

Thursday, August 31, 2023

Treasurer's Review

Items to be Reviewed Monthly By The Board

Operating Fund	\$ 180,410	1) a current reconciliation of the operating accounts
Reserve Fund	\$ 737,560	2) a current reconciliation of the reserve accounts
Contingency Fund	\$ -	3) the current year's actual operating revenues and expenses compared to the current year's budget
Total Funds	\$ 917,970	4) the latest bank statements for operating and reserve accounts
		5) an income and expense statement for the association's operating and reserve accounts
		the check register, monthly general ledger, and delinquent assessment receivable reports

Operating Fund balance for current Month	\$ 180,410
Target fund balance (\$29,020 X 3)	\$ (87,060)
Prepaid Assessments (Owners paid in Advance)	\$ (22,171)
Accounts Payable (outstanding bills)	\$ (1,865)
<b>Operating Fund surplus or deficit to Date</b>	<b>\$ 69,314</b>
<b>Due to replacement fund</b>	<b>\$ (77,000)</b>
<b>Due to Contingency Fund</b>	<b>\$ -</b>

\*\*Note: This is the recommended three months of income from owners for operating fund expenses.

\*\*High Surplus is due to insurance claim check deposit

\*\*Note: Emergency Special Assessment of \$234,000 passed at May 16, 2023 Regular Board meeting. Owneres will be assessed in 3 payments Aug, Sept, Oct.

\*\*Contingency fund money was spent on Snow Removal

Reserve Fund Balance for current Month	\$ 737,560
Total Recommended Expenses for 2023	\$ 98,121
Actual Reserve Fund Spending to date	\$ (15,062)
Reserve Fund Spending to Budget Variance	\$ 83,059

\*\*Note: Resolution to Borrow from reserves to pay for snow removal passed at March Regular Board Meeting

