



Community Management, Inc.

Our Ref: BOD/20/TLC #205

**TO: BOARD OF DIRECTORS
MILLRIDGE TOWNHOMES**

**FROM: STEVE MEYER, COMMUNITY MANAGER
COMMUNITY MANAGEMENT, INC., AAMC**

SUBJECT: FINANCIAL STATEMENT

DATE: May 23, 2020

You will find enclosed the financial statement for the period ending:

| | | | |
|---------|-------|----------|-----|
| 1/31/20 | [] | 7/31/20 | [] |
| 2/29/20 | [] | 8/31/20 | [] |
| 3/31/20 | [] | 9/30/20 | [] |
| 4/30/20 | [x] | 10/31/20 | [] |
| 5/31/20 | [] | 11/30/20 | [] |
| 6/30/20 | [] | 12/31/20 | [] |

[] Mailed [] Hand delivered on [x] Emailed to Board

Community Manager’s Remarks:

1. Year to date, the association has assessed \$85k in operating income which is 0.3% above anticipated. The association has contributed \$21 to reserves and has collected \$13k in serial assessments. Accounts receivable is at \$5k (down \$1k from last month). The association has \$231k in total reserve assets, which includes operating contingency and replacement reserves. Year to date, the association has spent \$34 from the replacement reserve account and \$0 from the serial assessment project account.
2. All utility expenses are below budget year to date.
3. Gutter/Downspout is over budget year to date. Property maintenance is over budget. All other facility expenses are below budget year to date.
4. Insurance, website, and taxes licensed fees and audit are over budget. All other





Community Management, Inc.

general and administrative expenses are below budget year to date.

5. Landscape maintenance is over budget. All other landscape expenses are below budget year to date.
6. Pool expenses are under budget year to date.
7. Overall, year to date operating expenses are running 7.6% under budget. Year to date, total operating income exceeds total operating expense by \$6,321.

SM/p





Financial Report Table of Contents

Graphs

- **Monthly Expenses**
- **Year-to-Date Expenses**
- **Year-to-Date Income vs Expenses**
- **Accounts Receivable**
- **1130 Due from Operating**

Definitions

Assets

Liabilities & Equity

Operating Income & Expense

Reserve Income & Expense

Comparative Income Statement

General Ledger

Accounts Receivable-Positive (30-60-90 Day Aged Delinquency by Owner)

Accounts Receivable-Negative (30-60-90 Day Aged Delinquency by Owner)

Accounts Payable

Bank Statements

Investment Statements

Check Register

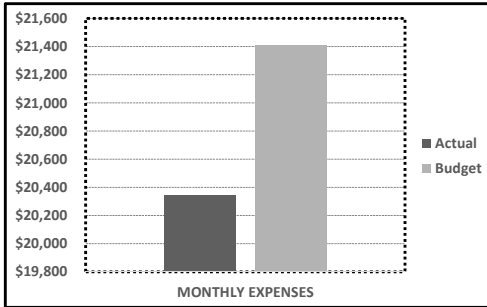
Bank Reconciliation

Investment Recap



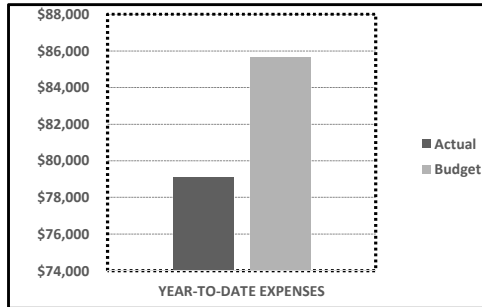
Millridge HOA

Operating Analysis
Period Ending: April 30, 2020



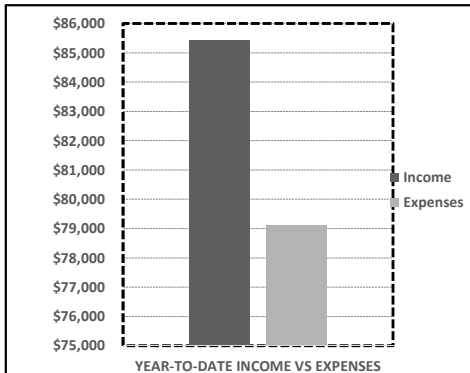
MONTHLY EXPENSES

Actual: \$ 20,344.48
 Budgeted: 21,410.00
 Variance: \$ (1,065.52)
 % Above/(Below): 5% ↓



