



CIRAConnect



SAMPLE MONTHLY MANAGEMENT REPORT



March 18, 2018

Dear CiraCommunity 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 CiraCommunity Association prepared by CiraConnect 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 CiraConnect Board Portal at www.CiraConnect.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.

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,

CiraConnect
Community Association
Manager Tel: (855) 255-9541
CIRACOM@CiraMail.com

CiraConnect
Tel: (855) 255-9541
www.CiraConnect.com

Monthly Management Report

CiraCommunity Association

March 2018



Prepared on March 18, 2018

CiraCommunity Association
March 2018 Management Report
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CiraCommunity 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		

CiraCommunity 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.

CiraCommunity 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.


CiraCommunity 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).

CiraCommunity 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.

CiraCommunity Association
March 2018 Management Report
Association Information Summary

Association Information

Name	CiraCommunity
Legal Name	CiraCommunity Association
CiraConnect Association ID	CIRA
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 CiraConnect	No
CiraConnect Contract Start Date	Sep 01, 2015

CiraCommunity 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	CIRA -tentative annual meeting -CIRA Meeting		Annual Meeting

Past Events (Most Recent Scheduled Occurrence Only)

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

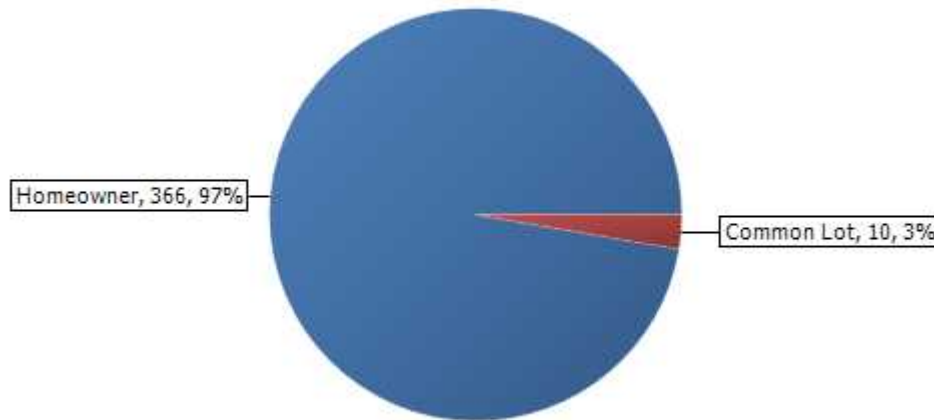
Active Litigation (Non-Collections / Deed Restriction Related)

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.

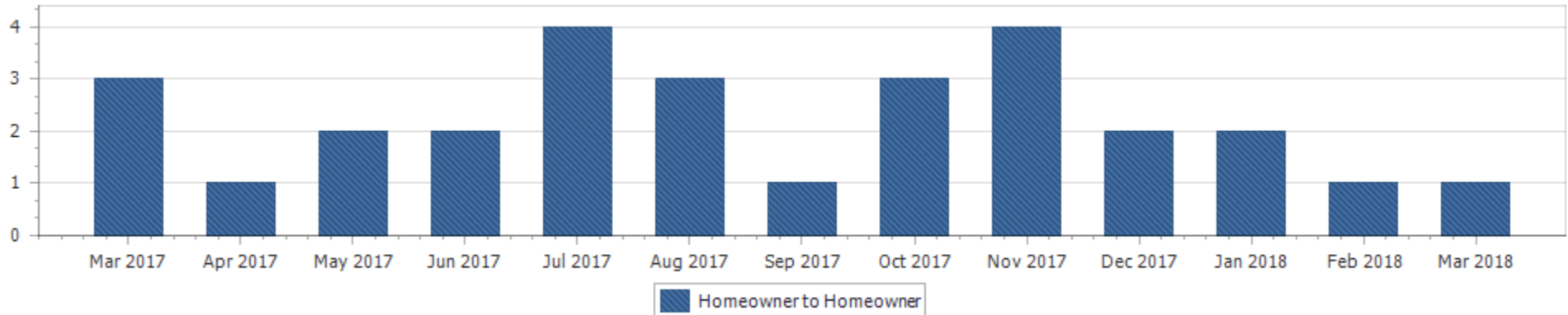
CiraCommunity Association
March 2018 Management Report
Association Information Summary

Property Count and Conveyance Activity

Platted Lots as of Mar 18, 2018



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



CiraCommunity 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 Convenyances 2				

CiraCommunity 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 Protests
111111	Common Lots	6/A/111111	Parcel# 111111 - Common Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$26.93	
111111	Blue Dr	7/D/111111	Parcel# 111111 - Detention Area	Approved	Association Responsible	\$1,000.00	1/1/2017		
111111	Common Lots	35/H/111111	Parcel# 111111 - Common Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$26.93	
111111	Orange Ln	19/B/111111	Parcel# 111111	Approved	Association Responsible	\$2,000.00	1/1/2017		
111111	Common Lots	_ / _ / 111111		Approved	Association Responsible	\$1,000.00	1/1/2012		
111111	Common Lots	34/H/111111	Parcel# 111111 - Common Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$26.93	
111111	Blue Dr	1/A/111111	Parcel# 111111 - Detention Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$30.22	
111111	Blue Dr	1/B/111111	Parcel# 111111 - Detention Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$31.11	
111111	Common Lots	8/D/111111	Parcel# 111111 - Common Area	Approved	Association Responsible	\$1,000.00	1/1/2017		
111111	1100 Yellow Blvd	20/B/111111	Parcel# 111111 - Common Area	Approved	Association Responsible	\$1,000.00	1/1/2017	\$26.93	
10						\$11,000.00		\$169.05	

CiraCommunity 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"/>

CiraCommunity 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	CiraConnect	CiraConnect	02/28/2018	

CiraCommunity 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.

CiraCommunity 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	CiraConnect	CiraConnect	02/28/2018	
Pool Resurfacing Bids							

CiraCommunity Association
March 2018 Management Report
Work Orders Summary

Report Description

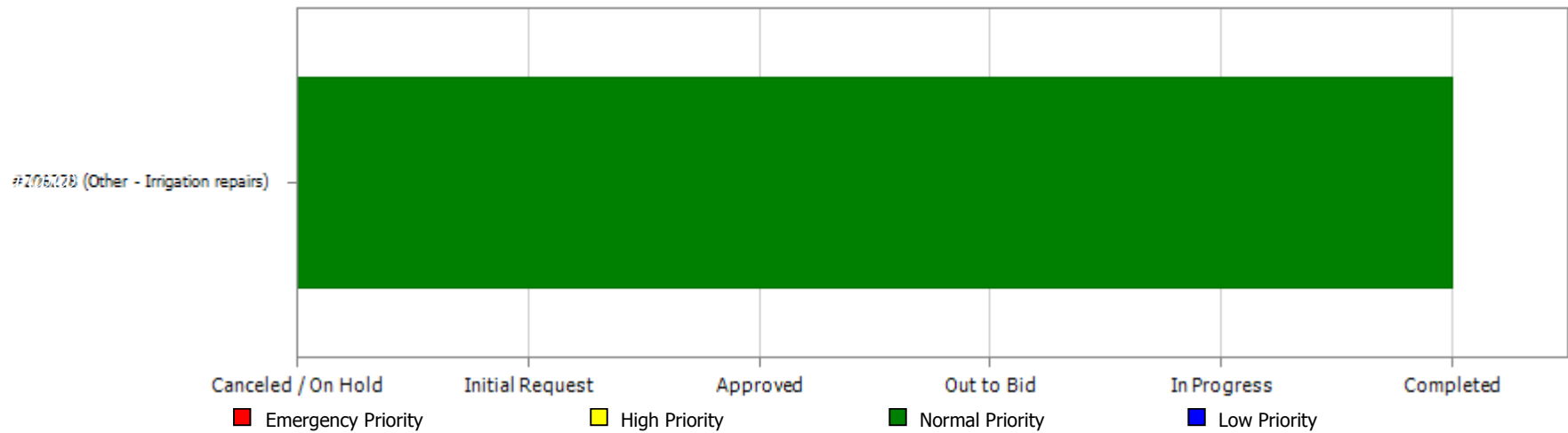
A Work Order is an association common property repair or maintenance action item that will entail contracting a service provider vendor to complete the job. All open repair and maintenance tasks should be documented in the Work Orders log to clearly track and manage jobs through to completion. The solicitation, 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

