



## DESCRIPTION OF MANAGEMENT SERVICES

WESTCOM/MEM MANAGEMENT SERVICES, LLC is a full service management company established in 1978 in the field of property management. We are currently responsible for in excess of two hundred properties located throughout the Los Angeles and Ventura County areas. The following is a list of services provided by WESTCOM/MEM MANAGEMENT SERVICES, LLC.

### ADMINISTRATIVE SERVICES

- Regular inspection of the property.
- Supervision of on-site employees.
- Arrange for the operation and maintenance of the Association's common area facilities and services.
- Draft and prepare correspondence.
- Receive and promptly handle all telephone calls in a professional manner.
- Strive to receive the maximum value for dollars spent on repairs and services while maintaining quality and efficiency.
- Compliance with all applicable laws and regulations.
- Initiation and coordination of necessary legal actions.
- 24- Hour emergency service.

(FULL MANAGEMENT SERVICES, MODIFIED FULL MANAGEMENT SERVICES, AND FINANCIAL MANAGEMENT-ONLY SERVICES OPTIONAL)

### FINANCIAL SERVICES

- Distribute computerized monthly billings to each homeowner. Itemize current monthly dues, prior balances, late fees, special assessments, fines and other charges.
- Collect, deposit and account for miscellaneous income (i.e., laundry, clubhouse, rental fees, keys, etc.)
- Maintain accurate records of receipts and expenses.

- Prepare monthly financial statements which include:
  - A. Balance sheet.
  - B. Income and expense statement showing monthly and year-to-date amounts compared to budget with variances.
  - C. General ledger.
  - D. Check register.
  - E. Status report of monthly maintenance fee income (Accounts receivable).
  - F. Reconciled monthly bank statement.
- Assist in establishing the annual budget, and for independent Reserve Study.
- Promptly pay Association's payables.
- Provide for individual checking and savings accounts for each property, with dual Board signatures, or one Board plus management company signatures required.
- Follow through with collection of any outstanding monies owed to the Association. This includes the filing of NOD's and liens as provided in the CC&R's in accordance with the civil code's delinquency policy.

#### **ADDITIONAL SERVICES (available)**

- Full in-house maintenance, repairs, and contracting services.
- Small claim services.
- Volume buying discounts.
- Ability to include on-site personnel in payroll, including optional health insurance and workers compensation insurance.

It is our intent to stay ahead of our competition. We hold periodic educational seminars for the Property Managers and Boards of Directors to keep them up to date on the new laws and the ideals of proper management of properties.

WESTCOM/MEM MANAGEMENT SERVICES, LLC carries \$1,000,000.00 in liability insurance and is covered under a Fidelity Bond.

Thank you for considering WESTCOM/MEM MANAGEMENT SERVICES, LLC for the professional management of your property.

**WESTCOM/MEM**  
MANAGEMENT SERVICES, LLC



**WESTCOM/MEM GARDENS HOA #555**

**Balance Sheet**

May 25 • UNAUDITED

**ASSETS**

**OPERATING FUND**  
105 Pacific Western Bank  
**TOTAL OPERATING FUND ASSETS**

7,566.91  
**7,566.91**

**RESERVE FUND**  
254 Affinity Bank – CD #42 1/26  
255 Affinity Bank - #13-0  
256 First Federal #6016  
257 Pacific Western – MM  
**TOTAL RESERVE FUND ASSETS**