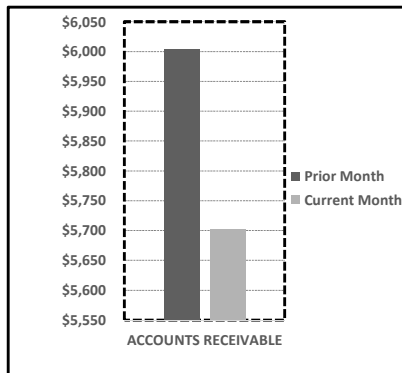
YEAR-TO-DATE EXPENSES

Actual: \$ 79,104.60
 Budgeted: 85,640.00
 Variance: \$ (6,535.40)
 % Above/(Below): 8% ↓



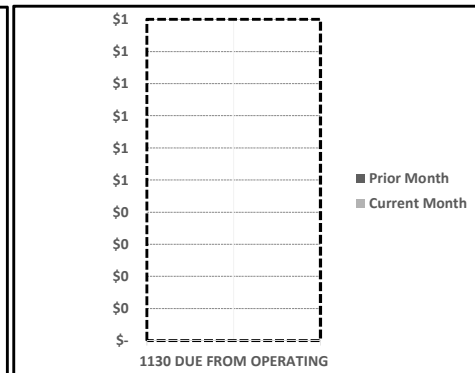
YEAR-TO-DATE INCOME VS EXPENSES

Income: \$ 85,425.82
 Expenses: \$ 79,104.60
 Income (Expense): \$ 6,321.22
 Change 7% ↑



ACCOUNTS RECEIVABLE

Prior Month: \$ 6,003.06
 Current Month \$ 5,701.44
 Increase (Dec): \$ (301.62)
 Change 5% ↓



1130 DUE FROM OPERATING

Prior Month: \$ -
 Current Month: \$ -
 Increase (Dec) \$ -
 Change 0% ↑



Millridge HOA

Operating Analysis
Period Ending: April 30, 2020

Definitions for Balance Sheet Accounts

1000 Cash In Bank: This account represents the balances in the Association's checking account as of the end of the financial period.

1140 Accounts Receivable: Fees owed to the Association as of the end of the financial period, usually late or delinquent assessments.

1235 Prepaid Expenses: Amounts pre-paid for expenses like fire protection, maintenance/monitoring contract, and elevator maintenance contract.

1265 Prepaid Insurance: Amounts paid ahead of the current month in insurance premiums. Oftentimes, certain premiums are paid yearly.

1790 General Operating: Operating funds set aside for seasonal and unexpected expenses. If this account goes into a negative position, it becomes account 1130 and means you have borrowed from reserves to pay operating expense.

1908 Replacement Reserve: Amounts in your reserve account.

2100 Accounts Payable: Expenses for the month of the financial statement which were unpaid at end of previous month (paid in the following month). For example, a utility invoice received in June, but for utilities used in the month of May.

2140 Prepaid Account Receivables (A/R): Assessments paid in advance of the assessment date during the financial reporting period, even if they are paid only one day in advance.

2799 Contract Liabilities: This account is used to account for reserve assessments, special assessments, and other contract revenue that has not been spent on the obligation for which they were assessed.

3100 Designated Replacement: The top amount represents the amount in your Reserve Account as of the prior year end. The bottom number represents change in amounts to the Reserve Account in the current year.

3145 Undesignated Operating Fund: The top figure is the net carry-forward cumulative profit of the association as of the prior year-end. The bottom number is the amount of expenses over revenue for the current year.

5900 Contra Revenue: This account is used to adjust the value of operating assessments revenue. The account will be a negative revenue account and will decrease total assessments by the amount of billed assessments the Association does not expect to collect.

5950 Contract Revenue Transfers: This account is used to report the amount of contract revenue transferred to the contract liability account. Reserve assessments not used to pay current major repairs and replacements will be moved to the contract liability account via an adjusting entry to this account. Using this account allows the reader of monthly financial reports to see the amount of reserve assessments billed and compare that to budgeted reserve assessments.

Please note: there are two income and expense statements. The first one is for operating expenses and the second is for reserve expenses.

