



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: March 16, 2016**

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

1/31/16	[ ]	7/31/16	[ ]
2/29/16	[ x ]	8/31/16	[ ]
3/31/16	[ ]	9/30/16	[ ]
4/30/16	[ ]	10/31/16	[ ]
5/31/16	[ ]	11/30/16	[ ]
6/30/16	[ ]	12/31/16	[ ]

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

**Community Manager's Remarks:**

1. Year to date, the association has assessed \$40k in operating income which is .5% above anticipated. The association has contributed \$59k to reserves. Accounts receivable is \$5.8k of which \$507 is considered doubtful accounts receivable. The association has \$195k in total reserve assets, which includes operating contingency and replacement reserves. Year to date, the association has spent \$8k from the replacement reserve account.
2. Garbage is over budget. Sewer over budget due to seasonal usage. Plumbing repairs are over budget. All other utility expenses are below budget year to date.
3. Gutter downspout, general maintenance supplies and property maintenance are over budget year to date. All facility expenses are below budget year to date.
4. Office admin expenses are over budget. Insurance is slightly over budget. All other

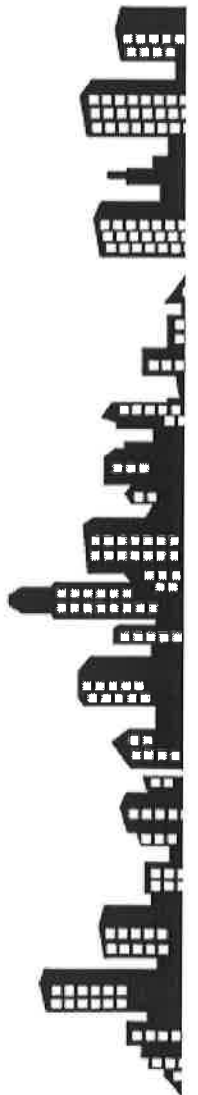




Community Management, Inc.

- general and administrative expenses are below budget year to date.
5. All landscape expenses are below budget year to date.
  6. All staffing and recreations expenses are below budget year to date.
  7. Overall, year to date operating expenses are running 117.8% over budget. Year to date, total operating expense exceeds total operating income by \$47,319. Note: \$50k of this amount was a transfer from operating to reserves and will offset the expense over income figure. .

SM/p





**Millridge HOA**  
Operating Analysis  
Period Ending: February 29, 2016

## **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**

**Check Register**

**Bank Reconciliation**

**Investment Statements**

**Investment Recap**

**APPROVED**

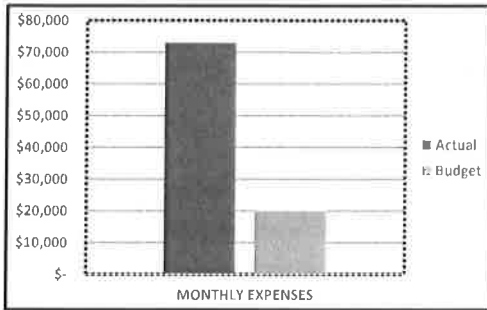
**MAR 16 2016**

**S.M.**

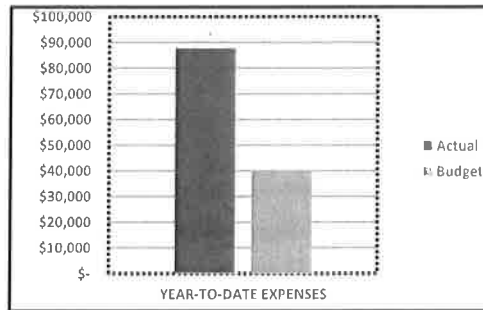


# Millridge HOA

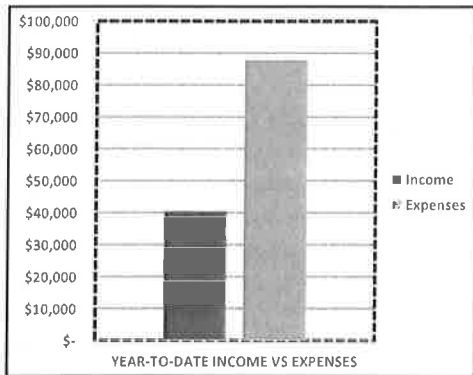
Operating Analysis  
Period Ending: February 29, 2016