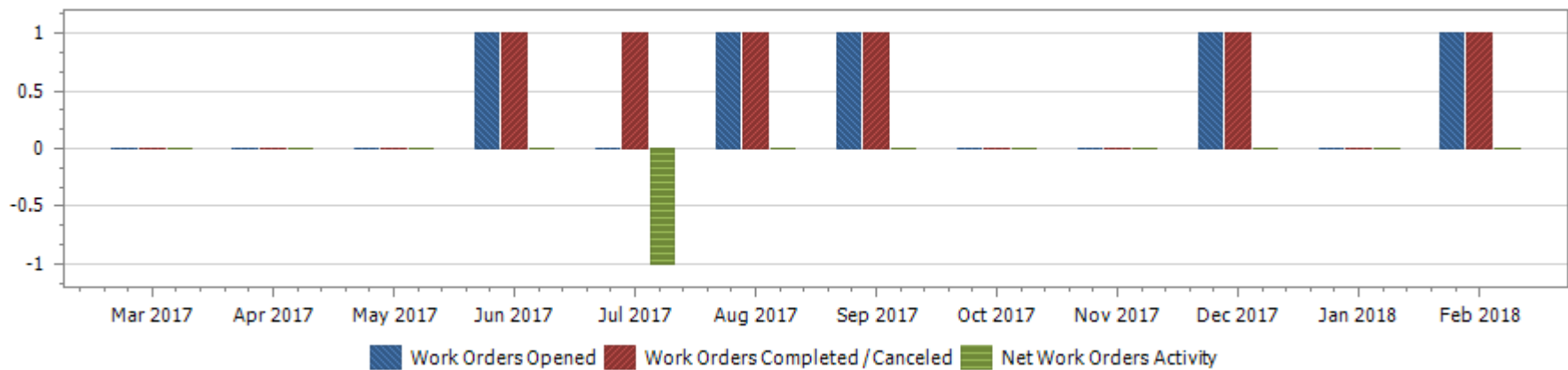
Condition	Metric	Status	Comment / Recommended Action
Open Work Orders	0		There are currently no open work orders for the Association. Please ensure all outstanding projects, repair and maintenance items that will involve engaging a vendor are documented on the open work orders list.
Emergency Work Orders	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		

CiraCommunity 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



CiraCommunity 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

CiraCommunity 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.

CiraCommunity 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								

CiraCommunity 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

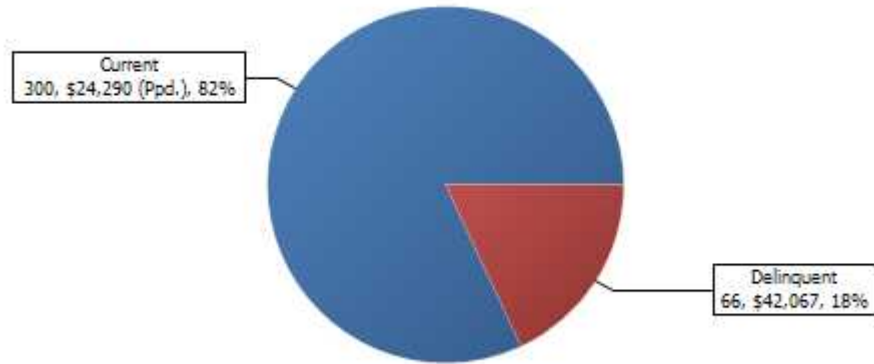
Financial Dashboard

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.

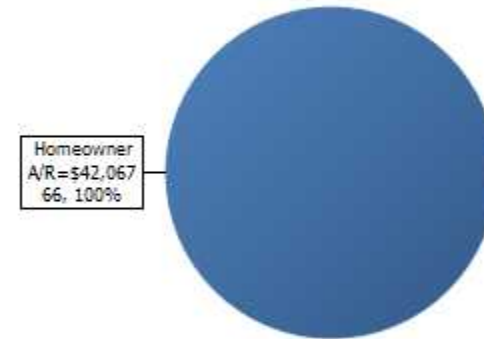
Current Period Financial Data as of 03/18/2018

