018562318	142.00 ✓
4/09	DDA REGULAR DEPOSIT	4,663.37 ✓
4/09	DDA REGULAR DEPOSIT	120.17 ✓
4/16	DDA REGULAR DEPOSIT	290.00 ✓
4/30	DDA REGULAR DEPOSIT	3,269.56 ✓

Checks and withdrawals

Date	Description	Amount
4/15	trans@2by kbayatper kay 8018510D- 1048333D	8,000.00 ✓

Checks in Serial Number Order

Date	Check No.	Amount	Date	Check No.	Amount
4/21	1047 ✓	157.29	4/20	1046 ✓	1,183.08
4/02	1045* ✓	1,168.33			

\*Indicates Skip in Check Number

Daily Balance Information

Date	Balance	Date	Balance	Date	Balance
4/01	9,553.43	4/09	13,310.64	4/20	4,417.56
4/02	8,385.10	4/15	5,310.64	4/21	4,260.27
4/06	8,527.10	4/16	5,600.64	4/30	7,529.83

REC 4/12/10

CITIZENS BANK OF EDMOND  
 DEPOSIT  
 DATE: 4/9/10  
 NAME: Turtle Creek  
 ACCOUNT NUMBER: 8018510  
 AMOUNT: \$4,663.37  
 CITIZENS BANK OF EDMOND

Amount \$4,663.37 Date 4/9/2010

CITIZENS BANK OF EDMOND  
 DEPOSIT  
 DATE: 4/9/10  
 NAME: Turtle Creek  
 ACCOUNT NUMBER: 8018510  
 AMOUNT: \$120.17  
 CITIZENS BANK OF EDMOND

Amount \$120.17 Date 4/9/2010

CITIZENS BANK OF EDMOND  
 DEPOSIT  
 DATE: 4/16/10  
 NAME: Turtle Creek  
 ACCOUNT NUMBER: 8018510  
 AMOUNT: \$290.00  
 CITIZENS BANK OF EDMOND

Amount \$290.00 Date 4/16/2010

CITIZENS BANK OF EDMOND  
 DEPOSIT  
 DATE: 4/30/10  
 NAME: Turtle Creek  
 ACCOUNT NUMBER: 8018510  
 AMOUNT: \$3,269.56  
 CITIZENS BANK OF EDMOND

Amount \$3,269.56 Date 4/30/2010

1047  
 Citizens Bank of Edmond  
 Pay to the Order of: SouthData, Inc.  
 Amount: \$157.29  
 Date: 4/21/2010  
 CITIZENS BANK OF EDMOND

Check 0 Amount \$157.29 Date 4/21/2010

1045  
 Citizens Bank of Edmond  
 Pay to the Order of: J.K. Landscaping, Inc.  
 Amount: \$1,168.33  
 Date: 4/2/2010  
 CITIZENS BANK OF EDMOND

Check 1045 Amount \$1,168.33 Date 4/2/2010

1046  
 Citizens Bank of Edmond  
 Pay to the Order of: State Farm Insurance  
 Amount: \$1,183.08  
 Date: 4/20/2010  
 CITIZENS BANK OF EDMOND

Check 1046 Amount \$1,183.08 Date 4/20/2010

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05/12/10

**Turtlecreek Commons**  
**Reconciliation Summary**  
Citizens Checking, Period Ending 04/30/2010

	<u>Apr 30, 10</u>
Beginning Balance	9,553.43
Cleared Transactions	
Checks and Payments - 4 items	-10,508.70
Deposits and Credits - 5 items	8,485.10
Total Cleared Transactions	<u>-2,023.60</u>
Cleared Balance	<u>7,529.83</u>
Register Balance as of 04/30/2010	7,529.83
New Transactions	
Checks and Payments - 2 items	-1,463.93
Deposits and Credits - 2 items	4,109.34
Total New Transactions	<u>2,645.41</u>
Ending Balance	<u><u>10,175.24</u></u>