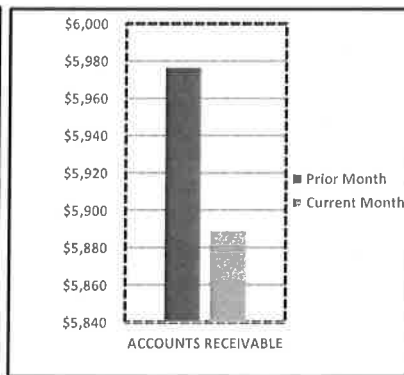
**MONTHLY EXPENSES**  
 Actual: \$ 73,045.14  
 Budgeted: 20,164.41  
 Variance: \$ 52,880.73  
 % Above/(Below): 262% ↑



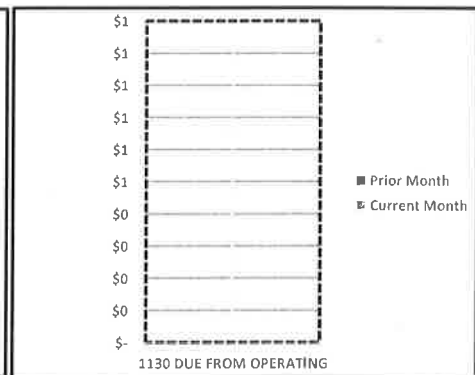
**YEAR-TO-DATE EXPENSES**  
 Actual: \$ 87,833.31  
 Budgeted: 40,328.82  
 Variance: \$ 47,504.49  
 % Above/(Below): 118% ↑



**YEAR-TO-DATE INCOME VS EXPENSES**  
 Income: \$ 40,514.02  
 Expenses: \$ 87,833.31  
 Income (Expense): \$ (47,319.29)  
 Change 117% ↓



**ACCOUNTS RECEIVABLE**  
 Prior Month: \$ 5,976.44  
 Current Month \$ 5,889.01  
 Increase (Dec): \$ (87.43)  
 Change 1% ↓



**1130 DUE FROM OPERATING**  
 Prior Month: \$ -  
 Current Month: \$ -  
 Increase (Dec) \$ -  
 Change 0% ↑



**Millridge HOA**  
Operating Analysis  
Period Ending: February 29, 2016

**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.

**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.

**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.

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 February 29, 2016**

**ASSETS**

**Current Assets**

1000	Cash In Bank - Checking	\$	35,031.61
1140	Accounts Receivable		5,889.01
1142	Doubtful Accounts Receivable		(507.45)
1265	Prepaid Insurance		5,922.50

**TOTAL CURRENT ASSETS** \$ 46,335.67

**DESIGNATED CAPITAL AND UNDESIGNATED OPERATING FUNDS**

1790	Operating Contingency	\$	33,758.67
1908	Replacement Reserve		161,742.51

**TOTAL FUNDS** \$ 195,501.18

**FIXED (LONG TERM) ASSETS**

**TOTAL FIXED (LONG TERM) ASSETS** \$ .00

**TOTAL ASSETS** \$ **241,836.85**

Millridge HOA

Balance Sheet For The Period Ended February 29, 2016

LIABILITIES & EQUITY

**CURRENT LIABILITIES**

2100	Accounts Payable	\$	2,505.74
2101	Accrued Accounts Payable		19,294.01
2140	Prepaid A/R		10,149.99

**TOTAL CURRENT LIABILITIES** \$ 31,949.74

**LONG TERM LIABILITIES**

**TOTAL LONG TERM LIABILITIES** \$ .00

**TOTAL LIABILITIES** \$ 31,949.74

**MEMBERS' EQUITY**

3100	Designated Replacement Fund	\$	111,519.46
	Current Year Addition		<u>50,223.05</u>
	<b>TOTAL RESERVES (DESIGNATED)</b>	\$	161,742.51