Accounts Receivable Delinquency Status

Account Status - Homeowners

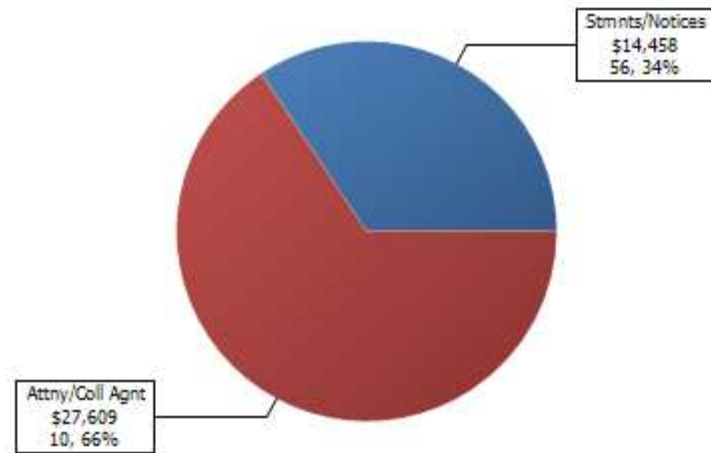


Accounts Receivable by Owner Type

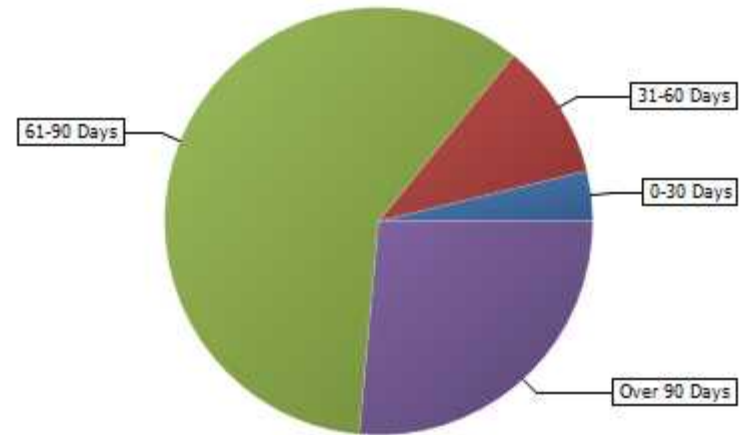


CiraCommunity Association
March 2018 Management Report
Financial Summary

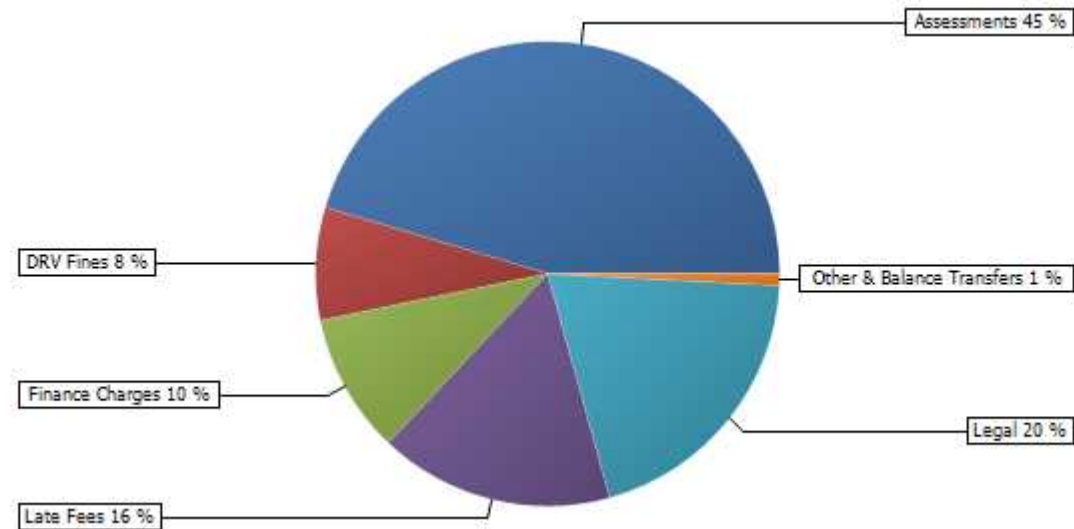
Delinquent Homeowner Accounts - Status



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









Delinquent Homeowner Balances by Revenue Type










CiraCommunity Association
March 2018 Management Report
Financial Summary

Previous Reporting Period Ending 02/28/2018 Financial Data

Summary Financial Data

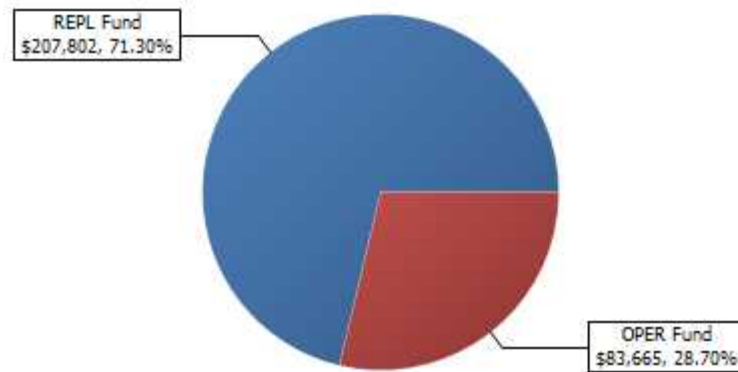
Operating Fund Revenue and Expense Summary	February 2018 - YTD				Performance Indicator
	Budget (\$)	Actual (\$)	Var. (\$)	Var. (%)	
Revenue	\$19,378	\$21,881	\$2,503	13%	
Direct Expenses	\$11,550	\$9,794	(\$1,756)	(15%)	
G&A Expenses	\$7,766	\$13,647	\$5,881	76%	
Other Expenses	\$0	\$0	\$0	0%	
Total 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%	

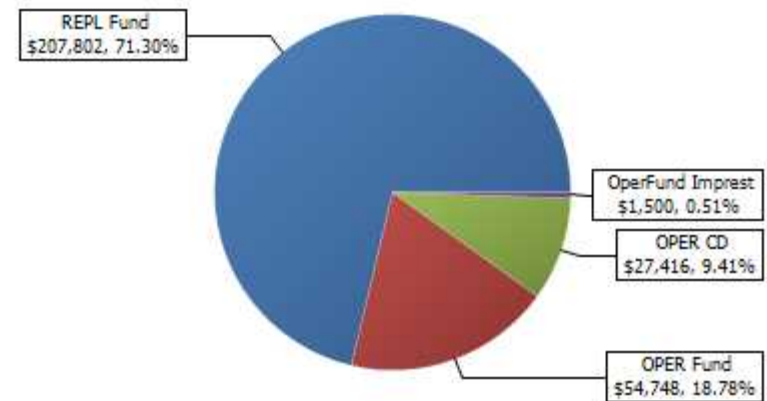
CiraCommunity Association
March 2018 Management Report
Financial Summary

Cash And Investments Period Ending 02/28/2018

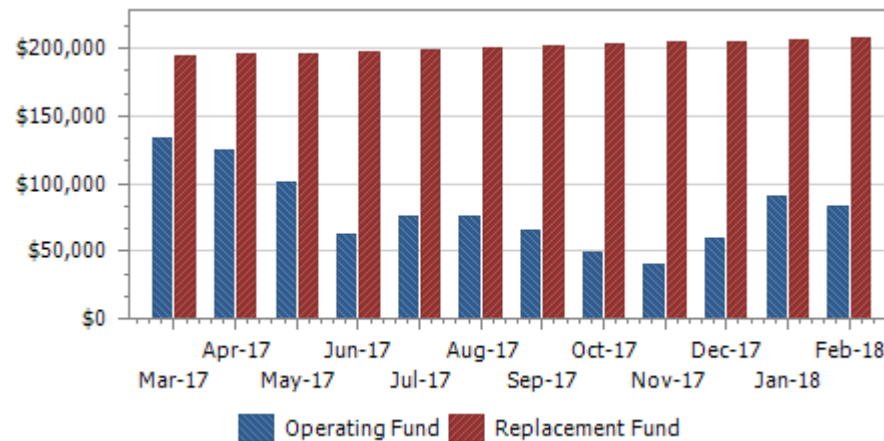
Cash and Investments by Fund



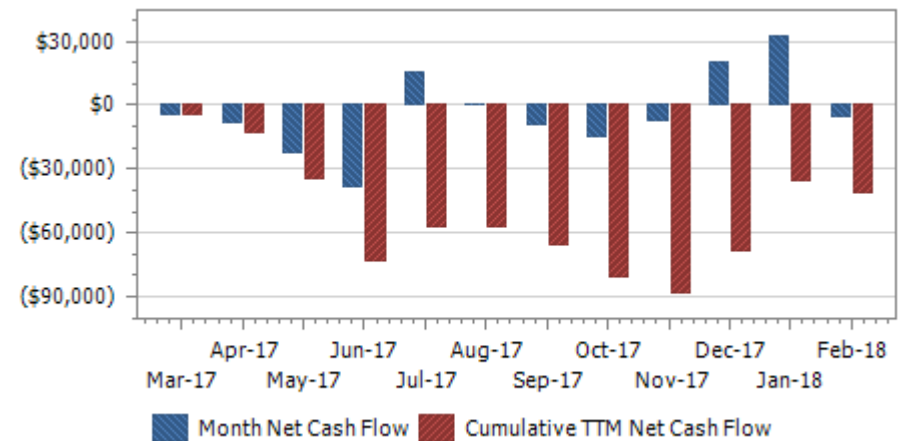
Cash and Investments by Account



Trailing 12-Month Cash and Investment Balances by Fund



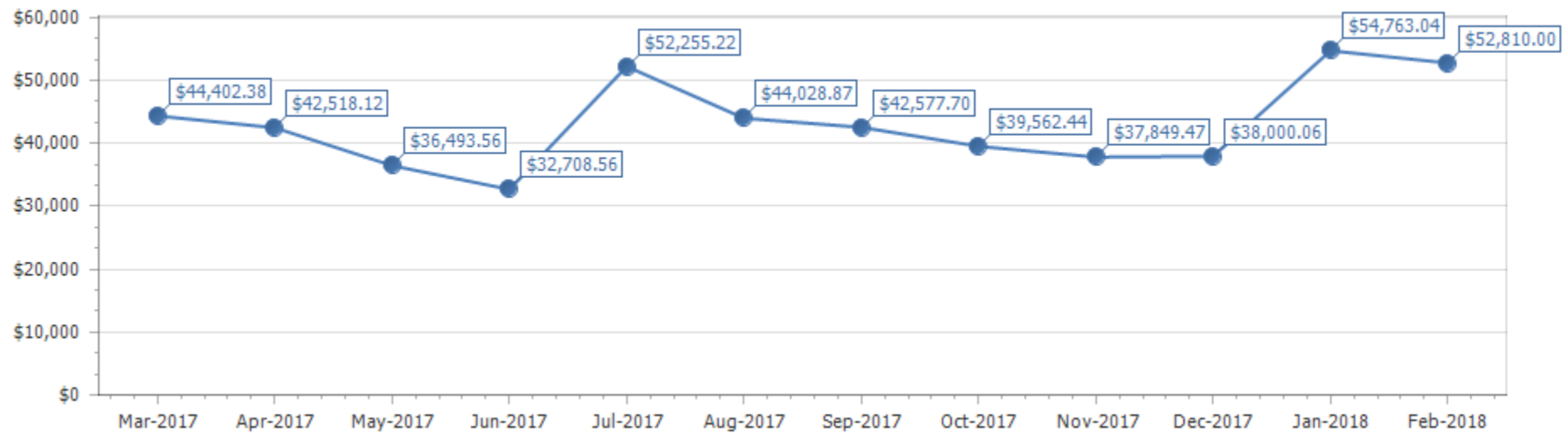
Trailing 12-Month (TTM) Net Cash Flow (All Funds)



