

Thursday, November 30, 2023

Treasurer's Review

Items to be Reviewed Monthly By The Board

Operating Fund	\$ 265,901	1) a current reconciliation of the operating accounts
Reserve Fund	\$ 784,246	2) a current reconciliation of the reserve accounts
Contingency Fund	\$ 4,523	3) the current year's actual operating revenues and expenses compared to the current year's budget
Total Funds	\$ 1,054,670	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	\$ 265,901	
Target fund balance (\$29,020 X 3)	\$ (87,060)	**Note: This is the recommended three months of income from owners for operating fund expenses.
Prepaid Assessments (Owners paid in Advance)	\$ (3,146)	
Accounts Payable (outstanding bills)	\$ (13,479)	
Operating fund surplus or deficit to Date	\$ 162,218	**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 - Board Passed a motion to place interest earned on vangard account Treasury Bond into Contingency rather than Reserve Fund

Reserve Fund Balance for current Month	\$ 784,246	**Note: Resolution to Borrow from reserves to pay for snow removal passed at March Regular Board Meeting
Total Recommended Expenses for 2023	\$ 98,121	
Actual Reserve Fund Spending to date	\$ (15,062)	
Reserve Fund Spending to Budget Variance	\$ 83,059	

Delinquent Assessment Receivable Report	
2 Units Past Due	\$ (1,343)
4 units with unpaid fines	\$ (6,053)

OPERATING FUND PROJECTIONS and COMMENTS

FINANCIAL STATEMENT/BUDGET	Sept. 30, 2023	2023	2023	PROJECTIONS 2023	Comments, Questions and Explanations by Treasurer are included in this column
HIDDEN VALLEY VILLAGE HOA					
OPERATING REVENUES					
Common Area Assessments	\$ 314,385.50	\$ 342,966.00	\$ 342,600.00	\$ 366.00	
Late Charges & Lien Fees	\$ 465.59	\$ 507.92	\$ 1,000.00	\$ (492.08)	Fines and Late Charges used to be listed under this category. Now it is only Late Charges
Vending Machine Income	\$ 81.72	\$ 89.15	\$ 500.00	\$ (410.85)	Much Lower than estimated. Recommend Changing vendor contract.
Miscellaneous Income-Fines	\$ 6,230.00	\$ 6,796.36	\$ -	\$ 6,796.36	Fines collected are listed under this category.
Emergency Special Assessment - Snow	\$ 233,992.67	\$ 255,264.73			Emergency Special Assessment for Snow Removal makes this higher than usual in Sept the projection is not linear
Total Revenues	\$ 555,155.48	\$ 605,624.16	\$ 344,100.00	\$ 261,524.16	
ADMINISTRATIVE EXPENSES					
Accounting Services	\$ 10,173.10	\$ 11,097.93	\$ 13,000.00	\$ 1,902.07	Not linear, Nov. Annual Meeting and Year End Budget expenses still to come.
Board & Meeting Expenses	\$ 50.00	\$ 54.55	\$ 200.00		
Insurance	\$ 29,290.15	\$ 31,952.89	\$ 28,500.00	\$ (3,452.89)	\$5,000 deductible for insurance claim anticipated. Amount was included in Special Assessment
Legal Services	\$ 3,861.00	\$ 4,212.00	\$ 2,000.00	\$ (2,212.00)	Over Budget due to potential contractor litigation
Management Fee	\$ 129,950.00	\$ 141,763.64	\$ 141,450.00	\$ (313.64)	Not Linear, Management Contract renews in June at 5% increase-On Target for zero balance
Office Supplies & Postage	\$ 1,463.79	\$ 1,596.86	\$ 1,500.00	\$ (96.86)	
Taxes	\$ -	\$ -	\$ 50.00	\$ 50.00	
Telephone	\$ 4,450.64	\$ 4,855.24	\$ 4,800.00	\$ (55.24)	Need to budget for internet in 2024
TOTAL ADMINISTRATIVE EXPENSES	\$ 179,238.68	\$ 195,533.11	\$ 191,500.00	\$ (4,033.11)	Some items based on non-linear projections
MAINTENANCE & SUPPLIES					
Truck Expense	\$ 5,915.15	\$ 6,452.89	\$ 5,500.00	\$ (952.89)	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	\$ 17,307.94	\$ 18,881.39	\$ 11,000.00	\$ (7,881.39)	Not Linear-More Buildings Expenses in Summer-Many items covered by Insurance claim
Landscaping	\$ 2,852.11	\$ 3,111.39	\$ 3,500.00	\$ 388.61	\$2,000 unexpected rodent control, \$1,000 Retainer for JDB should come out of Insurance check
Pool, Jacuzzi & Sauna	\$ 2,907.22	\$ 3,171.51	\$ 5,100.00	\$ 1,928.49	
Tools & Equipment	\$ 388.93	\$ 424.29	\$ 500.00	\$ 75.71	Not linear
TOTAL MAINTENANCE & SUPPLIES	\$ 29,371.35	\$ 25,600.00			Some items based on non-linear projections
Snow Damage-Insurance Claim	\$ (169,646.87)				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.
UTILITIES					
Snow Removal	\$ 267,212.33	\$ 313,431.63	\$ 20,000.00		Unforseen Exordinary Expenses-Emergency Special Assessment of \$234,000
Trash Removal	\$ 18,699.00	\$ 20,398.91	\$ 20,000.00	\$ (398.91)	Not Linear, however higher than usual-Projectrd deviation from Budget increased \$1,000 from June to July
Cable TV	\$ 570.61	\$ 622.48	\$ -		Management will reimburse cost of cable. Need to budget for internet in 2024
Electricity	\$ 22,245.98	\$ 24,268.34	\$ 21,000.00	\$ (3,268.34)	Not Linear, however way higher than usual-Projected deviation decreased \$600 from June to July
Propane	\$ 20,538.76	\$ 22,405.92	\$ 25,000.00	\$ 2,594.08	Not Linear, however way higher than usual-Projected deviation decreased \$3,400 from June to July
Water & Sewer	\$ 34,781.12	\$ 37,943.04	\$ 41,000.00	\$ 3,056.96	Not Linear, however higher than usual-Projectrd deviation from Budget increased \$100 from June to July
TOTAL UTILITIES	\$ 384,147.80	\$ 419,070.33	\$ 127,000.00	\$ (292,070.33)	Items based on non-linear projections,however increase in budgeting needed in 2024
TOTAL OPERATING EXPENSE	\$ 592,757.83	\$ 646,644.91	\$ 344,100.00	\$ (302,544.91)	Total Expense calculation includes the deposit of Insurance Checks. Emergency Snow Removal Assessment will not show up until August, Sept, Oct. Monthly Financial Statements
Operating Net Totals	\$ (37,602.35)				

