

**LEYDEN ROCK METROPOLITAN DISTRICT
SPECIAL MEETING**

via teleconference

Tuesday, May 2, 2023 at 5:00 P.M.

<https://leydenrocklife.com/>

Brett Vernon, President	Term to May 2023
Scott J. Plummer, Secretary	Term to May 2023
Jeff Cunningham, Treasurer	Term to May 2025
Christian Arditia, Assistant Secretary	Term to May 2025
Tanis Batsel Stewart, Assistant Secretary	Term to May 2025

This meeting can be joined through the directions below:

Join Zoom Meeting

<https://us06web.zoom.us/j/82112333901?pwd=c0JRbDZpdDArejZ1c1R0QVZCa2VpZz09>

Meeting ID: 821 1233 3901

Passcode: 216572

Call-In Number: 720-707-2699

NOTICE OF SPECIAL MEETING AND AGENDA

1. Call to Order/Declaration of Quorum
2. Director Conflict of Interest Disclosures
3. Approval of Agenda
4. Public Comment – Members of the public may express their views to the Board on matters that affect the District on items not otherwise on the agenda. Comments will be limited to three (3) minutes per person.
5. Capital Projects Discussion
 - a. Discussion regarding light posts in the Clubhouse parking lot (**enclosures**)
 - b. Discuss and Consider Approval of Lap Swim Clock
 - c. Discuss and Consider Approval of non-Slip Flooring for Pool Bathrooms
 - d. Discuss and Consider Approval of Landscape Plan Matrix
 - e. Discuss and Consider Approval of Electrical at the Pool (**enclosure**)
6. District Management Matters
 - a. Discuss and Consider Approval of Pool Opening Party ‘Swag’
7. Director’s Matters
 - a. Consider Approval of Independent Contractor Agreement with Mile High Pools for Swim Lessons (**enclosure**)
 - b. Discuss and Consider Approval of Insurance Limit Change for Healthy Hub Vending (**enclosure**)
 - c. Executive Session - The Board intends to enter into executive session pursuant to § 24-6-402(4)(b), C.R.S., to conference with an attorney for the District for the purpose of receiving legal advice as it relates to District Manager proposals and pursuant to § 24-6-402(4)(e), C.R.S., for the purpose of determining positions relative to matters that may be

2023 Regular Meetings

January 17; February 21; March 21; April 18; May 16; June 20; July 18; August 15; September 19; October 17;
November 21; and December 19 at 6:00 p.m. via teleconference.

subject to negotiations, developing strategy for negotiations, instructing negotiators related to District Manager proposals.

- d. Discuss and Consider Approval of Independent Contractor Agreement for District Management Services (**enclosure**)
8. Other Business
9. Adjourn

2023 Regular Meetings

January 17; February 21; March 21; April 18; May 16; June 20; July 18; August 15; September 19; October 17; November 21; and December 19 at 6:00 p.m. via teleconference.



District Management Services

Commitment | Leadership | Guidance

Management Proposal

Leyden Rock Metropolitan District

April 7, 2023

April 7, 2023

Board of Directors
Leyden Rock Metropolitan District
Megan J. Murphy
Of Counsel
mmurphy@wbapc.com

Dear Board,

Advance HOA Management, Inc., is excited about the opportunity to possibly engage with you in conducting metropolitan district management for the Leyden Rock community. We hope the enclosed material will provide you with a feel for our management services and our operating philosophy, as applied to community metropolitan districts.

At Advance HOA Management, we understand that every community is unique, we customize our approach and service for every community we have the privilege to manage. From our experienced team of managing agents, to our premier online platform, to our dedicated Client Services Team with an unwavering focus on customer-service, Advance HOA Management provides the services and support your community desires. At Advance HOA Management,

- ✓ we have the scale and experience to manage a community of your size and scope.
- ✓ our executive and leadership team stays close to our Boards and Communities to support the manager, provide expert guidance, and ensure your community is moving forward.
- ✓ our software and technology will meet your needs with an accounting software that reconciles account balances daily, offers online invoice approval, and provides a secure, transparent website for homeowners.
- ✓ the accounting team delivers high quality, detailed and timely monthly financials and works a few miles down the road with ability to actively partner with you in person.

Successful community management is built on partnership, and we are confident that our Team will provide the highest level of management services that your metropolitan district community is seeking, and we look forward to exceeding your expectations. Our goal is to have the opportunity to proudly state that Advance HOA Management is your managing agent and partner.

Sincerely,
Judy Smeltzer
Chief Executive Officer



Advance HOA Management

Fact Sheet

- Principals: Judy Smeltzer and Schuyler Smeltzer
- Corporate office at 3600 S. Yosemite Street, Suite 400, Denver, Colorado.
- Offices located in Broomfield, Loveland and various remote onsite locations.
- Type: S Corp
- Established 2012
- Serve over 390 communities, to include metropolitan districts, in the Denver metropolitan area, Boulder, Erie, Longmont, Firestone, Berthoud, Windsor, and Fort Collins over 50,000 homeowners.
- 100+ staff with four offices and six onsite offices including 60+ community managers, 2 lifestyle directors, 15+ client services and accounting staff, 8 dedicated maintenance staff, and compliance inspectors.
- Advance Common Area Construction, Inc. is our sister company that focuses on project management and oversight for major capital improvement projects. Please see <https://www.advancecac.com/>.
- Company is not involved in any litigation at this time.
- Conflicts of Interest – None.
- Insurance Limits: General Liability - \$1,000,000/\$2,000,000; Professional Liability \$1,000,000/\$2,000,000; Crime (Fidelity) - \$1,000,000, Workers Compensation - \$1,000,000.



The Advance Advantage

Leydon Rock Metropolitan District expects its management company to add tangible value to its community. Our service sets us apart from other management companies. We believe it is a privilege to provide you with service that exceeds your expectations.

Our Commitment to Our Communities

Our mission is to enhance every aspect of community and property values while striving to be a long-term, committed, and respected partner with the communities we manage.

We Move Communities Forward.

At Advance HOA Management we believe that differentiated service requires:

Customizing our approach to meet your needs

Our expertise in managing Associations and Districts encompasses a wide range of types and sizes, enabling us to understand the objectives of your community and accomplish Board and community goals. We understand that you need a management team you can count on who is able to proactively customize the management plan. Your Board and community members will appreciate our service-oriented, knowledgeable, and personal touch.

Delivering a service-oriented technological platform

We provide a technological foundation that fully integrates a management system designed to operate your community efficiently, smoothly, and by the most cost-effective means possible. We believe communication and transparency are integral to a healthy community and the tools we make available to your community will promote this belief. Your community website will provide online access to pertinent community information and financial status and allow for immediate electronic communications. Online payments, a mobile app, and online management of community business are just a few examples of how our system enables differentiated community management.

Providing a caring, accessible, and proactive community manager

We carefully hire and train our Management Team to ensure you have a partner equipped with the tools, experience, and drive to effectively manage your community. You can look forward to having a true partner dedicated to the long-term success of your community.

Educating our team and yours

Integral to our mission of *Moving Communities Forward* is **education**, and it's engrained into our organizational culture. We provide educational sessions for not only our internal management team, but our Board members as well. Overseeing a community requires a diverse skill set and the more knowledge a Board acquires, in partnership with our management team, the better your community will be.

How We Serve You

Advance HOA Management's hands-on management style, combined with one of the most highly experienced teams in the business, will provide you with a proactive and professional management team capable of, and committed to, enhancing every aspect of your community and property values. We hold ourselves to the highest ethical standards and obtain the best value for contracted work. Advance HOA Management strives to be a long-term, committed, and respected member of your leadership team and the community.

Your customized program of services will include, but not be limited to:

Technology Platform



- **eUnify.** We believe technology is fundamental for our team to provide the highest levels of service. eUnify is a fully integrated system specifically designed for the efficient management of residential communities. eUnify facilitates everything from accounting to violations management, to architectural, maintenance requests, and more.
 - **Community Link.** Community Link is your community's website. Homeowners may access account information, make online payments, submit architectural and maintenance requests, view critical information and communications, and much more. Board members have additional access to manage community business, view detailed reports, and approve invoices online. A mobile app is also available to conveniently access information and make payments. Community Link is eUnify's homeowner interface and syncs directly with the management portal.
 - **Online Invoicing Approval.** Invoices, expenses, and disbursements are conveniently processed online, including a superior and secure accounts payable system.
-

Management Services



- **Financial Management.** Strong financial management and control is critical to the successful operation of any community. Working closely with the Board, we will ensure that required controls and reporting are in place to monitor the property's fiscal activities.
 - **Administrative Management.** The portfolio manager, with support and input from the client services team, will work closely with the Board to coordinate and manage administrative activities.
 - **Common Area and Maintenance Management.** Advance HOA will partner with you to ensure the physical components of the community are properly inspected and well-maintained.
-

Team



- **Your Manager.** The primary contact for the Board and vendors who is responsible for managing all aspects of the community.
 - **The Client Services Team.** Available to support the community.
 - **The Accounting Team.** Together they ensure the accurate and timely processing of financials reports.
 - **Leadership Team.** Advance's executive team makes itself available to you and is responsible for ensuring Board members and management team are aware of National, State, Local laws, and the requirements of your documents.
-

Education



- **Seminars.** We share our experience, knowledge and resources with our community Boards through monthly seminars and other educational platforms.

Services Detail

Advance HOA Management will provide your community a full-service management solution tailored specifically to your community. Our managers and systems allow the board to oversee the strategic direction of the community. We strive to be a long-term, committed, and respected member of your team and community.

Your customized management services plan will include the following:

Managing Partner

- Your assigned community manager and supporting team, will implement the decisions and policies established by the Board of Directors to administer the rights, powers, and duties of the District as outlined in the governing documents and within the scope of the management agreement.
- Provide for employees, managers, supervisors, or other personnel to perform the duties imposed upon Manager, within the scope of the management agreement.



Fiscal Management

Note: Fiscal services for Metropolitan Districts will be conducted as directed by the District Board and in coordination with the District Accountant.

- Maintain accounting records in accordance with GAAP on an accrual or modified accrual basis
- Provide 24-hour online access by Board of disbursements and bank account register
- Collect fees with same day deposit of funds upon receipt
- Process delinquency notices and actions per District policies
- Deposit funds into eligible PDPA depository
- Receipt, review, and processing of invoices for timely payments to vendors
- Prepare detailed monthly financial reports and deliver electronically, including:
 - Balance Sheet
 - Income Summary with Budget Variance
 - Aging and Prepaid Reports
 - Detailed General Ledger
 - Cash Disbursements
 - Detailed Payables Aging
 - Deposit Record
 - Bank Reconciliation
 - Bank statements with check images
 - Invoice images per period reported
 - Additional reports available upon request
- Provide Board access to view up-to-the-minute delinquency reports from any web browser
- Prepare annual operating budget for approval by the Board of Directors
- File annual reports with the state, if requested
- Coordinate / bid tax filings, audits, reviews, or compilations, if requested

Administrative Management

From facilitating meetings, managing compliance and architectural review, to providing and maintaining your community website and records electronically, we provide end-to-end administrative services for your District.

- Attendance at regular and special District Board meetings.
- Prepare monthly management reports for District Board Meetings, and other administrative support as needed.
- Provide, maintain, and update website for all members and other pertinent parties including disclosures, books, records, and all reports required of the Declaration.
- Track enforcement activity online with via compliance mobile application that integrates real time photos and electronic filing and history.
- Coordinate architectural requests and approvals online including convenient online access for committee members to review and discuss requests.
- Manage facility reservations.
- Coordinate with Title Companies for re-sales and provide new member orientation package.
- Handle routine correspondence on behalf of the District and Board of Directors Distribute community newsletters.
- Liaise with District's attorney and city/state/county authorities.
- Conduct records maintenance per District's policy.
- Other administrative duties, as assigned.



Physical Management

We ensure your property is well-maintained and a place your community is proud to call home.

- Conduct regular property inspections for compliance and examination of buildings and facilities.
- Develop actions plans for the ongoing maintenance and repairs for presentation to Board of Directions for approval.
- Provide oversight for all maintenance contacts, to include landscaping, snow removal, drainage facilities, and all other service contracts pertinent to the effective management of the District.
- Maintain record of all common area elements and fixed assets of the District.
- Maintain record of all repairs and replacements of District fixed assets.
- Arrange for performance of reserve study for all fixed assets.
- Develop RFPs and obtain competitive bids for services.
- Provide for 24/7 emergency services.

Technology Platform

Our premier integrated system, eUnify, is designed specifically for residential communities and manages all business and functions related to the District

- eUnify Accounting links vendors, owners, lockbox processing, and financial processing. It is specifically designed for the efficient management of homeowner and community data. Not only does it integrate with all selected management function, but it integrates directly with an Integrator Bank, allowing for daily balancing and posting.
- Our eUnify system facilitates community management with broadcast messaging, maintenance request processing, violation management, and architectural review processing. Board packets and management reports are processed online, and all historical information and homeowner communication is available at your fingertips. You save resources, paper, time, and money.
- Community Link is our expertly designed interface for homeowners and Board Members. Through your District website, homeowners may access account information, make online payments, submit architectural and maintenance requests, view critical information and communications, and much more. Board members have additional access to manage community business, view detailed reports, and approve invoices, follow discussions, and communicate with other board members.
- A Mobile Phone App is available with Community Link for homeowners to conveniently access account balance, the community calendar, announcements or make online payments.
- Invoices are conveniently posted in a secured area of the website for online approval by board members prior to processing. Approved expenses are disbursed daily. In addition, discretionary and emergency disbursements, not exceeding pre-set limits, will be made during the normal course of operations.



Homeowner Support

At Advance HOA Management, we ensure that your homeowners stay connected, have their questions answered efficiently and accurately, and feel confident in their community and its leadership.

- Utilize premier integrated system, eUnify, which designed specifically for community management and manages all business and functions related to the community.
- Provide and maintain your community website and community mobile app, allowing easy access to community documents, account details, and portal for submitting owner requests.
- Provide platform for online credit card and e-check payment services for a convenient way to pay assessments.
- Resolve member questions, complaints, and recommendations and assist in obtaining District-related services.
- Prepare Orientation/Welcome Packets for all new residents.
- Conduct consistent review and enhancement of all rules and regulations, services, programs, facilities, and operations.
- Deliver timely and consistent communications using most cost-effective means, such as electronic broadcast messaging and text messaging.

Additional Services

Access and Training on Management System. Board and / or assigned committee members will be provided access to Management System for distribution of communications, compliance enforcement and architectural oversight as relevant. Advance HOA Management will provide training.

Board Education Seminars / Workshops. Our Board Members will be invited to monthly seminars hosted by Advance HOA Management. We believe manager and Board education is fundamental to *moving communities forward*.

Advance Common Area Construction. Professionally and effectively assist communities in overseeing capital improvement projects to ensure projects are completed on time and on budget and with vendor accountability, quality control, and enhanced communication with membership.



Our Team

Leadership Team

- **Judy Smeltzer, Chief Executive Officer**, has a diverse business background, and 20 years overseeing community management, to include a 9-year assignment as Chief Operating Officer of a community management company based in Arizona with offices in New Mexico and Denver. While with this company, Judy directed more than 200 communities including large master-planned and age-restricted communities in diverse markets consisting of 50,000 homeowners. In 2011, Judy returned to her native Denver and founded Advance HOA Management which now proudly oversees over 390 communities throughout the Denver metropolitan area. She provides guidance, support, education, and leadership to Board members and employees.
- **Sky Smeltzer, President**, co-founded Advance HOA Management and has been integral to the growth and success of the organization. He provides expert leadership and guidance to our Boards, managers, and staff regarding community management and common elements.
- **Rachel Hillis, Head of Operations**, has a strong strategic and operations background and supports the day-to-day operations of Advance HOA as well as the strategic vision of its future. She began her career in management consulting at Bain & Company before she joined a Fortune 500 global consumer products company where she ran corporate and go-to-market strategies for various lines of business. She has an MBA from Harvard Business School.
- **Sarah Esther, Head of Accounting Operations**, has been with Advance HOA Management for over eight years. Her experience ranges from community management, company operations, and accounting and her leadership created the foundation for how Advance HOA operates. She leads accounts receivable, accounts payable, and financial reports generation. She is a critical partner with Boards to ensure community accounting and operations are set-up for success.
- **Carol Rayle, Vice President of Accounting**, has been in management for over 20 years with a focus exclusively on community accounting. Carol is a true industry expert and will also be an integral partner with your Board as we set-up and enhance your community's financials.
- **Jackie Casas, Head of Management Services and Training**, is a key member of the Advance HOA leadership team. She develops and leads our manager training program while providing support to our Boards. She raises the bar for how community management excellence is defined every day.
- **Jonny Esther, Director of Project Management**, runs our sister company, Advance Common Area Construction. He has over 18 years of construction management experience and oversees capital improvement and insurance claim projects.

Management Team

- **Directors of Management Services** are our most experienced managers, and they provide additional support, training, and guidance to our managers with the focus on ensuring our promises to our communities are being delivered. We acknowledge that no matter how long you've been in the business, it takes a village to make informed decisions across the breadth of challenges communities face and our directors are critical to providing increased expertise to our managers.
- **Team Leaders** are experienced managers who provide additional support and leadership to our managers, ensuring company procedures are being properly communicated while creating a team focus with their assigned managers.
- **Community Manager** is the primary contact for the Board, on-site staff, and vendors. The community manager will be responsible for managing all aspects of the District including property inspections, coordination of property maintenance, repairs, communications, financial reviews, etc. In general, the community manager will provide the necessary information and guidance to enable the Board to make informed decisions about all matters affecting the community.

- **Accounting** members work together to produce monthly financials, conduct bank reconciliation, process accounts payables, and focus on collections as part of the accounts receivable function. The goal of the accounting team is to produce accurate and timely financials that allow you to make informed decisions for your community, with transparency as the focal point.
- **Client Services** has one mandate – customer service. They respond to homeowner calls and mails within 24 hours, period. Helpful, informative, and responsive communication is critical for happy homeowners, Boards, and communities.
- **Site inspectors** conduct inspections of compliance and common area for the community. The inspector partners with the Manager to ensure all physical elements are presentable and each homeowner’s property is compliant.
- **Lifestyle Directors** are assigned to communities with active memberships. They work directly with the onsite management team to creating memorable experiences for their memberships.

Training and Accountability

Training and Accountability are key to our mission. We carefully hire and train our Management Team to ensure you have a partner equipped with the tools, experience, and drive to effectively manage your community. We want you to have a true partner dedicated to the long-term success of your community. Integral to our mission of Moving Communities Forward is education, and it’s engrained into our organizational culture. Below is a snapshot of our educational initiatives:

- Advance HOA holds monthly, focused manager training sessions on pertinent topics
- Advance HOA holds continuing software training
- Advance HOA provides for online training in several topics, to include business writing, Excel, Word, etc.
- Advance HOA provides weekly Best Practices in Moving Communities Forward that provides timely information, best procedures, and best practices in HOA management.

We make it a continuing effort to focus in on quality of services via a variety of touch points, to include, but not limited to,

- Consistent check-ins as part of Quality Control Program with Boards by President or CEO of Advance HOA to ensure manager performance and overall company performance is being held to high standard.
- Routine checks as part of Quality Control Program of community websites/documents to ensure all documents are being posted in a timely manner and that consistent communications are being conducted. The communications are actually read to check on content of communication and to identify any community issues.
- Attendance at board meetings by executive team.
- Buddy System in place that assigns each manager a buddy who is able to cover each other’s properties. Managers hold each other accountable!
- Client Services staff copy Advance HOA President or CEO in any reported service issues.
- Comprehensive performance management system in place with Insperty PEO that allows for documentation of all performance issues – positive and negative.
- Open door policy with all Boards and Membership.

We look forward to partnering with you in Moving Your Community Forward!



Management Service Fees

Advance HOA Management, Inc. is prepared to offer a level of service that meets the needs of Leyden Rock Metropolitan District, both today and in the future for a monthly fee as outlined below. Advance HOA Management, Inc. will perform all management responsibilities outlined in this proposal package in a professional, faithful, and diligent manner as is to be more fully defined within the final contract documents.

Start-up Fee:	\$500.00
Management Fee:	\$4,000.00 per month
Staffing:	Base salary plus 28% (includes taxes, insurance, benefits, etc.)

Projected Management Fee

Staffing	Annual Base Salary*	Annual With 28%	Monthly
Manager (FT)	\$70,000-\$90,000	\$89,600-\$115,200	\$7,466-\$9,600
Ops Coordinator (FT)	\$50,000-\$65,000	\$64,000-\$83,200	\$5,333-\$6,933
Lifestyle (PT)	\$32/hr - \$37/hr	\$42,598-\$49,254	\$3,549-\$4,104
TOTAL STAFFING		\$196,199-247,654	\$16,350-\$20,638
Management Fee		\$48,000	\$4,000
TOTAL MANAGEMENT		\$244,198-295,654	\$20,350-24,638

*Base Salary based on staffing candidate. Amounts may increase depending on the candidate.

Administrative Fee Schedule:

Postage	At cost
Photocopies	\$0.20
Envelopes	Reg Letter \$.15; 6x9 \$.25; 9x12 \$.30
Coupon books (if applicable)	\$6 per book, including postage and envelopes
Statements	Paper Statement \$1.25; eStatement \$0.75
Utility Billback Billing	\$2.50 per unit, if applicable
Returned Check Fee	\$20 per occurrence (paid by District, applied to owner account)
Collection Notices	\$20 ea
Transfer Account to Attorney	\$50 (paid by District, applied to owner account)
Audit Facilitation	\$150 as applicable
Special Projects, as approved by Board	Pre-approved by Board and based on scope of project
Resale Administration	\$300 (Paid by buyer or seller. Not a District charge.
Excess Meeting Length	\$35 per hour over 2 hours. Meetings to be held M-TH.
Additional Board/Committee Meeting Manager Attendance	\$150 per additional meeting (over one per month)
Document Scanning / Record Storage	No charge up to 10 boxes; \$20 per each additional 10 boxes
Debit Card Reconciliation	\$20.00 per month per debit card, if applicable
Website and Maintenance	No charge for Advance HOA site. District public site is direct expense of District
Computer, software, licensing	No charge.
IT Support	Billed back as needed.
Lockbox / Bank Fees	No charge
After Hours Emergencies	No charge
Staff Recruitment	Direct cost (job ads, screening)
Video Conference Webinar	\$15.00 for up to 100 participants; \$20 for up to 500 participants
Additional trip charges / Inspections	\$35 each if over four per month by compliance inspector
Additional Staff, if requested	\$85 / hour Senior Management, \$65 / hour Manager \$45 / hour Administrative

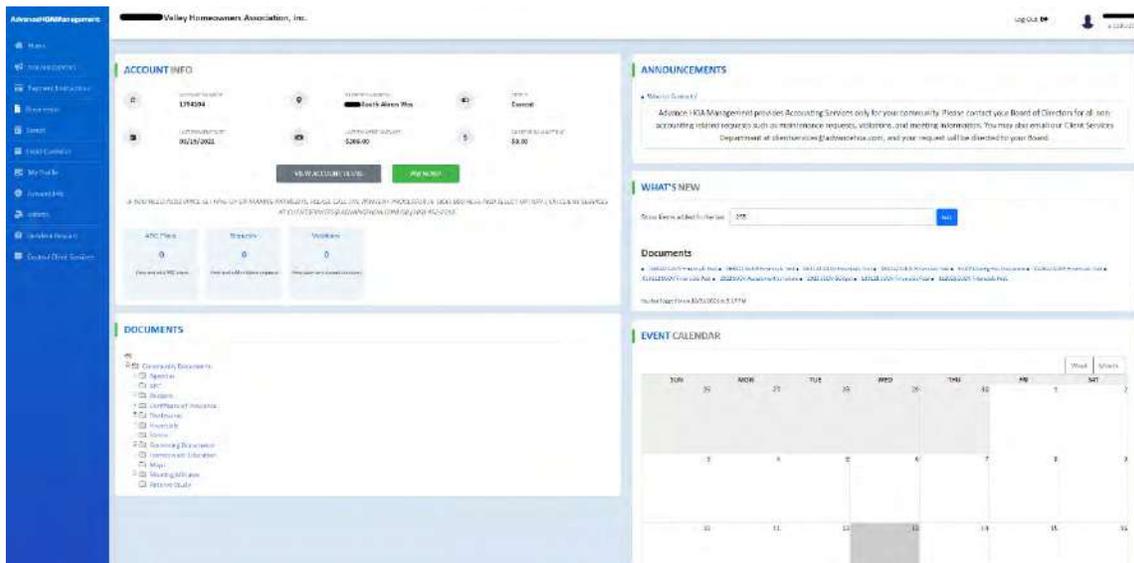
This quote is valid for six months after receipt. Should questions arise regarding pricing please do not hesitate to contact your management representative at any time by calling 303-482-2213 ext. 210.