CiraCommunity Association
March 2018 Management Report
Financial Summary

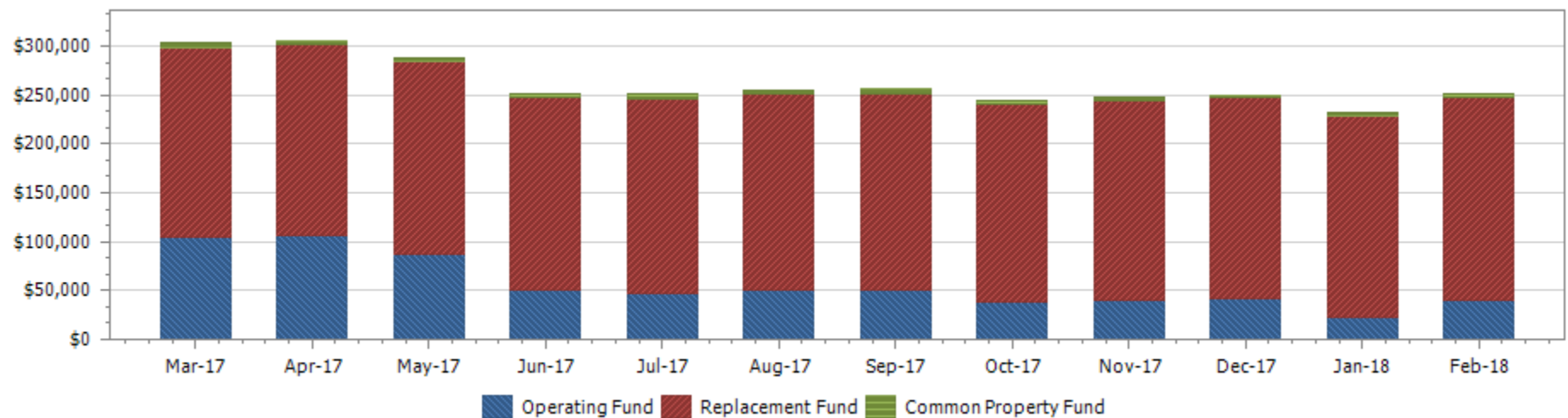
Accounts Receivable : Balance at Month-end

Accounts Receivable: Trailing 12 - Months



Fund Balance : Balance at Month-end

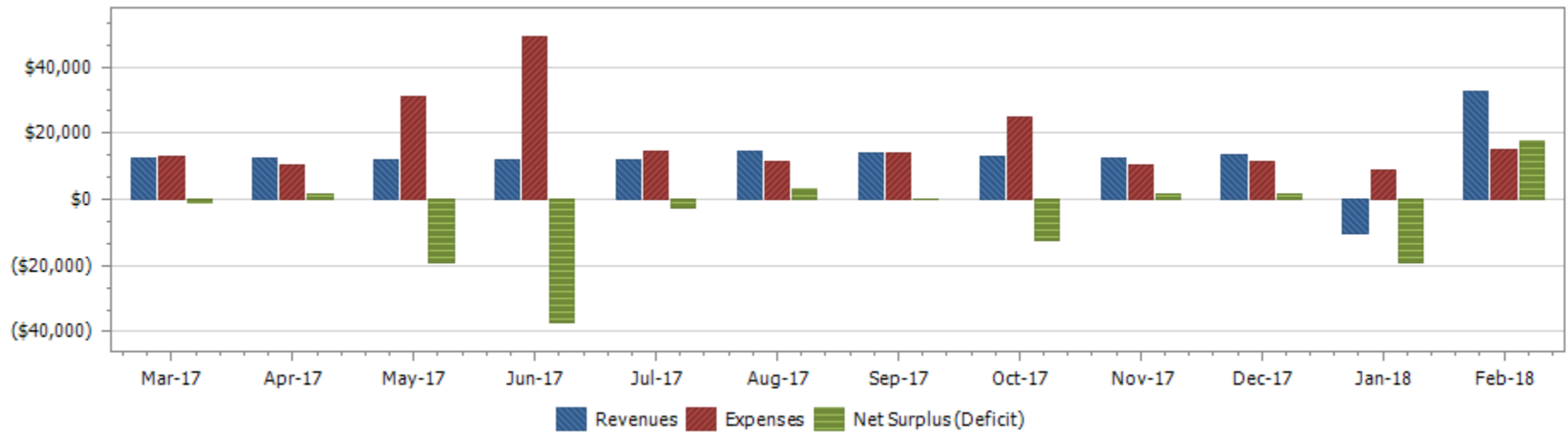
Fund Balances: Trailing 12 - Months



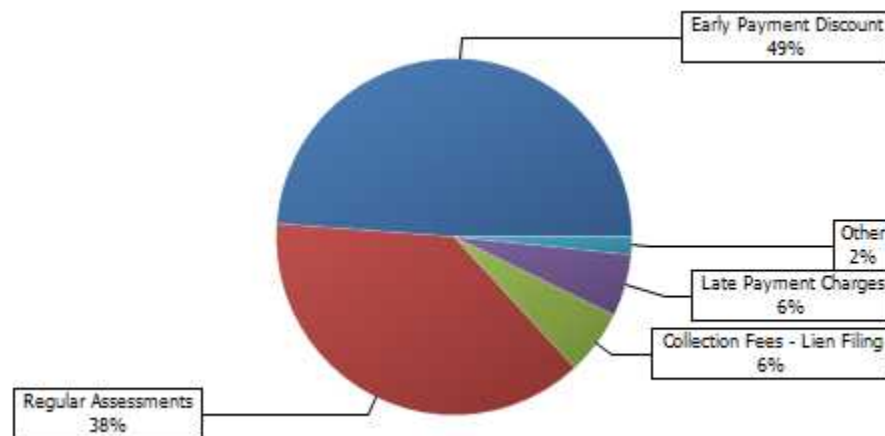
CiraCommunity Association
March 2018 Management Report
Financial Summary

Revenues and Expenses - Operating Fund

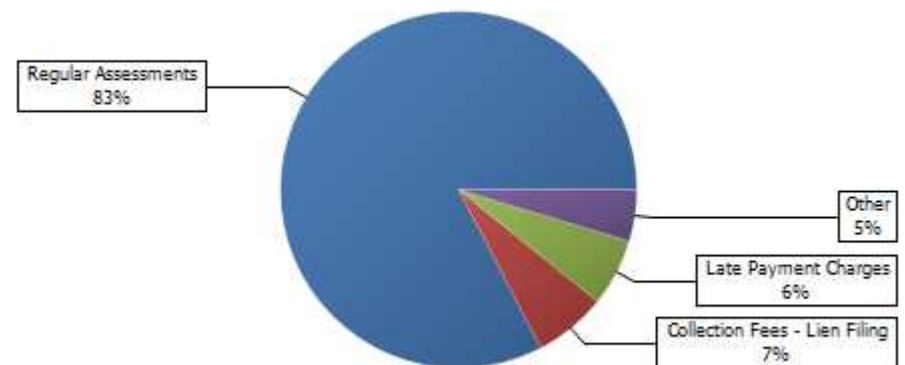
Operating Fund: Trailing 12 - Months Revenues, Expenses and Net Surplus (Deficit)