Delinquent Assessment Receivable Report

6 Units Past Due (HOA Emergency Special Asmt.)	\$ (5,474)
1 Unpaid Fine	\$ 500

OPERATING FUND PROJECTIONS and COMMENTS

<p>Note** Projected Year End Variance is based on average monthly spending estimates***NOT all line items are linear. These non linear projected numbers are Highlighted in Yellow. Year end surplus amounts are highlighted green. Negative Budget Variances are highlighted in Red</p>	<p>66.6% (2/3) of the year is gone</p>	<p>33.3% (1/3) of year to go: Projection formula (to date spent) X of to date spent</p>				
			PROJECTIONS	2023	2023	2023
<b>FINANCIAL STATEMENT/BUDGET</b>	31-Aug-23	2023	2023	2023		
	<b>8 Months - Actual to Date</b>	<b>PROJECTED YEAR END</b>	<b>BUDGET</b>	<b>2023 Budget Variance Based on Projections</b>		
<b>HIDDEN VALLEY VILLAGE HOA</b>						
<b>OPERATING REVENUES</b>						
Common Area Assessments	\$ 228,644.00	\$ 342,966.00	\$ 342,600.00	\$ 366.00		
Late Charges & Lien Fees	\$ 348.29	\$ 522.44	\$ 1,000.00	\$ (477.57)		Fines and Late Charges used to be listed under this category. Now it is only Late Charges
Vending Machine Income	\$ 75.29	\$ 112.94	\$ 500.00	\$ (387.07)		Much Lower than estimated. Recommend Changing vendor contract.
Miscellaneous Income-Fines	\$ 1,250.00	\$ 1,875.00	\$ -	\$ 1,875.00		Fines collected are listed under this category.
Emergency Special Assessment - Snow	\$ 77,997.56					
<b>Total Revenues</b>	\$ 308,315.14	\$ 462,472.71	\$ 344,100.00	\$ 118,372.71		Some items based on non-linear projections
		\$ -				
<b>ADMINISTRATIVE EXPENSES</b>						
Accounting Services	\$ 6,026.90	\$ 9,040.35	\$ 13,000.00	\$ 3,959.65		Not linear, Nov. Annual Meeting and Year End Budget expenses still to come.
Board & Meeting Expenses	\$ -	\$ -	\$ 200.00			
Insurance	\$ 21,512.35	\$ 32,268.53	\$ 28,500.00	\$ (3,768.53)		\$5,000 deductible for insurance claim anticipated. Amount was included in Special Assessment
Legal Services	\$ 643.50	\$ 965.25	\$ 2,000.00	\$ 1,034.75		
Management Fee	\$ 93,725.00	\$ 140,587.50	\$ 141,450.00	\$ 8,532.00		Not Linear, Management Contract renews in June at 5% increase-On Target for zero balance
Office Supplies & Postage	\$ 804.76	\$ 1,207.14	\$ 1,500.00	\$ 292.86		
Taxes	\$ -	\$ -	\$ 50.00	\$ 50.00		
Telephone	\$ 3,215.66	\$ 4,823.49	\$ 4,800.00	\$ (23.49)		Need to budget for internet in 2024
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	\$ 125,928.17	\$ 188,892.26	\$ 191,500.00	\$ 2,607.75		Some items based on non-linear projections
		\$ -				
<b>MAINTENANCE &amp; SUPPLIES</b>						
		\$ -				
Truck Expense	\$ 4,440.08	\$ 6,660.12	\$ 5,500.00	\$ (1,160.12)		Not Linear-Less Truck use in Summer-High Fuel cost is a factor. Projection came closer to Budget by about \$1,000 from June Statement to July Statement. Need to increase Truck Expense line in 2024
Buildings	\$ 7,191.66	\$ 10,787.49	\$ 11,000.00	\$ 212.51		Not Linear-More Buildings Expenses in Summer-Many items covered by Insurance claim
Landscaping	\$ 1,953.34	\$ 2,930.01	\$ 3,500.00	\$ 569.99		
Pool, Jacuzzi & Sauna	\$ 2,068.77	\$ 3,103.16	\$ 5,100.00	\$ 1,996.85		
Tools & Equipment	\$ 388.93	\$ 583.40	\$ 500.00	\$ (83.40)		
Snow Damage-Insurance Claim	\$ (141,174.13)	\$ (211,761.20)				Insurance claim funds to be tracked as Interior Repairs and Exterior Repairs-See Below. This addition of funds skew the Total Operating Expense numbers making it look like we have spent less than usual for the year.
<b>TOTAL MAINTENANCE &amp; SUPPLIES</b>	\$ (125,131.35)	\$ (187,697.03)	\$ 25,600.00			Some items based on non-linear projections
		#REF!				
<b>UTILITIES</b>						
		\$ -				
Snow Removal	\$ 286,529.87	\$ 429,794.81	\$ 20,000.00			Unforseen Extrodinary Expenses-Emergency Special Assessment of \$234,000
Trash Removal	\$ 13,407.60	\$ 20,111.40	\$ 20,000.00	\$ (111.40)		Not Linear, however higher than usual-Projectd deviation from Budget increased \$1,000 from June to July
Cable TV	\$ 365.99	\$ 548.99	\$ -			Management will reimburse cost of cable. Need to budget for internet in 2024
Electricity	\$ 16,700.76	\$ 25,051.14	\$ 21,000.00	\$ (4,051.14)		Not Linear, however way higher than usual-Projected deviation decreased \$600 from June to July
Propane	\$ 16,454.41	\$ 24,681.62	\$ 25,000.00	\$ 318.39		Not Linear, however way higher than usual-Projected deviation decreased \$3,400 from June to July
Water & Sewer	\$ 24,276.68	\$ 36,415.02	\$ 41,000.00	\$ 4,584.98		Not Linear, however higher than usual-Projectd deviation from Budget increased \$100 from June to July
<b>TOTAL UTILITIES</b>	\$ 357,735.31	\$ 536,602.97	\$ 127,000.00	\$ (409,602.97)		Items based on non-linear projections,however increase in budgeting needed in 2024
						Total Expense calculation includes the deposit of Insurance Checks. Emergency Snow Removal Assessment will not show up until August, Sept, Oct. Monthly Financial Statements
<b>TOTAL OPERATING EXPENSE</b>	\$ 358,532.13	\$ 537,798.20	\$ 344,100.00	\$ (193,698.20)		
<b>Operating Net Totals</b>	\$ (50,216.99)		\$ -			

**RESERVE FUND 2023 MAJOR CAPITAL EXPENSES**

RESERVE FUND 2023 PROJECTS	RESERVE FUND	1/31/2023		COMMENTS
	66.6% (2/3) of the year is gone	2023	2023	
	7 Months - Actual to Date	BUDGET	2023 Budget Balance	
Painting-Annual Touch up	\$ -	\$ 5,150.00	\$ 5,150.00	
Two Spa Filters	\$ -	\$ 3,914.00	\$ 3,914.00	
Pool and Spa Pumps	\$ -	\$ 3,502.00	\$ 3,502.00	Not needed so far
Balcony/Stairway Inspection Required	\$ 11,825.00	\$ 23,250.00	\$ 11,425.00	Under Budget
Front Door Replace 10/year	\$ 1,622.03	\$ 15,450.00	\$ 13,827.97	Under Budget
Water Heater-Replace One per Year	\$ -	\$ 1,030.00	\$ 1,030.00	Not needed so far
Unscheduled Capital Expense	\$ -	\$ 10,300.00	\$ 10,300.00	
Roof Preventative Maintenance	\$ -	\$ 2,575.00	\$ 2,575.00	
Chimney Chase Rebuild-6 Year Plan	\$ -	\$ 15,450.00	\$ 15,450.00	
Sewer Line Clean Out-Building H	\$ 575.00	\$ 5,000.00	\$ 4,425.00	Under Budget
Refurbish Managers Unit	\$ 575.37	\$ 12,500.00	\$ 11,924.63	Ast. Mgr replace dishwasher-More refurbish items to come
Asphalt Seal Coat	\$ 465.00			
<b>TOTALS</b>	\$ 15,062.40	\$ 98,121.00	\$ 83,058.60	