System Sample Screens

Community Link

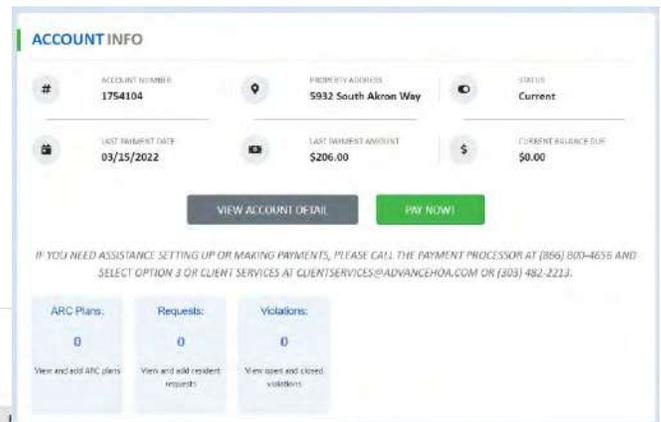
Our system allows your Homeowners to securely access your Community Website, providing a comprehensive view and easy access to their account and community information. Homeowners can make online payments, view community documents and, stay informed with the online calendar and community message boards. Your Community Website is completely customizable to suit your community's needs. The documents section serves as your District's online filing cabinet and allows easy access to all governing documents, approved minutes, and approved financials, and much more.



Homeowner Account Information

On your Community Website homepage, homeowners will view a comprehensive snapshot of their account including the account statement, open ARC requests, violations, and work orders.

Full Account Ledgers with detailed transactions are also available for the homeowners.



Ledgers

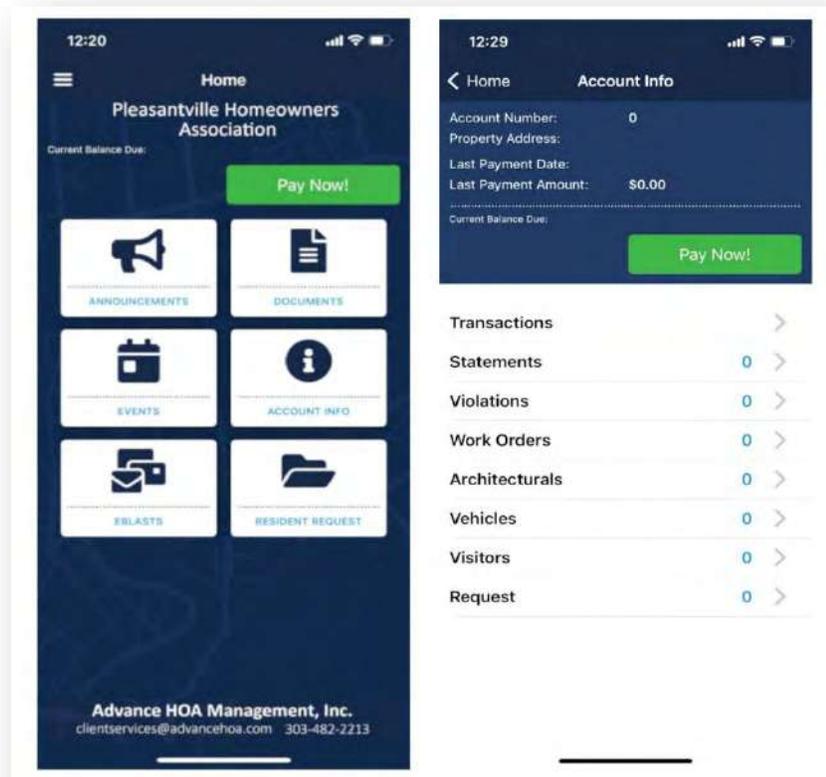
Transactions | Statements

Trans Date	Trans Type	Description	Trans Amount		
08/18/2020	Payment	lockbox 561804585	(\$1.00)	(\$1.00)	8877702
09/18/2020	Payment	lockbox 561951650	(\$1.00)	(\$2.00)	8613826
04/01/2021	Member Assessments	Member Assessment 2021	\$198.00	\$196.00	
04/02/2021	Payment	lockbox 561502485	(\$196.00)	\$0.00	8813593
11/30/2021	Payment	lockbox 832401170	(\$1.00)	(\$1.00)	8449982
02/28/2022	Payment	lockbox 839878155	(\$1.00)	(\$2.00)	8394606
03/15/2022	Payment	lockbox 831588145	(\$208.00)	(\$208.00)	8261132
04/01/2022	Member Assessments	Member Assessment 2022	\$208.00	\$0.00	

Mobile Application by Community Link

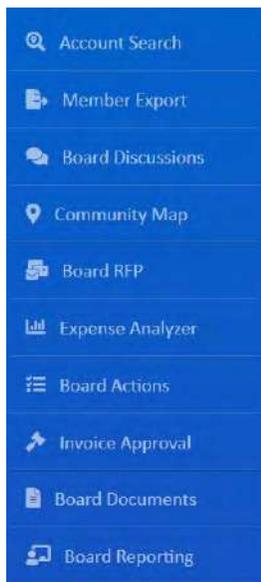
With the Community Link Mobile Application, Homeowners can get on-the-go access to make online payments, view documents, calendars, announcements, violations, work orders, design review requests, and all things related to your community.

Board Members have additional Board access in the App, to include invoice approval. The App is available for download in the Google Play or Apple App stores.



Board Portal in Community Link

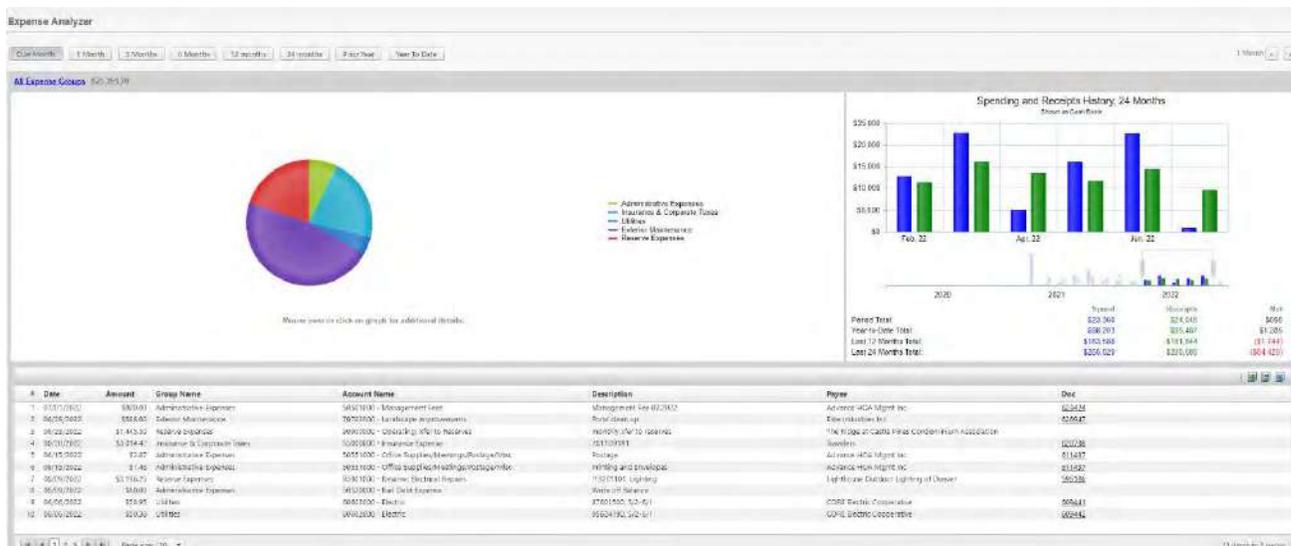
As a Board Member, you have exclusive access through the Board Portal to efficiently track decisions, view financials, view management reports, and conduct other community business. The Board Portal is designed to supply valuable information and transparency so Board Members can be confident in their roles as decision-makers for the community. Boards may also send broadcast messages to their membership. The Board Portal Overview provides a snapshot of the financial health of your District.



Features on the Board Portal include:

- o Account Search: review account transactions and info for each owner
- o Member Export: export a list of all owners and contact information
- o Board Discussions: collaborate with board members
- o Community Map: utilize the interactive map showing vios, work orders, ARCs
- o Board RFP: consolidate RFP information in one location
- o Expense Analyzer: use the interactive graphs for analyzing expenses
- o Board Actions: record actions between meetings
- o Invoice Approval: review and approve invoices for payments to vendors
- o Board Documents: review documents for Board access only
- o Board Reporting: run several available reports for real time data

The Expense Analyzer allows you dive deep into community expenses by General Ledger code with specific time frames, GL group types, and more. Great tool during budget season!



Online Invoicing Approval

Our online invoice approval allows you to easily view current invoices and see all prior and paid invoices by month or vendor. When reviewing an invoice for approval, you will view an image of the invoice, the account code, and the bank account set to pay the invoice.

Invoice Approval

Vendor: Start Date: End Date: Due Date: Type: Paid Status: Approval: Contains:

#	Id	Vendor Name	Invoice Number	Invoice Date	Invoice DueDate	Invoice Amount	Open Amount	Type	Status	Invoice Paid	Void	Check Number	Recommendation	Invoice File
1	134444	ABC Lawn	45667	04/09/2020	04/09/2020	\$10.00	\$10.00	Invoice	Approved				Approved	
2	134431	ABC Lawn	9676	04/09/2020	04/09/2020	\$15.00	\$15.00	Invoice	Approved				Approved	
3	134393	Smith Repair	651132	04/09/2020	04/09/2020	\$132.31	\$0.00	Invoice	Approved	<input checked="" type="checkbox"/>			Approved	View
4	131115	ABC Lawn		03/26/2020	03/26/2020	\$150.00	\$0.00	Invoice	Approved	<input checked="" type="checkbox"/>		204	Approved	View
5	121781	123 Glass Co	2020-06	02/18/2020	02/18/2020	\$45.00	\$0.00	Invoice	Approved	<input checked="" type="checkbox"/>		204	Approved	
6	121723	Smith Repair	2020-05	02/18/2020	02/18/2020	\$100.00	\$100.00	Invoice	Approved				Approved	View
7	121722	123 Glass Co	2020-04	02/17/2020	02/17/2020	\$40.00	\$40.00	Invoice	Approved				Approved	View
8	125104	JDE Fire & Security	13964	01/30/2020	03/03/2020	\$131.00	\$0.00	Invoice	Approved	<input checked="" type="checkbox"/>		202	Approved	View
9	125105	Lawncare Solutions, LLC	lc520-20073	01/29/2020	03/03/2020									
10	115561	Smith Repair	2020-01	01/28/2020	01/28/2020									

Overview | **Files** | **Approvals History**

Voucher

ID: 125105 | Vendor: Lawncare Solutions, LLC

Invoice Date: 01/29/2020 | Due Date: 03/03/2020

Invoice No: lc520-20073 | Credit Memo

Reference / Account No:

Invoice Amount: \$70.00 | Open Amount: \$0.00

Pay Via: Check

Pay From Bank: MOB Operating -10002762 (\$2.0)

Do Not Double Invoice:

Check Memo: | Select

Approved

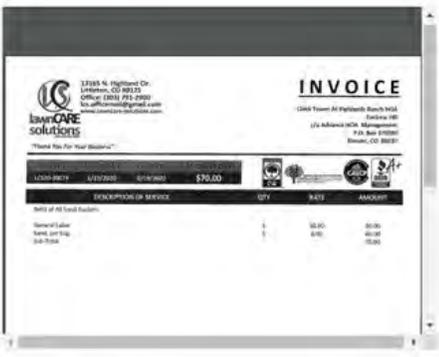
Created: 03/03/2020 by Admin Admin
Approved: 03/03/2020 by Casas Jackie

Additional Approvals

Approver Name	Approver Title	Status	Description	Date
Casas, Jackie	Association Invoice Approver	Approved		03/03/2020 10:48 AM

Payment

Invoice



Expense Distribution

Save Allocation

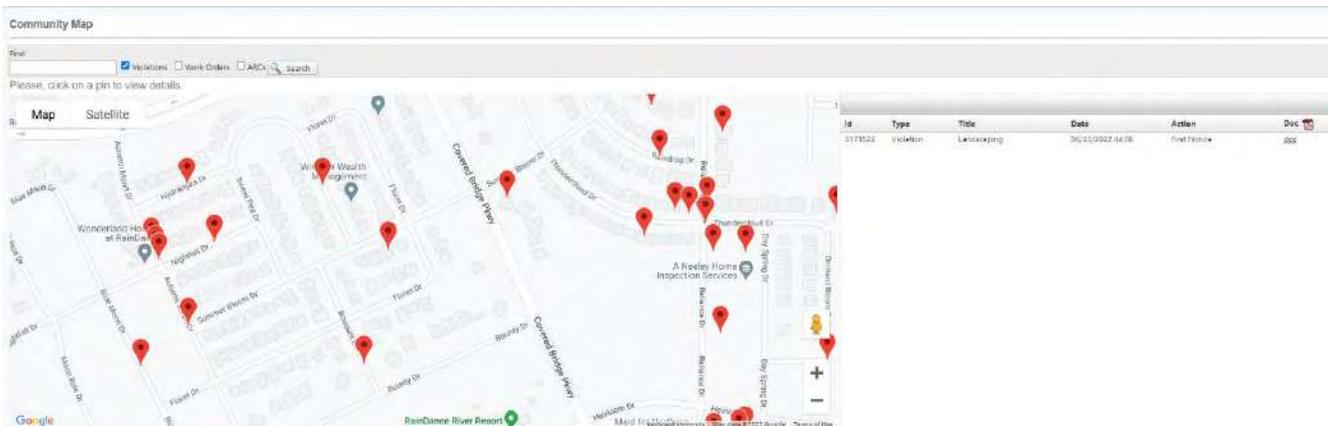
GLAccount	GLDepartment	Exclude	Memo	Amount
10000000 Maintenance Labor	---	1099		70.00

Violations Management

Viewing the status of violations is made easy with the Violations Details feature. Violation notices include photos and provide for a chronological history for notifications and follow up. The Board has access to all violation notices and compliances. The interactive Community Map allows break down of the specific details on locations of units with open violations.

Violation Detail
Pleasantville
From 1/1/2000 To 4/15/2020

Name	File Number	Section	Address	Type	Location	Status	Vio Date	Compliance Date	Last Insp	Next Insp	Image
Albarte, Donna G.	SKYE405		12956 West Montana Drive	Fencing -		Open	9/5/2019		9/5/2019	3/4/2020	
Desc:						Date	Step				
						2/24/2020	Courtesy Notice				
						9/5/2019	Entered				
Date						Description					
2/23/2020						[Courtesy Notice]					
Abraham, Deborah	SKYE311		12858 North Montana	Fencing -		Open	9/5/2019		9/5/2019	3/4/2020	
Desc:						Date	Step				
						2/23/2020	Courtesy Notice				
						9/5/2019	Entered				
Date						Description					
2/22/2020						[Courtesy Notice]					
Amacher, Jacqueline	SKYE223V		10801 N Montana Drive	Landscaping - Weeds	Front Yard	Open	2/18/2020	2/18/2020	2/18/2020	3/4/2020	
Desc: Weeds: Please remove the weeds in your rock beds.						Date	Step				
						2/23/2020	First Notice				
						2/18/2020	Entered				
Date						Description					
2/23/2020						[First Notice]					



Maintenance Requests

Maintenance requests can be submitted and maintained with our online feature. Homeowners can see their requests and Board members and management can view and manage the status at any time for every property.

WorkOrder Detail											
Pleasantville											
From 1/1/2000 To 4/15/2020											
Name	AccountId	Address	ID	Type/SubType	Vendor	Status	ETC	Approved	Create Date	Close Date	Image
Casas, Jackie	1517545 SKYE136	12754 Sandstone Drive	150408	Landscape -		Open - Entered	1.00		2/3/2020		
Desc: Sprinkler leak at the corner of first and main street.											
Mobile Note:											
Approval Note:											
Completed Note:											
Date	Description										
2/24/2020	Please contact owner before entering their property.										
Name	AccountId	Address	ID	Type/SubType	Vendor	Status	ETC	Approved	Create Date	Close Date	Image
Casas, Jackie	1517545 SKYE136	12754 Sandstone Drive	157580	Landscape -		Open - Assigned	1.00		4/3/2020		
Desc: Fence behind my home is broken.											
Mobile Note:											
Approval Note:											
Completed Note:											
Date	Description										

Architectural Requests

The status of all architectural requests is available to the Architectural Committee and Board in the Manage ARC Plan feature. Committee members can review, provide comment, and approve requests online. Homeowners submit their requests and associated documents online through their Community Link account or by submitting to the manager or committee.

Manage ARC Plan													
ID	Account	Address	Lot	Title	ARC Plan Type	Status	Step / Resolution	My Recommendation	# Rec	Created	Deadline	Resolution Date	
272973	Rachel Hillis	10754 Bear Cub Drive	37	Front/Sidewalk/Per	Landscaping	Open	Accept - Send to ARC Committee	Not Reviewed	0	04/08/2020	05/08/2020	04/08/2020	
272966	Nichole Dickson	10764 Bear Cub Drive	36	Patio/Sidewalk/Per	Landscaping	Closed	Approved With Conditions	Not Reviewed	0	04/08/2020	05/01/2020		
272741	Waldenhamar, Vicki Jean	12302 Meadowlark Lane		Rachel test		Open	Under Review	Not Reviewed	0	04/07/2020	05/07/2020	04/07/2020	
272501	Casas, Jackie	12754 Sandstone Drive	9015	Patio/Fence/Sidew	Garden	Open	Approved With Conditions	Not Reviewed	0	04/03/2020	04/08/2020	04/08/2020	
272267	Carol Rayle	10764 Bear Cub Drive	36	Patio/Sidewalk/Per		Closed	Approved With Conditions	Not Reviewed	0	04/01/2020	04/01/2020	04/01/2020	
272992	Sarah Esther	10744 Bear Cub Drive		New Story	Addition	Open	Accept - Send to ARC Committee	Not Reviewed	0	03/30/2020	04/29/2020	03/30/2020	
271771	Sarah Esther	10744 Bear Cub Drive		Landscape Application		Open	Approved With Conditions	Not Reviewed	1	03/26/2020	03/26/2020	03/26/2020	
209629	Hall, Thomas	12556 Sandstone Drive	15005	Second Gate		Open	Approved With Conditions	Not Reviewed	0	03/04/2020	04/01/2020	04/01/2020	
266351	Smyle, Susan C.	12483 Meadowlark Lane		Landscaping		Open	Approved With Conditions	Not Reviewed	0	02/03/2020	02/03/2020	02/03/2020	
250360	Acosta, Joseph M. & Rosemary A.	10774 Bear Cub Drive	35	Landscape/Pergoli		Open	Accept - Send to ARC Committee	Not Reviewed	0	09/24/2019	10/24/2019	09/24/2019	

Community Onboarding Overview

Advance HOA Management follows a well-defined and efficient process to onboard your community. Below is a typical timeline and milestones as we onboard a new partner.

As soon as agreement executed, and prior management notified by Board	Reach out to prior management for key information: <ul style="list-style-type: none"> • EIN • Owner List and Assessments • Governing Documents • Financials, budgets, vendor contracts, invoices, minutes and agendas • Determine fund transfer process • and several other items
As documents are received from prior management	Set up account <ul style="list-style-type: none"> • Open bank accounts • Input owner list and assessments in our system • Website set-up, etc.
3 weeks before Day 1	Send Welcome Letter to membership (after board review) including announcement of change, payment instructions, and contact info sheets
2-3 weeks before Day 1	Identify and introduce assigned manager to Board <ul style="list-style-type: none"> • Confirm upcoming meeting dates • Understand key goals and challenges of the community
1 week before day 1	Notify vendors of change in management and request invoices
Day 1 of taking on management	
Week 1	Manager begins working with board on final transition details <ul style="list-style-type: none"> • Confirming key HOA information and emergency sheet • Set up invoice approvers • Other open transition questions
Week 1	Request final information from prior management <ul style="list-style-type: none"> • Final owner account history detail • Final month financials, detailed GL and outstanding payables • Confirm final fund transfer process • Arrange box and final data transfer
Week 2	Reminder email sent to membership on new management and updated payment instructions
Week 7	Complete first month financials (the first month will take a week longer vs. normal as we reconcile and review in detail)
Week 7	Statement mailed to owners with outstanding balance to confirm notice of change in management and new payment instructions
Month 3	Turn on collection module for late payments

Balance Sheet

SAMPLE HOA

As Of 6/30/2020



Name	Operating	Reserve	Other	Total
Asset				
Assets				
10000001 - CIT Operating	14,384.66	0.00	0.00	14,384.66
10000002 - CIT Reserve	0.00	59,589.54	0.00	59,589.54
10050002 - CIT- ICS Money Market Reserve	0.00	325,000.00	0.00	325,000.00
11111000 - Accounts Receivable	6,492.31	0.00	0.00	6,492.31
Total: Assets	20,876.97	384,589.54	0.00	405,466.51
Total: Asset	20,876.97	384,589.54	0.00	405,466.51
Liability				
Liabilities				
21000000 - Great CO Payback	636.75	0.00	0.00	636.75
21200000 - Accounts Payable	7,667.44	0.00	0.00	7,667.44
21210000 - Prepaid Assessments	16,182.32	0.00	0.00	16,182.32
Total: Liabilities	24,486.51	0.00	0.00	24,486.51
Total: Liability	24,486.51	0.00	0.00	24,486.51
Equity				
Equity				
30390000 - Retained Fund Balance Operations	609.94	0.00	0.00	609.94
30391000 - Retained Fund Balance Reserve	0.00	400,281.75	0.00	400,281.75
Total: Equity	609.94	400,281.75	0.00	400,891.69
Total: Equity	609.94	400,281.75	0.00	400,891.69
Net Income	(4,219.48)	(15,692.21)	0.00	(19,911.69)
Total Liabilities and Equity	20,876.97	384,589.54	0.00	405,466.51