Operating Fund - Current Month Revenue

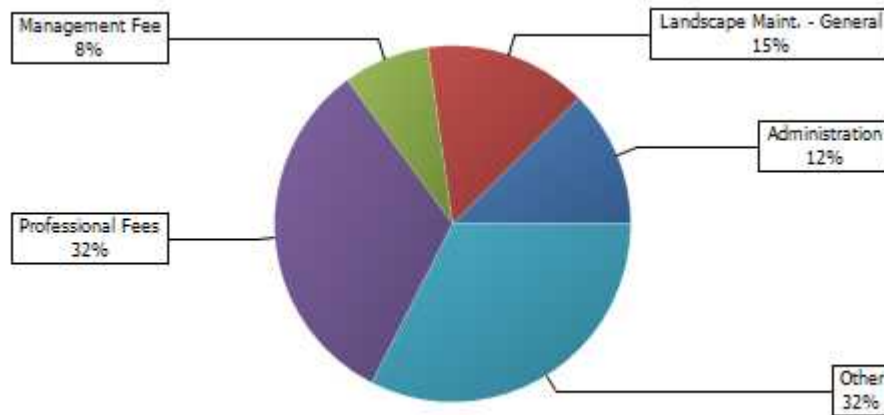


Operating Fund - YTD Revenue

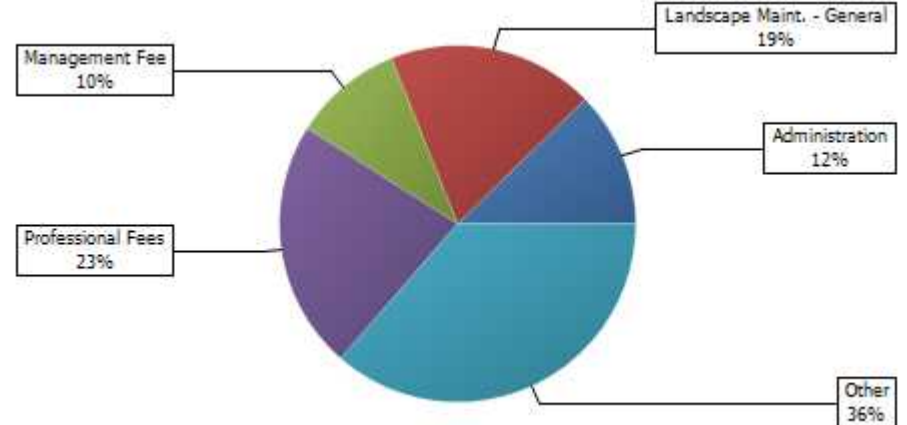


CiraCommunity Association
March 2018 Management Report
Financial Summary

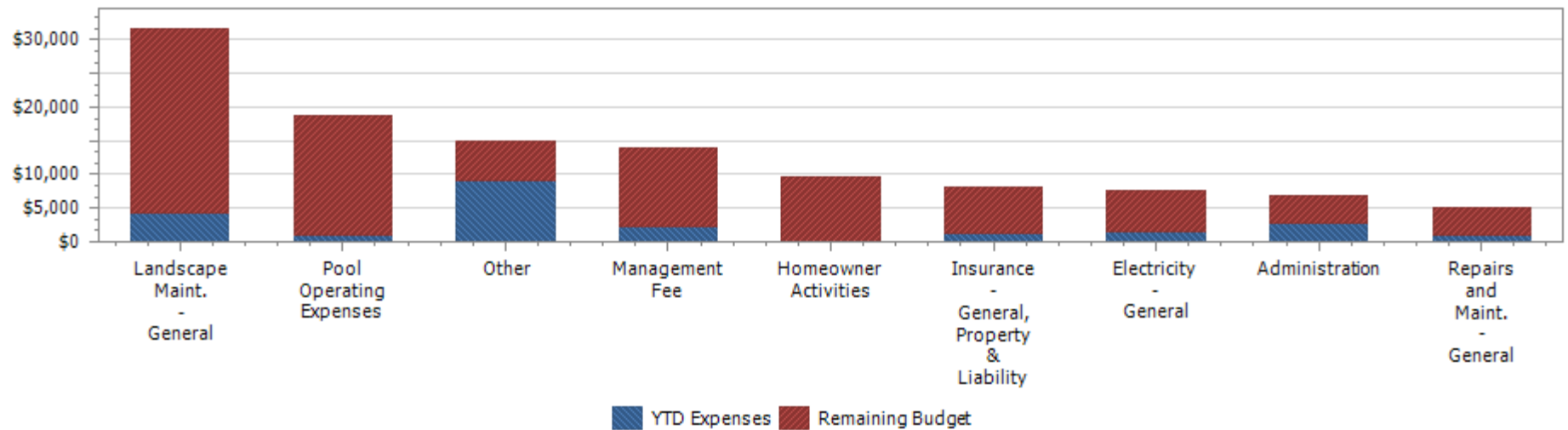
Operating Fund - Current Month Expenses



Operating Fund - YTD Expenses



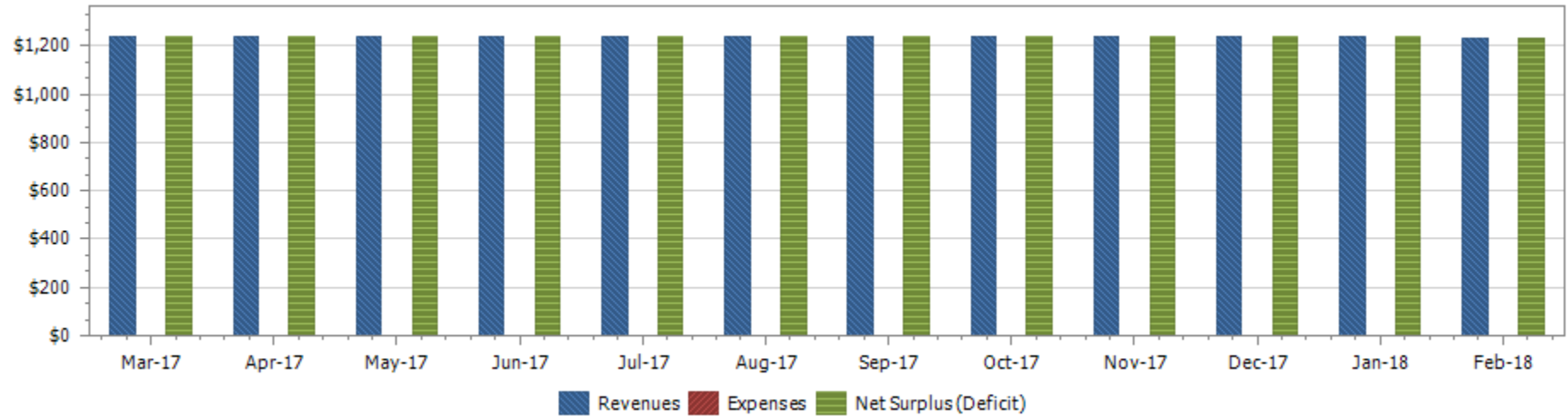
Operating Fund: Expenses - Annual Budget Analysis



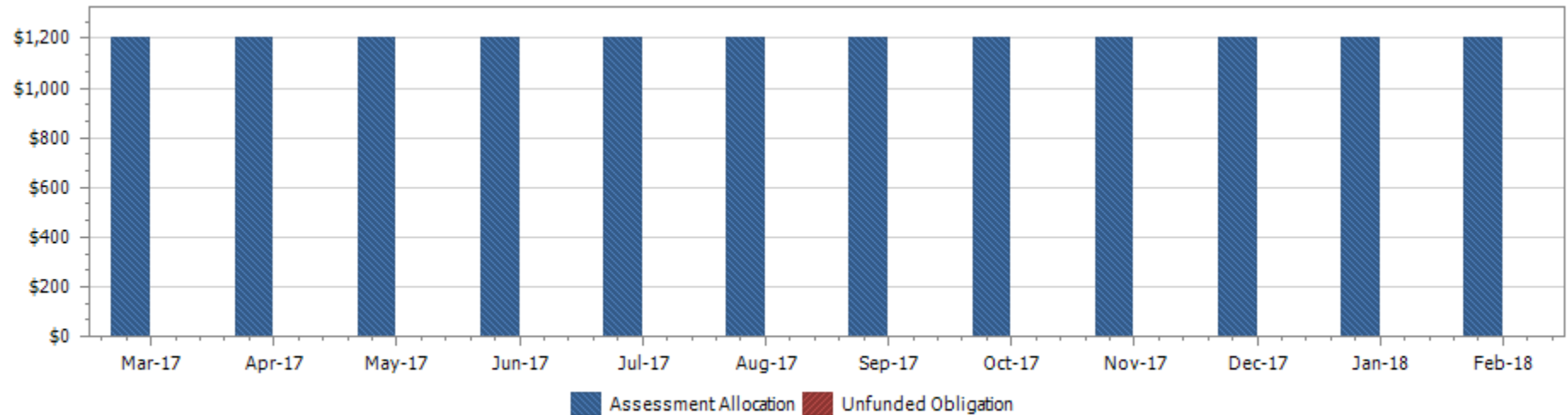
CiraCommunity Association
March 2018 Management Report
Financial Summary