54,402.96  
35,851.53  
75,669.53  
71,377.24  
**237,301.26**

**TOTAL ASSETS**

244,868.17

**LIABILITIES**

**TOTAL LIABILITIES**

.00

**FUND BALANCES**

**RETAINED EARNINGS**  
410 Operating funds  
430 Reserve funds  
Equity increase this year  
**TOTAL FUND BALANCES**

3,768.21  
225,099.04  
16,000.92

244,868.17

**TOTAL LIAB. & FUND BALANCES**

244,868.17





**WESTCOM/MEM GARDENS HOA #555**  
**Budget Comparison Report**  
 May 25 • UNAUDITED

	CURRENT PERIOD		OPERATING FUND	YEAR TO DATE		ANNUAL BUDGET
	ACTUAL	BUDGET		ACTUAL	BUDGET	
<b>UTILITIES</b>						
Gas	710	441	710	1,764	(418)	5,292
Electric	720	254	720	1,016	(133)	3,048
Water & Sewer	740	1,746	740	6,984	323	20,952
<b>TOTAL UTILITIES</b>	<b>4,584</b>	<b>2,441</b>	<b>4,584</b>	<b>9,764</b>	<b>(227)</b>	<b>29,292</b>
<b>SERVICES</b>						
Janitorial Service	767	200	767	800	0	2,400
Landscaping Service	770	2,960	770	11,840	0	35,520
Pest Control Service	777	306	777	1,224	0	3,672
Pool & Spa Service	780	285	780	1,140	0	3,420
<b>REVENUES</b>						
Security Guard Service	787	975	787	4,126	(226)	11,700
<b>TOTAL SERVICES</b>	<b>4,583</b>	<b>4,726</b>	<b>4,583</b>	<b>18,904</b>	<b>(226)</b>	<b>56,712</b>
<b>REPAIRS &amp; SUPPLIES</b>						
Electrical Repairs	815	50	815	200	200	600
Equipment Repairs	821	10	821	40	40	120
Landscaping Supply & Replmts	856	350	856	1,400	(267)	4,200
Maintenance & Repairs	860	450	860	1,800	(1,044)	5,400
Plumbing Repairs	868	100	868	400	(490)	1,200
Pool/Spa Supply & Repairs	871	150	871	596	4	1,800
Roof Repairs	875	76	875	304	304	912
<b>TOTAL REPAIRS &amp; SUPPLIES</b>	<b>756</b>	<b>1,186</b>	<b>756</b>	<b>4,744</b>	<b>(1,253)</b>	<b>14,232</b>
<b>RESERVE ALLOCATION</b>						
Transfers to Reserve	590	2,770	590	11,080	0	33,240
<b>TOTAL RESERVE TRANSFERS</b>	<b>2,770</b>	<b>2,770</b>	<b>2,770</b>	<b>11,080</b>	<b>0</b>	<b>33,240</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>17,413</b>	<b>16,920</b>	<b>17,413</b>	<b>67,680</b>	<b>3,904</b>	<b>203,040</b>
<b>NET PROFIT (LOSS)</b>	<b>(620)</b>	<b>0</b>	<b>(620)</b>	<b>0</b>	<b>4,921</b>	<b>0</b>



**WESTCOM/MEM GARDENS HOA #555**  
**Budget Comparison Report**  
 May 25 • UNAUDITED

	CURRENT PERIOD		OPERATING FUND REVENUES	YEAR TO DATE		ANNUAL BUDGET
	ACTUAL	BUDGET		ACTUAL	BUDGET	
	2,770	2,770	0	11,080	0	33,240
	2,770	2,770	0	11,080	0	33,240
<b>RESERVE ASSESSMENTS</b>						
General Replacement						
<b>TOTAL RESERVE ASSESSMENTS</b>						
<b>RESERVE EXPENSES</b>						
<b>TOTAL RESERVE EXPENSES</b>						
<b>TOTAL RESERVE FUND</b>						
<b>NET ALL FUNDS</b>						
	2,150	2,770	(620)	16,001	4,921	33,240