Millridge HOA

Balance Sheet For The Period Ended April 30, 2020

ASSETS

Current Assets

| | | | |
|------|------------------------------|----|-----------|
| 1000 | Cash In Bank - Checking | \$ | 30,103.92 |
| 1140 | Accounts Receivable | | 5,701.44 |
| 1142 | Doubtful Accounts Receivable | | (953.32) |
| 1265 | Prepaid Insurance | | 3,648.53 |

TOTAL CURRENT ASSETS \$ 38,500.57

DESIGNATED CAPITAL AND UNDESIGNATED OPERATING FUNDS

| | | | |
|------|-----------------------|----|------------|
| 1790 | Operating Contingency | \$ | 38,910.37 |
| 1908 | Replacement Reserve | | 231,689.70 |
| 1910 | Serial Assessment | | 1,285.50 |

TOTAL FUNDS \$ 271,885.57

FIXED (LONG TERM) ASSETS

TOTAL FIXED (LONG TERM) ASSETS \$.00

TOTAL ASSETS \$ **310,386.14**

Millridge HOA

Balance Sheet For The Period Ended April 30, 2020

LIABILITIES & EQUITY

CURRENT LIABILITIES

| | | | | |
|----------------------------------|----------------------------|----|-----------|----------------------------|
| 2100 | Accounts Payable | \$ | 150.03 | |
| 2101 | Accrued Accounts Payable | | 19,784.54 | |
| 2140 | Prepaid A/R | | 14,990.53 | |
| 2190 | Insurance Proceeds Payable | | (86.00) | |
| TOTAL CURRENT LIABILITIES | | | | \$ <u>34,839.10</u> |

LONG TERM LIABILITIES

| | | | | |
|------------------------------------|----------------------------|----|------------|-----------------------------|
| 2799 | Contract Liabilities (Rsv) | \$ | 194,175.20 | |
| TOTAL LONG TERM LIABILITIES | | | | \$ <u>194,175.20</u> |

TOTAL LIABILITIES **\$ 229,014.30**

MEMBERS' EQUITY

| | | | | |
|------------------------------------|-----------------------------|----|------------------|---------------------|
| 3100 | Designated Replacement Fund | \$ | <u>38,800.00</u> | |
| TOTAL RESERVES (DESIGNATED) | | | | \$ 38,800.00 |

| | | | | |
|---------------------------------------|-----------------------------|----|-----------------|----------------------------|
| 3145 | Undesignated Operating Fund | \$ | 36,250.62 | |
| | Current Year Addition | | <u>6,321.22</u> | |
| TOTAL OPERATING (UNDESIGNATED) | | | | \$ <u>42,571.84</u> |