Income Statement - Operating

SAMPLE HOA

From 06/01/2020 - 06/30/2020



	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Revenue							
Revenue							
40400000 - Member Assessments	30,500.00	30,000.00	500.00	180,500.00	180,000.00	500.00	360,000.00
42100000 - Collection/ NSF Income	0.00	0.00	0.00	20.00	0.00	20.00	
43411000 - Interest Income	1.08	0.00	1.08	5.59	0.00	5.59	
43422000 - Lien Income	0.00	0.00	0.00	35.00	0.00	35.00	
43431000 - Late Fees & Interest Assessed	714.33	0.00	714.33	922.13	0.00	922.13	
450000 - Other Income & Fines	(130.00)	0.00	(130.00)	10.00	0.00	10.00	
Total: Revenue	31,085.41	30,000.00	1,085.41	181,492.72	180,000.00	1,492.72	360,000.00
Total: Revenue	31,085.41	30,000.00	1,085.41	181,492.72	180,000.00	1,492.72	360,000.00
Expense							
Insurance & Corporate Taxes							
50502500 - Insurance	4,131.50	4,825.00	(693.50)	30,423.17	28,393.62	2,029.55	57,343.62
Total: Insurance & Corporate Taxes	4,131.50	4,825.00	(693.50)	30,423.17	28,393.62	2,029.55	57,343.62
Administrative Expenses							
500900 - Audit Tax/Prep	2,268.00	0.00	2,268.00	2,568.00	300.00	2,268.00	2,300.00
50500000 - Attorney Fees: Collection	0.00	41.67	(41.67)	0.00	249.98	(249.98)	500.00
50500500 - Attorney Fees: HOA	0.00	200.00	(200.00)	147.50	1,200.00	(1,052.50)	2,400.00
50503000 - Management Fees	2,059.00	2,059.00	0.00	12,354.00	12,354.00	0.00	24,708.00
50506000 - Meetings	0.00	0.00	0.00	150.00	0.00	150.00	300.00
50512000 - Postage & Mail	13.99	25.00	(11.01)	135.19	250.00	(114.81)	500.00
50513000 - Printing & Reproduction	11.54	75.00	(63.46)	795.05	750.00	45.05	1,500.00
50531000 - Collections Expense	125.00	50.00	75.00	578.75	300.00	278.75	600.00
50532000 - Lien Filing Expense	0.00	0.00	0.00	0.00	135.00	(135.00)	270.00
50545000 - Sec of State Real Estate Comm Fees	0.00	0.00	0.00	120.00	120.00	0.00	120.00
50546000 - Social/ Community Events	0.00	0.00	0.00	0.00	250.00	(250.00)	750.00
588000 - Miscellaneous G & A	0.00	0.00	0.00	12.55	0.00	12.55	
Total: Administrative Expenses	4,477.53	2,450.67	2,026.86	16,861.04	15,908.98	952.06	33,948.00
Repairs & Maintenance							
65650000 - Maintenance - Building Repairs	90.00	416.67	(326.67)	225.00	2,499.98	(2,274.98)	5,000.00
65651500 - Maintenance - Annual Fire Inspection	0.00	0.00	0.00	1,176.00	1,250.00	(74.00)	4,275.00
65652000 - Maintenance- Fire Suppression	4,647.89	400.00	4,247.89	3,935.39	2,400.00	1,535.39	4,800.00
65653500 - Maintenance - Gutters	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
65655000 - Maintenance - Lighting	90.00	100.00	(10.00)	1,551.71	600.00	951.71	1,200.00
65655800 - Maintenance - Plumbing	225.00	62.50	162.50	441.00	375.00	66.00	2,400.00
65658000 - Maintenance - Pest Control	0.00	0.00	0.00	0.00	500.00	(500.00)	500.00
65660000 - Maintenance - Alarm Repairs	0.00	125.00	(125.00)	0.00	750.00	(750.00)	1,500.00
65661000 - Alarm Monitoring	0.00	0.00	0.00	1,602.72	1,700.00	(97.28)	3,400.00
Total: Repairs & Maintenance	5,052.89	1,104.17	3,948.72	8,931.82	10,074.98	(1,143.16)	25,075.00
Utilities							
70701000 - Utilities - Water	5,345.44	5,100.00	245.44	22,834.72	23,300.00	(465.28)	48,000.00
70701500 - Utilities - Sewer	0.00	0.00	0.00	7,376.07	7,125.00	251.07	14,250.00
70702000 - Utilities - Trash	1,009.59	1,500.00	(490.41)	8,662.98	9,000.00	(337.02)	18,000.00
70702500 - Utilities - Recyclable Offset/Contamination	135.46	0.00	135.46	1,701.43	0.00	1,701.43	
70704000 - Utilities - Electricity	404.85	625.00	(220.15)	3,066.17	3,750.00	(683.83)	7,500.00
Total: Utilities	6,895.34	7,225.00	(329.66)	43,641.37	43,175.00	466.37	87,750.00
Transfer to Reserves							
90900000 - Operating: Transfer to Reserve	6,371.20	6,371.20	0.00	38,227.20	38,227.20	0.00	76,454.38
Total: Transfer to Reserves	6,371.20	6,371.20	0.00	38,227.20	38,227.20	0.00	76,454.38
Landscaping/ Grounds							
606000 - Landscaping - Trees	553.80	0.00	553.80	8,061.20	7,000.00	1,061.20	14,000.00
60604000 - Landscaping - Contract	2,411.00	2,411.00	0.00	13,815.00	13,815.00	0.00	28,281.00

Income Statement - Operating

SAMPLE HOA

From 06/01/2020 - 06/30/2020



	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
60605000 - Landscaping - Repairs/Improvements	504.00	2,000.00	(1,496.00)	4,166.32	6,000.00	(1,833.68)	10,000.00
60605300 - Landscaping - Snow Removal	0.00	0.00	0.00	18,950.90	13,000.00	5,950.90	22,500.00
60605500 - Landscaping - Sprinkler/Irrigation Repair	1,458.60	750.00	708.60	2,310.18	1,750.00	560.18	4,000.00
60607000 - Landscaping - Pet Clean Up	108.00	54.00	54.00	324.00	324.00	0.00	648.00
Total: Landscaping/ Grounds	5,035.40	5,215.00	(179.60)	47,627.60	41,889.00	5,738.60	79,429.00
Total: Expense	31,963.86	27,191.04	4,772.82	185,712.20	177,668.78	8,043.42	360,000.00
Net Income	(878.45)	2,808.96	(3,687.41)	(4,219.48)	2,331.22	(6,550.70)	0.00

Income Statement - Reserve

SAMPLE HOA

From 06/01/2020 - 06/30/2020



	Current Period			Year-to-date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Revenue							
Revenue							
44460001 - Reserve Interest Income	31.67	0.00	31.67	564.69	0.00	564.69	
45455500 - Reserve: Transfer from Operating	6,371.20	6,371.20	0.00	38,227.20	38,227.20	0.00	76,454.38
Total: Revenue	6,402.87	6,371.20	31.67	38,791.89	38,227.20	564.69	76,454.38
Total: Revenue	6,402.87	6,371.20	31.67	38,791.89	38,227.20	564.69	76,454.38
Expense							
Reserve Expense							
91910000 - Reserve: Building	0.00	0.00	0.00	4,625.00	0.00	4,625.00	
91913000 - Reserve: Concrete	0.00	0.00	0.00	4,370.00	0.00	4,370.00	
91916000 - Reserve: Lighting	0.00	0.00	0.00	4,769.10	0.00	4,769.10	
91918000 - Reserve: Painting	40,720.00	0.00	40,720.00	40,720.00	0.00	40,720.00	
Total: Reserve Expense	40,720.00	0.00	40,720.00	54,484.10	0.00	54,484.10	0.00
Total: Expense	40,720.00	0.00	40,720.00	54,484.10	0.00	54,484.10	0.00
Net Income	(34,317.13)	6,371.20	(40,688.33)	(15,692.21)	38,227.20	(53,919.41)	76,454.38

Income Statement Summary - Operating

SAMPLE HOA

Year 2020



	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Revenue													
Revenue													
40400000 - Member Assessments	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,500.00	0.00	0.00	0.00	0.00	0.00	0.00	180,500.00
42100000 - Collection/ NSF Income	0.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
43411000 - Interest Income	0.60	0.96	0.95	1.09	0.91	1.08	0.00	0.00	0.00	0.00	0.00	0.00	5.59
43422000 - Lien Income	35.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00
43431000 - Late Fees & Interest Assessed	(172.39)	(9.10)	96.13	96.67	196.49	714.33	0.00	0.00	0.00	0.00	0.00	0.00	922.13
450000 - Other Income & Fines	0.00	0.00	170.00	(30.00)	0.00	(130.00)	0.00	0.00	0.00	0.00	0.00	0.00	10.00
Total: Revenue	29,863.21	29,991.86	30,267.08	30,067.76	30,217.40	31,085.41	0.00	0.00	0.00	0.00	0.00	0.00	181,492.72
Total: Revenue	29,863.21	29,991.86	30,267.08	30,067.76	30,217.40	31,085.41	0.00	0.00	0.00	0.00	0.00	0.00	181,492.72
Expense													
Insurance & Corporate Taxes													
50502500 - Insurance	4,546.82	0.00	(2,771.00)	16,403.85	8,112.00	4,131.50	0.00	0.00	0.00	0.00	0.00	0.00	30,423.17
Total: Insurance & Corporate Taxes	4,546.82	0.00	(2,771.00)	16,403.85	8,112.00	4,131.50	0.00	0.00	0.00	0.00	0.00	0.00	30,423.17
Administrative Expenses													
500900 - Audit Tax/Prep	0.00	0.00	0.00	300.00	0.00	2,268.00	0.00	0.00	0.00	0.00	0.00	0.00	2,568.00
50500500 - Attorney Fees: HOA	147.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	147.50
50503000 - Management Fees	2,059.00	2,059.00	2,059.00	2,059.00	2,059.00	2,059.00	0.00	0.00	0.00	0.00	0.00	0.00	12,354.00
50506000 - Meetings	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00
50512000 - Postage & Mail	23.46	37.39	15.87	29.74	14.74	13.99	0.00	0.00	0.00	0.00	0.00	0.00	135.19
50513000 - Printing & Reproduction	538.62	170.07	17.10	51.16	6.56	11.54	0.00	0.00	0.00	0.00	0.00	0.00	795.05
50531000 - Collections Expense	127.50	91.25	103.75	56.25	75.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	578.75
50545000 - Sec of State Real Estate Comm Fees	0.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
588000 - Miscellaneous G & A	0.00	0.00	12.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.55
Total: Administrative Expenses	3,046.08	2,477.71	2,208.27	2,496.15	2,155.30	4,477.53	0.00	0.00	0.00	0.00	0.00	0.00	16,861.04
Repairs & Maintenance													
65650000 - Maintenance - Building Repairs	90.00	45.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00
65651500 - Maintenance - Annual Fire Inspection	0.00	588.00	0.00	0.00	588.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,176.00
65652000 - Maintenance - Fire Suppression	0.00	0.00	0.00	0.00	(712.50)	4,647.89	0.00	0.00	0.00	0.00	0.00	0.00	3,935.39
65655000 - Maintenance - Lighting	488.96	291.73	0.00	1,356.36	(675.34)	90.00	0.00	0.00	0.00	0.00	0.00	0.00	1,551.71
65655800 - Maintenance - Plumbing	0.00	0.00	0.00	0.00	216.00	225.00	0.00	0.00	0.00	0.00	0.00	0.00	441.00
65661000 - Alarm Monitoring	0.00	801.36	0.00	0.00	801.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,602.72
Total: Repairs & Maintenance	578.96	1,726.09	0.00	1,356.36	217.52	5,052.89	0.00	0.00	0.00	0.00	0.00	0.00	8,931.82
Utilities													
70701000 - Utilities - Water	3,449.60	3,199.06	3,089.21	3,502.66	4,248.75	5,345.44	0.00	0.00	0.00	0.00	0.00	0.00	22,834.72

Income Statement Summary - Operating

Year 2020



	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
70701500 - Utilities - Sewer	0.00	2,258.69	2,558.69	2,558.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,376.07
70702000 - Utilities - Trash	1,899.73	1,009.59	1,877.45	1,433.31	1,433.31	1,009.59	0.00	0.00	0.00	0.00	0.00	0.00	8,662.98
70702500 - Utilities - Recyclable Offset/Contamination	540.40	143.22	329.91	374.75	177.69	135.46	0.00	0.00	0.00	0.00	0.00	0.00	1,701.43
70704000 - Utilities - Electricity	612.97	560.93	568.47	489.53	429.42	404.85	0.00	0.00	0.00	0.00	0.00	0.00	3,066.17
Total: Utilities	6,502.70	7,171.49	8,423.73	8,358.94	6,289.17	6,895.34	0.00	0.00	0.00	0.00	0.00	0.00	43,641.37
Transfer to Reserves													
90900000 - Operating: Transfer to Reserve	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	0.00	0.00	0.00	0.00	0.00	0.00	38,227.20
Total: Transfer to Reserves	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	0.00	0.00	0.00	0.00	0.00	0.00	38,227.20
Landscaping/ Grounds													
606000 - Landscaping - Trees	0.00	0.00	0.00	4,000.00	3,507.40	553.80	0.00	0.00	0.00	0.00	0.00	0.00	8,061.20
60604000 - Landscaping - Contract	2,194.00	2,194.00	2,194.00	2,411.00	2,411.00	2,411.00	0.00	0.00	0.00	0.00	0.00	0.00	13,815.00
60605000 - Landscaping - Repairs/Improvements	0.00	2,235.55	0.00	0.00	1,426.77	504.00	0.00	0.00	0.00	0.00	0.00	0.00	4,166.32
60605300 - Landscaping - Snow Removal	157.50	14,312.15	450.00	3,941.25	90.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,950.90
60605500 - Landscaping - Sprinkler/ Irrigation Repair	0.00	0.00	0.00	0.00	851.58	1,458.60	0.00	0.00	0.00	0.00	0.00	0.00	2,310.18
60607000 - Landscaping - Pet Clean Up	54.00	54.00	54.00	54.00	0.00	108.00	0.00	0.00	0.00	0.00	0.00	0.00	324.00
Total: Landscaping/ Grounds	2,405.50	18,795.70	2,698.00	10,406.25	8,286.75	5,035.40	0.00	0.00	0.00	0.00	0.00	0.00	47,627.60
Total: Expense	23,451.26	36,542.19	16,930.20	45,392.75	31,431.94	31,963.86	0.00	0.00	0.00	0.00	0.00	0.00	185,712.20
Net Income	6,411.95	(6,550.33)	13,336.88	(15,324.99)	(1,214.54)	(878.45)	0.00	0.00	0.00	0.00	0.00	0.00	(4,219.48)

Income Statement Summary - Reserve

SAMPLE HOA

Year 2020



	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Revenue													
Revenue													
44460001 - Reserve Interest Income	174.48	159.57	109.51	41.59	47.87	31.67	0.00	0.00	0.00	0.00	0.00	0.00	564.69
45455500 - Reserve: Transfer from Operating	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	0.00	0.00	0.00	0.00	0.00	0.00	38,227.20
Total: Revenue	6,545.68	6,530.77	6,480.71	6,412.79	6,419.07	6,402.87	0.00	0.00	0.00	0.00	0.00	0.00	38,791.89
Total: Revenue	6,545.68	6,530.77	6,480.71	6,412.79	6,419.07	6,402.87	0.00	0.00	0.00	0.00	0.00	0.00	38,791.89
Expense													
Reserve Expense													
91910000 - Reserve: Building	0.00	4,625.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,625.00
91913000 - Reserve: Concrete	0.00	0.00	0.00	4,370.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,370.00
91916000 - Reserve: Lighting	0.00	0.00	1,720.90	0.00	3,048.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,769.10
91918000 - Reserve: Painting	0.00	0.00	0.00	40,720.00	(40,720.00)	40,720.00	0.00	0.00	0.00	0.00	0.00	0.00	40,720.00
Total: Reserve Expense	0.00	4,625.00	1,720.90	45,090.00	(37,671.80)	40,720.00	0.00	0.00	0.00	0.00	0.00	0.00	54,484.10
Total: Expense	0.00	4,625.00	1,720.90	45,090.00	(37,671.80)	40,720.00	0.00	0.00	0.00	0.00	0.00	0.00	54,484.10
Net Income	6,545.68	1,905.77	4,759.81	(38,677.21)	44,090.87	(34,317.13)	0.00	0.00	0.00	0.00	0.00	0.00	(15,692.21)

Budget Summary Operating

SAMPLE HOA

Year 2020



	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Revenue													
Revenue													
40400000 - Member Assessments	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	360,000.00
Total: Revenue	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	360,000.00
Total: Revenue	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	360,000.00
Expense													
Insurance & Corporate Taxes													
50502500 - Insurance	4,546.81	4,546.81	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	57,343.62
Total: Insurance & Corporate Taxes	4,546.81	4,546.81	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	4,825.00	57,343.62
Administrative Expenses													
500900 - Audit Tax/Prep	0.00	250.00	50.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	2,300.00
50500000 - Attorney Fees: Collection	41.63	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	41.67	500.00
50500500 - Attorney Fees: HOA	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
50503000 - Management Fees	2,059.00	2,059.00	2,059.00	2,059.00	2,059.00	2,059.00	2,059.00	2,059.00	2,059.00	2,059.00	2,059.00	2,059.00	24,708.00
50506000 - Meetings	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00	300.00
50512000 - Postage & Mail	125.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	125.00	25.00	500.00
50513000 - Printing & Reproduction	375.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	375.00	75.00	1,500.00
50531000 - Collections Expense	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
50532000 - Lien Filing Expense	135.00	0.00	0.00	0.00	0.00	0.00	135.00	0.00	0.00	0.00	0.00	0.00	270.00
50545000 - Sec of State Real Estate Comm Fees	0.00	120.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	120.00
50546000 - Social/ Community Events	0.00	0.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	0.00	250.00	750.00
Total: Administrative Expenses	2,985.63	2,820.67	2,500.67	2,450.67	2,700.67	2,450.67	2,585.67	4,700.67	2,450.67	2,450.67	3,150.67	2,700.67	33,948.00
Repairs & Maintenance													
65650000 - Maintenance - Building Repairs	416.63	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	416.67	5,000.00
65651500 - Maintenance - Annual Fire Inspection	0.00	625.00	0.00	0.00	625.00	0.00	0.00	2,400.00	0.00	0.00	625.00	0.00	4,275.00
65652000 - Maintenance - Fire Suppression	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,800.00
65653500 - Maintenance - Gutters	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
65655000 - Maintenance - Lighting	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
65655800 - Maintenance - Plumbing	62.50	62.50	62.50	62.50	62.50	62.50	62.50	62.50	1,712.50	62.50	62.50	62.50	2,400.00
65658000 - Maintenance - Pest Control	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
65660000 - Maintenance - Alarm Repairs	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
65661000 - Alarm Monitoring	0.00	850.00	0.00	0.00	850.00	0.00	0.00	850.00	0.00	0.00	850.00	0.00	3,400.00
Total: Repairs & Maintenance	1,104.13	2,579.17	1,104.17	1,104.17	3,079.17	1,104.17	1,104.17	4,354.17	2,754.17	1,104.17	2,579.17	3,104.17	25,075.00
Utilities													
70701000 - Utilities - Water	3,550.00	3,250.00	3,250.00	3,150.00	5,000.00	5,100.00	5,650.00	5,650.00	4,100.00	3,100.00	3,100.00	3,100.00	48,000.00
70701500 - Utilities - Sewer	0.00	2,375.00	2,375.00	2,375.00	0.00	0.00	0.00	2,375.00	2,375.00	2,375.00	0.00	0.00	14,250.00
70702000 - Utilities - Trash	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	18,000.00
70704000 - Utilities - Electricity	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	625.00	7,500.00

Budget Summary Operating

SAMPLE HOA

Year 2020



	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Total: Utilities	5,675.00	7,750.00	7,750.00	7,650.00	7,125.00	7,225.00	7,775.00	10,150.00	8,600.00	7,600.00	5,225.00	5,225.00	87,750.00
Transfer to Reserves													
90900000 - Operating: Transfer to Reserve	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.18	76,454.38
Total: Transfer to Reserves	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.18	76,454.38
Landscaping/ Grounds													
606000 - Landscaping - Trees	0.00	0.00	0.00	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0.00	0.00	0.00	14,000.00
60604000 - Landscaping - Contract	2,194.00	2,194.00	2,194.00	2,411.00	2,411.00	2,411.00	2,411.00	2,411.00	2,411.00	2,411.00	2,411.00	2,411.00	28,281.00
60605000 - Landscaping - Repairs/Improvements	0.00	0.00	0.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	10,000.00
60605300 - Landscaping - Snow Removal	4,000.00	3,500.00	3,500.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	3,500.00	4,000.00	22,500.00
60605500 - Landscaping - Sprinkler/Irrigation Repair	0.00	0.00	0.00	0.00	1,000.00	750.00	750.00	750.00	750.00	0.00	0.00	0.00	4,000.00
60607000 - Landscaping - Pet Clean Up	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	54.00	648.00
Total: Landscaping/ Grounds	6,248.00	5,748.00	5,748.00	6,465.00	12,465.00	5,215.00	5,215.00	5,215.00	10,215.00	4,465.00	5,965.00	6,465.00	79,429.00
Total: Expense	26,930.77	29,815.85	28,299.04	28,866.04	36,566.04	27,191.04	27,876.04	35,616.04	35,216.04	26,816.04	28,116.04	28,691.02	360,000.00
Net Income	3,069.23	184.15	1,700.96	1,133.96	(6,566.04)	2,808.96	2,123.96	(5,616.04)	(5,216.04)	3,183.96	1,883.96	1,308.98	0.00

Budget Summary Reserves

SAMPLE HOA

Year 2020



	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 2020	Dec 2020	Total
Revenue													
Revenue													
45455500 - Reserve: Transfer from Operating	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.18	76,454.38
Total: Revenue	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.18	76,454.38
Total: Revenue	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.18	76,454.38
Net Income	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.20	6,371.18	76,454.38

Homeowner Aging Report Excluding Prepaid

SAMPLE HOA

As of 6/30/2020



Account Name	AccountId	File Number	Address	--- Last Payment ---	0-30	31-60	61-90	91-120	120+	Open Balance	
Open Balance											
	1632925	MFRC289QD	289 Quebec Street #D		Delinquency Status: 1st Notice					284.38	
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00	
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38	
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
AccountTotal:					284.38	0.00	0.00	0.00	0.00	284.38	
	1632933	MFRC290PD	290 Poplar Street #D	4/30/2020	230.00	Delinquency Status: 1st Notice					462.21
Member Assessments					250.00	174.78	0.00	0.00	0.00	424.78	
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
Delinquent Interest					7.43	0.00	0.00	0.00	0.00	7.43	
AccountTotal:					287.43	174.78	0.00	0.00	0.00	462.21	
	1781771		200 Poplar Street #C		Delinquency Status: Current					750.00	
Member Assessments					750.00	0.00	0.00	0.00	0.00	750.00	
AccountTotal:					750.00	0.00	0.00	0.00	0.00	750.00	
	1632823	MFRC120PF	120 Poplar Street #F		Delinquency Status: 1st Notice					284.38	
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38	
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00	
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
AccountTotal:					284.38	0.00	0.00	0.00	0.00	284.38	
	1632828	MFRC159QC	159 Quebec Street #C		Delinquency Status: 1st Notice					284.38	
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00	
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38	
AccountTotal:					284.38	0.00	0.00	0.00	0.00	284.38	
	1632834	MFRC160PA	160 Poplar Street #A	6/16/2020	230.00	Delinquency Status: 1st Notice					119.97
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	