**Turtlecreek Commons**  
**Reconciliation Detail**  
Citizens Checking, Period Ending 04/30/2010

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						9,553.43
<b>Cleared Transactions</b>						
<b>Checks and Payments - 4 items</b>						
Check	4/1/2010	1045	J.K. Landscaping, I...	X	-1,168.33	-1,168.33
Check	4/13/2010	1046	State Farm Insurance	X	-1,183.08	-2,351.41
Check	4/13/2010	1047	SouthData, Inc.	X	-157.29	-2,508.70
Transfer	4/15/2010			X	-8,000.00	-10,508.70
<b>Total Checks and Payments</b>					<u>-10,508.70</u>	<u>-10,508.70</u>
<b>Deposits and Credits - 5 items</b>						
Deposit	4/6/2010			X	142.00	142.00
Deposit	4/9/2010			X	120.17	262.17
Deposit	4/9/2010			X	4,663.37	4,925.54
Deposit	4/16/2010			X	290.00	5,215.54
Deposit	4/28/2010			X	3,269.56	8,485.10
<b>Total Deposits and Credits</b>					<u>8,485.10</u>	<u>8,485.10</u>
<b>Total Cleared Transactions</b>					<u>-2,023.60</u>	<u>-2,023.60</u>
<b>Cleared Balance</b>					<u>-2,023.60</u>	<u>7,529.83</u>
<b>Register Balance as of 04/30/2010</b>					-2,023.60	7,529.83
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	5/3/2010	1048	J.K. Landscaping, I...		-1,168.33	-1,168.33
Check	5/13/2010	EFT	City of Edmond		-295.60	-1,463.93
<b>Total Checks and Payments</b>					<u>-1,463.93</u>	<u>-1,463.93</u>
<b>Deposits and Credits - 2 items</b>						
Deposit	5/6/2010				142.00	142.00
Deposit	5/10/2010				3,967.34	4,109.34
<b>Total Deposits and Credits</b>					<u>4,109.34</u>	<u>4,109.34</u>
<b>Total New Transactions</b>					<u>2,645.41</u>	<u>2,645.41</u>
<b>Ending Balance</b>					<u><u>621.81</u></u>	<u><u>10,175.24</u></u>

# CITIZENS BANK of EDMOND

P.O. BOX 30  
EDMOND, OK 73083-0030



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40 0.4460 AV 0.335 1 1 40  
TURTLECREEK COMMONS HOME OWNERS  
ASSOCIATION, INC.  
1322 FRETZ DR  
EDMOND OK 73003-5713

Date 4/20/10  
Account Number  
Enclosures

Page 1  
1048333

---- CHECKING ACCOUNTS ----

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MONEY MARKET		Number of Enclosures	9
Account Number	1048333	Statement Dates	3/22/10 thru 4/20/10
Previous Balance	40,612.94	Days in the statement period	30
1 Deposits/Credits	8,000.00	Average Ledger	42,212
Checks/debits	.00	Average Collected	42,212
Service Charge	.00	Interest Earned	22.66
Interest Paid	22.66	Annual Percentage Yield Earned	0.66%
Ending Balance	48,635.60	2010 Interest Paid	87.98

Deposits and Additions		Amount
Date	Description	
4/15	trans@2by kbayatper kay 8018510D- 1048333D	8,000.00
4/20	INTEREST PAID 30 DAYS	22.66

Daily Balance Information			
Date	Balance	Date	Balance
3/22	40,612.94	4/15	48,612.94
		4/20	48,635.60

Interest Rate Summary

3/21	.75%
3/23	.65%

Rec 5/12/10

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05/12/10

**Turtlecreek Commons**  
**Reconciliation Summary**  
**Savings - Citizens, Period Ending 04/20/2010**

	<u>Apr 20, 10</u>
Beginning Balance	40,612.94
Cleared Transactions	
Deposits and Credits - 2 items	<u>8,022.66</u>
Total Cleared Transactions	<u>8,022.66</u>
Cleared Balance	<u><u>48,635.60</u></u>
Register Balance as of 04/20/2010	48,635.60
Ending Balance	48,635.60

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05/12/10

**Turtlecreek Commons**  
**Reconciliation Detail**  
Savings - Citizens, Period Ending 04/20/2010

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						40,612.94
Cleared Transactions						
Deposits and Credits - 2 items						
Transfer	4/15/2010			X	8,000.00	8,000.00
Deposit	4/21/2010			X	22.66	8,022.66
Total Deposits and Credits					8,022.66	8,022.66
Total Cleared Transactions					8,022.66	8,022.66
Cleared Balance					8,022.66	48,635.60
Register Balance as of 04/20/2010					8,022.66	48,635.60
Ending Balance					8,022.66	48,635.60