NOI Process Workflow Automation Project

Whisper Valley at Quartier & Villas on Turtle Creek

April 2026 | Prepared by Dylan Burks

Executive Summary

This document summarizes the NOI (Net Operating Income) Process Workflow Automation project built for Resortments Professional Services LLC. The project automates the collection, consolidation, and reporting of financial performance data for two managed properties — **Whisper Valley at Quartier** and **Villas on Turtle Creek** — using data sourced directly from RealPage OneSite.

Previously, this reporting required manual exports from RealPage and manual assembly in Excel. The new system eliminates that manual effort: every morning at 8:00 AM, an automated bot logs into RealPage, downloads the latest reports, and rebuilds a fully formatted NOI workflow Excel workbook — ready for review without any manual intervention.

2	5	7	Daily
Properties Tracked	*Report Types per Property*	*Excel Tabs Generated*	*Automated Schedule*

Properties Covered

WHISPER VALLEY AT QUARTIER	VILLAS ON TURTLE CREEK
420 Total Units	403 Total Units
117 Occupied (27.9% Physical Occupancy)	131 Occupied (32.5% Physical Occupancy)
Avg Market Rent: $1,576 / unit	Avg Market Rent: $1,600 / unit
Mar 2026 NOI: **$138,933**	Mar 2026 NOI: **($136,737)**
T-12 Trailing NOI: **($262,773)**	T-12 Trailing NOI: **($447,058)**

Data Sources — RealPage OneSite Reports

All data is sourced directly from RealPage OneSite (the property management system used by Resortments Professional Services). The following five report types are downloaded each run:

Report	Format	Data Captured
Rent Roll Detail	Excel (.xlsx)	Unit mix, occupancy %, avg market rent, avg leased rent by floorplan
Income Statement	Excel (.xlsx)	Full P&L;: GPR, vacancy/concessions, other income, all expense categories, NOI
Delinquent & Prepaid	Excel (.xlsx)	Current delinquency by charge code, aging buckets (current / 30 / 60 / 90+ days)
Concessions	Excel (.xlsx)	Unit-level concession detail: type, amount, term, market vs. leased rent
12-Month Trailing Income Statement	PDF	Month-by-month P&L; trend for prior 12 months, used for T-12 NOI trending

Excel Deliverable — NOI Workflow Workbook

Each automated run produces a single Excel file: **NOI_Workflow_Both_Properties.xlsx**. The workbook contains seven tabs, each serving a specific analytical purpose:

Tab	Name	Contents
1	NOI Dashboard	Side-by-side summary of both properties: occupancy, full NOI waterfall, NOI margin %, and delinquency snapshot — current month, YTD, and T-12.
2	WV – Income Statement	Full GL-level income statement for Whisper Valley: current month actuals and YTD actuals with % of EGI.
3	TC – Income Statement	Full GL-level income statement for Turtle Creek: same format as Tab 2.
4	T-12 Trailing	Month-by-month income and expense trending for both properties across the trailing 12 months.
5	Rent Roll Summary	Unit mix by floorplan for both properties: total units, avg sqft, avg market rent, avg leased rent, occupancy % (with red flagging for low-occ floorplans).
6	Delinquency Summary	Charge-code breakdown of delinquent and prepaid balances for both properties, showing beginning vs. current balance and change.
7	Concessions Summary	All concession and vacancy types compared across T-12 and YTD for both properties (vacancy loss, recurring concessions, one-time, write-offs, etc.).

Automated Workflow

The entire process runs automatically every morning at 8:00 AM. Below is the step-by-step workflow the bot executes:

1	**Log into RealPage** The bot opens Chrome and navigates to the RealPage OneSite portal (realpage.com). It authenticates using saved browser credentials — no manual login required.
2	**Download Whisper Valley Reports** Navigates to the Whisper Valley property in RealPage and exports all five reports (Rent Roll, Income Statement, Delinquency, Concessions, T-12 Trailing) in Excel and PDF format.
3	**Download Turtle Creek Reports** Switches to Villas on Turtle Creek and downloads the same five reports.
4	**Verify Downloads** Confirms all 10 files are present in the Inputs folder before proceeding. Any missing reports are flagged in the run summary.
5	**Process & Rebuild Excel** Runs the Python processing script (process_noi.py) which parses all downloaded reports, extracts key financial figures, and rebuilds the NOI Workflow Excel workbook.
6	**Archive & Deliver** Archives the previous Excel output (with a date-stamped filename), and saves the fresh NOI_Workflow_Both_Properties.xlsx to the Outputs folder for the team to access.

File & Folder Structure

Folder / File	Location	Purpose
Inputs/	`Documents/RealPage Automation/Inputs/`	Raw RealPage exports are downloaded here each run
Outputs/	`Documents/RealPage Automation/Outputs/`	Final NOI_Workflow_Both_Properties.xlsx lives here — share this folder with the team
Archive/	`Documents/RealPage Automation/Archive/`	Previous versions of the Excel saved with date-stamp (e.g. NOI_Workflow_20260420.xlsx)
process_noi.py	`Documents/RealPage Automation/`	Python script that parses report downloads and rebuilds the Excel workbook

Business Value & Benefits

✔ Time Savings
Eliminates manual RealPage exports and Excel assembly — a process that previously required staff time each reporting cycle.

✔ Daily Freshness
Reports refresh every morning at 8 AM, so the team always starts the day with current data rather than stale figures.

✔ Consistency
The same structured format is produced every run, removing the risk of formatting errors, missed data, or version confusion.

✔ Full Audit Trail
The Archive folder preserves every previous version of the workbook with a date stamp, supporting historical lookups and compliance.

✔ Scalable
The workflow can be extended to additional properties or additional report types with minimal changes to the processing script.

✔ Team Visibility
All team members access the same Outputs folder, ensuring everyone is working from the same numbers simultaneously.

Current Performance Snapshot (as of April 14, 2026)

Metric	Whisper Valley at Quartier	Villas on Turtle Creek	Combined
Total Units	420	403	823
Occupied Units	117	131	248
Physical Occupancy	**27.9%**	**32.5%**	**30.1%**
Mar 2026 GPR	$174,418	$577,642	$752,060
Mar 2026 NOI	**$138,933**	**($136,737)**	$2,196
YTD NOI (Apr 14)	**$8,244**	**($348,936)**	**($340,692)**
T-12 Trailing NOI	**($262,773)**	**($447,058)**	**($709,831)**
Total Delinquency	$7,021	**$44,586**	**$51,607**

Next Steps & Potential Enhancements

The current automation provides a strong foundation. The following enhancements are under consideration for future phases:

- **Budget vs. Actual Variance** — Add budget data for both properties to generate automated variance analysis — flagging line items where actuals deviate significantly from budget.
- **Automated Email Distribution** — Schedule the updated Excel to be emailed automatically to a distribution list each morning alongside the PDF summary.
- **Additional Properties** — Extend the workflow to include additional Resortments-managed properties using the same report structure.
- **Power BI / Dashboard Integration** — Connect the Outputs folder to a Power BI or similar dashboard for visual trending and drill-down analysis accessible from any device.
- **Lease Expiration Forecasting** — Incorporate lease expiration schedules from the Rent Roll to model upcoming vacancy exposure over the next 60/90/120 days.