3145	Undesignated Operating Fund	\$	95,463.89
	Current Year Addition		<u>(47,319.29)</u>
	<b>TOTAL OPERATING (UNDESIGNATED)</b>	\$	48,144.60

**TOTAL MEMBERS' EQUITY** \$ 209,887.11

**TOTAL LIABILITIES AND EQUITY** \$ 241,836.85

**Millridge HOA**

For the month ended February 29, 2016

Current Actual \$	Current Budget	Current Var \$	Acct #	Account Title	YTD Actual \$	YTD Budget \$	YTD Var \$	YTD VAR %	Annual Budget \$
<b>Millridge HOA - Op</b>									
<b>Income</b>									
\$ 20094.00	\$ 20079.06	\$ 14.94	5000	Homeowners' Fees	\$ 40188.00	\$ 40158.12	\$ 29.88	.1 %	\$ 240948.72
100.00	41.67	58.33	5230	Clubhouse	300.00	83.34	216.66	260.0	500.00
6.15	2.00	4.15	5830	Interest	10.70	4.00	6.70	167.5	24.00
15.72-	41.67	57.39-	5845	Late Charges	15.32	83.34	68.02-	81.6-	500.00
<hr/>					<hr/>				
\$ 20184.43	\$ 20164.40	\$ 20.03			\$ 40514.02	\$ 40328.80	\$ 185.22	.5 %	\$ 241972.72
<b>Expenses</b>									
<b>Utilities</b>									
\$ 373.98	\$ 416.67	\$ 42.69-	6060	Electric	\$ 698.60	\$ 833.34	\$ 134.74-	16.2-	\$ 5000.00
1751.09	1441.67	309.42	6090	Garbage	3192.76	2883.34	309.42	10.7	17300.00
156.66-	187.50	344.16-	6105	Gas	103.78-	375.00	478.78-	127.7-	2250.00
4225.00	4225.00	.00	6150	Sewer	8619.93	8450.00	169.93	2.0	50700.00
2566.67	2566.67	.00	6195	Water	4132.02	5133.34	1001.32-	19.5-	30800.00
272.00	50.00	222.00	6225	Plumbing Maintenance	587.00	100.00	487.00	487.0	600.00
<b>Facility</b>									
2400.00	583.33	1816.67	6540	Gutter/Downspout	2400.00	1166.66	1233.34	105.7	7000.00
39.53	12.50	27.03	6585	General Maint Supplies	39.53	25.00	14.53	58.1	150.00
.00	62.50	62.50-	6675	Pest Control	.00	125.00	125.00-	100.0-	750.00
3593.68	914.17	2679.51	6690	Property Maintenance	3593.68	1828.34	1765.34	96.6	10970.00
285.00	208.33	76.67	6735	Roof Repair	285.00	416.66	131.66-	31.6-	2500.00
<b>General &amp; Administrative</b>									
50000.00	.00	50000.00	7001	Reserve Funding	50000.00	.00	50000.00	.0	.00
70.77	250.00	179.23-	7105	Office/Admin Exp - CMI	585.36	500.00	85.36	17.1	3000.00
.00	62.50	62.50-	7120	Consultants	.00	125.00	125.00-	100.0-	750.00
2083.78	2081.78	2.00	7225	Insurance	4167.56	4163.56	4.00	.1	24981.40
98.00	250.00	152.00-	7255	Legal	98.00	500.00	402.00-	80.4-	3000.00
.00	75.43	75.43-	7285	Management	.00	150.86	150.86-	100.0-	905.12
1969.35	1969.35	.00	7300	Management Fee	3938.70	3938.70	.00	.0	23632.20
.00	35.00	35.00-	7330	Office/Admin Exp - HOA	15.00	70.00	55.00-	78.6-	420.00
50.00	50.00	.00	7375	Website Expense	100.00	100.00	.00	.0	600.00
65.00	375.00	310.00-	7465	Tax, License, Fees & Audit	585.00	750.00	165.00-	22.0-	4500.00
.00	416.67	416.67-	7480	Uncollectible Fees	.00	833.34	833.34-	100.0-	5000.00
<b>Landscaping</b>									
.00	166.67	166.67-	7630	Sprinkler System Repair	.00	333.34	333.34-	100.0-	2000.00
2622.00	2622.00	.00	7675	Landscape Maintenance	4088.00	5244.00	1156.00-	22.0-	31464.00
450.00	300.00	150.00	7690	Landscape Miscellaneous	450.00	600.00	150.00-	25.0-	3600.00
<b>Staffing</b>									
<b>Recreation</b>									
.00	50.00	50.00-	8455	Clubhouse Expense	75.00	100.00	25.00-	25.0-	600.00
285.95	791.67	505.72-	8530	Swimming Pool Maintenance	285.95	1583.34	1297.39-	81.9-	9500.00
<hr/>					<hr/>				
\$ 73045.14	\$ 20164.41	\$ 52880.73			\$ 87833.31	\$ 40328.82	\$ 47504.49	117.8 %	\$ 241972.72
<b>Current Period Net Activity:</b>					<b>YTD Net Activity:</b>				
\$ 52860.71-	\$ .01-	\$ 52860.70-			\$ 47319.29-	\$ .02-	\$ 47319.27-	117.3-	\$ .00