TOTAL MEMBERS' EQUITY **\$ 81,371.84**

TOTAL LIABILITIES AND EQUITY **\$ 310,386.14**

Millridge HOA

For the month ended April 30, 2020

| Current Actual \$ | Current Budget | Current Var \$ | Acct # | Account Title | YTD Actual \$ | YTD Budget \$ | YTD Var \$ | YTD VAR % | Annual Budget \$ |
|-------------------------------------|----------------|----------------|--------|----------------------------|--------------------------|---------------|-------------|-----------|------------------|
| Millridge HOA - Op | | | | | | | | | |
| Revenue | | | | | | | | | |
| \$ 21286.71 | \$ 21286.55 | \$.16 | 5000 | Homeowners' Fees | \$ 85146.84 | \$ 85146.20 | \$.64 | .0 % | \$ 255438.60 |
| 100.00 | 25.01 | 74.99 | 5230 | Clubhouse | 100.00 | 100.04 | .04- | .0 | 300.06 |
| 1.01 | 25.72 | 24.71- | 5830 | Interest | 16.08 | 102.88 | 86.80- | 84.4- | 308.58 |
| 63.64 | 72.70 | 9.06- | 5845 | Late Charges | 401.94 | 290.80 | 111.14 | 38.2 | 872.34 |
| .00 | .00 | .00 | 5890 | Miscellaneous | .72- | .00 | .72- | .0 | .00 |
| 59.58- | .00 | 59.58- | 5900 | Contra Revenue | 238.32- | .00 | 238.32- | .0 | .00 |
| ----- | | | | | ----- | | | | |
| \$ 21391.78 | \$ 21409.98 | \$ 18.20- | | | \$ 85425.82 | \$ 85639.92 | \$ 214.10- | .3- % | \$ 256919.58 |
| Expenses | | | | | | | | | |
| Utilities | | | | | | | | | |
| \$ 247.52 | \$ 475.07 | \$ 227.55- | 6060 | Electric | \$ 1198.44 | \$ 1900.28 | \$ 701.84- | 36.9- % | \$ 5700.80 |
| 1544.40 | 1544.40 | .00 | 6090 | Garbage | 6023.76 | 6177.60 | 153.84- | 2.5- | 18532.80 |
| 156.17 | 156.17 | .00 | 6105 | Gas | 203.24 | 624.68 | 421.44- | 67.5- | 1874.06 |
| 4660.98 | 4660.98 | .00 | 6150 | Sewer | 18277.72 | 18643.92 | 366.20- | 2.0- | 55931.78 |
| 3505.90 | 3505.90 | .00 | 6195 | Water | 7729.89 | 14023.60 | 6293.71- | 44.9- | 42070.76 |
| .00 | 75.13 | 75.13- | 6225 | Plumbing Maintenance | .00 | 300.52 | 300.52- | 100.0- | 901.51 |
| Facility | | | | | | | | | |
| .00 | 372.14 | 372.14- | 6540 | Gutter/Downspout | 4440.00 | 1488.56 | 2951.44 | 198.3 | 4465.66 |
| 150.50 | 62.67 | 87.83 | 6585 | General Maint Supplies | 150.50 | 250.68 | 100.18- | 40.0- | 752.01 |
| .00 | 63.50 | 63.50- | 6675 | Pest Control | .00 | 254.00 | 254.00- | 100.0- | 761.98 |
| 525.00 | 168.98 | 356.02 | 6690 | Property Maintenance | 3011.00 | 675.92 | 2335.08 | 345.5 | 2027.71 |
| 275.00 | 150.00 | 125.00 | 6735 | Roof Repair | 275.00 | 600.00 | 325.00- | 54.2- | 1800.00 |
| General & Administrative | | | | | | | | | |
| 190.33 | 190.33 | .00 | 7105 | Office/Admin Exp - CMI | 607.79 | 761.32 | 153.53- | 20.2- | 2283.90 |
| .00 | 50.00 | 50.00- | 7120 | Consultants | .00 | 200.00 | 200.00- | 100.0- | 600.00 |
| 2348.28 | 2342.33 | 5.95 | 7225 | Insurance | 9393.12 | 9369.32 | 23.80 | .3 | 28107.97 |
| .00 | 357.12 | 357.12- | 7255 | Legal | 1107.00 | 1428.48 | 321.48- | 22.5- | 4285.44 |
| .00 | 97.28 | 97.28- | 7285 | Management | 351.99 | 389.12 | 37.13- | 9.5- | 1167.36 |
| 2068.25 | 2104.22 | 35.97- | 7300 | Management Fee | 8416.88 | 8416.88 | .00 | .0 | 25250.64 |
| .00 | 14.43 | 14.43- | 7330 | Office/Admin Exp - HOA | .00 | 57.72 | 57.72- | 100.0- | 173.10 |
| 50.29 | 50.00 | .29 | 7375 | Website Expense | 201.16 | 200.00 | 1.16 | .6 | 600.00 |
| 62.96 | 213.19 | 150.23- | 7465 | Tax, License, Fees & Audit | 961.96 | 852.76 | 109.20 | 12.8 | 2558.27 |
| .00 | 142.96 | 142.96- | 7480 | Uncollectible Fees | .00 | 571.84 | 571.84- | 100.0- | 1715.52 |
| Landscaping | | | | | | | | | |
| .00 | 271.04 | 271.04- | 7630 | Sprinkler System Repair | 691.00 | 1084.16 | 393.16- | 36.3- | 3252.53 |
| 3320.00 | 3223.42 | 96.58 | 7675 | Landscape Maintenance | 13280.00 | 12893.68 | 386.32 | 3.0 | 38680.99 |
| 470.00 | 253.59 | 216.41 | 7690 | Landscape Miscellaneous | 470.00 | 1014.36 | 544.36- | 53.7- | 3043.02 |
| .00 | 65.00 | 65.00- | 7780 | Tree | .00 | 260.00 | 260.00- | 100.0- | 780.00 |
| Staffing | | | | | | | | | |
| Recreation | | | | | | | | | |
| .00 | 31.25 | 31.25- | 8455 | Clubhouse Expense | .00 | 125.00 | 125.00- | 100.0- | 375.00 |
| 768.90 | 768.90 | .00 | 8530 | Swimming Pool Maintenance | 2314.15 | 3075.60 | 761.45- | 24.8- | 9226.74 |
| ----- | | | | | ----- | | | | |
| \$ 20344.48 | \$ 21410.00 | \$ 1065.52- | | | \$ 79104.60 | \$ 85640.00 | \$ 6535.40- | 7.6- % | \$ 256919.55 |
| <u>Current Period Net Activity:</u> | | | | | <u>YTD Net Activity:</u> | | | | |
| \$ 1047.30 | \$.02- | \$ 1047.32 | | | \$ 6321.22 | \$.08- | \$ 6321.30 | 7.3 | \$.03 |