Revenues and Expenses - Replacement Fund

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



Replacement Fund: Assessment Allocation and Funding



CiraCommunity 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%

CiraCommunity 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%

CiraCommunity 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
R0000000L0000000	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												
R0000000L0000000	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												
R0000000L0000000	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												
R0000000L0000000	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												
R0000000L0000000	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

CiraCommunity 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

CiraCommunity 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

CiraCommunity Association
March 2018 Management Report
Insurance Summary

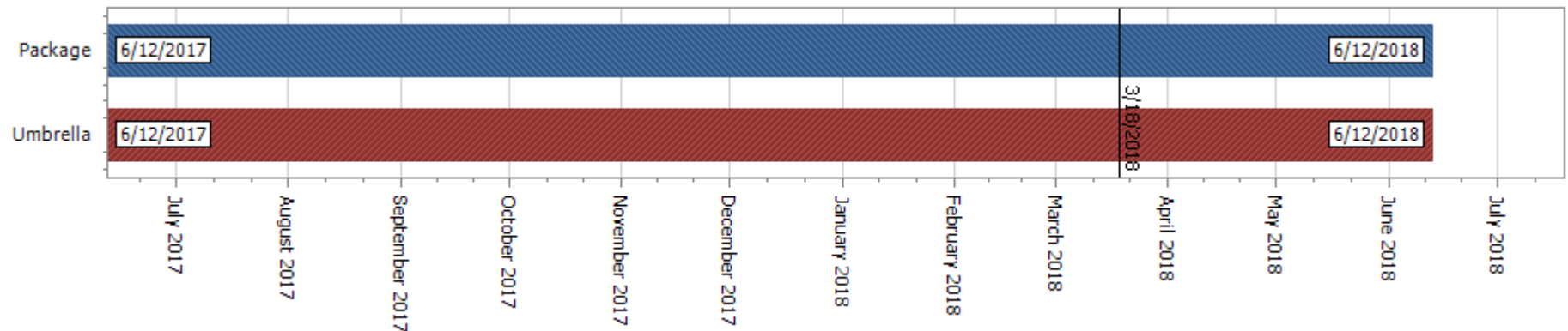
Report Description

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







CiraCommunity 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		

CiraCommunity 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.

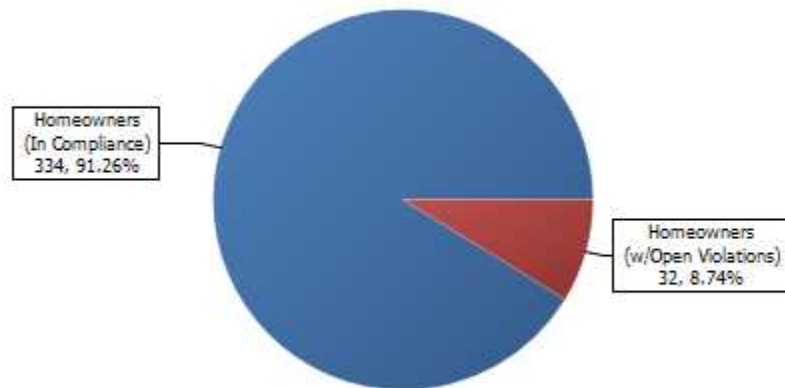
CiraCommunity Association
March 2018 Management Report
Violation Summary

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

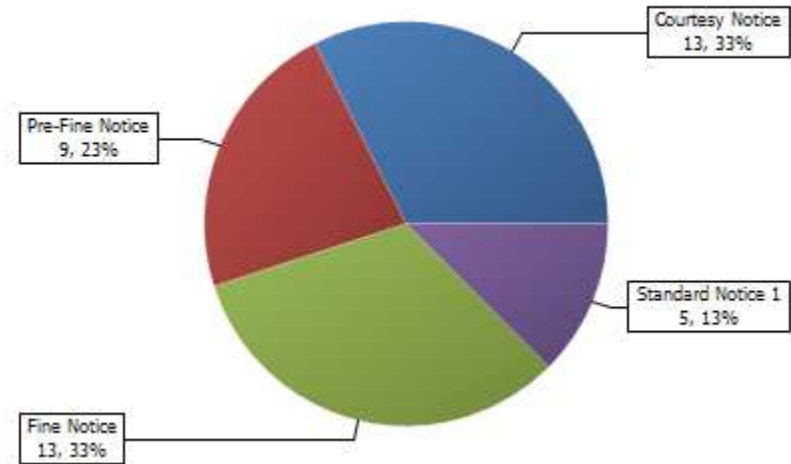
Category	Watch	Preview	Courtesy Notice	Standard Notice 1	Pre-Fine	Fine	Total	% of Total
Fencing					1	2	3	8%
Holiday Decorations			1		1		2	5%
Landscaping			5		3	6	14	35%
Rubbish and Debris			5	2	1	4	12	30%
Unsightly				1			1	3%
Vehicle Parking			1				1	3%
Improper Use					1		1	3%
Maintenance			1	2	2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