Homeowner Aging Report Excluding Prepaid

SAMPLE HOA

As of 6/30/2020



Account Name	AccountID	File Number	Address	--- Last Payment ---	0-30	31-60	61-90	91-120	120+	Open Balance
Member Assessments					88.42	0.00	0.00	0.00	0.00	88.42
Delinquent Interest					1.55	0.00	0.00	0.00	0.00	1.55
AccountTotal:					119.97	0.00	0.00	0.00	0.00	119.97
Applebaum	1632851	MFRC180PJ	180 Poplar Street #J	5/3/2020	250.00	Delinquency Status: 1st Notice				314.90
Delinquent Interest					4.90	0.00	0.00	0.00	0.00	4.90
Member Assessments					250.00	30.00	0.00	0.00	0.00	280.00
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00
AccountTotal:					284.90	30.00	0.00	0.00	0.00	314.90
	1632858	MFRC199QA	199 Quebec Street #A	6/3/2020	130.00	Delinquency Status: 1st Notice				616.88
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00
Repairs Reimbursement					0.00	712.50	0.00	0.00	0.00	712.50
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38
AccountTotal:					284.38	712.50	0.00	0.00	0.00	996.88
Leonard R. Dford	1632875	MFRC200PB	200 Poplar Street #B			Delinquency Status: 1st Notice				284.38
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00
AccountTotal:					284.38	0.00	0.00	0.00	0.00	284.38
	1632889	MFRC200PP	200 Poplar Street #P			Delinquency Status: 1st Notice				284.38
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00
AccountTotal:					284.38	0.00	0.00	0.00	0.00	284.38
	1632842	MFRC180PA	180 Poplar Street #A			Delinquency Status: 1st Notice				284.38
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38

Homeowner Aging Report Excluding Prepaid

SAMPLE HOA

As of 6/30/2020



Account Name	AccountId	File Number	Address	--- Last Payment ---	0-30	31-60	61-90	91-120	120+	Open Balance	
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00	
AccountTotal:					284.38	0.00	0.00	0.00	0.00	284.38	
	1632869	MFRC199QL	199 Quebec Street #L		Delinquency Status: 1st Notice					284.38	
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38	
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00	
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
AccountTotal:					284.38	0.00	0.00	0.00	0.00	284.38	
	1632874	MFRC200PA	200 Poplar Street #A	6/16/2020	230.00	Delinquency Status: 1st Notice					113.90
Delinquent Interest					1.44	0.00	0.00	0.00	0.00	1.44	
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
Member Assessments					82.46	0.00	0.00	0.00	0.00	82.46	
AccountTotal:					113.90	0.00	0.00	0.00	0.00	113.90	
	1632878	MFRC200PE	200 Poplar Street #E		Delinquency Status: 1st Notice					284.38	
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38	
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00	
AccountTotal:					284.38	0.00	0.00	0.00	0.00	284.38	
	1632893	MFRC209QD	209 Quebec Street #D		Delinquency Status: 1st Notice					284.38	
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00	
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38	
AccountTotal:					284.38	0.00	0.00	0.00	0.00	284.38	
	1632894	MFRC209QE	209 Quebec Street #E	5/3/2020	230.00	Delinquency Status: 1st Notice					152.10
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
Member Assessments					120.00	0.00	0.00	0.00	0.00	120.00	

Homeowner Aging Report Excluding Prepaid

SAMPLE HOA

As of 6/30/2020



Account Name	AccountId	File Number	Address	--- Last Payment ---	0-30	31-60	61-90	91-120	120+	Open Balance	
Delinquent Interest					2.10	0.00	0.00	0.00	0.00	2.10	
AccountTotal:					152.10	0.00	0.00	0.00	0.00	152.10	
	1632926	MFRC289QE	289 Quebec Street #E	5/3/2020	250.00	Delinquency Status: 1st Notice					335.25
Delinquent Interest					5.25	0.00	0.00	0.00	0.00	5.25	
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
Member Assessments					250.00	50.00	0.00	0.00	0.00	300.00	
AccountTotal:					285.25	50.00	0.00	0.00	0.00	335.25	
Paul David	1632932	MFRC290PC	290 Poplar Street #C			Delinquency Status: 1st Notice					284.38
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
Delinquent Interest					4.38	0.00	0.00	0.00	0.00	4.38	
Member Assessments					250.00	0.00	0.00	0.00	0.00	250.00	
AccountTotal:					284.38	0.00	0.00	0.00	0.00	284.38	
	1632821	MFRC120PD	120 Poplar Street #D	6/30/2020	250.00	Delinquency Status: 1st Notice					34.38
Member Assessments					34.38	0.00	0.00	0.00	0.00	34.38	
AccountTotal:					34.38	0.00	0.00	0.00	0.00	34.38	
	1632855	MFRC180PN	180 Poplar Street #N	6/30/2020	250.00	Delinquency Status: 1st Notice					24.02
Member Assessments					24.02	0.00	0.00	0.00	0.00	24.02	
AccountTotal:					24.02	0.00	0.00	0.00	0.00	24.02	
	1632866	MFRC199QI	199 Quebec Street #I	5/2/2020	250.00	Delinquency Status: 1st Notice					294.55
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
Delinquent Interest					4.55	0.00	0.00	0.00	0.00	4.55	
Member Assessments					250.00	10.00	0.00	0.00	0.00	260.00	
AccountTotal:					284.55	10.00	0.00	0.00	0.00	294.55	
	1632915	MFRC239QB	239 Quebec Street #B	4/30/2020	250.00	Delinquency Status: 1st Notice					50.35
Delinquent Fee					30.00	0.00	0.00	0.00	0.00	30.00	
Member Assessments					20.00	0.00	0.00	0.00	0.00	20.00	

Homeowner Aging Report Excluding Prepaid

SAMPLE HOA

As of 6/30/2020



Account Name	AccountId	File Number	Address	--- Last Payment ---	0-30	31-60	61-90	91-120	120+	Open Balance
Delinquent Interest					0.35	0.00	0.00	0.00	0.00	0.35
AccountTotal:					50.35	0.00	0.00	0.00	0.00	50.35
Type Total:		22			5,515.03	977.28	0.00	0.00	0.00	6,492.31
Association Total:		22			5,515.03	977.28	0.00	0.00	0.00	6,492.31
Grand Total:		22			5,515.03	977.28	0.00	0.00	0.00	6,492.31

Trans Type	Balance	0-30	31-60	61-90	91-120	120+
Delinquent Fee	570.00	570.00	0.00	0.00	0.00	0.00
Delinquent Interest	75.75	75.75	0.00	0.00	0.00	0.00
Member Assessments	5,134.06	4,869.28	264.78	0.00	0.00	0.00
Repairs Reimbursement	712.50	0.00	712.50	0.00	0.00	0.00
Total:	6,492.31	5,515.03	977.28	0.00	0.00	0.00

Delinquency Status	Balance	0-30	31-60	61-90	91-120	120+
1st Notice	5,742.31	4,765.03	977.28	0.00	0.00	0.00
Current	750.00	750.00	0.00	0.00	0.00	0.00
Total:	6,492.31	5,515.03	977.28	0.00	0.00	0.00

Homeowner Prepaid Report

SAMPLE HOA

As of 6/30/2020



Id/FileNo	Account Name	Address	--- Last Payment ---	0-30	31-60	61-90	91-120	120+	Open Balance	
PrePaid										
1632827		159 Quebec Street #B	6/10/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632830 MFRC159QE		159 Quebec Street #E	6/29/2020	750.00	(750.00)	0.00	0.00	0.00	0.00	(750.00)
1632831 MFRC159QF		159 Quebec Street #F	6/16/2020	250.00	(254.03)	(4.03)	0.00	0.00	0.00	(258.06)
1632833 MFRC159QH		159 Quebec Street #H	6/9/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632839 MFRC160PF		160 Poplar Street #F	6/29/2020	250.00	(460.00)	0.00	0.00	0.00	0.00	(460.00)
1632841 MFRC160PH		160 Poplar Street #H	6/19/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632843 MFRC180PB		180 Poplar Street #B	6/1/2020	250.00	(220.00)	0.00	0.00	0.00	0.00	(220.00)
1632844 MFRC180PC		180 Poplar Street #C	6/1/2020	250.00	(230.00)	0.00	0.00	0.00	0.00	(230.00)
1632853 MFRC180PL		180 Poplar Street #L	6/30/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632857 MFRC180PP		180 Poplar Street #P	6/23/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632858 MFRC199QA		199 Quebec Street #A	6/3/2020	130.00	(380.00)	0.00	0.00	0.00	0.00	(380.00)
1632859 MFRC199QB		199 Quebec Street #B	6/26/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632860 MFRC199QC		199 Quebec Street #C	6/30/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632861 MFRC199QD		199 Quebec Street #D	6/25/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632864 MFRC199QG		199 Quebec Street #G	5/29/2020	250.00	0.00	(250.00)	(14.38)	0.00	0.00	(264.38)
1632865 MFRC199QH		199 Quebec Street #H	6/30/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632871 MFRC199QN		199 Quebec Street #N	6/25/2020	250.00	(250.00)	(230.00)	0.00	0.00	0.00	(480.00)

Homeowner Prepaid Report

SAMPLE HOA

As of 6/30/2020



Id/FileNo	Account Name	Address	--- Last Payment ---	0-30	31-60	61-90	91-120	120+	Open Balance
1632873 MFRC199QP		199 Quebec Street #P	5/21/2020 274.20	0.00	(1,500.00)	0.00	0.00	0.00	(1,500.00)
1632876 MFRC200PC		200 Poplar Street #C	6/18/2020 250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632880 MFRC200PG		200 Poplar Street #G	6/1/2020 250.00	(15.00)	0.00	0.00	0.00	0.00	(15.00)
1632881 MFRC200PH		200 Poplar Street #H	6/22/2020 250.00	(90.00)	0.00	0.00	0.00	0.00	(90.00)
1632885 MFRC200PL		200 Poplar Street #L	6/23/2020 250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632886 MFRC200PM		200 Poplar Street #M	3/9/2020 2,000.00	0.00	0.00	0.00	(908.86)	0.00	(908.86)
1632890 MFRC209QA		209 Quebec Street #A	6/29/2020 140.00	(140.00)	0.00	0.00	0.00	(110.00)	(250.00)
1632891 MFRC209QB		209 Quebec Street #B	6/29/2020 250.00	(480.00)	0.00	0.00	0.00	0.00	(480.00)
1632897 MFRC209QH		209 Quebec Street #H	6/1/2020 250.00	(230.00)	0.00	0.00	0.00	0.00	(230.00)
1632901 MFRC209QL		209 Quebec Street #L	6/4/2020 250.00	(230.00)	0.00	0.00	0.00	0.00	(230.00)
1632904 MFRC209QO		209 Quebec Street #O	2/7/2020 2,750.00	0.00	0.00	0.00	0.00	(1,730.00)	(1,730.00)
1632906 MFRC230PA		230 Poplar Street #A	6/8/2020 230.00	(230.00)	(230.00)	(230.00)	(230.00)	(1,286.02)	(2,206.02)
1632910 MFRC230PE		230 Poplar Street #E	6/30/2020 250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632914 MFRC239QA		239 Quebec Street #A	6/2/2020 250.00	(250.00)	(250.00)	0.00	0.00	0.00	(500.00)
1632916 MFRC239QC		239 Quebec Street #C	6/4/2020 250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632919 MFRC239QF		239 Quebec Street #F	6/12/2020 250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632923 MFRC289QB		289 Quebec Street #B	6/29/2020 250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632930 MFRC290PA		290 Poplar Street #A	6/29/2020 250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632931 MFRC290PB		290 Poplar Street #B	6/26/2020 250.00	(250.00)	(250.00)	0.00	0.00	0.00	(500.00)

Homeowner Prepaid Report

SAMPLE HOA

As of 6/30/2020



Id/FileNo	Account Name	Address	--- Last Payment ---	0-30	31-60	61-90	91-120	120+	Open Balance	
1632934	MFRC290PE	290 Poplar Street #E	6/29/2020	250.00	(250.00)	0.00	0.00	0.00	(250.00)	
1632937	MFRC290PH	290 Poplar Street #H	6/26/2020	250.00	(250.00)	0.00	0.00	0.00	(250.00)	
Total:					(8,959.03)	(2,714.03)	(244.38)	(1,138.86)	(3,126.02)	(16,182.32)
Association Total:				38	(8,959.03)	(2,714.03)	(244.38)	(1,138.86)	(3,126.02)	(16,182.32)
Grand Total:				38	(8,959.03)	(2,714.03)	(244.38)	(1,138.86)	(3,126.02)	(16,182.32)

Deposit Report

SAMPLE HOA

From 6/1/2020 To 6/30/2020



Account Id Name	BatchId	Check Date	Check Number	Amount
Post Date 6/1/2020, Batch DP181444, Memo Lockbox 561776140				CIT- xxxx1348
1632902 NAMES REMOVED	CR180540	6/1/2020	Lockbox Payment 8481575	250.00
	CR180540	6/1/2020	Lockbox Payment 8600225	250.00
	CR180540	6/1/2020	Lockbox Payment 8601332	250.00
	CR180540	6/1/2020	Lockbox Payment 8602638	250.00
	CR180540	6/1/2020	Lockbox Payment 1414	250.00
	CR180540	6/1/2020	Lockbox Payment 8602415	250.00
	CR180540	6/1/2020	Lockbox Payment 8600904	250.00
	CR180540	6/1/2020	Lockbox Payment 8600186	250.00
	CR180540	6/1/2020	Lockbox Payment 8602570	250.00
	CR180540	6/1/2020	Lockbox Payment 8601646	250.00
	CR180540	6/1/2020	Lockbox Payment 8601036	250.00
	CR180540	6/1/2020	Lockbox Payment 8493845	250.00
	CR180540	6/1/2020	Lockbox Payment 38226603	250.00
	CR180540	6/1/2020	Lockbox Payment 8601634	250.00
	CR180540	6/1/2020	Lockbox Payment 1640	250.00
	CR180540	6/1/2020	Lockbox Payment 38619766	250.00
	CR180540	6/1/2020	Lockbox Payment 8626370	250.00
	CR180540	6/1/2020	Lockbox Payment 38270814	250.00
	CR180540	6/1/2020	Lockbox Payment 8601817	250.00
	CR180540	6/1/2020	Lockbox Payment 9512484	250.00
	CR180540	6/1/2020	Lockbox Payment 8599874	250.00
	CR180540	6/1/2020	Lockbox Payment 7854	250.00
	CR180540	6/1/2020	Lockbox Payment 8600703	250.00
	CR180540	6/1/2020	Lockbox Payment 9493868	250.00
	CR180540	6/1/2020	Lockbox Payment 8601586	250.00
	CR180540	6/1/2020	Lockbox Payment 8602459	250.00
	CR180540	6/1/2020	Lockbox Payment 2537	250.00

Deposit Report

SAMPLE HOA

From 6/1/2020 To 6/30/2020



	CR180540	6/1/2020	Lockbox Payment 8599979	250.00
Names Removed from Report	CR180540	6/1/2020	Lockbox Payment 8600113	250.00
	CR180540	6/1/2020	Lockbox Payment 4974444	250.00
	CR180540	6/1/2020	Lockbox Payment 4974443	250.00
	CR180540	6/1/2020	Lockbox Payment 8600497	250.00
	CR180540	6/1/2020	Lockbox Payment 8601089	250.00
		6/1/2020	Lockbox Payment 8600927	250.00
	CR180540	6/1/2020	Lockbox Payment 3505	250.00
	CR180540	6/1/2020	Lockbox Payment 8600344	250.00
	CR180540	6/1/2020	Lockbox Payment 8600302	250.00
	CR180540	6/1/2020	Lockbox Payment 8600303	250.00
	CR180540	6/1/2020	Lockbox Payment 8600305	250.00
Deposit Batch Total:				9,750.00
Post Date 6/2/2020, Batch DP181904,				CIT- xxxx1348
Memo Lockbox 474088780				
	CR180989	6/2/2020	Lockbox Payment 1994	250.00
	CR180989	6/2/2020	Lockbox Payment 8806601	250.00
	CR180989	6/2/2020	Lockbox Payment 8754074	250.00
	CR180989	6/2/2020	Lockbox Payment 7120	250.00
	CR180989	6/2/2020	Lockbox Payment 8792141	250.00
	CR180989	6/2/2020	Lockbox Payment 936	250.00
	CR180989	6/2/2020	Lockbox Payment 9792230	270.00
Deposit Batch Total:				1,770.00
Post Date 6/3/2020, Batch DP182352,				CIT- xxxx1348
Memo Lockbox 403449719				
	CR181429	6/3/2020	Lockbox Payment 6432	250.00
	CR181429	6/3/2020	Lockbox Payment 995001	250.00
	CR181429	6/3/2020	Lockbox Payment 6192	250.00
	CR181429	6/3/2020	Lockbox Payment 6145	250.00
Deposit Batch Total:				1,000.00
Post Date 6/3/2020, Batch DP183986,				CIT- xxxx1348
Memo Member Assessment				
	CR182989	6/3/2020		250.00
	CR182989	6/3/2020		250.00
Deposit Batch Total:				500.00
Post Date 6/4/2020, Batch DP182697,				CIT- xxxx1348
Memo Lockbox 580027430				
	CR181771	6/4/2020	Lockbox Payment 4486	250.00

Deposit Report

Sample HOA



From 6/1/2020 To 6/30/2020

1632916 David Starr

CR181771	6/4/2020	Lockbox Payment 995002	250.00
Names Removed from Report	CR181771	6/4/2020	Lockbox Payment 1545
	CR181771	6/4/2020	Lockbox Payment 8093060
	CR181771	6/4/2020	Lockbox Payment 5016

Deposit Batch Total: 1,250.00
Post Date 6/5/2020, Batch DP182921,
Memo Lockbox 561848420 CIT- xxxx1348

CR182003	6/5/2020	Lockbox Payment 8203258	250.00
CR182003	6/5/2020	Lockbox Payment 8179387	554.38
CR182003	6/5/2020	Lockbox Payment 8203536	250.00

Deposit Batch Total: 1,054.38
Post Date 6/8/2020, Batch DP183457,
Memo Lockbox 412811959 CIT- xxxx1348

CR182510	6/8/2020	Lockbox Payment 39816344	230.00
CR182510	6/8/2020	Lockbox Payment 8337548	20.00
CR182510	6/8/2020	Lockbox Payment 2447	250.00
CR182510	6/8/2020	Lockbox Payment 172426741	250.00
CR182510	6/8/2020	Lockbox Payment 8424862	250.00
CR182510	6/8/2020	Lockbox Payment 741	250.00
CR182510	6/8/2020	Lockbox Payment 9391144	250.00

Deposit Batch Total: 1,500.00
Post Date 6/9/2020, Batch DP183793,
Memo Lockbox 561977130 CIT- xxxx1348

CR182818	6/9/2020	Lockbox Payment 8513153	250.00
	6/9/2020	Lockbox Payment 18863918	250.00
CR182818	6/9/2020	Lockbox Payment 19533707	250.00
CR182818	6/9/2020	Lockbox Payment 19092934	250.00

Deposit Batch Total: 1,000.00
Post Date 6/9/2020, Batch DP183933,
Memo Transfer of funds to new bank CIT- xxxx7185

MCR10127	6/9/2020	85	243,899.48
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Deposit Batch Total: 243,899.48
Post Date 6/9/2020, Batch DP183934,
Memo Transfer of funds to new bank CIT- xxxx1348

MCR10128	6/9/2020	641	7,227.34
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Deposit Batch Total: 7,227.34
Post Date 6/10/2020, Batch DP184203,
Memo Lockbox 561547045 CIT- xxxx1348

1632827 Dorothy & David Westenskow	CR183190	6/10/2020	Lockbox Payment 9609618	250.00
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Deposit Report

SAMPLE HOA



From 6/1/2020 To 6/30/2020

Names Removed from Report	CR183190	6/10/2020	Lockbox Payment 9609619	250.00
	CR183190	6/10/2020	Lockbox Payment 8622837	250.00
Deposit Batch Total:				750.00
Post Date 6/11/2020, Batch DP184505, Memo Lockbox 561566710				CIT- xxxx1348
	CR183487	6/11/2020	Lockbox Payment 8674776	4.03
Deposit Batch Total:				4.03
Post Date 6/12/2020, Batch DP185748, Memo Lockbox 464568299				CIT- xxxx1348
	CR184656	6/12/2020	Lockbox Payment 6164	250.00
	CR184656	6/12/2020	Lockbox Payment 6032	250.00
Deposit Batch Total:				500.00
Post Date 6/15/2020, Batch DP185006, Memo Member Payment				CIT- xxxx1348
	CR183936	6/15/2020	38347149	250.00
Deposit Batch Total:				250.00
Post Date 6/16/2020, Batch DP185771, Memo Lockbox 503000484				CIT- xxxx1348
Names Removed from Report	CR184679	6/16/2020	Lockbox Payment 5244	250.00
	CR184679	6/16/2020	Lockbox Payment 38506185	250.00
	CR184679	6/16/2020	Lockbox Payment 38506186	250.00
	CR184679	6/16/2020	Lockbox Payment 995179	230.00
	CR184679	6/16/2020	Lockbox Payment 18168477	230.00
	CR184679	6/16/2020	Lockbox Payment 1164	250.00
	CR184679	6/16/2020	Lockbox Payment 5305	250.00
Deposit Batch Total:				1,710.00
Post Date 6/19/2020, Batch DP187176, Memo Lockbox 471055670				CIT- xxxx1348
	CR186057	6/19/2020	Lockbox Payment 1954	250.00
Deposit Batch Total:				250.00
Post Date 6/22/2020, Batch DP187312, Memo Lockbox 503000629				CIT- xxxx1348
	CR186193	6/22/2020	Lockbox Payment 40123240	250.00
	CR186193	6/22/2020	Lockbox Payment 18648636	250.00
Deposit Batch Total:				500.00
Post Date 6/23/2020, Batch DP187749, Memo Lockbox 411120449				CIT- xxxx1348
	CR186629	6/23/2020	Lockbox Payment 6440	250.00
	CR186629	6/23/2020	Lockbox Payment 8604251	250.00
Deposit Batch Total:				500.00
Post Date 6/25/2020, Batch DP188748, Memo Lockbox 562432330				CIT- xxxx1348

Deposit Report

SAMPLE HOA



From 6/1/2020 To 6/30/2020

Names Removed from Report	CR187592	6/25/2020	Lockbox Payment 8802356	250.00
	CR187592	6/25/2020	Lockbox Payment 9785188	250.00
Deposit Batch Total:				500.00
Post Date 6/26/2020, Batch DP189086,				CIT- xxxx1348
Memo Lockbox 561557790				
	CR187923	6/26/2020	Lockbox Payment 8874787	250.00
	CR187923	6/26/2020	Lockbox Payment 9875005	250.00
	CR187923	6/26/2020	Lockbox Payment 8874978	250.00
Deposit Batch Total:				750.00
Post Date 6/29/2020, Batch DP189794,				CIT- xxxx1348
Memo Lockbox 561641385				
	CR188620	6/29/2020	Lockbox Payment 8120027	140.00
	CR188620	6/29/2020	Lockbox Payment 2306	250.00
	CR188620	6/29/2020	Lockbox Payment 562	750.00
	CR188620	6/29/2020	Lockbox Payment 954	250.00
	CR188620	6/29/2020	Lockbox Payment 5017152	250.00
	CR188620	6/29/2020	Lockbox Payment 5017151	250.00
	CR188620	6/29/2020	Lockbox Payment 6033	250.00
Deposit Batch Total:				2,140.00
Post Date 6/30/2020, Batch DP190433,				CIT- xxxx1348
Memo Lockbox 561801250				
	CR189242	6/30/2020	Lockbox Payment 8250068	250.00
	CR189242	6/30/2020	Lockbox Payment 8210302	250.00
		6/30/2020	Lockbox Payment 8240343	250.00
	CR189242	6/30/2020	Lockbox Payment 674351885	250.00
	CR189242	6/30/2020	Lockbox Payment 8231446	250.00
	CR189242	6/30/2020	Lockbox Payment 3453	250.00
Deposit Batch Total:				1,500.00
AssociationTotal:				278,305.23