WESTCOM/MEM GARDENS HOA  
 %WESTCOM/MEM MGMT SERVICES  
 P.O. BOX 6610  
 WOODLAND HILLS, CA 91365

234

ACCOUNT NUMBER
00102-634-1

CLOSE DATE
06/20

MAKE CHECKS PAYABLE TO YOUR ASSOCIATION

PLEASE NOTE ANY CHANGES IN BELOW ADDRESS

FEDERAL NATIONAL MORTGAGE  
 LN# 766029001  
 2000 WEST LOOP SOUTH # 1300  
 HOUSTON TX 77027

PAYMENT DUE DATE
06/01

AMOUNT DUE
10.00

DETACH AND RETURN THIS PORTION WITH YOUR REMITTANCE

To: WESTCOM/MEM GARDENS HOA  
 % WESTCOM/MEM MGMT SERVICES, L  
 P.O. BOX 6610  
 WOODLAND HILLS, CA 91365

\*234001022341,P1  
 \*234001022341,P1

\*10.00\*  
 \*10.00\*

DATE	REFERENCE	DESCRIPTION	CHARGES	CREDITS	BALANCE				
		PREVIOUS BALANCE			155.00				
04/30/03	1743	PAYMENT - THANK YOU		223.50	68.50CR				
05/15/03	B1	BIN RENTAL-FEB	20.00		48.50CR				
05/15/03	B2	BIN RENTAL-MARCH	20.00		28.50CR				
05/15/03	B3	CRDT OVER-CHARGE BIN		20.00	48.50CR				
05/22/03	SG1	JUNE BIN OVERCHARGE		10.00	58.50CR				
05/22/03	SG3	KEY CHARGE	28.50		30.00CR				
06/01/03	C06029	MAINTENANCE FEE	175.00		145.00				
06/01/03	C06030	BIN RENTAL	30.00		175.00				
06/03/03	1757	PAYMENT - THANK YOU		165.00	10.00				
ACCOUNT NUMBER		OVER	DAYS	OVER	DAYS	OVER	DAYS	CURRENT	PAY THIS AMOUNT
234 00102-634-1		75		45		15		10.00	10.00

CALL LINDA OR DIANA 818/587-9500  
 DUES ?- -CALL ACCTS REC DEPT

WESTCOM DOES NOT ACCEPT POST-DATED CHECKS.

# WESTCOM/MEM GARDENS HOMEOWNERS ASSOCIATION

## AGED DELINQUENCY REPORT

Report Date: 6/13  
HOA Number: 555

Page: 1  
Accounts With Balance Only

ACCOUNT	MEMBER	LAST PAYMENT		OVER 30	OVER 60	OVER 90	OVER 120	BALANCE
		AMOUNT	DATE					
00101-555-1	William	279.83	05/13					279.83
00102-555-1	Joseph	279.83	05/13					279.83
00103-555-2	Delisa S.	300.00	06/11	6.45				286.28
****LIEN DATE 09/04/02****								
00104-555-1	Carlos	280.00	06/05					3.40
00107-555-3	Barbara	279.83	05/28					279.83
00111-555-1	P Christoph	279.83	12/03				18,508.30	18,508.30
00111-555-3	P Christoph	16,791.32	06/09	279.83	279.83	188.00	1,734.12	2,761.61
00111-555-4	Minnie	188.00	06/09					91.83
00201-555-3	Anait	587.64	04/14	887.47				1,195.28
00202-555-1	Terry	280.00	06/05					.77-
00206-555-1	Sheryl	279.83	05/05					279.83
00207-555-1	Rene	279.83	06/05					72.77
00213-555-1	Annice (F)	587.64	10/10	307.81	602.81	472.81	940.45	2,631.69
****LIEN DATE 02/26****FORE DATE 04/04****								
00215-555-1	Quade (F)	8,926.59	11/06	592.71	887.71	757.71	1,788.00	4,618.84
****LIEN DATE 02/26**** FORE DATE 04/04****								
00305-555-1	Alica	279.83	06/11					44.00
00307-555-2	Garron	307.81	05/13					279.83
00313-555-1	P Vickie	27.98	11/05				279.83	279.83
00313-555-2	Carole A.	279.83	06/05					279.83
99214-555-1	Judith E. sc			275.00	220.00	485.00	4,011.42	5,211.42
**ASSOC. TOTAL **				2,349.27		1,903.52		36,257.34
				1,990.35		27,262.12		