CiraCommunity Association
March 2018 Management Report
Violation Summary

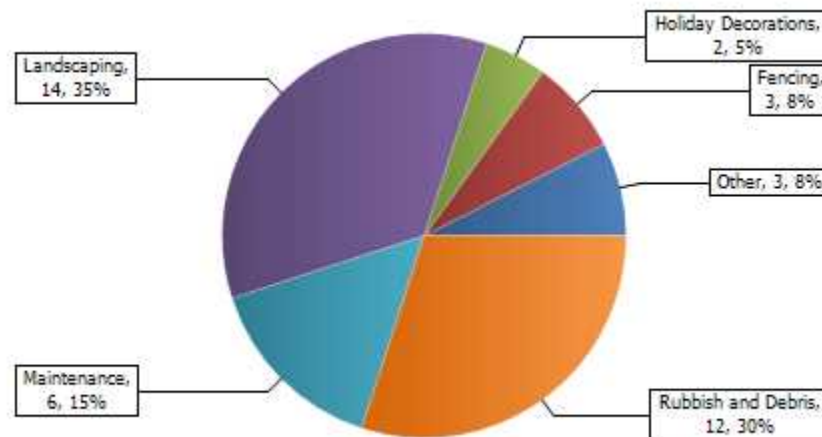
Homeowners with Open Violations



Homeowner Violations Status by Stage



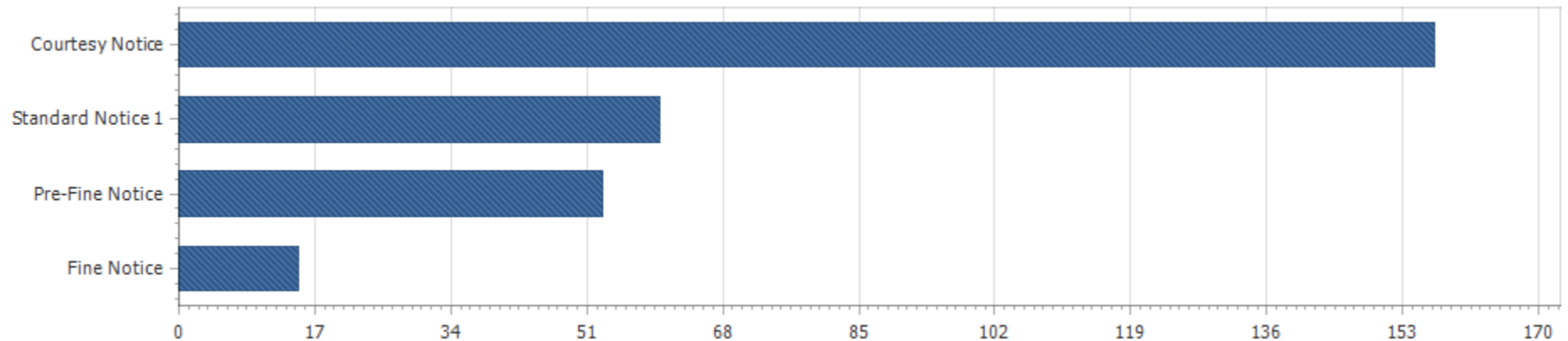
Homeowner Open Violations by Category



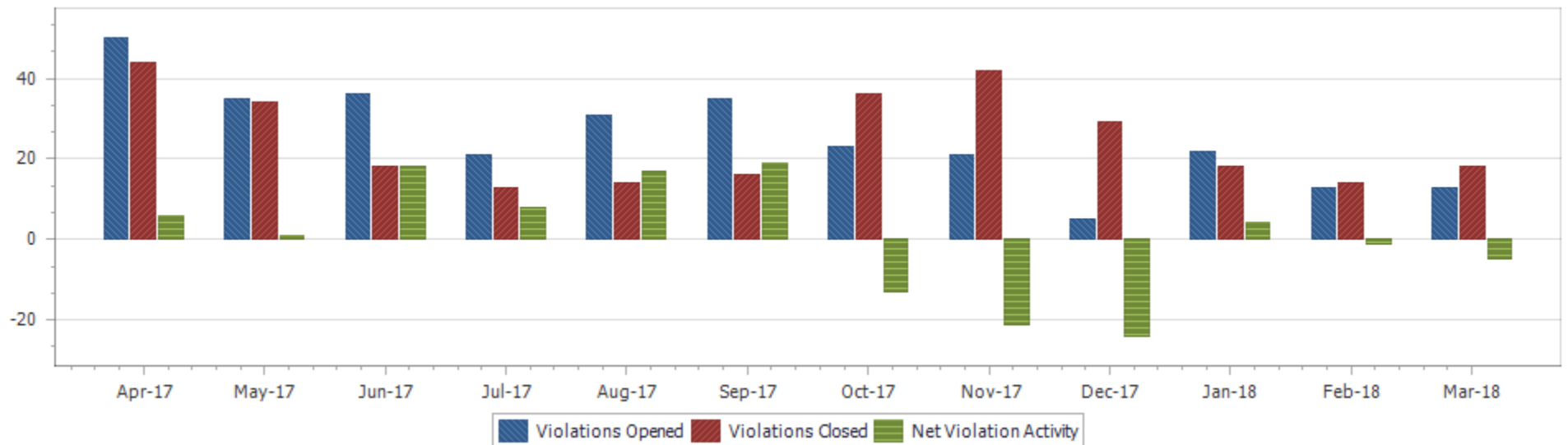
CiraCommunity Association
March 2018 Management Report
Violation Summary

Violation History

Closed Violations Notice Stage: Trailing 12-Months

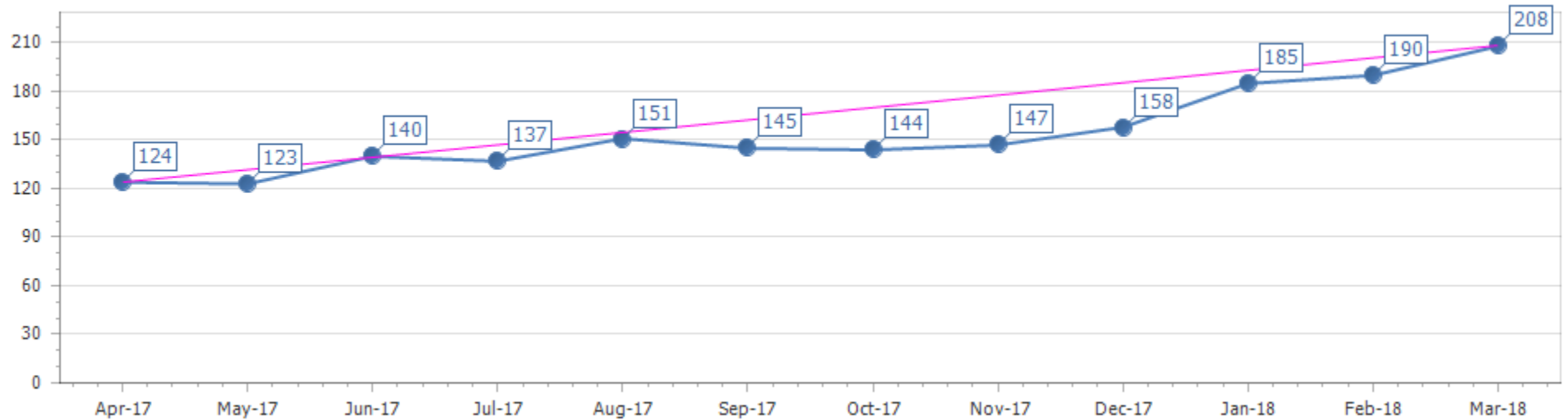


Violation Activity: Trailing 12 - Months

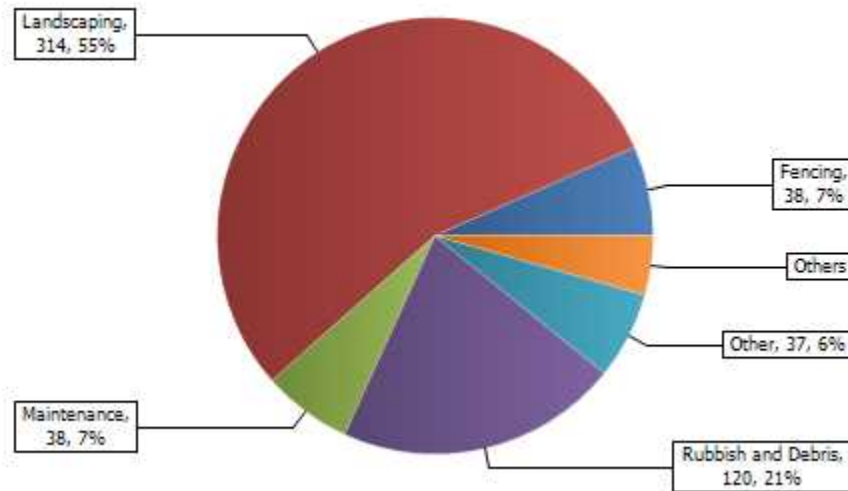


CiraCommunity Association
March 2018 Management Report
Violation Summary

Average Days Between Open Date and Last "Fixed" Date

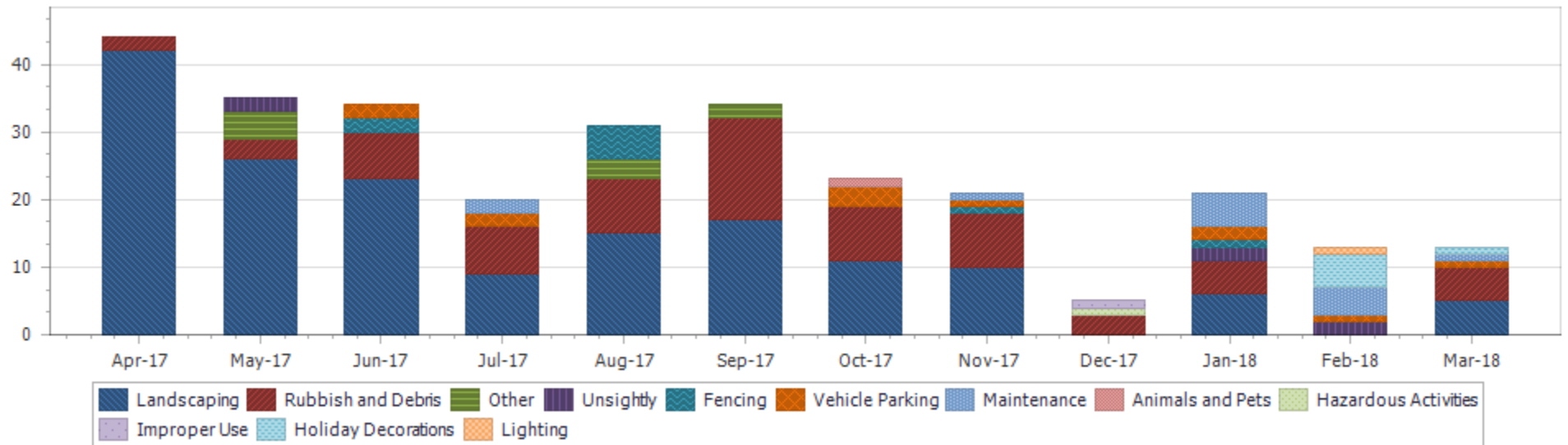


New Violations by Category: Trailing 12-Months



CiraCommunity Association
March 2018 Management Report
Violation Summary

New Violations by Category: Trailing 12-Months



CiraCommunity 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.