Payables Detailed Aging Report

SAMPLE HOA

As of 6/30/2020



Invoice Num	Date	Due Date	Status	Invoice Amount	Open Amount	0-30	31-60	61-90	91-120	120+
40320 - Denver Water										
8873150000-061820	6/18/2020	7/9/2020	Approved	389.29	389.29	0.00	0.00	0.00	0.00	0.00
7483150000-061820	6/18/2020	7/9/2020	Approved	277.75	277.75	0.00	0.00	0.00	0.00	0.00
4213150000-061820	6/18/2020	7/9/2020	Approved	516.06	516.06	0.00	0.00	0.00	0.00	0.00
4113150000-061820	6/18/2020	7/9/2020	Approved	354.50	354.50	0.00	0.00	0.00	0.00	0.00
4013150000-061820	6/18/2020	7/9/2020	Approved	660.36	660.36	0.00	0.00	0.00	0.00	0.00
4203150000-061820	6/18/2020	7/9/2020	Approved	630.52	630.52	0.00	0.00	0.00	0.00	0.00
6483150000-061820	6/18/2020	7/9/2020	Approved	347.05	347.05	0.00	0.00	0.00	0.00	0.00
0771150000-061820	6/18/2020	7/9/2020	Approved	530.65	530.65	0.00	0.00	0.00	0.00	0.00
6103150000-061820	6/18/2020	7/9/2020	Approved	279.28	279.28	0.00	0.00	0.00	0.00	0.00
5213150000-061820	6/18/2020	7/9/2020	Approved	1,021.15	1,021.15	0.00	0.00	0.00	0.00	0.00
2013150000-061820	6/18/2020	7/9/2020	Approved	338.83	338.83	0.00	0.00	0.00	0.00	0.00
Total:				5,345.44	5,345.44	0.00	0.00	0.00	0.00	0.00
42639 - Pet Scoop, Inc										
294445	6/30/2020	7/15/2020	Approved	54.00	54.00	0.00	0.00	0.00	0.00	0.00
Total:				54.00	54.00	0.00	0.00	0.00	0.00	0.00
43357 - Colorado Department of Revenue										
	6/22/2020	7/15/2020	Approved	308.00	308.00	0.00	0.00	0.00	0.00	0.00
Total:				308.00	308.00	0.00	0.00	0.00	0.00	0.00
43819 - United States Treasury										
	6/22/2020	7/15/2020	Approved	1,960.00	1,960.00	0.00	0.00	0.00	0.00	0.00
Total:				1,960.00	1,960.00	0.00	0.00	0.00	0.00	0.00

Payables Detailed Aging Report

SAMPLE HOA

As of 6/30/2020



Invoice Num	Date	Due Date	Status	Invoice Amount	Open Amount	0-30	31-60	61-90	91-120	120+
Association Total:	Vendor: 4	Invoice: 14		7,667.44	7,667.44	0.00	0.00	0.00	0.00	0.00
Grand Total:	Vendor: 4	Invoice: 14		7,667.44	7,667.44	0.00	0.00	0.00	0.00	0.00

Cash Disbursements

SAMPLE HOA

From 6/1/2020 To 6/30/2020



Source Id	Source Name	Vendor / PE	Reference	Check Date	Void	Type	Check Num	Check Amount
CIT Operating 1348 xxxx1348								
147476	Voucher Payment	Advance HOA Mgmt Inc		6/2/2020		Check	201	2,059.00
		GL Account		Department			Amount Memo	
		50503000 - Management Fees					2,059.00	
151363	Voucher Payment	Advance HOA Mgmt Inc	Addendum-May	6/17/2020		Check	203	150.53
		GL Account		Department			Amount Memo	
		50512000 - Postage & Mail					13.99 Postage-May	
		50513000 - Printing & Reproduction					10.29 Printing/Envelopes-May	
		50531000 - Collections Expense					125.00 Collections-May	
		50513000 - Printing & Reproduction					1.25 Statements-May	
151941	Voucher Payment	Advance HOA Management - HOE/Misc	2020-242	6/19/2020		Check	204	90.00
		GL Account		Department			Amount Memo	
		65650000 - Maintenance - Building Repairs					90.00 Inv 2020-242 - Dumpster repairs	
151936	Voucher Payment	Carlie Odau		6/19/2020		Check	205	225.00
		GL Account		Department			Amount Memo	
		65655800 - Maintenance - Plumbing					225.00 Reimburse for plumber - roof leak	
151940	Voucher Payment	Network Insurance Services, LLC		6/19/2020		Check	206	4,131.50
		GL Account		Department			Amount Memo	
		50502500 - Insurance					4,131.50 20-21 package policy 4th of 10	
151937	Voucher Payment	Schultz Industries Inc.	105000	6/19/2020		Check	207	1,598.80
		GL Account		Department			Amount Memo	
		60605500 - Landscaping - Sprinkler/ Irrigation Repair					541.00 sprinkler repair	
		60605000 - Landscaping - Repairs/Improvements					504.00 branch cleanup from storm	
		606000 - Landscaping - Trees					553.80 IPM tree spraying	
147060	Voucher Payment	Pet Scoop, Inc	289866	6/24/2020		Check	208	54.00
		GL Account		Department			Amount Memo	
		60607000 - Landscaping - Pet Clean Up					54.00 Inv 289866	

Cash Disbursements

SAMPLE HOA

From 6/1/2020 To 6/30/2020



Source Id	Source Name	Vendor / PE	Reference	Check Date	Void	Type	Check Num	Check Amount
147723	Voucher Payment	Schultz Industries Inc.	104623	6/24/2020		Check	209	2,411.00
		GL Account		Department			Amount Memo	
		60604000 - Landscaping - Contract					2,411.00	
147722	Voucher Payment	Schultz Industries Inc.	104861	6/24/2020		Check	210	917.60
		GL Account		Department			Amount Memo	
		60605500 - Landscaping - Sprinkler/ Irrigation Repair					917.60	
147519	Voucher Payment	Waste Management Of Colorado Inc	6479377-2514-9	6/24/2020		Check	211	1,145.05
		GL Account		Department			Amount Memo	
		70702000 - Utilities - Trash					1,009.59	Acct 17-67037-73005
		70702500 - Utilities - Recyclable Offset/Contamination					135.46	
147083	Voucher Payment	Western States Fire Protection Company	WSF282980	6/24/2020		Check	212	4,065.39
		GL Account		Department			Amount Memo	
		65652000 - Maintenance- Fire Suppression					4,065.39	Inv WSF282980 - Leak
147084	Voucher Payment	Western States Fire Protection Company	WSF284122	6/24/2020		Check	213	582.50
		GL Account		Department			Amount Memo	
		65652000 - Maintenance- Fire Suppression					582.50	Inv WSF284122
152894	Voucher Payment	Xcel Energy	688909370	6/24/2020		Check	214	404.85
		GL Account		Department			Amount Memo	
		70704000 - Utilities - Electricity					404.85	Stmt 688909370 - Acct 53-1980971 -1
151942	Voucher Payment	Advance HOA Management - HOE/Misc	2020-229	6/30/2020		Check	215	90.00
		GL Account		Department			Amount Memo	
		65655000 - Maintenance - Lighting					90.00	Inv 2020-229 - Monthly light checks
Total CIT Operating 1348 xxxx1348								22,719.46
CIT Reserve 7185 xxxx7185								
151939	Voucher Payment	Prep-Rite Coatings & Contracting	6523	6/19/2020		Check	201	40,720.00
		GL Account		Department			Amount Memo	
		91918000 - Reserve: Painting					40,720.00	Inv 22169 - Mobilization

Cash Disbursements

SAMPLE HOA

From 6/1/2020 To 6/30/2020



Source Id	Source Name	Vendor / PE	Reference	Check Date	Void	Type	Check Num	Check Amount
Total CIT Reserve 7185 xxxx7185								40,720.00
AssociationTotal:								63,439.46

Cash Disbursements

SAMPLE HOA

From 6/1/2020 To 6/30/2020



Type	Num	Check Amount
Check	14	63,439.46

Bank Reconciliation

SAMPLE HOA



Date	Num	Memo	Reference	Amount	Balance
CIT xxxx7185	06/30/2020				
				Ending Balance per Bank:	59,589.54
		Plus outstanding deposits and debits		0.00	
		Total		<u>0.00</u>	59,589.54
		Less outstanding checks and credits		0.00	
		Total		<u>0.00</u>	59,589.54
				Ending Balance per General Ledger:	<u>59,589.54</u>
				Difference:	<u><u>0.00</u></u>

Bank Reconciliation

SAMPLE HOA



Date	Num	Memo	Reference	Amount	Balance
CIT xxxx1348	06/30/2020				
				Ending Balance per Bank:	19,806.40
		Plus outstanding deposits and debits			
				0.00	
		Total		0.00	19,806.40
		Less outstanding checks and credits			
6/19/2020		Check Payment, Payee: Carlie Odau, Chk # 205	205	-225.00	
6/24/2020		Check Payment, Payee: Pet Scoop, Inc, Chk # 208	208	-54.00	
6/24/2020		Check Payment, Payee: Western States Fire Protection Company, Chk # 212	212	-4,065.39	
6/24/2020		Check Payment, Payee: Western States Fire Protection Company, Chk # 213	213	-582.50	
6/24/2020		Check Payment, Payee: Xcel Energy, Chk # 214	214	-404.85	
6/30/2020		Check Payment, Payee: Advance HOA Management - HOE/Misc, Chk # 215	215	-90.00	
		Total		-5,421.74	14,384.66
				Ending Balance per General Ledger:	14,384.66
				Difference:	0.00



PO Box 64084
 Phoenix, AZ 85082
 866.800.4656 (toll free)

Primary Account Number Ending In 7185
 Statement Date Jun 30, 2020
 Page 1 of 2

999-00000-000000-G8B541BPO7I8MW8

ADVANCE HOA MANAGEMENT INC AGENT FOR
 SAMPLE ASSOCIATIO RESERVE
 3600 S YOSEMITE ST STE 400
 DENVER CO 80237-1816

Mutual of Omaha Bank is now CIT. Your statements were updated with the CIT brand, which will appear on all your banking materials and online. Rest assured, your accounts are safe with us, and there is no significant action required.

*******7185 - CAB MONEY MARKET**

Beginning Balance	\$175,007.19	Average Daily Balance	\$156,357.57
Total Deposits	\$250,270.68	Year-To-Date Interest Paid	\$38.86
Total Withdrawals	\$365,720.00	Days in Statement Period	30
Interest Paid	\$31.67	Annual Percentage Yield Earned	0.25%
Ending Balance	\$59,589.54		

TRANSACTION DETAIL

DEPOSITS/CREDITS

Date	Description	Amount
06/09	IMAGE DEPOSIT	\$243,899.48
06/29	WEB TFR FR 000305651348 MONTHLY RESERVE TRANSFER 173427002485	\$6,371.20
06/30	INTEREST PYMT	\$31.67

WITHDRAWALS/DEBITS

Date	Description	Amount
06/05	ICS INITIAL DEPOSIT	\$175,000.00
06/25	WEB TFR TO 000305653863 ICS TRANSFER 125836007176	\$150,000.00

CHECKS (IN NUMERIC ORDER)

Date	Check #	Amount	Date	Check #	Amount
06/25	201	\$40,720.00			



PO Box 64084
 Phoenix, AZ 85082
 866.800.4656 (toll free)

Primary Account Number Ending In
 Statement Date

1348
 Jun 30, 2020
 Page 1 of 3

999-00000-000000-T64PUN5E7705CU2

ADVANCE HOA MANAGEMENT INC AGENT FOR
 SAMPLE ASSOCIATIO 3600 S YOSEMITE ST STE
 400
 DENVER CO 80237-1816

Mutual of Omaha Bank is now CIT. Your statements were updated with the CIT brand, which will appear on all your banking materials and online. Rest assured, your accounts are safe with us, and there is no significant action required.

*******1348 - CAB INTEREST CHECKING**

Beginning Balance	\$4,524.25	Average Daily Balance	\$26,329.93
Total Deposits	\$34,405.75	Year-To-Date Interest Paid	\$1.13
Total Withdrawals	\$19,124.68	Days in Statement Period	30
Interest Paid	\$1.08	Annual Percentage Yield Earned	0.05%
Ending Balance	\$19,806.40		

TRANSACTION DETAIL

DEPOSITS/CREDITS

Date	Description	Amount
06/01	LOCKBOX DEPOSIT	\$9,750.00
06/02	LOCKBOX DEPOSIT	\$1,770.00
06/03	LOCKBOX DEPOSIT	\$1,000.00
06/04	LOCKBOX DEPOSIT	\$1,250.00
06/05	LOCKBOX DEPOSIT	\$1,054.38
06/08	6/3 ACH CAB DIFF HOA 2 CEAY STRATTON REVOCABLE	\$250.00
06/08	6/3 ACH CAB DIFF HOA 2 CEPAY DAVID STARR	\$250.00
06/08	LOCKBOX DEPOSIT	\$1,500.00
06/09	IMAGE DEPOSIT	\$7,227.34
06/09	LOCKBOX DEPOSIT	\$1,000.00
06/10	LOCKBOX DEPOSIT	\$750.00
06/11	LOCKBOX DEPOSIT	\$4.03
06/12	LOCKBOX DEPOSIT	\$500.00
06/15	IMAGE DEPOSIT	\$250.00
06/16	LOCKBOX DEPOSIT	\$1,710.00
06/19	LOCKBOX DEPOSIT	\$250.00
06/22	LOCKBOX DEPOSIT	\$500.00
06/23	LOCKBOX DEPOSIT	\$500.00
06/25	LOCKBOX DEPOSIT	\$500.00

DEPOSITS/CREDITS

Date	Description	Amount
06/26	LOCKBOX DEPOSIT	\$750.00
06/29	LOCKBOX DEPOSIT	\$2,140.00
06/30	LOCKBOX DEPOSIT	\$1,500.00
06/30	INTEREST PYMT	\$1.08

WITHDRAWALS/DEBITS

Date	Description	Amount
06/29	WEB TFR TO 000308547185 MONTHLY RESERVE TRANSFER 173427002485	\$6,371.20

CHECKS (IN NUMERIC ORDER)

Date	Check #	Amount	Date	Check #	Amount
06/25	202	\$250.00	06/30	209 *	\$2,411.00
06/22	203	\$150.53	06/30	210	\$917.60
06/29	204	\$90.00	06/30	211	\$1,145.05
06/29	206 *	\$4,131.50	06/15	291 *	\$2,059.00
06/23	207	\$1,598.80			

* Skip in check sequence

General Ledger

SAMPLE HOA

From 6/1/2020 To 6/30/2020



Type	Date	Num	Description	Amount	Balance	
No Department						
Insurance & Corporate Taxes					26,291.67	
50502500 - Insurance					26,291.67	
Voucher Entry	6/17/2020	VE151940	Network Insurance Services, LLC, 20-21 package policy 4th of 10 Inv: Inv:	4,131.50	30,423.17	
Total 50502500 - Insurance					4,131.50	30,423.17
Total Insurance & Corporate Taxes					4,131.50	30,423.17
Administrative Expenses					12,383.51	
50500500 - Attorney Fees: HOA					147.50	
50503000 - Management Fees					10,295.00	
Voucher Entry	6/1/2020	VE146821	Advance HOA Mgmt Inc, Monthly Management Fees Inv: Monthly Management Fees	2,059.00	12,354.00	
Voucher Entry	6/1/2020	VE147476	Advance HOA Mgmt Inc, Inv: Inv:	2,059.00	14,413.00	
Voucher Void	6/2/2020	VV143856		-2,059.00	12,354.00	
Total 50503000 - Management Fees					2,059.00	12,354.00
50506000 - Meetings					150.00	
50512000 - Postage & Mail					121.20	
Voucher Entry	6/15/2020	VE151363	Advance HOA Mgmt Inc, Postage-May Inv: Addendum-May Inv: Addendum-May	13.99	135.19	
Total 50512000 - Postage & Mail					13.99	135.19
50513000 - Printing & Reproduction					783.51	
Voucher Entry	6/15/2020	VE151363	Advance HOA Mgmt Inc, Printing/Envelopes-May Inv: Addendum-May Inv: Addendum-May	10.29	793.80	
Voucher Entry	6/15/2020	VE151363	Advance HOA Mgmt Inc, Statements-May Inv: Addendum-May Inv: Addendum-May	1.25	795.05	
Total 50513000 - Printing & Reproduction					11.54	795.05
50531000 - Collections Expense					453.75	
Voucher Entry	6/15/2020	VE151363	Advance HOA Mgmt Inc, Collections-May Inv: Addendum-May Inv: Addendum-May	125.00	578.75	
Total 50531000 - Collections Expense					125.00	578.75
50545000 - Sec of State Real Estate Comm Fees					120.00	
50500000 - Attorney Fees: Collection					0.00	
50532000 - Lien Filing Expense					0.00	
50546000 - Social/ Community Events					0.00	
588000 - Miscellaneous G & A					12.55	
500900 - Audit Tax/Prep					300.00	
Voucher Entry	6/22/2020	VE152883	United States Treasury, 2019 Federal Tax Payment Inv: Inv:	1,960.00	2,260.00	

General Ledger

SAMPLE HOA

From 6/1/2020 To 6/30/2020



Type	Date	Num	Description	Amount	Balance
Voucher Entry	6/22/2020	VE152884	Colorado Department of Revenue, 2019 State Tax Payment Inv: Inv:	308.00	2,568.00
Total 500900 - Audit Tax/Prep				2,268.00	2,568.00
Total Administrative Expenses				4,477.53	16,861.04
Repairs & Maintenance					3,878.93
65650000 - Maintenance - Building Repairs					135.00
Voucher Entry	6/17/2020	VE151941	Advance HOA Management - HOE/Misc, Inv 2020-242 - Dumpster repairs Inv: 2020-242 Inv: 2020-242	90.00	225.00
Total 65650000 - Maintenance - Building Repairs				90.00	225.00
65651500 - Maintenance - Annual Fire Inspection					1,176.00
65655000 - Maintenance - Lighting					1,461.71
Voucher Entry	6/11/2020	VE151942	Advance HOA Management - HOE/Misc, Inv 2020-229 - Monthly light checks Inv: 2020-229 Inv: 2020-229	90.00	1,551.71
Total 65655000 - Maintenance - Lighting				90.00	1,551.71
65661000 - Alarm Monitoring					1,602.72
65652000 - Maintenance- Fire Suppression					-712.50
Voucher Entry	6/1/2020	VE147083	Western States Fire Protection Company, Inv WSF282980 - Leak Inv: WSF282980 Inv: WSF282980	4,065.39	3,352.89
Voucher Entry	6/1/2020	VE147084	Western States Fire Protection Company, Inv WSF284122 Inv: WSF284122 Inv: WSF284122	582.50	3,935.39
Total 65652000 - Maintenance- Fire Suppression				4,647.89	3,935.39
65653500 - Maintenance - Gutters					0.00
65655800 - Maintenance - Plumbing					216.00
Voucher Entry	6/1/2020	VE151936	Carlie Odau, Reimburse for plumber - roof leak Inv: Inv:	225.00	441.00
Total 65655800 - Maintenance - Plumbing				225.00	441.00
65658000 - Maintenance - Pest Control					0.00
65660000 - Maintenance - Alarm Repairs					0.00
Total Repairs & Maintenance				5,052.89	8,931.82
Utilities					36,746.03
70701000 - Utilities - Water					17,489.28
Voucher Entry	6/18/2020	VE154701	Denver Water, Acct 8873150000 - 5/20-6/18 Inv: 8873150000-061820 Inv: 8873150000-061820	389.29	17,878.57
Voucher Entry	6/18/2020	VE154700	Denver Water, Acct 6103150000 - 5/20-6/18 Inv: 6103150000-061820 Inv: 6103150000-061820	279.28	18,157.85

General Ledger

SAMPLE HOA



From 6/1/2020 To 6/30/2020

Type	Date	Num	Description	Amount	Balance
Voucher Entry	6/18/2020	VE154699	Denver Water, Acct 4213150000 - 5/20-6/18 Inv: 4213150000-061820 Inv: 4213150000-061820	516.06	18,673.91
Voucher Entry	6/18/2020	VE154698	Denver Water, Acct 0771150000 - 5/20-6/18 Inv: 0771150000-061820 Inv: 0771150000-061820	530.65	19,204.56
Voucher Entry	6/18/2020	VE154697	Denver Water, Acct 7483150000 - 5/20-6/18 Inv: 7483150000-061820 Inv: 7483150000-061820	277.75	19,482.31
Voucher Entry	6/18/2020	VE154696	Denver Water, Acct 6483150000 - 5/20-6/18 Inv: 6483150000-061820 Inv: 6483150000-061820	347.05	19,829.36
Voucher Entry	6/18/2020	VE154695	Denver Water, Acct 5213150000 - 5/20-6/18 Inv: 5213150000-061820 Inv: 5213150000-061820	1,021.15	20,850.51
Voucher Entry	6/18/2020	VE154694	Denver Water, Acct 4203150000 - 5/20-6/18 Inv: 4203150000-061820 Inv: 4203150000-061820	630.52	21,481.03
Voucher Entry	6/18/2020	VE154693	Denver Water, Acct 4113150000 - 5/20-6/18 Inv: 4113150000-061820 Inv: 4113150000-061820	354.50	21,835.53
Voucher Entry	6/18/2020	VE154692	Denver Water, Acct 4013150000 - 5/20-6/18 Inv: 4013150000-061820 Inv: 4013150000-061820	660.36	22,495.89
Voucher Entry	6/18/2020	VE154691	Denver Water, Acct 2013150000 - 5/20-6/18 Inv: 2013150000-061820 Inv: 2013150000-061820	338.83	22,834.72
Total 70701000 - Utilities - Water				5,345.44	22,834.72
70701500 - Utilities - Sewer					7,376.07
70702000 - Utilities - Trash					7,653.39
Voucher Entry	6/1/2020	VE147519	Waste Management Of Colorado Inc, Acct 17-67037-73005 Inv: 6479377-2514-9 Inv: 6479377-2514-9	1,009.59	8,662.98
Total 70702000 - Utilities - Trash				1,009.59	8,662.98
70702500 - Utilities - Recyclable Offset/Contamination					1,565.97
Voucher Entry	6/1/2020	VE147519	Waste Management Of Colorado Inc, Inv: 6479377-2514-9 Inv: 6479377-2514-9	135.46	1,701.43
Total 70702500 - Utilities - Recyclable Offset/Contamination				135.46	1,701.43
70704000 - Utilities - Electricity					2,661.32
Voucher Entry	6/16/2020	VE152894	Xcel Energy, Stmt 688909370 - Acct 53-1980971-1 Inv: 688909370 Inv: 688909370	404.85	3,066.17
Total 70704000 - Utilities - Electricity				404.85	3,066.17
Total Utilities				6,895.34	43,641.37
Transfer to Reserves					31,856.00
90900000 - Operating: Transfer to Reserve					31,856.00
Journal Entry	6/24/2020	JE134527	Monthly Reserve Transfer, Monthly Reserve Transfer	6,371.20	38,227.20
Total 90900000 - Operating: Transfer to Reserve				6,371.20	38,227.20
Total Transfer to Reserves				6,371.20	38,227.20
Landscaping/ Grounds					42,592.20