**Contingency Fund**

Beginning Balance	\$ 60,000.00	
2023 Expenditure	\$ (60,000.00)	Transferred to Operating fund to defray snow removal costs
Ending Balance	\$ -	

**Insurance Claim Tracking**

**819140-Account-Snow Damage Insurance Claim**

Date	Check Total	Exterior	Interior	Fund Balance	Description
5/24/2023		\$ (1,000.00)		\$ (1,000.00)	Retainer for Summer Work-Funds taken from Buildings in Operating Fund
6/7/2023	\$ 265,058.13			\$ 265,058.13	Snow Damage 5-4655-45M-State Farm Insurance Claim Check
5/31/2023			\$ (960.00)	\$ 264,098.13	Unit 41-Drywall
6/22/2023		\$ (37,886.67)		\$ 226,211.46	JDB-First Payment Buildings E,F,I,J,K
7/7/2023		\$ (5,000.00)		\$ 221,211.46	JDB-Contract Amount Deposit for Change Order
7/27/2023		\$ (37,886.67)		\$ 183,324.79	2nd Installment JDB-External Repairs Buildings E,F,I,J,K
7/27/2023		\$ (3,800.00)		\$ 179,524.79	Remaining Deposit-JDB Deposit Amount for Updated Contract Change order-Remaining Deposit Due
7/27/2023			\$ (9,540.00)	\$ 169,984.79	Chris Flores-Interior damage repairs Units 13,25,27,31,32,42
9/13/2023			\$ (1,584.00)	\$ 168,400.79	Adrian Hernandez-Carpet Repair Unit 13
9/24/2023			\$ (14,665.00)		Chris Flores-Interior damage repairs Units 13,17,25,41,43,108,118

**2023 SNOW REMOVAL COSTS TO DATE**

Date	Check Total	Ground	Roof	Misc.	
1/20/2023	\$ 60.63			\$ 60.63	Snowblower Fuel
1/31/2023	\$ 275.53			\$ 275.53	Snow Shovels
1/31/2023	\$ 86,690.00	\$ 2,400.00	\$ 83,090.00	\$ 1,200.00	Timberline-12/14-1/6-Ground-1/16-1/27-Roof-Plywood-Check #20391-check amt=\$86690
1/31/2023	\$ 31,276.00	\$ 31,276.00			CD Construction-Loader 1/1-1/31
1/31/2023	\$ 514.79			\$ 514.79	High Country Lumber Plywood (Buildings???)
2/22/2023	\$ 13,930.00	1,820	\$ 12,110.00		Timberline 1/30-2/6-173 hours Roof Shoveling and 26 ground shoveling all at \$70/hour
2/28/2023	\$ 100.92			\$ 100.92	DIY Ice Melt
3/4/2023	\$ 6,638.00	\$ 6,638.00			CD Construction-Loader 2/5-2/28
3/31/2023			\$ 44,450.00	\$ 600.00	Timberline-2/14-3/12 - 635 hours of Roof shoveling @ \$70/hour and Plywood
3/31/2023	\$ 95,180.00		\$ 48,930.00	\$ 1,200.00	Timberline-3/13-3/24 - 699 hours of Roof shoveling @ \$70/hour and Plywood
4/30/2023	\$ 21,670.00	\$ 21,670.00			CD Construction-Loader 3/1-3/31
4/30/2023	\$ 27,390.00	\$ 8,080.00	\$ 19,110.00	\$ 200.00	Timberline-3/27-4/7 - 275 hours of roof shoveling @ \$70/hour,100 hours ground shoveling associated with roofs and safety @ \$70, 18hours Snowblower associated with roofs @ \$60/hour - 5 plywood
4/30/2023	\$ 2,100.00		\$ 2,100.00		Timberline-roof shoveling buildings F and G-30 hours @ \$70
4/26/2023				\$ 64.63	Snow Blower Belts
5/22/2023		\$ 3,100.00	\$ 5,000.00		Insurance deductible-Snow expense proportional
					CD Construction-Loader Service April 1-4
<b>TOTALS</b>		\$ 74,984.00	\$ 214,790.00	\$ 4,216.50	<b>GRAND TOTAL</b> 293,990.50
Percent of Total for Roof Shoveling = 73%					

**Board Actions for Unforeseen Extraordinary Expenses for Snow Removal and Winter Storm Damage**

March Regular Board Meeting - Passed a resolution to borrow from Reserve funds to pay Snow removal Bills  
 May Regular Board Meeting - Presented a resolution for an Emergency Special Assessment in the amount of \$234,000  
 Insurance claim opened. Board met weekly in May and June to work with management and contractors

**Other Considerations**

**Civil Code 5001 Meeting Financial Review**

**Requirements:** The review requirements of Section 5500 may be met when every individual member of the board, or a subcommittee of the board consisting of the treasurer and at least one other board member, reviews the documents and statements described in Section 5500 independent of a board meeting, so long as the review is ratified at the board meeting subsequent to the review and that ratification is reflected in the minutes of that meeting  
 Board must approve all expenditures from Reserve Fund and record in minutes

Board must approve all expenditures in excess of \$2,000 from Operating Fund and record in minutes