## INDIVIDUAL HOMEOWNER PAYMENT RECORD

### WESTCOM/MEM Gardens Homeowners Association

20631 Ventura Boulevard, Suite 202  
 Woodland Hills, California 91364  
 Telephone: 818-587-9500

### Federal National Mortgage

LN# 766029001 Attn: Foreclosure Dept.  
 2000 West Loop South #1300  
 Houston Texas 77027

Property: 2666 S. Westcom Drive, #304  
 North Hollywood, California 91604

Account Number: 00304-555-2

## TRANSACTIONS

DATE	REFERENCE	DESCRIPTION	CHARGES	CREDITS	BALANCE
06/01		Balance Forward	1,978.70		1,978.70
06/01	C06005	Maintenance Fee	188.00		2,166.70
06/01	C06006	Special Assessment	91.83		2,258.53
06/01	C06007	Contractor Assess	215.84		2,474.37
06/17	L06001	Late Charge	27.98		2,502.35
06/17	L1	Credit Cont. Assess		1,942.56-	559.79
07/01	C07005	Maintenance Fee	188.00		747.79
07/01	C07006	Special Assessment	91.83		839.62
07/09	025468	Payment - Thank you		288.00-	551.62
07/17	L07001	Late Charge	27.98		579.60
07/17	T07001	Notice of Default	45.00		624.60
07/24	2413	Payment - Thank you		280.00-	344.60
08/01	C08005	Maintenance Fee	188.00		532.60
08/01	C08006	Special Assessment	91.83		624.43
08/16	L08001	Late Charge	27.98		652.41
08/27	2425	Payment - Thank you		300.00-	352.41
09/01	C09005	Maintenance Fee	188.00		540.41
09/01	C09006	Special Assessment	91.83		632.24
09/04	SW1	Lien Charge	165.00		797.24
09/13	2442	Payment - Thank you		350.00-	447.24
09/17	L09002	Late Charge	27.98		475.22
10/01	C10005	Maintenance Fee	188.00		663.22
10/01	C10006	Special Assessment	91.83		755.05
10/04	B1	NSF Check #2442	350.00		1,105.05
10/04	B2	NSF CK Fee #2442	20.00		1,125.05
10/16	L10001	Late Charge	27.98		1,153.03
10/28	2488	Payment - Thank you		600.00-	553.03
11/01	C11005	Maintenance Fee	188.00		741.03
11/01	C11006	Special Assessment	91.83		832.86
11/18	L11002	Late Charge	27.98		860.84
11/26	2511	Payment - Thank you		350.00-	510.84
12/01	C12005	Maintenance Fee	188.00		698.84
12/01	C12006	Special Assessment	91.83		790.67
12/17	L12001	Late Charge	27.98		818.65
12/26	2536	Payment - Thank you		400.00-	418.65
01/01	C01005	Maintenance Fee	188.00		606.65
01/01	C01006	Special Assessment	91.83		698.48
01/16	L01001	Late Charge	27.98		726.46
01/22	B1	Fire Alarm Service	18.75		745.21
02/01	C02005	Maintenance Fee	188.00		933.21
02/01	C02006	Special Assessment	91.83		1,025.04
02/05	2553	Payment - Thank you		370.00-	655.04
02/18	L02001	Late Charge	27.98		683.02
03/01	C03005	Maintenance Fee	188.00		871.02
03/01	C03006	Special Assessment	91.83		962.85
03/17	L03001	Late Charge	27.98		990.83
03/26	2593	Payment - Thank you		400.00-	590.83
04/01	C04005	Maintenance Fee	188.00		778.83
04/01	C04006	Special Assessment	91.83		870.66
04/16	L04001	Late Charge	27.98		898.64
05/01	C05005	Maintenance Fee	188.00		1,086.64
05/01	C05006	Special Assessment	91.83		1,178.47
05/05	2613	Payment - Thank you		400.00-	778.47
05/16	L05001	Late Charge	27.98		806.45