Operating Fund Checks that Exceed \$2,000 Approved by the Board of Directors

Check made out to	Date	Amount	Comment
Tim Sanford	10/31/2023	\$ 3,019.50	Legal Counsel re potential mechanics lien
Chris Flores	9/24/2023	\$ 14,445.00	Interior Insurance Claim Repairs
Chris Flores	10/31/2023	\$ 3,150.00	Interior Insurance Claim Repairs
A-Plus Roofing and Water Proofing	10/31/2023	\$ 3,894.00	Exterior Insurance Claim Repairs
Chris Flores	11/30/2023	\$ 12,360.00	Interior Insurance Claim Repairs
Tricia Gomez	1/4/2023	\$ 13,773.69	Interior Insurance Claim Repairs-Reimbursement to owner-Units 41 and 43
Ruth Wheeler	1/4/2023	\$ 2,553.86	Interior Insurance Claim Repairs-Reimbursement to owner-Unit 136

RESERVE FUND 2023 MAJOR CAPITAL EXPENSES-Board Approval for all Expenditures

RESERVE FUND	1/31/2023	2023	2023	COMMENTS
RESERVE FUND 75% (3/4) of the year is gone				
RESERVE FUND 2023 PROJECTS				

	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 10Year	\$ 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	Asst. Mgr replace dishwasher-More refurbish items to come
Asphalt Seal Coat	\$ 465.00			
TOTALS	\$ 15,062.40	\$ 98,121.00	\$ 83,058.60	

Contingency Fund

Beginning Balance	\$ 60,000.00
2023 Expenditure-Defray snow removal costs	\$ (60,000.00)
Interest Income from Vanguard Account	\$ 4,523.47
Ending Balance	\$ 4,523.47

Transferred to Operating fund to defray snow removal costs

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 5-46SS-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
7/31/2023			\$ (1,584.00)	\$ 168,400.79	Adrian Hernandez-Carpet Repair Unit 13
9/14/2023	\$ 25,130.08			\$ 193,530.87	
9/24/2023			\$ (14,445.00)	\$ 179,085.87	Chris Flores-Interior damage repairs Units 13,17,25,41,43,108,118
10/31/2023			\$ (315.00)	\$ 178,770.87	Chris Flores-Plywood Unit 41
10/31/2023			\$ (500.00)	\$ 178,270.87	Chris Flores-Plywood Unit 43
10/31/2023			\$ (3,150.00)	\$ 175,120.87	Chris Flores Unit 106
10/31/2023			\$ (1,580.00)	\$ 173,540.87	Chris Flores Unit 26
				\$ 173,540.87	
10/31/2023		\$ (3,894.00)		\$ 169,646.87	A Plus Roofing and Waterproofing- Building D-Roof and Chase Repairs
11/30/2023			\$ (12,360.00)	\$ 157,286.87	Chris Flores-Interior damage repairs Units 44, 104,
				\$ 157,286.87	
				\$ 157,286.87	
				\$ 157,286.87	

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 safty @ \$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			\$ 64.63	Snow Blower Belts
			\$ 5,000.00		Insurance deductible-Snow expense proportional
5/22/2023	\$ 3,100.00	\$ 3,100.00			CD Construction-Loader Service April 1-4
9/25/2023	\$ 782.46	\$ 782.46			Snow Melt-
					GRAND TOTAL
TOTALS		\$ 75,766.46	\$ 214,790.00	\$ 4,216.50	\$ 294,772.96

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