General Ledger

SAMPLE HOA



From 6/1/2020 To 6/30/2020

Type	Date	Num	Description	Amount	Balance	
60604000 - Landscaping - Contract					11,404.00	
Voucher Entry	6/1/2020	VE147723	Schultz Industries Inc., Inv: 104623 Inv: 104623	2,411.00	13,815.00	
Total 60604000 - Landscaping - Contract					2,411.00	13,815.00
60605000 - Landscaping - Repairs/Improvements					3,662.32	
Voucher Entry	6/15/2020	VE151937	Schultz Industries Inc., branch cleanup from storm Inv: 105000 Inv: 105000	504.00	4,166.32	
Total 60605000 - Landscaping - Repairs/Improvements					504.00	4,166.32
60605300 - Landscaping - Snow Removal						18,950.90
60607000 - Landscaping - Pet Clean Up						216.00
Voucher Entry	6/1/2020	VE147060	Pet Scoop, Inc, Inv 289866 Inv: 289866 Inv: 289866	54.00	270.00	
Voucher Entry	6/30/2020	VE156052	Pet Scoop, Inc, Inv 294445 Inv: 294445 Inv: 294445	54.00	324.00	
Total 60607000 - Landscaping - Pet Clean Up					108.00	324.00
60605500 - Landscaping - Sprinkler/ Irrigation Repair						851.58
Voucher Entry	6/1/2020	VE147722	Schultz Industries Inc., Inv: 104861 Inv: 104861	917.60	1,769.18	
Voucher Entry	6/15/2020	VE151937	Schultz Industries Inc., sprinkler repair Inv: 105000 Inv: 105000	541.00	2,310.18	
Total 60605500 - Landscaping - Sprinkler/ Irrigation Repair					1,458.60	2,310.18
606000 - Landscaping - Trees						7,507.40
Voucher Entry	6/15/2020	VE151937	Schultz Industries Inc., IPM tree spraying Inv: 105000 Inv: 105000	553.80	8,061.20	
Total 606000 - Landscaping - Trees					553.80	8,061.20
Total Landscaping/ Grounds				5,035.40	47,627.60	
Reserve Expense						13,764.10
91910000 - Reserve: Building						4,625.00
91916000 - Reserve: Lighting						4,769.10
91913000 - Reserve: Concrete						4,370.00
91918000 - Reserve: Painting						0.00
Voucher Entry	6/1/2020	VE151939	Prep-Rite Coatings & Contracting, Inv 22169 - Mobilization Inv: 6523 Inv: 6523	40,720.00	40,720.00	
Total 91918000 - Reserve: Painting					40,720.00	40,720.00
Total Reserve Expense				40,720.00	54,484.10	
Total No Department				72,683.86		
Association Total:				72,683.86		

Resale Report

SAMPLE HOA

From 6/1/2020 To 6/30/2020



Name	File Number	Address	Move In Date	Sales Price	Create Date	Num Open Vio	Num Open WO	Num Open Arc
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Association Total:

Count: 1

Invoice Report with Attachments

SAMPLE HOA

From 1/1/2000 To 7/10/2020



Voucher	Vendor	Num	Date	Status	Approval Status	Amount	Paid Status	Void	Due Date	Balance
Residence Condominiums										
147476	Advance HOA Mgmt Inc		6/1/2020	Approved	Approved	2,059.00	Paid		6/1/2020	0.00
	50503000 - Management Fees					2,059.00				
151936	Carlie Odau		6/1/2020	Approved	Approved	225.00	Paid		6/17/2020	0.00
	Reimburse for plumber - roof leak									
	65655800 - Maintenance - Plumbing					225.00	Reimburse for plumber - roof leak			
151939	Prep-Rite Coatings & Contracting	6523	6/1/2020	Approved	Approved	40,720.00	Paid		6/1/2020	0.00
	Inv 22169 - Mobilization									
	91918000 - Reserve: Painting					40,720.00	Inv 22169 - Mobilization			
151942	Advance HOA Management -	2020-229	6/11/2020	Approved	Approved	90.00	Paid		7/11/2020	0.00
	HOE/Misc									
	Inv 2020-229 - Monthly light checks									
	65655000 - Maintenance - Lighting					90.00	Inv 2020-229 - Monthly light checks			
151363	Advance HOA Mgmt Inc	Addendum-May	6/15/2020	Approved	Approved	150.53	Paid		6/15/2020	0.00
	Addendum-May									
	50512000 - Postage & Mail					13.99	Postage-May			
	50513000 - Printing & Reproduction					10.29	Printing/Envelopes-May			
	50531000 - Collections Expense					125.00	Collections-May			
	50513000 - Printing & Reproduction					1.25	Statements-May			
151937	Schultz Industries Inc.	105000	6/15/2020	Approved	Approved	1,598.80	Paid		7/15/2020	0.00
	Inv 105000									
	60605500 - Landscaping - Sprinkler/ Irrigation Repair					541.00	sprinkler repair			
	60605000 - Landscaping - Repairs/Improvements					504.00	branch cleanup from storm			
	606000 - Landscaping - Trees					553.80	IPM tree spraying			

Invoice Report with Attachments

SAMPLE HOA

From 1/1/2000 To 7/10/2020



Voucher	Vendor	Num	Date	Status	Approval Status	Amount	Paid Status	Void	Due Date	Balance
152894	Xcel Energy Stmt 688909370 - Acct 53-1980971-1 70704000 - Utilities - Electricity	688909370	6/16/2020	Approved	Approved	404.85	Paid		7/7/2020	0.00
						404.85	Stmt 688909370 - Acct 53-1980971-1			
151941	Advance HOA Management - HOE/Misc Inv 2020-242 - Dumpster repairs 65650000 - Maintenance - Building Repairs	2020-242	6/17/2020	Approved	Approved	90.00	Paid		7/17/2020	0.00
						90.00	Inv 2020-242 - Dumpster repairs			
151940	Network Insurance Services, LLC 20-21 package policy 4th of 10 50502500 - Insurance		6/17/2020	Approved	Approved	4,131.50	Paid		7/15/2020	0.00
						4,131.50	20-21 package policy 4th of 10			
154691	Denver Water Acct 2013150000 - 5/20-6/18 70701000 - Utilities - Water	2013150000- 061820	6/18/2020	Approved	Approved	338.83	Paid		7/9/2020	0.00
						338.83	Acct 2013150000 - 5/20-6/18			
154692	Denver Water Acct 4013150000 - 5/20-6/18 70701000 - Utilities - Water	4013150000- 061820	6/18/2020	Approved	Approved	660.36	Paid		7/9/2020	0.00
						660.36	Acct 4013150000 - 5/20-6/18			
154693	Denver Water Acct 4113150000 - 5/20-6/18 70701000 - Utilities - Water	4113150000- 061820	6/18/2020	Approved	Approved	354.50	Paid		7/9/2020	0.00
						354.50	Acct 4113150000 - 5/20-6/18			
154694	Denver Water Acct 4203150000 - 5/20-6/18 70701000 - Utilities - Water	4203150000- 061820	6/18/2020	Approved	Approved	630.52	Paid		7/9/2020	0.00
						630.52	Acct 4203150000 - 5/20-6/18			

Invoice Report with Attachments

SAMPLE HOA

From 1/1/2000 To 7/10/2020



Voucher	Vendor	Num	Date	Status	Approval Status	Amount	Paid Status	Void	Due Date	Balance
154695	Denver Water	5213150000-061820	6/18/2020	Approved	Approved	1,021.15	Paid		7/9/2020	0.00
	Acct 5213150000 - 5/20-6/18									
	70701000 - Utilities - Water					1,021.15	Acct 5213150000 - 5/20-6/18			
154696	Denver Water	6483150000-061820	6/18/2020	Approved	Approved	347.05	Paid		7/9/2020	0.00
	Acct 6483150000 - 5/20-6/18									
	70701000 - Utilities - Water					347.05	Acct 6483150000 - 5/20-6/18			
154697	Denver Water	7483150000-061820	6/18/2020	Approved	Approved	277.75	Paid		7/9/2020	0.00
	Acct 7483150000 - 5/20-6/18									
	70701000 - Utilities - Water					277.75	Acct 7483150000 - 5/20-6/18			
154698	Denver Water	0771150000-061820	6/18/2020	Approved	Approved	530.65	Paid		7/9/2020	0.00
	Acct 0771150000 - 5/20-6/18									
	70701000 - Utilities - Water					530.65	Acct 0771150000 - 5/20-6/18			
154699	Denver Water	4213150000-061820	6/18/2020	Approved	Approved	516.06	Paid		7/9/2020	0.00
	Acct 4213150000 - 5/20-6/18									
	70701000 - Utilities - Water					516.06	Acct 4213150000 - 5/20-6/18			
154700	Denver Water	6103150000-061820	6/18/2020	Approved	Approved	279.28	Paid		7/9/2020	0.00
	Acct 6103150000 - 5/20-6/18									
	70701000 - Utilities - Water					279.28	Acct 6103150000 - 5/20-6/18			

Invoice Report with Attachments

SAMPLE HOA

From 1/1/2000 To 7/10/2020



Voucher	Vendor	Num	Date	Status	Approval Status	Amount	Paid Status	Void	Due Date	Balance
154701	Denver Water Acct 8873150000 - 5/20-6/18 70701000 - Utilities - Water	8873150000-061820	6/18/2020	Approved	Approved	389.29	Paid		7/9/2020	0.00
						389.29	Acct 8873150000 - 5/20-6/18			
152884	Colorado Department of Revenue FEIN - 27-0055215 - 12.31.2019 500900 - Audit Tax/Prep		6/22/2020	Approved	Approved	308.00	Paid		7/15/2020	0.00
						308.00	2019 State Tax Payment			
152883	United States Treasury FEIN - 27-0055215 - 12.31.2019 500900 - Audit Tax/Prep		6/22/2020	Approved	Approved	1,960.00	Paid		7/15/2020	0.00
						1,960.00	2019 Federal Tax Payment			
156052	Pet Scoop, Inc Inv 294445 60607000 - Landscaping - Pet Clean Up	294445	6/30/2020	Approved	Approved	54.00	Paid		7/15/2020	0.00
						54.00	Inv 294445			
AssociationTotal:						57,137.12				0.00

Copies of all invoices accompany report.

Invoices removed from this report due to confidentiality of HOA.



Advance Common Area Construction

"BUILDING SMART. BUILDING COMMUNITIES"

CLIENT TESTIMONIALS

Building Smart with Advance CAC Start to finish project management

Advance HOA Management, Inc., is happy to announce the operation of its new sister company, Advance Common Area Construction. This company is designed to professionally and effectively assist communities in overseeing capital improvement and insurance claim projects. You, as a Board, commit major funds on behalf of your community to perform major work and deserve the peace of mind and confidence that the project is being completed to industry standards, on time, and within budget. Advance CAC provides just that.

How does the service work?

When your property needs work, such as re-roofs, hail claims and negotiating with adjusters, exterior painting, common area remodels, asphalt replacement, flatwork projects, siding projects etc., our Project Management team will sit down with you and provide you with options for assistance in overseeing the project. The Board will be given a *'true job cost'* to manage your projects smoothly and effectively

with professional oversight. We do not simply add an automatic percentage on top of the project. All of our services are reasonably priced. Every project is different, and the pricing should reflect that. We believe in partnership with our communities and we always work with your best interests at the core.

The advantage of Project Management

Advance Common Area Construction administers the enforcement needed to enhance the quality of all construction projects. Construction work is becoming progressively more expensive with time. As such, ensuring the highest quality workmanship while maximizing your financial investment is increasingly important.

Advance CAC can effectively enforce quality standards, reduce contractual conflicts, and minimize construction failures. All while saving you money!

Holly Creek - Patio Project

"Our Association contracted with Advance CAC to oversee a major patio project. He organized the project A to Z. We were very pleased with their work and benefited from having a special project manager in charge."

Dick Bollinger - HOA President

3rd and Detroit - Hail Claim

"We hired Advance CAC to be our project manager and could not be happier with the results. Jonny is experienced in the building trades and has a great eye for detail. We highly recommend Advance CAC as a project manager for any complex building project you need help with."

Tam O'Neil - HOA President

Lofts at 1515 Ogden

"Our experience with Jonny Esther and Advance CAC went well above and beyond our expectations. In the future our first call will be to Jonny because we know everything will be handled timely and professionally from start to finish."

Jake Harmon - HOA President

The Benefits of Advance CAC and it's Services

Experience the many benefits provided by Advance CAC and set your mind at ease as we take on the following for the community:

- Consistent communication with manager, board and membership
- Proper identification of scope of project, including possible phasing
- Develop a Request for Proposal
- Conduct vendor research and vetting process
- Collect bids and proposed schedules
- Organize bids and present results in a user-friendly and understandable format
- Construct a pre-construction meeting
- Prepare schedule and communication points and methods
- Prepare and oversee punch list execution and completion
- Collect project closeout documentation
- Prepare Photo Documented Status Reports
- Compile job folder (Project submittals, detail drawings, warranty, logistics, schedule of deliverables, schedule of payments)
- Process lien waivers

Jonny Esther

Director of Project Management

Jonny joined Advance HOA Management in 2016 with over 10 years of construction experience. He has managed projects of all sizes from coast to coast including residential renovations, new multi-family and commercial construction, commercial and residential roofing, and historic building renovation projects. Throughout his career he has worked with owners and management teams to coordinate and oversee projects with a focus on quality, execution, and cost management.

Having worked his way from a Field Superintendent to a Branch Manager in his career, Jonny was responsible for the pursuit and oversight of multi-family and commercial projects both large and small. With over \$125 million in projects managed, Jonny's "hands-on" approach has exceeded expectations and delivered results time after time.

Jonny graduated from The Citadel in Charleston, SC, where the lasting values of integrity, duty, and respect were instilled into his everyday life. He was a full-scholarship football student athlete and understands the value of teamwork.

Doc Lopez

Project Manager

Doc joined Advance CAC in 2020 bringing with him several years of onsite construction experience in a number of different facets. Working in all areas of construction, Doc brings the strategic advantage of knowing how a job should be operating. An emphasis on quality and detail has allowed him to manage projects of all sizes in the Multi-Family/HOA world.

Doc values facilitating projects from start to finish and takes pride and ownership of everything he does. He is committed to walking clients through the process step by step and delivering top shelf service. Doc is a first-generation college graduate from a small mountain town in Wyoming. The principles of hard work and integrity were embedded at a young age and shine through in everything he does.

Property Drainage Rehabilitation

Project Information

Contractor: Hall Contracting
Type of work: Property Drainage Rehabilitation
Inspected by: Jonny Esther

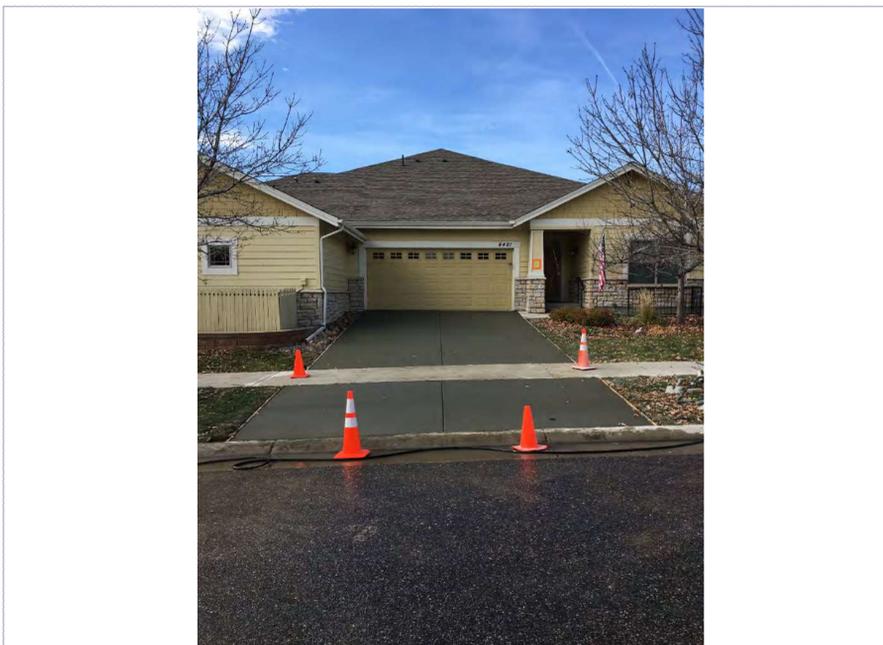
Report Date: 11/17/2017
Percentage Complete: 20%
Projected Finish Date: Undetermined



Area 16 - Crew demoing the driveway



Area 17 - Fully demoed driveway.



Area 16 - New drive poured



Area 17 - New drive poured

Property Drainage Rehabilitation

Project Information

Contractor: Hall Contracting
Type of work: Property Drainage Rehabilitation
Inspected by: Jonny Esther

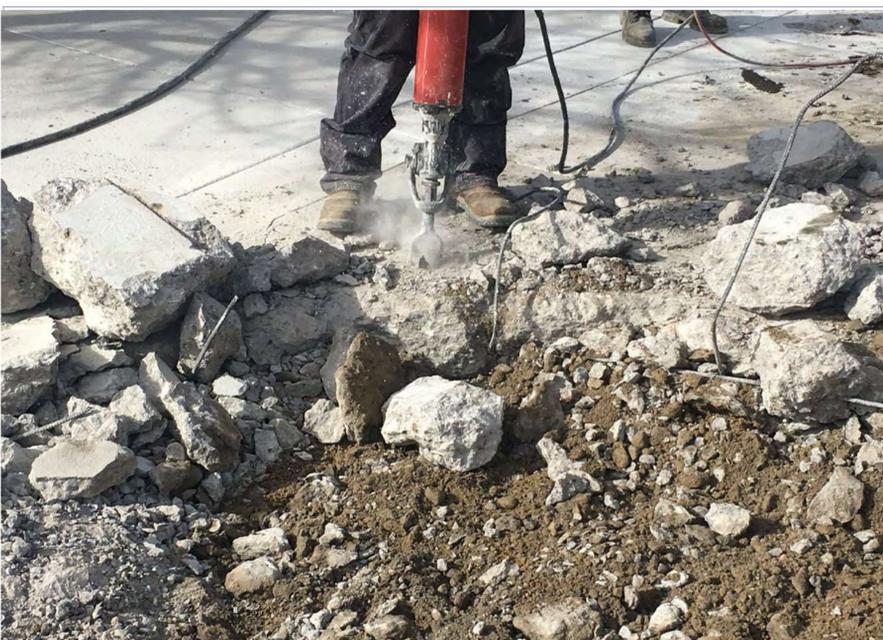
Report Date: 11/17/2017
Percentage Complete: 20%
Projected Finish Date: Undetermined



Area 17 - Change order work for the new landing and steps



Concrete thickness over 10". Fill dirt and road base were added to allow for 6" of concrete to be poured per the scope.



Crew member breaking up concrete



Area 7 - Demolded drain pan ready for removal

April 18, 2023

RE: Request for Proposal

Dear Board of Directors,

It is our pleasure to present Associa Colorado to the Leyden Rock Metropolitan District Board of Directors. As outlined in this proposal, our experienced community management professionals and value-added services are tailored to serve the specific needs of your homeowners, residents, and each of you as board members.

As your professional management partner, we will use an array of solutions and resources to provide nothing short of an exceptional community management experience. Our highly trained local teams are responsive problem solvers obsessed with delivering on our 5 Star customer service promise every day.

We look forward to learning more about your vision, goals, and challenges to provide a deeper dive into your service needs and show you why we are the right partner for Leyden Rock Metropolitan District. We will offer you proactive and innovative solutions for your consideration, with an emphasis on open communication, attention to detail, and cost containment always.

We appreciate the board's careful consideration of this proposal and believe that Associa Colorado will provide the partnership and high level of service you envision for your Metro District.

Sincerely,

Justin Heckmaster
Manager of Business Development
Associa Colorado
303-503-2778
jheckmaster@associacolorado.com

“

Associa Colorado has a well-educated and experienced HOA management staff. They are respectful, tactful, responsive, and keep our meetings productive and on track.

”

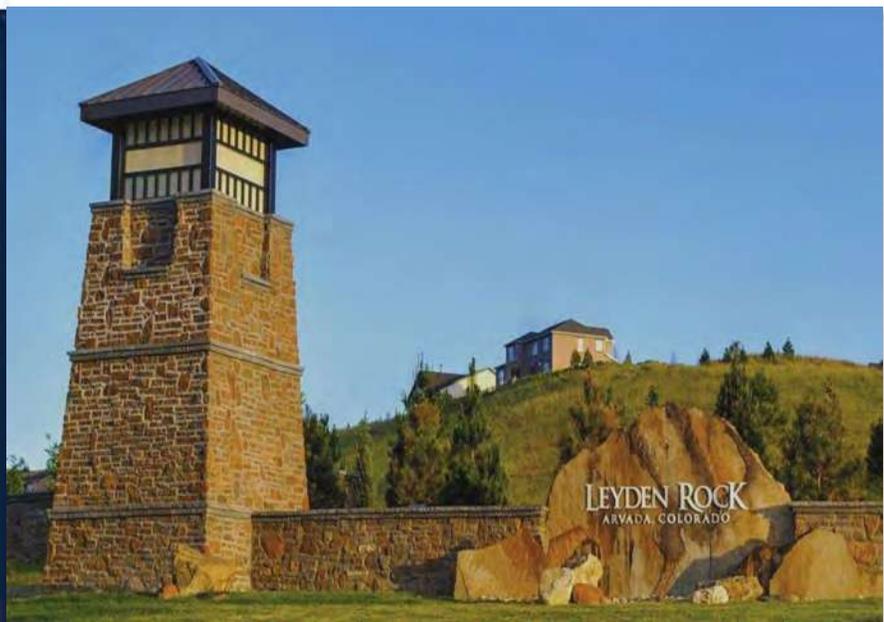


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Meet the Team

We serve as an all-in-one partner to Leyden Rock Metropolitan District. With our proven technology solutions and highly skilled teams, the professional relationship we bring to a board and homeowners is best in class. Our culture is embodied by our family spirit and shared with our clients. We are involved in the communities we manage, supporting you, and making a difference. The more we get to know the communities we serve, the more effective we can be, working together as a team.



Kim Corcoran, CMCA®, AMS®, PCAM® – President

As a results-oriented leader, Kim Corcoran supports the team in delivering exceptional service and value to the Board and communities we serve. In a business that demands strong relationship skills, Kim understands the importance of effective communication and providing excellent and proactive customer service. Her expertise in budgeting, operations and board governance produces solutions, helping to create strong teams, partnerships and results.



Shawnell Corn, CMCA®, AMS® – Vice President of Operations

Shawnell has vast experience in fast paced multi-entity and multi-currency real estate environments. She specializes in building high performing teams with positive rapport while implementing policies and procedures that utilize economies of scale to successfully reduce process time. Having previously worked for Associa in New Mexico, Arizona and Florida, Shawnell has held several positions including director of accounting, collections manager and accountant. She works well with both clients and community managers to ensure the preparation of accurate and timely financials as well as innovative solutions to complex financial challenges.



Justin Heckmaster – Business Development Manager

A Colorado native, Justin has more than 25 years of experience in general real estate, new home sales and construction, and community association management. With his experience successfully managing communities and his understanding of the challenges board members face, Justin effortlessly transitioned to the role of Business Development Manager. He has a passion for delivering exceptional customer service through ongoing communication and education and works diligently with our team and potential clients to introduce all the services and programs Associa can provide.

We are part of the Associa family of HOA management firms. Associa's 43+ years of experience give our locally operated branches the resources they need to deliver for you.



Recognizing private company success



AAMC
ACCREDITED ASSOCIATION
MANAGEMENT COMPANY



Local Experts. Proactive Management.

Associa Colorado offers the full spectrum of HOA, condo, and mixed-use property management services. Our local talented teams demonstrate our values and lead the industry in training and earning professional certifications and designations. With local expertise and strong leadership, we take pride in helping the communities we serve achieve their vision.



1996

Business Established



3

Local Offices



24+

Local Team
Industry Designations



150+

Local Communities Served





Services Overview

We are here to help your Metro District be successful. Your goals for Leyden Rock Metropolitan District are our goals.

Whether you are a self-managed community looking for additional support, or a master-planned community seeking full-service management, our experienced team can customize a plan that's right for you. The transition from your current management company to Associa Colorado requires great attention to detail. You will have our expert support every step of the way.