Millridge HOA

For the month ended April 30, 2020

| Current Actual \$ | Current Budget | Current Var \$ | Acct # | Account Title | YTD Actual \$ | YTD Budget \$ | YTD Var \$ | YTD VAR % | Annual Budget \$ |
|-------------------------------------|----------------|----------------|--------|----------------------------|--------------------------|---------------|-------------|-----------|------------------|
| Millridge HOA-SA Roof | | | | | | | | | |
| Revenue | | | | | | | | | |
| \$ 2900.00 | \$.00 | \$ 2900.00 | 5015 | Assessment | \$ 13200.00 | \$.00 | \$ 13200.00 | .0 % | \$.00 |
| 2900.00- | .00 | 2900.00- | 5950 | Contract Revenue Transfers | 13200.00- | .00 | 13200.00- | .0 | .00 |
| Expenses | | | | | | | | | |
| Utilities | | | | | | | | | |
| Facility | | | | | | | | | |
| General & Administrative | | | | | | | | | |
| Landscaping | | | | | | | | | |
| Staffing | | | | | | | | | |
| Recreation | | | | | | | | | |
| <u>Current Period Net Activity:</u> | | | | | <u>YTD Net Activity:</u> | | | | |
| \$.00 | \$.00 | \$.00 | | | \$.00 | \$.00 | \$.00 | .0 | \$.00 |

Millridge HOA

For the month ended April 30, 2020

| Current Actual \$ | Current Budget | Current Var \$ | Acct # | Account Title | YTD Actual \$ | YTD Budget \$ | YTD Var \$ | YTD VAR % | Annual Budget \$ |
|-------------------------------------|----------------|----------------|--------|----------------------------|--------------------------|---------------|--------------|-----------|------------------|
| Millridge HOA - Reserves | | | | | | | | | |
| Revenue | | | | | | | | | |
| \$ 5324.90 | \$ 5324.90 | \$.00 | 5000 | Homeowners' Fees | \$ 21299.60 | \$ 21299.60 | \$.00 | .0 % | \$ 63898.76 |
| 3.64 | .00 | 3.64 | 5830 | Interest | 72.44 | .00 | 72.44 | .0 | .00 |
| 5328.54- | .00 | 5328.54- | 5950 | Contract Revenue Transfers | 21372.04- | .00 | 21372.04- | .0 | .00 |
| ----- | | | | | ----- | | | | |
| \$.00 | \$ 5324.90 | \$ 5324.90- | | | \$.00 | \$ 21299.60 | \$ 21299.60- | 100.0- | \$ 63898.76 |
| Expenses | | | | | | | | | |
| Utilities | | | | | | | | | |
| Facility | | | | | | | | | |
| \$.00 | \$.00 | \$.00 | 6440 | Plumbing | \$.00 | \$.00 | \$.00 | .0 % | \$ 19348.00 |
| .00 | .00 | .00 | 6615 | Light Fixtures | .00 | 2943.00 | 2943.00- | 100.0- | 2943.00 |
| .00 | .00 | .00 | 6620 | Masonry | .00 | 9867.00 | 9867.00- | 100.0- | 9867.00 |
| .00 | .00 | .00 | 6630 | Painting | .00 | .00 | .00 | .0 | 48175.00 |
| .00 | .00 | .00 | 6660 | Paving & Curbs | .00 | .00 | .00 | .0 | 103525.00 |
| 34897.52 | .00 | 34897.52 | 6735 | Roof Repair | 34897.52 | .00 | 34897.52 | .0 | .00 |
| .00 | .00 | .00 | 6810 | Siding | .00 | .00 | .00 | .0 | 9616.00 |
| General & Administrative | | | | | | | | | |
| Landscaping | | | | | | | | | |
| Staffing | | | | | | | | | |
| Recreation | | | | | | | | | |
| ----- | | | | | ----- | | | | |
| \$ 34897.52 | \$.00 | \$ 34897.52 | | | \$ 34897.52 | \$ 12810.00 | \$ 22087.52 | 172.4 % | \$ 193474.00 |
| <u>Current Period Net Activity:</u> | | | | | <u>YTD Net Activity:</u> | | | | |
| \$ 34897.52- | \$ 5324.90 | \$ 40222.42- | | | \$ 34897.52- | \$ 8489.60 | \$ 43387.12- | 272.4- | \$ 129575.24- |