**Millridge HOA**

For the month ended February 29, 2016

Current Actual \$	Current Budget	Current Var \$	Acct #	Account Title	YTD Actual \$	YTD Budget \$	YTD Var \$	YTD VAR %	Annual Budget \$
<b>Millridge HOA - Reserves</b>									
<b>Income</b>									
\$ 4533.00	\$ 4533.00	\$ .00	5000	Homeowners' Fees	\$ 9066.00	\$ 9066.00	\$ .00	.0 %	\$ 54396.00
2.41	.00	2.41	5830	Interest	7.05	.00	7.05	.0	.00
50000.00	.00	50000.00	5890	Miscellaneous	50000.00	.00	50000.00	.0	.00
<hr/>									
\$ 54535.41	\$ 4533.00	\$ 50002.41			\$ 59073.05	\$ 9066.00	\$ 50007.05	551.6 %	\$ 54396.00
<b>Expenses</b>									
Utilities									
\$ .00	\$ .00	\$ .00	6225	Water Lines	\$ .00	\$ 69394.00	\$ 69394.00-	100.0-	\$ 69394.00
Facility									
.00	.00	.00	6435	Drainage	.00	10000.00	10000.00-	100.0-	10000.00
3225.00	.00	3225.00	6795	Sidewalks	7450.00	.00	7450.00	.0	.00
General & Administrative									
Landscaping									
Staffing									
Recreation									
1400.00	.00	1400.00	8460	Restoration	1400.00	.00	1400.00	.0	.00
.00	.00	.00	8530	Swimming Pool Maintenance	.00	1050.00	1050.00-	100.0-	1050.00
<hr/>									
\$ 4625.00	\$ .00	\$ 4625.00			\$ 8850.00	\$ 80444.00	\$ 71594.00-	89.0-	\$ 80444.00
<hr/>									
<u>Current Period Net Activity:</u>					<u>YTD Net Activity:</u>				
\$ 49910.41	\$ 4533.00	\$ 45377.41			\$ 50223.05	\$ 71378.00-	\$ 121601.05	640.6	\$ 26048.00-