Expert Community Management



Secure Technology Solutions



On-Demand Professional Maintenance

 **WATCH AN INTRO TO ASSOCIA VIDEO**



Expert Community Management

We like to say that Associa Colorado helps make community happen. Why do we say this? Because creating a vibrant and engaged community doesn't just happen on its own. It happens when you pay attention to the small details and the big picture. We will advise, recommend, and support you on all the decisions and activities that can enhance and preserve the longevity of your community. The services below are just a sample of what we can do for your Metro District.

TOP-TIER MANAGEMENT SERVICES

- Professional board consultation
- Local customer support team
- Contract negotiation and contractor supervision
- Complimentary board orientation and seminars
- Insurance management

BULLETPROOF FINANCIAL MANAGEMENT

- Comprehensive, real-time financial reporting
- Budget analysis and preparation
- Investment fund monitoring
- Accounts payable and accounts receivable services
- \$6 million fidelity bond, the industry's highest level of protection

PROACTIVE COLLECTIONS & ENFORCEMENT

- Governing documents enforcement
- Delinquency and violation notices
- Delinquent account management
- Third-party collection agency
- Call center, lien recordation, personal litigation, and foreclosure action

FAIR ELECTIONS & GOVERNANCE

- Preparation of board updates and meeting packages
- Board portals for access to financials, work orders, private messages, and violations
- Homeowner portals for access to meeting schedules, minutes, voting capabilities, and surveys
- Architectural and design review services
- And more!



Training & Education

At Associa Colorado, we invest in our employees in ways that matter to you. When it comes to employee education, training, and development, we are proud to lead the way in the HOA management industry. We are committed to serve our clients with well-trained, empowered, and motivated team members.

We equip our team members with the tools they need to strengthen their expertise and continue their education through our comprehensive learning program, Associa University. Associa University facilitates career advancement and professional skill elevation by offering a classroom experience, virtual instruction, and a customized platform with a specialized curriculum for every role. Through Associa University, we also provide:

- Support for industry certification and advanced designations
- On-demand online learning
- Collaborative learning groups
- Career path and ongoing development opportunities
- Webinars presented by our learning partners (DeVry University, University of Dallas)
- Special tuition discounts with our learning partners
- Skill assessment and leadership development

HUMAN RESOURCES FOR YOUR COMMUNITY

By choosing us, you are partnering with a company that has the knowledge, education, resources and training available for your community. If your community needs dedicated on-site staff, our HR Services team will recruit, screen, interview and train a team, eliminating all the liability for the Metro District. Your on-site employees will also qualify for our comprehensive benefits package.



As a condo owner for 18 years and a board member for 10 years, I couldn't ask for a better management company.





Secure Technology

To maximize the security of sensitive information and assets, we have built our IT infrastructure based on the privacy and protection of funds, transparency, and efficiency. We utilize cutting edge software to meet these requirements.

TOWNSQ

Through our partnership with TownSq, we offer an innovative all-in-one app for managed communities.

- Online payment capabilities
- Real-time reporting
- Seamless communication tools
- Document storage
- Package management
- Custom community websites
- Architectural Requests
- Amenity reservation management
- And more!

COMMUNITY MANAGER DASHBOARD

Our Community Manager Dashboard enables managers to communicate across teams, deliver financials, and manage timely tasks and assignments from a single, remote-accessible dashboard.

C3: COMPLETE CONTROL FOR COMMUNITIES

C3 is our proprietary enterprise management software that tracks the full spectrum of key community operations.

- Financial management
- A/R and A/P
- Budgeting & Reporting

STRONGROOM

Strongroom is a best-in-class product that provides both unparalleled safety and convenient, enterprise-level verification measures and secure access to review and approve your invoices.

- Complete data protection
- Centralized invoice processing
- Automated invoice approval workflows

VENDOR ACCESS PORTAL

This portal gives trusted vendors a centralized, easy-to-use interface where they can verify documents such as tax and insurance forms, invoices, contracts, and process payments efficiently and securely.

COMMUNITY ARCHIVES

Community Archives provides no-hassle document retrieval. Our real estate document solution delivers critical property information to Realtors®, title companies, attorneys, mortgage lenders, and homeowners.



TownSq App

COMMUNITY LIVING HAS NEVER BEEN EASIER.

Designed as an all-in-one solution for managing communities, TownSq delivers the most complete, mobile experience by helping you connect, collaborate, and stay up to date on everything happening in your community. Improve and simplify your daily responsibilities while ensuring homeowner voices are heard with the TownSq app.

CONNECT

- Easily communicate with your neighbors, community management team, and board
- Access and update your account
- Pay online and review account balances anytime
- Make your voice heard with community polls
- Post community updates and announcements quickly
- Save time and reduce paperwork

COLLABORATE

- Submit work orders, service, and architecture requests with no hassle
- Reserve and manage common areas and amenities
- Manage committee special projects and assignments
- Get up-to-date community news and events
- Receive status updates on your requests
- Schedule push notifications for upcoming projects and completed assignments
- Upload and access Metro District documents whenever you need



www.townsq.io

AVAILABLE ON





On-Demand Professional Maintenance

Maintenance is vital to protecting and preserving real estate values in your community. It can also be daunting and time-consuming. Associa OnCall offers expert services for hassle-free maintenance to assure your peace of mind. Our teams are licensed, insured, bonded, and compliant with OSHA regulations. They can provide a broad range of services to ensure your community maintains property values and preserves the investments you make.

MAINTAINING YOUR COMMUNITY

- Care and oversight of common areas, landscaping, and repair services
- Community inspections and property condition monitoring
- Routine maintenance and unexpected repairs
- Capital projects
- Needs assessment and reserve fund analysis
- Preventative maintenance programs
- Project management and oversight
- Log, review, and dispatch service requests
- Upload violations to management software in real-time via our mobile app
- Submit work order requests anytime online or via our mobile app
- Vendor review and assessment
- And more...just ask us

“

As a board member, I feel empowered to make good decisions about my community; a significant part of that is the toolkit provided by our Associa team.

”



Associa OnCall

YOUR COMMUNITY MAINTENANCE SOLUTION

The upkeep of your community or home is essential not only for retaining property values, but also for security and peace of mind. With Associa OnCall, you can count on expert service from a trusted local vendor, and rest assured that all your maintenance issues can be resolved with a simple phone call. Our trained and certified technicians are available to your community on an hourly or contract basis to carry out a broad portfolio of Metro District-related services, including:

AMENITIES

- Pool & playground maintenance and cleaning
- Fitness room sanitizing
- Common area & clubhouse disinfecting
- Walking trail upkeep

EXTERIOR

- Lighting
- Roofing
- Downspouts & building drainage management
- Siding, trim, & concrete repairs
- Sign installation and replacement
- Pressure washing
- Winterizing
- Painting

MISCELLANEOUS

- Dryer vent upkeep
- Gate repairs
- Electrical repairs
- Equipment tune-ups
- Plumbing
- Dog station installation
- Garbage container maintenance
- New development & one-time clean-ups
- Pest management



When you require assistance with repairs, installation, or supervision Associa OnCall is here to help.

Transition Process

We have a dedicated transition team that works with your manager, current company, and Metro District to ensure a professional, seamless transition. This process involves reviewing financials, governing documents and CC&Rs, and past meeting minutes and policies. It also involves vendor contracts and scopes of services while collecting all homeowners' fees and balances, holding vendor walks, and board orientation or meet-and-greet.

PHASE 1

FINANCE & ACCOUNTING

- Obtain tax ID, assessment rates, unit details, annual payment plan, current financial statements, budget, vendor listings, banking signature cards, contractor information, payroll information
- Identify most recent tax return and franchise return
- Present collection policy to the board for approval
- Set up resale/transfer and refinance process
- Review delinquent accounts
- Review all existing collection letters and setup new letters
- Meet with board to review the budget

OPERATIONS

- Review community layout
- Review transition and internal audit of documents
- Review articles of incorporation, bylaws, amended and restated CC&Rs
- Document residential guidelines
- Gather resolutions, meeting minutes, pertinent reports
- Obtain insurance certificates from insurance agents and present Best Practice policies to board
- Establish new SOPs
- Review reserve study
- Meet vendors and determine status (*if applicable*)
- Design welcome package

COMPLIANCE

- Review deed restrictions and enforcement
- Review all existing covenant violation letters and setup new letters
- Load architectural modifications into C3
- Drive property with community manager

COMMUNICATION

- Meet with board for a transition session
- Review website or create new site
- Contact all Metro District members
- Notify contractors, insurance, city/county and vendors
- Schedule initial meet and greet between board & the management team

TRAINING

- Onboard executive staff
 - Develop training calendar (*if necessary*)
- Train community manager
- Review and train Metro District on policies
 - Train vendors on AVA process
 - Board orientation and training

PHASE 2

FINANCE & ACCOUNTING

- Discuss financials and inform board of any discrepancies
- Make recommendations on current financial state
- Determine annual and long-range goals
- Implement collections process approved by board

OPERATIONS

- Inventory all facilities and assets
- Establish annual calendars for management, vendors, and the Metro District membership
- Instruct community manager to evaluate all processes

COMPLIANCE

- Drive property again and give community manager direction on all established and new enforcement procedures

- Community Management team performs initial inspections with all stakeholders
- Review all pending covenant violations

COMMUNICATION

- Conduct initial meet and greet between board & the management team
- Schedule initial meet and greet between the Metro District and the management team (*optional*)

TRAINING

- Continue training procedures for community manager
- Complete all software training with board and other users
- Adjust processes and procedures as needed

PHASE 3

BOARD EVALUATION

- Executive staff and board to evaluate community manager

COMMUNICATION

- Board invite to TownSq
- Homeowner welcome and invite to TownSq

Your Investment

Thank you for the opportunity to present how we can work with your community to achieve its vision. If you have any questions about the contents of this proposal, please reach out to jheckmaster@associacolorado.com. We look forward to the possibility of becoming your community management partner and helping your community thrive.

AT A GLANCE PROPOSAL INCLUDES:

ADMINISTRATION

- Care and oversight of the building and common areas
- Screening and assistance in selection of vendors and management of contracts
- Resale processing, documentation, and transfer management
- Insurance and claims management
- Advanced compliance inspections
- Facilitation and access to providers for project loans
- Project management and facilitation
- Assistance in rules enforcement

FINANCIAL

- Preparation of annual budget
- Maintenance and reconciliation of bank accounts
- Preparation and distribution of financial reports
- Collection of assessments
- Set up of account payment systems
- Delinquency collection reports
- Tax and audit facilitation
- Provide accounts payable and financial accounting services

COMMUNICATION

- Dedicated assistant manager for resident inquiries (phone calls, emails, TownSq requests, work orders)
- After hours call center for emergencies
- With TownSq, residents can manage their accounts, pay online, get up-to-date community news and events, request and review status of service inquiries, any time from any device.

We are pleased to guarantee the management fees quoted below for the next ninety days, providing you the necessary time to evaluate the value and services included in this proposal.

YOUR MANAGEMENT FEE INCLUDES:

- Preparation of board management report and attendance at twelve (12) board meetings.
- 24 site visits.

MONTHLY MANAGEMENT FEE

**\$4 per home,
per month**

ONE-TIME SETUP FEE

\$1,000

*Human Resource Services

Dedicated staff will be employees of managing agent and be invoiced at cost, plus taxes, benefits and other misc. expenses (cell, mileage, etc.) plus an administrative fee of 12%



The Associa Difference

We are committed to making a real difference for our clients. When you partner with us, your community, Metro District and homeowners get access to unmatched programs and services. In short, we put the power of our national resources to work for YOU.

ASSOCIA ADVANTAGE

- A national program offering deep discounts from trusted vendors like The Home Depot and Orkin – saving you time and money.
- A waste hauling and recycling service that leverages a collective buying power pool to ensure your community has the best rates for these services.
- An energy saving program that provides significant electricity savings to Associa managed communities.
- A streamlined Amazon delivery service providing safe and secure access and saving staff time on package management.
- Learn more at [associaadvantage.com](https://www.associaadvantage.com).

ADDITIONAL BENEFITS

- A restoration service that has helped hundreds of communities rebuild after disasters like floods, fires, and hurricanes. Learn more at [lhrpros.com](https://www.lhrpros.com).
- A one-stop source for exceptional, affordable insurance for communities. Learn more at [associationsinsuranceagency.com](https://www.associationsinsuranceagency.com).
- A commitment to support living in healthy and sustainable ways. Learn more at [associagreen.com](https://www.associagreen.com).

ASSOCIA CARES

- A culture driven by our values to make an impact for families in the communities where we live, work and play. Learn more at [associacares.org](https://www.associacares.org) and [associasupportskids.org](https://www.associasupportskids.org).



We have the most advanced services, technology, and products to help achieve your vision and serve your community. I invite you to discover how Associa is making a difference in communities across North America and how we can do the same for yours.

– John Carona, Founder & CEO





Associa Cares

ASSISTING FAMILIES & COMMUNITIES IN CRISIS

Associa Cares is a 501(c)(3) nonprofit organization created to assist families and communities in crisis as a result of natural and man-made disasters. Funded entirely by tax-deductible donations of Associa employees and concerned citizens across North America, we administer resources to where they are most needed.

We help people get back on their feet and recover as quickly as possible by:

- Responding to both Associa-managed and non-Associa communities in need
- Motivating our employees and clients to join us in making a difference
- Raising funds and safeguarding financial resources to fulfill our mission

And it is all done with time donated by Associa employees.



\$127,900

in U.S. & Canada COVID-19 relief
community grants to
local nonprofits



\$327,000

distributed in global assistance



\$4,000,000+

distributed to over 3,000
families since 2017



214.272.4141 | 800.808.4882 | info@associacares.com | www.associacares.com

Associa Advantage

EXCEPTIONAL VALUE. EXCEPTIONAL LIVING. SIGNIFICANT SAVINGS START HERE!

Associa Advantage puts purchasing power in your hands. We create partnerships with well-known brands and negotiate discounted prices based on our substantial buying power. Then we make these savings opportunities available to your Metro District, saving you time and money. All national and local vendors are pre-screened and vetted, so you know you will get expert service from people you can trust. And best of all, this is available to Associa-managed communities at no extra cost.

PARTNER CATEGORIES

- Elevator service
- Fitness equipment
- Janitorial supplies
- Landscaping
- Maintenance supplies
- Paint supplies & services
- Pest control
- Pet waste supplies & services
- Plumbing
- Security
- And more!

FEATURED PARTNERS



SHERWIN-WILLIAMS



Staples

1-800-GOT-JUNK?



Associa[®]
Advantage

associaadvantage.com

877.585.GOAA (4622)



Enriching the Place You Call Home

We believe in setting high standards and are obsessed with delivering world-class customer service to your community. At Associa Colorado, building strong and enduring partnerships with our clients is at the center of everything we do.

To bring positive impact and meaningful value to every community.

Justin Heckmaster

jheckmaster@associacolorado.com | 303-503-2778





Exhibits

14142 Denver West Parkway, Suite 350 Lakewood, CO 80401 Telephone 303.232.9200 Fax 303.232.3240 Web www.associacolorado.com

5225 North Academy Boulevard, Suite 200 Colorado Springs, CO 80918 Telephone 719.473.5000 Fax 719.473.1838

1063 West Horsetooth Road, Suite 100 Fort Collins, CO 80526 Telephone 970.407.9990 Fax 970.407.9996

Associa | The leader in community association management | www.associaonline.com

Menu of Services

Leyden Rock Metropolitan District

Term of contract from 06/01/2023 through 05/31/2024

Board/Special/Annual total meetings	12
Community site visits	24

- | | |
|--|--|
| <ul style="list-style-type: none"> • Certified Mail for Demand Notice*
\$5 plus costs • Physical Posting of Delinquency Notice at Property*
\$10 plus process server costs • Referral to Attorney:
Collections/Enforcement/Coordination*
\$175/occurrence • Payment Plan Administration*
\$15 per set up • Collections - Small / Late / Attorney / Bankruptcy Notice*
\$11 | <ul style="list-style-type: none"> • Monthly Email of Itemized Ledger (if email is on file) *
\$2 • Extra Compliance Inspection (w/in 7 days of 30-day cure)
Management hourly rate • Translation Services
Direct costs + 15% • Violation Letters:
1st / 2nd & Subsequent Notice
\$11 - \$25 • Collections - 2nd warning / Demands*
\$40 |
|--|--|

Exhibit B

Maintenance / Management / Accounting Services at an Hourly Fee

- | | |
|---|---|
| <ul style="list-style-type: none"> • Maintenance Business Hours / Dedicated
\$80/hour plus materials / \$75/hour Dedicated • Maintenance After Hours / Holiday or Emergencies
\$135/hour plus materials | <ul style="list-style-type: none"> • Management
\$150/hour • Accounting/Assistant Managers
\$125/hour |
|---|---|

Additional Services

- | | |
|--|---|
| <ul style="list-style-type: none"> • 1099 Preparation
\$40/vendor • Access Card / Key / Gates
\$15 per card • Gate Management
\$10 per month • Tax Preparation
\$250 • Annual Filing (DORA, SOS, Agent, CCIOA)
\$85/occurrence plus postage and printing | <ul style="list-style-type: none"> • Special Assessment Administration
\$7.50 up to 100 units plus \$.75 each additional 50 units;
minimum \$50 • Photocopies & Scans / B&W – Color
\$.46 - \$1 • Paper / Colored Paper - Card Stock / Postcards
\$.75 - \$.95 • Monthly Statements – Replacement Coupon Book
\$2.58 - \$13.80 • Postage / Mail Prep (Folding & Stuffing)
US postal rates / \$.25 |
|--|---|

- **Labels Small – Large**
\$.25 - \$.50
- **Direct Debit**
\$35/month - \$5/set-up
- **Envelopes / Standard–Large**
\$.52 - \$1 each
- **Monthly Account Maintenance**
\$1/unit (non coupon/statement)
- **Metered Utility Billing**
\$.50/unit
- **Annual File Set-Up**
\$2.65/unit per year
- **Check Stock - Emergency Check**
\$2/check - \$50/occurrence
- **Return Check / Stop Payment**
\$30/occurrence
- **TownSq Architectural Module**
\$30.00 per month from 0 to 499 homes / \$50.00 per month from 500 to 999 homes / \$75.00 per month for 1000+ homes
- **TownSq Homeowner Platform Hosting**
\$5 per month
- **Website (in addition to TownSq)**
Standard \$65/ - Custom URL \$75 / Set-up \$150
- **Welcome Packets**
\$10
- **Additional Bank Reconciliation**
\$35/month per account over the 3 included
- **Certified Mail**
\$5 plus costs
- **Project Services:** Management of Special Construction Projects at Hourly Rate or as % of Project Expenses; As Negotiated with the Board
- **On-Call Emergency Access**
\$15/month includes 15 calls & \$5/call thereafter
- **Monthly Digital/Hard Copy Storage**
\$15 / \$6 per physical box
- **Supplies/Services Purchased for HOA / FedEx / UPS / Courier / Expedited Mail** 3rd party charge Cost plus 25%
- **Administration of Losses:** Insurance Claim at 6% of claim (excludes LHR Managed Claims) Non-Filed Loss & Services - Hourly Rate
- **Transition Out**
One month's management fee

Exhibit C

Settled Between Buyer / Seller; **Not Billed to Association – Subject to Change**

Resale, Resident Change, Transfer and Disclosure Certificates

- **Preparation of Status Letter or Statement of Account – New Home / First Closing Statement**
\$250 - \$200
- **Completion of Mortgage / Lender Questionnaire**
\$225
- **Foreclosure Resale Package - Resale Documents Package - Bank Owned Realtor Listing Package**
\$200 - \$200 - \$80
- **Custom Lender Forms**
\$190
- **Transfer of Ownership**
\$250
- **Refinance Only Statement of Account**
\$85
- **Occupancy – Appraisal Info / Financial Packet / Meeting Minutes**
\$85
- **Expedited Services (per request/package)**
\$80/tier 1 & \$150/tier 2
- **Lender Questionnaire Package - Governing Documents**
\$225 - \$80
- **Covenant Compliance Inspection (CCI)**
\$150
- **Updates (ordered within 60 days of original)**
\$75
- **Realtor Listing Information - Purchaser Research Package - Loan Estimate**
\$75 - \$100 - \$50

Hourly Fees may be assessed for items and/or time outside the scope of standard management services

Covenant Compliance Inspections will be mandatory with all Status Letter orders to ensure any violations are disclosed during the closing process

All prices listed in Exhibit A through C are subject to change with sixty (60) days' notice.

List of Associa Affiliates available upon request (Exhibit D)

Exhibit D

Confidential and Proprietary

Exhibit D

Advanced Technology Group, Inc.
Associa Abstract Services, Inc.
Associa Advantage, Inc.
Associa Client Shared Services Center, Inc.
Associa Community Watch
Associa Developer Services, Inc.
Associa Digital Services, Inc.
Associa Financial Solutions, Inc
Associa Green
Associa OnCall
Associa Supports Kids
Associations Insurance Agency, Inc.
Avid Xchange, Inc.
City National Bank
Comdata
Community Archives, Inc.
First Associations Bank
First National Bank of Kemp
HOA Collection Services, Inc.
Lincoln Hancock Restoration, LLC
Mutual of Omaha Bank
New First Bank
Optimal Outsource, Inc.
Pacific Premier Bank
Platinum Title Services, LLC
TownSq
Union Bank
Urjanet

*Other entities as periodically may be disclosed through amendment of the Agreement or as published on Agent's website.

Exhibit E

Human Resources Services

A. SERVICES

1. Colorado Association Services (CAS) and/or CAS's subsidiaries shall provide CAS employee(s) as on-site employees to deliver services to the Metro District.
2. The employee(s) shall report directly to Colorado Association Services (CAS) with a representative of the Board of Directors in a secondary reporting position.
3. The employee(s) shall perform their duties at the physical location of the Metro District.

B. COMPENSATION

1. The Association shall pay the following to Colorado Association Services (CAS) and/or CAS's subsidiaries for the services to be rendered hereunder:
 - (a) An amount equal to the Gross Wages paid to each employee, plus any and all local, state and federal employment taxes, Worker's Compensation, EPLI, and health insurance and payroll processing, plus any and all sponsored benefit plan expenses, mileage, and any associated expenses as outlined in Exhibit F. In addition, the Metro District will pay CAS a twelve percent (12%) administrative fee on all charges listed herein, which shall be automatically be collected via ACH (Automatic Clearinghouse) twice a month with each payroll and do not require Board approval.
 - (b) The Association will be responsible for expenses identified in Exhibit F attached.
2. All fees for Human Resource Services are invoiced and shall be collected via ACH (Automatic Clearinghouse) twice a month with each payroll. In the event that funds are not available all unpaid balances shall bear interest at the rate of 1-1/2% per month, with accruing interest compounded monthly.

C. OBLIGATIONS OF COLORADO ASSOCIATION SERVICES

1. Colorado Association Services (CAS) will provide an invoice outlining the accounting of the gross wages, insurance, taxes and any other expenses, including the administrative fee each month.
2. CAS shall be responsible for all local, state and federal employment taxes, workers compensation insurance and standard CAS health insurance contribution.
3. In case of PTO (vacation, sick or other types of authorized leave) CAS shall provide an alternative on-site staff member (if so requested by the Board). This coverage is an additional cost at the option of the Metro District.
4. Assigned on-site employees shall operate and be governed by the applicable guidelines such as, but not limited to; Holidays, Vacation Policies, Sick Leave, Bereavement Leave, Jury Duty, Military Leave, Disability Leave, and Unpaid Leave as outlined in the Colorado Association Services' "Employee Handbook". A schedule of holidays for the calendar year is available to the Association, and assigned on-site employees are allowed paid time off or Holiday Pay in addition to regular pay if required to work on the Holiday at the Association's expense.
5. All assigned on-site employees will be supervised by CAS off-site personnel, and off-site personnel will perform periodic on-site visits.
6. CAS may periodically require employees to attend job-specific training or attend staff meetings for purposes of professional development at the Metro District's expense as needed not to exceed twenty (20) hours per employee per any quarter, unless approved by the Board of Directors.