WESTCOM/MEM GARDENS HOMEOWNERS ASSOCIATION  
20631 Ventura Blvd. Ste. 202  
Woodland Hills, CA 91364

RE: 00085-115-3  
Property at: 20631 Ventura Blvd., Suite 2

Balance due: \$496.00                      Due date: 06/22  
Notice of default: 45.00                      Close date: 05/21

**NOTICE OF INTENT AND DEMAND FOR PAYMENT  
ELECTION TO SELL UNIT FOR FAILURE TO PAY ASSESSMENTS**

Notice is hereby given, that the above named homeowner, whose present address is believed to be as stated above; is in default for failure to pay certain obligations to the above named Homeowners Association, including but not limited to monthly assessments for owner's property as stated above.

This notice is issued pursuant to the Declarations of Covenants, Conditions and Restrictions as recorded in the records of the county of Los Angeles.

The total amount due the Association for Dues, including Lien Fees, and excluding additional costs, interest, and Attorney Fees is as stated above. Interest shall accrue as authorized by the Governing Documents.

Unless said sum is paid within 30 days of the date of this notice the Association shall cause to record a Claim of Assessment Lien and may commence the action of Foreclosing upon said Lien. This action and all related costs will be recoverable as authorized by the Governing Documents. Additional monthly charges will continue to accrue pursuant to the Covenants, Conditions, and Restrictions.

**DEMAND IS HEREBY MADE THAT THIS DELINQUENCY BE PAID IN FULL.**

Should you have questions regarding this notice, please contact our office at (818) 587-9500

Sincerely,

S. Watson  
Authorized Agent

When recorded mail to:

WESTCOM/MEM MGMT LLC  
20631 VENTURA BLVD. #202  
WOODLAND HILLS, CA 91364

Certified to be a true and correct copy of  
the document .....  
recorded 10-11-02 .....  
as instrument NO. 2407883 .....  
in Book ..... Page .....  
Official Records.

NORTH AMERICAN TITLE COMPANY  
BY \_\_\_\_\_  
Title Officer

Acct. #00102-276-2

### NOTICE OF DELINQUENT ASSESSMENT

This Notice of Delinquent Assessment is being given pursuant to California Civil Code Section 1367 and the provisions of the Declaration of the Covenants, Conditions, and Restrictions (CC&R) of the Homeowners Association as follows:

Association Claimant: WESTCOM/MEM GARDENS

Declarations of CC&Rs recorded 05-14-92 Instrument No: 92-876050

County of LOS ANGELES.

The description of the common interest development unit against which this notice is being recorded is as follows:

PARCEL NUMBER 4303-065

Lot 1 Tract 48 Unit 102

Book 1181 pgs. 43-45

The Name of the reputed owner (s):

Common Address: 1541 ST #102, LOS ANGELES, CA 90035

mailing:

### DELINQUENCY

Assessments due 08-01 THRU 10-03	\$ 568.23
Other assessments, Interest, Late Charges, Costs	\$ 367.38
<b>TOTAL AMOUNT OF DELINQUENCY</b>	<b>\$ 935.61</b>

Additional monies shall accrue under this claim at the rate of the Claimants monthly or Special Assessments, plus permissible late charges, costs of collection and interest, if any, that shall accrue subsequent to the date of this notice.

Should the Association named herein act to have the lien created by this notice enforced by non-judicial foreclosure and sale, as provided in Civil Code section 1367 (d) the trustee authorized to enforce the lien shall be:

SBS TRUST DEED NETWORK  
29229 CANWOOD STREET #110  
AGOURA HILLS, CALIFORNIA 91301

DATED: 10/03/02

WESTCOM/MEM GARDENS HOMEOWNERS ASSOCIATION

Westcom/Mem Management Services, LLC.

Agent

By: \_\_\_\_\_

S. Watson  
Authorized Agent