CiraCommunity 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								

CiraCommunity 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								

CiraCommunity 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.								

CiraCommunity 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.

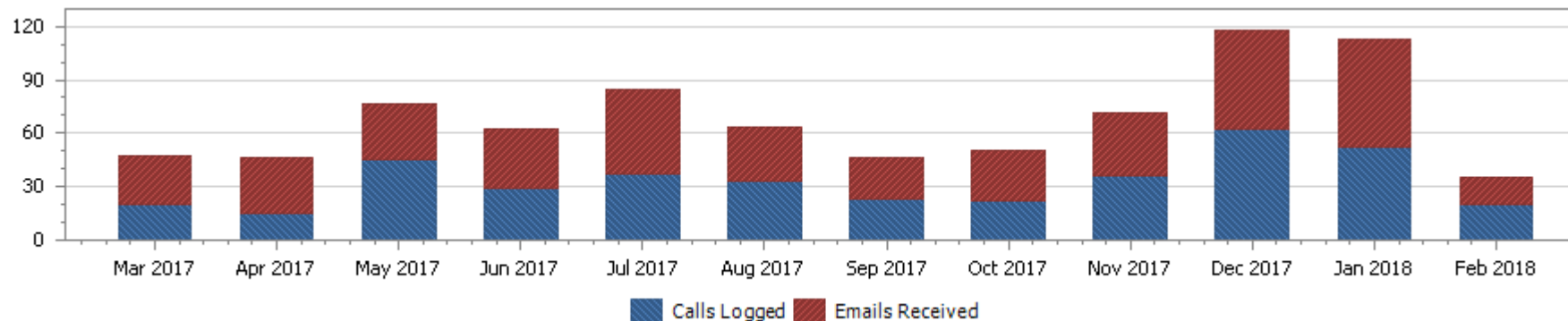
Owner Communication Dashboard

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).

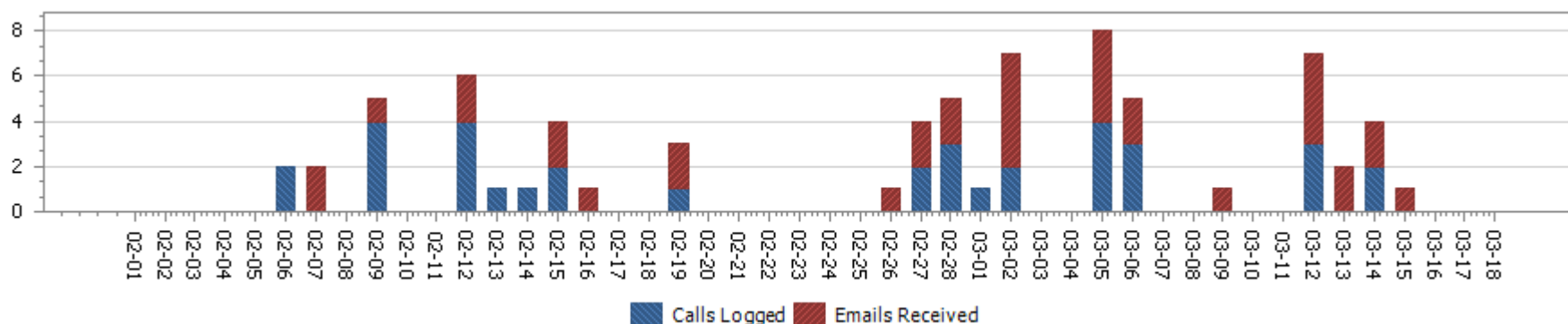
CiraCommunity Association
March 2018 Management Report Owner
Communication Summary

Resident Contact Analysis

Resident Contact Activity: Trailing 12 - Months

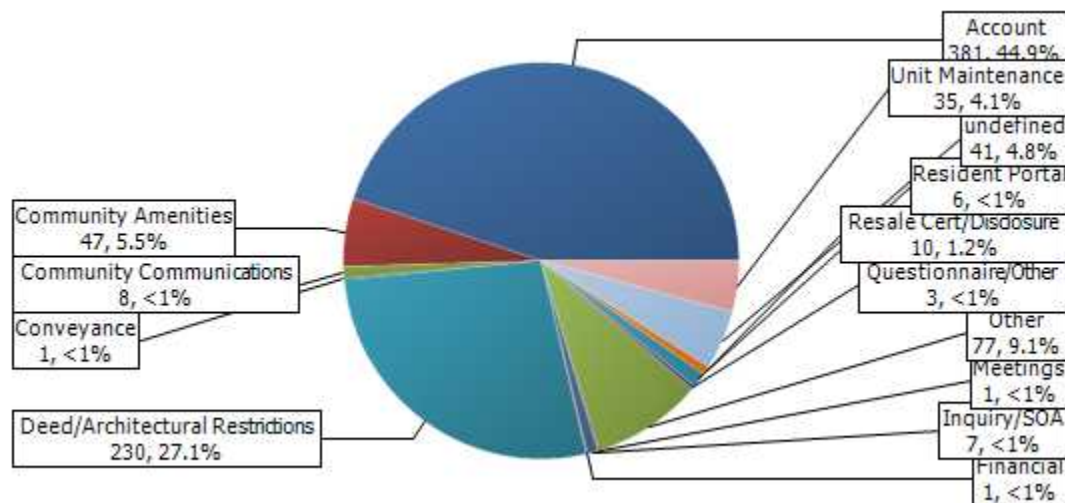


Resident Contact Activity: 2/1/2018 - 3/18/2018

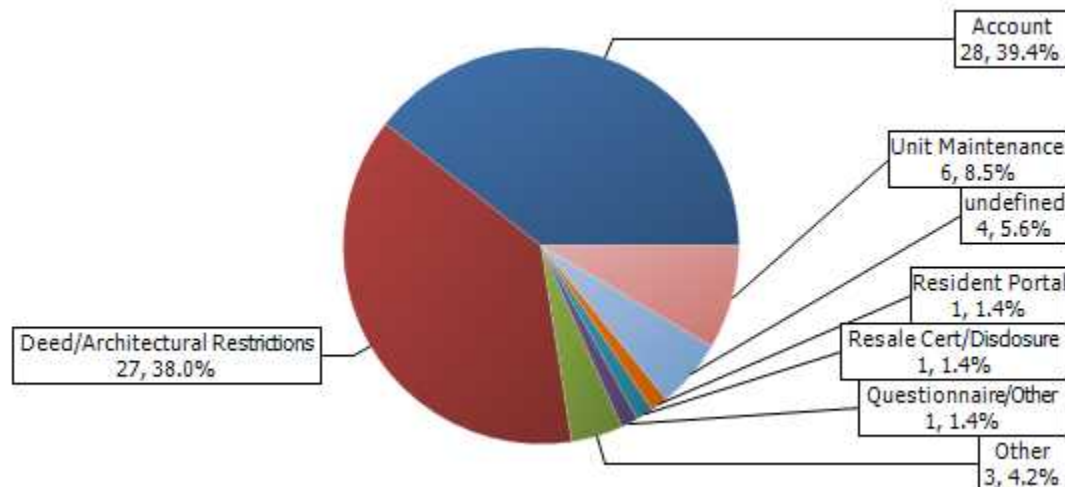


CiraCommunity Association
March 2018 Management Report Owner
Communication Summary

Resident Contact Category: Trailing 12 - Months



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








CiraCommunity 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

CiraCommunity 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