D. OBLIGATIONS OF ASSOCIATION

1. All expenses identified in paragraph C above shall be borne by The Metro District. Additional benefits requested by the Metro District shall also be at the expense of The Association.
2. In the event there are performance concerns or disciplinary action is necessary, the Metro District agrees and accepts that CAS will follow progressive corrective action(s) in accordance with the employee manual prior to removing the assigned employee.

3. Should homeowners or residents threaten, harass or attempt to harm any assigned on-site employee, the Metro District agrees to deploy the Metro District's attorney to resolve homeowner and/or resident issues that involve CAS employee(s) and any associated costs will be the expense of the Metro District.

Date
President
Colorado Association Services

Leyden Rock Metropolitan District

Date _____

Name _____

Title _____

Remainder of page left intentionally blank

EXHIBIT F

MANAGEMENT CONTRACT ADDENDUM MISCELLANEOUS COST RESPONSIBILITY CHART

	Association Responsibility	CAS Responsibility
Gross Wages	Yes	
Federal, State, Local Payroll Taxes	Yes	
Workers Compensation	Yes	
Employee Liability Insurance	Yes	
Advanced Recruiting (Posting, Interviewing, etc.)	Yes	
Hiring Assessments, Documentation, and Background Checks	Yes	
Payroll Set up fee for new hires	Yes	
Uniforms	Yes	
Tools and/or equipment stipend	Yes	
On-Site Staff Telephone (both wire and cellular)	Yes	
On-Site Office Furnishings	Yes	
On-Site Office Machines/ PC Equipment/Software	Yes	
On-Site Staff Mileage and Travel Allowance	Yes	
On-Site Custodial Equipment	Yes	
On-Site Custodial Consumable Supplies	Yes	
Manager's Standard Benefits Program	Yes	
Employee Bonuses & Associated Taxes – Optional in the event the Board directs bonuses	Yes	
Education / Training / Certifications (ex. First Aid, OSHA/Pool/HVAC, etc.) and CAI classes, CMCA, AMS, PCAM and State Licensing Costs	Yes	
Colorado Association Services Specific Training		Yes
Anniversary and/or Recognition (Colorado Association Services Programs)		Yes
401K Matching Contributions		Yes

Items shall be noted as "Yes" or "N/A"

Applies only to work-related business for the on-site personnel

Select your Branch:	Colorado Association Services - CO			
Select your Billing Style:	Direct Cost*Markup			
Identify your Burden Amount:	12.00%			
Identify your Monthly Medical Bill Rate:				

Prepared for Client: Leyden Rock Metropolitan District

Payroll Name	District Manager w/ Benefits @ \$45/hr	District Manager w/ Benefits @ \$50/hr		Operations Coordinator w/ Benefits @ \$30/hr	Operations Coordinator w/ Benefits @ \$35/hr		Lifestyle Coordinator Part Time Hourly WO/ Benefits @ \$27/hr	Lifestyle Coordinator Part Time Hourly WO/ Benefits @ \$30/hr	
Medical Benefits	Yes	Yes		Yes	Yes		No	No	
Cell Phone	Yes	Yes		Yes	Yes		No	No	
Hourly / Salary	Salary	Salary		Salary	Salary		Hourly	Hourly	
Full Time / Part Time	Full Time	Full Time		Full Time	Full Time		Part Time	Part Time	
% Allocated to site	100%	100%		100%	100%		100%	100%	
January - June Wage Rate	\$3,600.00	\$4,000.00		\$2,400.00	\$2,800.00		\$27.00	\$30.00	
Estimated Raise of X%:									
July - December Wage Rate	\$3,600.00	\$4,000.00		\$2,400.00	\$2,800.00		\$27.00	\$30.00	
Periods Employee is expected to work	26	26		26	26		26	26	
Estimated Reg Hours to work	2080	2080		2080	2080		1040	1040	
Estimated Annual OT Hours to work									
Estimated Wages:	\$93,600	\$104,000		\$62,400	\$72,800		\$28,080	\$31,200	
FUTA	42.00	42.00		42.00	42.00		42.00	42.00	
SUI	538.75	538.75		538.75	538.75		538.75	538.75	
FICA	\$7,160.40	\$7,956.00		\$4,773.60	\$5,569.20		\$2,148.12	\$2,386.80	
Estimated Taxes:	\$7,741.15	\$8,536.75		\$5,354.35	\$6,149.95		\$2,728.87	\$2,967.55	
Estimated Insurance:	\$2,526.93	\$2,807.70		\$1,684.62	\$1,965.39		\$758.08	\$842.31	
Estimated Administration:	\$2,935.28	\$3,231.55		\$2,046.45	\$2,342.73		\$1,068.74	\$1,157.63	
Medical	\$6,144.88	\$6,144.88		\$6,144.88	\$6,144.88		\$0.00	\$0.00	
Cell Phone	\$1,200.00	\$1,200.00		\$1,200.00	\$1,200.00		\$0.00	\$0.00	
Estimated Benefits:	\$7,344.88	\$7,344.88		\$7,344.88	\$7,344.88		\$0.00	\$0.00	
Estimated Annual Employee Cost:	114,148.24	125,920.88		78,830.30	90,602.95		32,635.69	36,167.49	
Estimated Annual Billable to Client:	\$127,846.03	\$141,031.39		\$88,289.94	\$101,475.30		\$36,551.97	\$40,507.59	
Total Billable to Client - Per Hour	\$61.46	\$67.80		\$42.45	\$48.79		\$35.15	\$38.95	
Employee Billable to Client*		Annually		Annually					
Total Annual Billable to Client		\$252,687.94	to	\$283,014.28					
Monthly Fee Billable to Client**									
1,439 units, at \$4 unit/month = \$5,756 /month		\$69,072		\$69,072					
Total Employee Billable & Monthly Fee =		\$321,760 / year	to	\$352,086 / year					

* The District will be billed on actual costs, including wages, benefits, workers comp, withholding's, etc., plus an administrative fee of 12%. The amount billed may fluctuate based on actual costs. For example, an employee chooses to opt out of provided medical benefits plan as they already have benefits provided by a spouse. Therefore, we would not bill the District for that employee's medical benefits and the District would only be charged for the actual costs incurred. This would also be applicable to part time employees who may only qualify for certain benefits.

** Monthly fee would adjust based on number of units at the time of executing agreement. Per Exhibit B, 1,439 assessable units within the District, at \$4 per unit per month, monthly fee would be \$5,756, and \$69,072 annually.



Timberline District Consulting, LLC Response to Request for Proposals

District Management Services
Community Management / Covenant Control / Open Space &
Grounds Maintenance Oversight / Pool & Clubhouse Operation
and Maintenance Oversight

Prepared for Leyden Rock Metropolitan District
Board of Directors

C/O Megan Murphy

mmurphy@wbapc.com

By:

Timberline District Consulting, LLC
P.O Box 351929 3051 W. 105th Ave
Westminster, CO 80031

Phone: 303-359-9330

Email: jacobs@timberlinedc.com

Date: April 14, 2023

Timberline District Consulting, LLC

Executive Summary

Timberline District Consulting, LLC (TDC) was formed in 2015 to provide full scale District and Community Management services to Metropolitan Districts and Homeowner's Associations along the Front Range of Colorado. Most of the Districts and Communities we manage are comprised of professionals who are appointed, elected or volunteer to be on the Boards while maintaining full time jobs within the land development and homebuilding industry. Most Board Members do not have the time to manage the community on a day-to-day basis. TDC was formed having an overriding goal to provide District management, community services, covenant control and landscape management to enable our Districts to operate and maintain their communities at the highest level.

TDC manages all aspects of the communities we serve in partnership with District Attorneys and Accounting firms. We provide District and Community Management services including the Design Review process, landscape maintenance management, landscape irrigation systems management, improvement inspections, covenant and architectural control and inspections and covenant violations and enforcement processes. We are excited for the opportunity to provide these services to the Leyden Rock Metropolitan District.

TDC has over 20 years of experience in working with special districts and homeowner's associations. Prior to forming TDC, Jerry Jacobs worked for Oakwood Homes for 13 years in the Land Development and Acquisition department. Responsibilities included trunk line infrastructure design and construction, community development, community management, asset transition from developer to Metro Districts, financial projections and analysis and District bond issuance and re-financing. Brittany Barnett is the Executive Vice President serving in all our communities on every level of District and community management. Prior to joining TDC, Brittany was the Lifestyle Director for an Active Adult community in Denver and has extensive experience in community lifestyle programming. Together we support a team that specializes in District Management, Community Management, Landscape Management, design review process, architectural control, facilities management and maintenance, and day to day operations of the 33 Metro Districts we serve.

TDC is highly organized, stable, effective, efficient and has the experience of serving Metro District Boards and Community Authority Boards in large scale Master Planned Communities and smaller enclave communities along the Front Range of Colorado for many years. TDC exists because of these qualities and the long-term relationships that we have cultivated over the years in the District management, community management, land development, acquisition, financing, and home building industry here in Colorado. We have the experience and pride ourselves in assisting homeowner Boards, development Boards and Community Authority Boards in navigating through the challenges that communities are faced with as they transition away from developer involvement at the end of build out. We value long term relationship opportunities and work to service those clients at our absolute best.

In addition to our resources on the District and Community Management side, we have a sister company Foothills Facilities Maintenance that we contract with to service all of the District and community assets including, but not limited to, community pools, clubhouses, cabanas, mailboxes, guardhouses, playground equipment, park assets, security systems, access control, etc.

Section I. Bidder Contact Information

1. Timberline District Consulting, LLC
2. Jerry Jacobs – President
3. Address:
P.O. Box 351929
3051 W. 105th Ave
Westminster, CO 80031
Phone: 303-359-9330
Email: Jacobs@timbelinedc.com

Section II. Qualifications of Bidder

Experience in providing services to special districts:

Timberline District Consulting LLC (TDC) provides a full-scale Metropolitan District solution to managing developments and Master Planned Communities for District's Board of Directors. TDC manages all of the day-to-day operations on behalf of the Board for all District owned assets, performs covenant control, manages contractors, vendors, suppliers, pond amenities, water systems, drainage ways/systems, trunk line infrastructure, residential service line infrastructure, gated communities, private streets, access, security, landscaping, irrigation systems both potable and raw water systems, pools, clubhouses, guardhouses, etc.

Communities currently under TDC Management:

- The Aurora Highlands Community Authority Board – 185 SFD homes – approximately 12,500 at buildout to include multiple clubhouses and pools
- Vauxmont Metro District – 1,800 SFD homes in the Candelas community – 66 alley lot SFD homes – 2 Community pools and 2 Clubhouses staffed full time by TDC
- Green Valley Ranch North – approximately 5,000 existing SFD homes
- Town Center Sub-district #2 – 492 existing Shared Driveway SFD homes
- Town Center Sub-district #3 – 144 SFD homes in Gated Private Community – Pool and Cabana managed by TDC and staffed on the weekends
- Town Center Sub-district #5 – 148 existing Shared Driveway SFD homes
- Green Valley Ranch East Metro Districts No. 6 – 14 – approximately 2,600 homes at buildout
- Second Creek Ranch Metropolitan District – Operations and Maintenance District
- Central Adams County Water and Sanitation Metropolitan District
- Erie Highlands Metro Districts No. 1 – 5 – approximately 800 existing SFD homes – approximately 900 at buildout with multi-family and commercial in future master plan
- Erie Highlands Metro District No. 4 – Community Pool and Clubhouse
- Thompson Crossing Metro Districts No. 3 – 6 – approximately 1,200 existing SFD homes – 1,800 homes at buildout – Outdoor pool managed by TDC – Future additional pool and Recreation Center slated for 2023
- Ebert Metro District – Taxing District for approximately 5,000 SFD homes
- Belleview Village Metro District – approximately 65 SFD homes - 93 SFD homes at buildout

- TDC manages the Design Review Process for Banning Lewis Ranch – approximately 3,200 existing homes – approximately 62,000 at buildout
- Front Porch – 93 SFD homes – Community pool and dog park managed by TDC
- Denver Connection West Metro District – 284 SFD homes – 410 townhomes – Community Clubhouse and outdoor pool

Retail / Commercial:

- Tower Commons Retail – 12 tenants and private streets/storm/water/ sewer systems
- DIA Tech Center – 15 tenants
- Nexus North at DIA Metro District – 170 acres of commercial development

Multi Family:

- East Bend Metro District – 92 Duplex homes at buildout
- The Towns at Oak Crest – 48 existing Townhomes
- Westown Metro District – 189 existing Townhomes – Pool and cabana managed by TDC

Narrative of our overall approach with proposed staffing

Our approach to managing Districts and Communities is team oriented. In this type of situation, we typically have leadership involved on the front end to assist the Metro District Board in the transition to new management. We will work with the District Board and accountants on budgets, projections, and audits much the same way we do in all our other Districts. Once we are up to speed on all of the governing documents, policies, procedures and rules and regulations that are in place, we will transition our support over to one of our District Managers to take on the majority of the day-to-day operations with support from our leadership group, IT, facilities maintenance and back-office staff. We will provide any and all reports, and data throughout the year and work with the Board, District Attorneys, Accountants and other District support consultants to make sure all critical steps are accomplished.

TDC utilizes the proprietary management software Facilities Management Express (FMX). FMX is a secure, cloud-based database that allows us to manage all our properties and clients in one place adding efficiency and costs savings for our District Boards. FMX enables us to track action items, work orders, task orders, contracts, change orders and detailed history of each item. It also has a robust reporting component enabling us to generate reports for periodic updates and reporting to the Board. TDC employs cutting-edge software, Caliber, for compliance with Covenant Control, Architectural submissions, billing, data collection, robust reporting, and tracking capabilities. This flexible software can be utilized using a laptop, tablet, or any other mobile device for "real-time" data collection. TDC uses ArcGIS as our mapping solution giving us the ability to create any kind of map we desire. We use this mapping solution to create maps for ownership, maintenance responsibilities, landscaping components and responsibilities, snow removal responsibilities and routes, District assets, site selection and adjacency tracking, drainage components, ponds etc. We have provided an example maintenance map with this response submission.

We will provide District and Community Managers Reports for board meetings as requested. We can be responsible for posting, publications and record keeping as requested by the Board. All action items, landscape contracts, task orders and change orders will be managed and tracked through our FMX software solution pertaining to landscaping. We will work closely with CLA to manage budgets for short term, long term, capital projects, landscape maintenance, plant/material replacements, and update the Board as we progress through the year. A member of our leadership group will attend every Board Meeting, Special Meeting, Study Session, Public Forums and Committee Meetings of the Board as requested.

TDC has extensive experience in creating and updating Design Guidelines, Design Standards and conditions sheets that support the design review and inspection process. We will fully manage the design review and architectural control processes and any landscape escrow process put in place. We will work directly with the Board as the hearing officer for the Board depending on how this process is drawn up in the governing documents. We will fully manage enforcement, collections, and fine policies and work with the attorneys and the Board when changes need to be made. TDC will manage, administer, and enforce all policies, conditions, restrictions, rules, and regulations as adopted by the Board. We will coordinate, track and report to the Board and District Counsel on all fee collections and coordinate with CLA and Counsel on delinquent accounts. Our team will manage covenant enforcement and record keeping for the community and work to resolve property owner concerns.

TDC also has the ability to develop, operate and maintain websites for the Board and the community.

We will create and manage drainage and landscape maintenance oversight programs to ensure the highest quality of service and supervision of these key components to the long-term viability of the development. TDC will prepare requests for proposals, solicit, evaluate, and present bids for services, maintenance, repairs, and any capital projects as required by the Board.

TDC will work with District Counsel and the Board and will be available for any other duties and responsibilities requested by the Board. We are also receptive to hiring the current associates already in place from CCMC if that is desired by the Board

TDC will solicit input from property owners and provide recommendations to the Board on different landscape offerings and social events.

Timberline District Consulting Team

Jerry Jacobs, Brittany Barnett, Christina Sandoval, Alyssa Hooper, Corey Pilato, Cristina Madrigal, Steve Metz, Ashley Myers, Shanda Flores, Brittany Ramsey, Desirae Torres, Madison Widom

Background and experience:

Jerry Jacobs – Jerry founded Timberline District Consulting (TDC) in 2015 to provide full scale District and Community Management services. Prior to Timberline, Jerry worked for Oakwood Homes for 13 years in various roles from Land Development, District Management, Land Acquisitions, Financial Analysis and Community Management. Jerry's career has had stops at IBM, Storage Tek and Expanets.

Brittany Barnett – Brittany joined TDC in March of 2018 and is now Executive Vice President and Regional District Manager serving in all our communities on every level of District and Community Management. She works directly with all sub-contractors in every community and makes sure to

maintain excellent communication and working relationships with each company in order to ensure excellent results. Prior to joining TDC, Brittany was the Lifestyle Director for an Active Adult Community in Denver and worked for WTS International.

Cristina Madrigal – Cristina joined TDC in 2022 as a Regional District/Community Manager for commercial and residential Districts and works with residents, commercial tenants and owners, and contractors to ensure the facilitation of District and community needs. Cristina's primary functions are Regional District and Community Management and creating and maintaining District websites. Cristina is currently the District and Community Manager for NexusDIA commercial community, District and Community Manager to Towns at Oak Crest, and Community and Landscape Manager for The Aurora Highlands. Cristina is a highly respected, Certified Community Association Manager with over five years of Community Management, technology utilization/ implementation, and customer service experience.

Christina Sandoval – Christina joined TDC in 2021 as Director of Operations. Christina works closely with the TDC team, management partners, residents, and contractors on a daily basis to ensure that the needs of each District are met and any issues that arise are promptly resolved. Prior to joining TDC, Christina worked 16 years in a hospital setting where she supported the Facilities Maintenance department and later the Chief Medical Officer and the Vice President of Operations.

Alyssa Hooper – Alyssa Hooper joined TDC in 2019 as a Metro District Specialist. She is responsible for back-end District and Community management. Alyssa manages the work order process and systems, design review applications, various accounts payable and receivables, data management and reporting. Alyssa has taken on the role of District Manager supporting the Thompson River Ranch and Erie Highlands communities. Prior to joining TDC, Alyssa was the Office Manager of a restoration and construction company, responsible for customer relations, accounts payable/receivable, as well as internal/external crew management.

Corey Pilato – Corey Pilato joined TDC in 2020 as an Assistant District Manager for multiple Districts and works with residents and contractors to ensure the facilitation of District needs. Corey's primary functions are District and Community Management and creating and maintaining District websites. Corey is currently the District and Community Manager for the Westtown community and Green Valley Ranch Aurora. Before joining the TDC team, she was a highly sought-after Licensed Community Association Manager for five years and keeps her license and certifications up to date working with TDC.

Steve Metz – Steve joined TDC in 2022 as the Regional Landscape Manager providing services to all our Districts. He was born and raised in Colorado and has his Horticulture degree focusing on turfgrass management, specifically for golf courses and high-profile landscaping. During the past 12 years in the industry, Steve has developed a diverse skill set and has seen great success in the field managing crews, running projects, meeting budgets and providing excellent leadership. His valuable experience will prove to be a great asset to Timberline and the many communities we manage, providing a full spectrum of high-quality landscaping knowledge and customer service.

Shanda Flores - Shanda joined TDC in 2022 as a District Manager and works with homeowners, residents, and contractors to ensure the efficient management of the Districts. Shanda's primary functions are District and Community Management, design review processing, and work order management. As part of our District Management team, Shanda is responsible for Denver Connection West and Belleview Village Metropolitan Districts. Shanda has a lengthy background in Community

Management, technology utilization/implementation, and customer service. Prior to joining TDC, Shanda was a Community Association Manager with an extensive background in technology management.

Ashley Myers – Ashley joined TDC in 2022 as an Assistant Community Manager from an operations and compliance background with almost 20 years' experience in the customer service industry. Having been in multiple management roles, Ashley focuses on using communication to maintain strong client and business partnerships. Ashley excels in creating a collaborative environment and harnessing the strengths of the team.

Brittany Ramsey – Brittany joined TDC in 2022 and comes to us with a background in computer science. Brittany moved from Kansas City to Colorado in the fall of 2014 to pursue her education. As a District Financial Analyst, Brittany handles all data management, invoice tracking, cost projections, expenditure analysis and is integral in the budgeting process for all our Districts. Prior to TDC, Brittany worked for a non-profit healthcare center during the pandemic to support her local community in Colorado Springs.

Desirae Torres – Desirae joined TDC in 2021 as a Lifestyle Director for the Parkview and Townview clubhouses in the Candelas community. She is responsible for the day-to-day operations of both clubhouses and pools. She has recently been promoted to the Candelas Community Manager responsible for all covenant control, inspections, and enforcement.

Madison Widom – Maddie joined TDC in 2021 as an Assistant Lifestyle Director for the Parkview and Townview clubhouses in the Candelas community. She has since been promoted to Lifestyle Director and manages the day-to-day operations of both clubhouses and pools.

References:

- MaryAnn McGeady – McGeady Becher P.C.: 303-592-4380
mmcgeady@specialdistrictlaw.com
- Jennifer Ivey – Icenogle Seaver Pogue: 303-867-3003 jivey@isp-law.com
- Jason Manley – Erie Highlands Metro District No. 1 Board Member: 434-258-3314
jsonman@gmail.com
- Cindy Baldwin – Westown Metro District Board President: 303-548-0772
cynbal@msn.com
- Page Bolin – Vauxmont Metro District Board President: page.bolin.vmd@gmail.com

Section III. Compensation

Billing Rates:

➤ Jerry Jacobs - President	\$135.00 per hour
➤ Brittany Barnett - Executive Vice President	\$125.00 per hour
➤ Cristina Madrigal – Regional Manager	\$115.00 per hour
➤ Christina Sandoval – General Manager	\$115.00 per hour
➤ Steve Metz – Regional Landscape Manager	\$110.00 per hour
➤ Corey Pilato – District/Community Manager	\$105.00 per hour
➤ Shanda Flores – District/Community Manager	\$105.00 per hour
➤ Alyssa Hooper – District Manager	\$105.00 per hour
➤ Brittany Ramsey – District Financial Analyst	\$105.00 per hour
➤ Desirae Torres – Community Manager	\$100.00 per hour
➤ Ashley Myers – Asst Community Manager	\$ 85.00 per hour
➤ Madison Widom – Lifestyle Director	\$ 75.00 per hour

Administrative Fees:

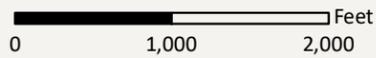
- Postage – At service providers cost for mailings, FedEx, UPS, Courier
- Use of Service Provider Fund Fees:
 - ❖ \$1.00 - \$100.00 Fee \$ 5.00
 - ❖ \$100.01 - \$300.00 Fee \$10.00
 - ❖ \$300.01 – \$500.00 Fee \$20.00
 - ❖ \$500.01 - \$1,000.00 Fee \$30.00
 - ❖ \$1,000.01 and up Fee 6%
- Travel will be billed at \$0.75 per mile
- If the regular cost of fuel (regular unleaded) exceeds \$4.00 a gallon in the Denver Metro area, a 2% surcharge will be applied to all invoices
- A technology fee of 5% will be included on each invoice

Town Center Metropolitan District

Maintenance Map

Maintenance Responsibility

- HP Landscape
- Environmental Landworks
- EDI
- All Phase Landscape
- Clayton Properties
- Golf Course Maintenance
- City & County of Denver
- Other/Private



Date: March 23, 2022
Sources: CCoD GIS Parcel Dataset, ESRI World Topo Map
Prepared by:

