

LEYDEN ROCK METROPOLITAN DISTRICT
REGULAR MEETING

via teleconference

Tuesday, April 18, 2023 at 6:00 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 Ardita, 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/88169711850?pwd=MVBaYlFOUjltQWQzMkFhbnRlUkZlUwQ09>

Meeting ID: 881 6971 1850

Passcode: 983761

Call-in Number:1-720-707-2699

NOTICE OF REGULAR 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. Consent Agenda:
 - a. Approval of Minutes from March 21, 2023 Regular Meeting (**enclosure**)
 - b. Approval of Minutes from April 4, 2023 Special Meeting (**enclosure**)
 - c. Ratification of 2022 Audit Engagement Letter with Dazzio & Associates, PC (**enclosure**)
6. Financial Matters
 - a. Consider Approval of Payables/Financials (**enclosure**)
 - b. Consider Approval of 2022 Draft Audit (**enclosure**)
 - c. Conduct Public Hearing on 2022 Budget Amendment and Consider Adoption of Resolution Amending 2022 Budget (**enclosure**)
 - d. Other Financial Matters
7. District Management Matters
 - a. District Manager’s Report
 - b. Discuss and Consider Approval of Amended and Restated Residential Improvement Guidelines Regarding Paint Colors (**enclosure**)
 - c. Discuss and Consider Approval of the Proposal for Additional Turf Grass Treatment (**enclosure**)

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.

- d. Discuss and Consider Approval of Insurance Limit Change for Healthy Hub Vending
 - e. Discuss Swim Lessons at the Pool
 - f. Other Management Matters
8. Director's Matters
- a. Other Director's Matters
9. Capital Projects Discussion
- a. Discuss and Consider Approval of Adding Electricity to the Culebra and Yule Entrances
(enclosure)
10. Legal Matters
- a. 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 subject to negotiations, developing strategy for negotiations, instructing negotiators related to District Manager proposals.
 - b. Discuss and Consider Approval of Proposal for District Management Services
(enclosures)
 - c. Other Legal Matters
11. Other Business
- a. Discussion regarding May 2, 2023 Election
12. 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.

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF

LEYDEN ROCK METROPOLITAN DISTRICT

Held: Tuesday, March 21, 2023 at 6:00 P.M. via
Teleconference

Attendance

The regular meeting of the Board of Directors of the Leyden Rock Metropolitan District, was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve on the Board, were in attendance:

Brett Vernon
Scott Plummer
Jeff Cunningham
Tanis Batsel Stewart

Director Ardita was absent. All absences are deemed excused unless otherwise noted in these minutes.

Also present: Megan J. Murphy, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; Katie Call and Craig Pustejovsky, CCMC; Alex Fink, CliftonLarsonAllen, LLP, District Accountant; Katie Cooley, Ascent Land Development; and members of the public.

Call to Order

It was noted that a quorum of the Board was present and the meeting was called to order.

**Conflict of Interest
Disclosures**

Ms. Murphy advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Murphy reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Murphy noted that a quorum was present and inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted.

Agenda The Board reviewed the agenda. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agenda as amended.

Public Comment None.

Consent Agenda Following a summary by Ms. Murphy, the items on the consent agenda were ratified, approved or accepted in one motion duly made and seconded and unanimously carried:

- Minutes from February 21, 2023 Regular Meeting, subject to editorial change;
- Minutes from March 7 2023 Special Meeting;
- Contract with Equalized Productions, LLC for Santa Clause;
- Corrected September 20, 2022 Minutes;
- Corrected December 20, 2022 Minutes;
- Corrected February 7, 2023 Minutes; and
- Contract with Centerpoint Engineering.

Capital Projects Discussion

Discuss and Consider Approval for the Addition of Flowerpots at the Pool Ms. Marquez from the Landscaping Committee and Ms. Call presented a proposal for the addition of flowerpots at the pool. The Board engaged in discussion regarding the proposal. Ms. Murphy recommended the vendor deliver the supplies, as there would be an increased liability and nominal savings of approximately \$300 fir volunteers. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal from not to exceed \$9,000 with delivery by the vendor.

Discuss and Consider Approval of Revisions to Entry Monuments and Medians The Board engaged in discussion regarding revisions to the entry monuments and medians. The Board made the following revisions:

82nd and Leyden Rock Drive: The west side boulders incorporated into planting beds near the sign;

82nd and Yule Way – No changes requested. A second bid for electrical installation on the west side only is pending. The Board is interested in solar, if available.

82nd and Culbera – No changes requested. A second bid for electrical installation on the west side only. The Board is interested in solar, if available.

Following discussion, upon a motion duly made and seconded, the Board unanimously approved the plans and authorized Architerra and Ascent Land Development to proceed with the entry monument signs as provided in the concept plans.

Financial Matters

Consider Approval of Payables/Financials Mr. Fink presented the Financial Statements dated December 31, 2022, Claims in the amount of \$23,993.69, and Requisition No. 6. Director Cunningham inquired about the 2022 Audit. Mr. Fink noted the Audit is scheduled to be completed on time. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the Financial Statements, Claims, and Requisition No. 6.

Other Financial Matters None.

District Management Matters

District Manager Report Ms. Call presented the Manager Report to the Board.

Discuss and Consider Approval of Hosting a VSPC for the 2024 General Election Ms. Call presented the proposal for hosting a VSPC for the 2024 General Election to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal with a \$1,000 deposit.

Other Management Matters None.

Director's Matters

Other Director's Matters Director Plummer inquired about an update on the community signage. Ms. Call will research and provide an update.

Director Cunningham noted that information from the City was received regarding the installation of a trail network and he will work with Ms. Cooley on the next steps.

Director Batsel-Stewart noted there was confusion about the area of the demonstration gardens and would like additional funds to add additional demonstration gardens.

Legal Matters

Discuss Collection Services and Proposals Ms. Murphy presented the collection services proposals to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal from Winzenberg, Leff, Purvis, & Payne, LLP.

Discuss and Consider Approval of Candidate Statements and Candidate Forum Ms. Murphy presented the form candidate statements and the option of hosting a candidate forum to the to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the candidate statement and candidate forum process.

Other Legal Matters None.

Executive Session

Upon Director Vernon' s motion, Director Plummer's second, and upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 7:11 p.m. for the purpose of receiving legal advice as it relates to Seventh Amendment to Independent Contractor Agreement with Capital Consultants Management Corporation and pursuant to § 24-6-402(4)(e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, instructing negotiators related to Seventh Amendment to Independent Contractor Agreement with Capital Consultants Management Corporation pursuant to section 24-6-402(4)(b), C.R.S.

Pursuant to section 24-6-402(2)(d.5)(II)(B), C.R.S., no record will be kept of the portion of this executive session that, in the opinion of legal counsel to the District, constitutes privileged attorney-client communication pursuant to section 24-6-402(4)(b), C.R.S.

Pursuant to section 24-6-402(4), C.R.S., the Board did not adopt any proposed, policy, position, resolution, rule, regulation, or take formal action during executive session.

The Board reconvened regular session at 8:13 p.m.

Executive Session

Upon Director Vernon' s motion, Director Batsel Stewart's second, followed by an affirmative vote of at least two-thirds of the quorum present, the Board entered into executive session at 8:14 p.m. for the purpose of receiving legal advice as it relates to Declaration and Covenants and nuisance complaints and pursuant to § 24-6-402(4)(e), C.R.S., and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, instructing negotiators related to the Declaration and Covenants and

nuisance complaints.

Pursuant to section 24-6-402(2)(d.5)(II)(B), C.R.S., no record will be kept of the portion of this executive session that, in the opinion of legal counsel to the District, constitutes privileged attorney-client communication pursuant to section 24-6-402(4)(b), C.R.S.

Pursuant to section 24-6-402(4), C.R.S., the Board did not adopt any proposed, policy, position, resolution, rule, regulation, or take formal action during executive session.

The Board reconvened regular session at 8:24 p.m.

Other Business

Next Capital Projects meeting April 4th at 6:00 p.m.
Next Board Meeting April 18th at 6:00 p.m.

Adjournment

There being no further business to come before the Board and following discussion and upon motion duly made, seconded and unanimously carried, the Board determined to adjourn the meeting.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 18th day of April, 2023.

Attorney Statement:

ATTORNEY STATEMENT
REGARDING PRIVILEGED ATTORNEY-CLIENT COMMUNICATION

Pursuant to Section 24-6-402(2)(d.5)(II)(B), C.R.S., I attest that, in my capacity as the attorney representing Leyden Rock Metropolitan District, I attended the executive session at the regular meeting of Leyden Rock Metropolitan District convened at 7:11 p.m. on March 21, 2023 for the sole purpose of discussing receiving legal advice as it relates to Seventh Amendment to Independent Contractor Agreement with Capital Consultants Management Corporation and pursuant to § 24-6-402(4)(e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, instructing negotiators related to Seventh Amendment to Independent Contractor Agreement with Capital Consultants Management Corporation as authorized by Section 24-6-402(4)(b), C.R.S. I further attest it is my opinion that all of the executive session discussion constituted a privileged attorney-client communication as provided by Section 24-6-402(4)(b), C.R.S. and, based on that opinion, no further record, written or electronic, was kept or required to be kept pursuant to Section 24-6-402(2)(b), C.R.S. or Section 24-6-402(2)(d.5)(II)(B), C.R.S.

Megan J. Murphy, Esq.

Attorney Statement:

ATTORNEY STATEMENT
REGARDING PRIVILEGED ATTORNEY-CLIENT COMMUNICATION

Pursuant to Section 24-6-402(2)(d.5)(II)(B), C.R.S., I attest that, in my capacity as the attorney representing Leyden Rock Metropolitan District. I attended the executive session at the regular meeting of Leyden Rock Metropolitan District convened at 8:14 p.m. on March 21, 2023 for the sole purpose of receiving legal advice as it relates to the Declaration and Covenants and nuisance complaints and pursuant to § 24-6-402(4)(e), C.R.S., and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, instructing negotiators related to the Declaration and Covenants and nuisance complaints I further attest it is my opinion that all of the executive session discussion constituted a privileged attorney-client communication as provided by Section 24-6-402(4)(b), C.R.S. and, based on that opinion, no further record, written or electronic, was kept or required to be kept pursuant to Section 24-6-402(2)(b), C.R.S. or Section 24-6-402(2)(d.5)(II)(B), C.R.S.

Megan J. Murphy, Esq.

MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF

LEYDEN ROCK METROPOLITAN DISTRICT

Held: Tuesday, April 4, 2023 at 6:00 P.M. via
Teleconference

Attendance

The special meeting of the Board of Directors of the Leyden Rock Metropolitan District, was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve on the Board, were in attendance:

Scott J. Plummer
Brett Vernon
Jeff Cunningham
Christian Ardita
Tanis Batsel Stewart

Also present: Megan Murphy, White Bear Ankele Tanaka & Waldron, District General Counsel; Ben Smith, District Manager, CCMC; Katie Cooley, Ascent Land Management; Ron Hill, and members of the public.

Call to Order

It was noted that a quorum of the Board was present, and the meeting was called to order at 6:02 PM.

**Conflict of Interest
Disclosures**

Ms. Murphy advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Murphy reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Murphy noted that a quorum was present and inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Approval of Agenda

The Board reviewed the agenda. Following discussion, upon a

motion duly made and seconded, the Board unanimously approved the agenda as amended.

Public Comment

Mr. Hill inquired about who is on the ballot for the election and when the ballots would be sent. Ms. Murphy noted that Director Vernon, Director Plummer, and Barry Beal Jr. are the candidates and ballots would be mailed between April 10th and April 17th. Ms. Murphy noted there is a candidate forum on April 24th.

Capital Projects Discussion

Discussion and Consider Approval of Food Truck Outlet at the Clubhouse

Mr. Smith presented a proposal for a food truck outlet at the clubhouse to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal.

Discussion and Consider Approval of the Addition of a Bottle Filler at the Pool

Mr. Smith presented a proposal for the addition of a bottle filler at the pool to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal.

Discussion Regarding Painting/Staining/Stucco at the Pool

Mr. Smith presented four proposals for painting and staining the pool and clubhouse and repairing the stucco to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the CertaPro proposal in the amount of \$16,559.60.

City Approval Process

Ms. Cooley engaged in discussion with the Board regarding the City's approval process. Ms. Cooley noted there are three different proposed submittals through the City: (1) the entry monuments, (2) improvements on City of Arvada property, and (3) improvements on District owned property. Prior to submittal, the Board will provide direction on what areas are going to be improved. Ms. Cooley noted that she will provide a cost estimate and a recommendation to the Board.

Entry Monuments

The Board engaged in discussion regarding improvements to the medians and the entry monuments. The Board directed Mr. Smith to follow up with Architerra.

Emergency Road off of Eldora Way

Mr. Smith is waiting for an update from Chris Gronquist who represents the property owner to the west of the District.

Native Seeding

Mr. Smith presented to the Board, noting that he is working with Keesen Landscape on the native seeding issues.

Projects within City Parks Director Vernon presented to the Board. The Board assigned each Board member to a City Park: Director Vernon is working on the Lookout; Director Plummer is working on Westridge; Director Ardita is working on Daybreak; and Director Batsel Stewart will oversee all park projects.

String of Pearls Director Vernon presented to the Board. Architerra and Ms. Cooley will provide ideas for review.

Trails Director Cunningham noted he would work on this.

Community Garden Director Batsel Stewart noted that she is looking for basic infrastructure to be expanded over time.

Yule and Yucca Open Space The Board engaged in discussion regarding the Yule and Yucca open space. Following discussion, the Board expressed the following statements regarding improvements to the Yule and Yucca Open Space:

- Director Cunningham proposes a trail in the area that would connect the Barbara Gulch Trail to 82nd Trail.
- Director Batsel Stewart agrees with Director Cunningham’s suggestion and improvements north of 86th avenue.
- Director Plummer agrees with Director Cunningham’s suggestion but has reservations.
- Director Ardita noted that the residents near the area disfavor a trail in that area.
- Director Vernon noted this area is a large and it would be a disservice not use it. Director Vernon noted the addition of a trail is in the best interest of the community and the Board would work to keep peace and quiet.

Director’s Matters

Director Vernon inquired about a due diligence process for District vendors. Ms. Murphy requested more information before discussing.

Mr. Smith noted the AV project and pool shade project are set to begin on April 17th.

Director Ardita inquired about scheduling a handyman to complete various projects in the community.

Other Business

The Board determined to move the discuss moving the April 18, 2023 meeting to April 24, 2023.

Adjournment

There being no further business to come before the Board and

following discussion and upon motion duly made, seconded and unanimously carried, the Board determined to adjourn the meeting.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 18th day of April, 2023.



Dazzio & Associates, PC
Certified Public Accountants

October 27, 2022

To the Board of Directors and Management
Leyden Rock Metropolitan District
c/o CliftonLarsonAllen LLP
8390 East Crescent Parkway, Suite 300
Greenwood Village, Colorado 80111

We are pleased to confirm our understanding of the services we are to provide Leyden Rock Metropolitan District (the District) for the year ended December 31, 2022.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities and each major fund and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended December 31, 2022.

We have also been engaged to report on supplementary information that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Revenues, Expenditures and Changes in Fund Balance –Budget and Actual – Debt Service Fund
- 2) Schedule of Revenues, Expenditures and Changes in Fund Balance –Budget and Actual – Capital Projects Fund

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- 1) Schedule of Assessed Valuation, Mill Levy and Property Taxes Collected
- 2) Schedule of Debt Service Requirements to Maturity

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal

control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Dazzio & Associates, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulatory agency or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Dazzio & Associates, PC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a regulatory agency or its designee. The regulatory agency or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Stephen Dazzio is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$6,100. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional

time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Reporting

We will issue a written report upon completion of our audit of the District’s financial statements which, if applicable, will also address other information in accordance with *AU-C 720, The Auditor’s Responsibilities Relating to Other Information Included in Annual Reports*. Our report will be addressed to the Board of Directors of the District. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Dazzio & Associates, P.C.

Dazzio & Associates, PC

RESPONSE:

This letter correctly sets forth the understanding of Leyden Rock Metropolitan District.

Board signature: _____

Title: _____

Date: _____

LEYDEN ROCK METROPOLITAN DISTRICT

Schedule of Cash Position
December 31, 2022
Updated as of April 10, 2023

	General Fund	Debt Service Fund	Fee Operations Fund	Capital Projects Fund	Total Funds
First Bank - Checking					
Balance as of 12/31/22	\$ 17,269.35	\$ -	\$ -	\$ -	\$ 17,269.35
Subsequent activities:					
1/5/2023 Transfer from CSAFE	230,000.00	-	-	-	230,000.00
1/6/2023 Requisition No. 2	-	-	-	237,457.05	237,457.05
1/6/2023 Bill.com Payments	-	-	-	(145,451.83)	(145,451.83)
1/9/2023 Bill.com Payments	(43,757.93)	-	-	-	(43,757.93)
1/12/2023 Requisition No. 3	-	-	-	237,457.05	237,457.05
1/13/2023 Transfer to UMB Project Fund	-	-	-	(112,707.05)	(112,707.05)
1/18/2023 Bill.com payables	-	-	-	(124,750.00)	(124,750.00)
1/20/2022 Transfer from CSAFE	67,000.00	-	-	-	67,000.00
1/25/2023 Transfer from UMB Requisition No. 4	-	-	-	47,807.79	47,807.79
1/25/2023 Transfer to CCMC	(250,000.00)	-	-	-	(250,000.00)
2/1/2023 Bill.com Payments	(3,250.94)	-	-	(47,807.79)	(51,058.73)
2/22/2023 Requisition No. 5	-	-	-	8,347.49	8,347.49
2/21/2023 Transfer from CSAFE	10,000.00	-	-	-	10,000.00
2/24/2023 Bill.com Payments	(475.00)	-	-	-	(475.00)
2/28/2023 Bill.com Payments	(15,271.20)	-	-	(8,247.49)	(23,518.69)
3/15/2023 Transfer from CSAFE	24,000.00	-	-	-	24,000.00
3/17/2023 Requisition No. 6	-	-	-	7,498.75	7,498.75
3/17/2023 Bill.com Payments	(18,244.99)	-	-	(7,498.75)	(25,743.74)
4/5/2023 Transfer from CSAFE	251,125.00	-	-	-	251,125.00
Anticipated activities:					
Anticipated Transfer to CCMC	(251,125.00)	-	-	-	(251,125.00)
Anticipated Balance	\$ 17,269.29	\$ -	\$ -	\$ 92,105.22	\$ 109,374.51
CSAFE					
Balance as of 12/31/22	\$ 295,445.29	\$ -	\$ -	\$ -	\$ 295,445.29
Subsequent activities:					
1/5/2023 Transfer to 1st Bank	(230,000.00)	-	-	-	(230,000.00)
1/10/2023 Property/SO tax	6,647.05	9,837.62	-	-	16,484.67
1/20/2023 Transfer to 1st Bank	(67,000.00)	-	-	-	(67,000.00)
1/31/2023 Interest Income	303.98	-	-	-	303.98
2/10/2023 Property/SO tax	12,063.08	17,857.03	-	-	29,920.11
2/21/2023 Transfer to 1st Bank	(10,000.00)	-	-	-	(10,000.00)
2/28/2023 Interest Income	117.83	-	-	-	117.83
3/8/2023 Pledged Revenue Transfer	-	(27,694.65)	-	-	(27,694.65)
3/10/2023 Property/SO tax	664,255.76	983,101.37	-	-	1,647,357.13
3/15/2023 Transfer to First Bank	(24,000.00)	-	-	-	(24,000.00)
3/15/2023 Pledge Revenue Transfer	-	(979,101.37)	-	-	(979,101.37)
3/31/2023 Interest Income	2,576.20	-	-	-	2,576.20
4/10/2023 Property/SO tax	45,098.81	66,749.82	-	-	111,848.63
Anticipated activities:					
Anticipated Pledged Revenue Transfer	-	(70,749.82)	-	-	(70,749.82)
Anticipated Balance	\$ 695,508.00	\$ (70,749.82)	\$ -	\$ -	\$ 695,508.00
CCMC - Total Cash					
Balance as of 12/31/22	\$ -	\$ -	\$ 140,647.35	\$ -	\$ 140,647.35
Subsequent activities:					
1/25/2023 Transfer from 1st Bank	-	-	250,000.00	-	250,000.00
Anticipated activities:					
Anticipated Transfer from 1st Bank	-	-	251,125.00	-	251,125.00
Anticipated Balance	\$ -	\$ -	\$ 641,772.35	\$ -	\$ 641,772.35
UMB - 2021 Bond Fund					
Balance as of 12/31/22	\$ -	\$ 181,844.98	\$ -	\$ -	\$ 181,844.98
Subsequent activities:					
1/31/2022 Interest Income	-	529.61	-	-	529.61
2/28/2023 Interest Income	-	649.18	-	-	649.18
3/8/2023 Pledged Revenue Transfer	-	27,694.65	-	-	27,694.65
3/9/2023 Paying Agent Fees	-	(4,000.00)	-	-	(4,000.00)
3/15/2023 Pledged Revenue Transfer	-	979,101.37	-	-	979,101.37
3/31/2023 Interest Income	-	623.19	-	-	623.19
Anticipated activities:					
Anticipated Pledged Revenue Transfer	-	70,749.82	-	-	70,749.82
Anticipated Balance	\$ -	\$ 1,257,192.80	\$ -	\$ -	\$ 1,257,192.80
UMB - 2021 Project Fund					
Balance as of 12/31/22	\$ -	\$ -	\$ -	\$ 7,474,603.51	\$ 7,474,603.51
Subsequent activities:					
1/4/2023 Requisition No. 1	-	-	-	(2,641,085.68)	(2,641,085.68)
1/6/2023 Requisition No. 2	-	-	-	(237,457.05)	(237,457.05)
1/12/2023 Requisition No. 3	-	-	-	(237,457.05)	(237,457.05)
1/13/2023 Transfer from CSAFE	-	-	-	112,707.05	112,707.05
1/25/2023 Requisition No. 4	-	-	-	(47,807.79)	(47,807.79)
1/31/2023 Interest Income	-	-	-	25,046.63	25,046.63
2/22/2023 Requisition No. 5	-	-	-	(8,347.49)	(8,347.49)
2/28/2023 Interest Income	-	-	-	17,091.61	17,091.61
3/17/2023 Requisition No. 6	-	-	-	(7,498.75)	(7,498.75)
3/31/2023 Interest Income	-	-	-	15,197.52	15,197.52
Anticipated Balance	\$ -	\$ -	\$ -	\$ 4,464,992.51	\$ 4,464,992.51
Anticipated Balances	\$ 712,777.29	\$ 2,514,385.60	\$ 641,772.35	\$ 4,557,097.73	\$ 8,426,032.97

Yield information (as of 03/31/2023):

CSAFE - 4.77%

UMB invested in Goldman Sachs Govt Fund - 4.66%

Leyden Rock Metropolitan District
Interim Claims 03/15/23 - 04/10/23

Process Date	Vendor	Invoice Number	Amount
3/17/2023	CliftonLarsonAllen, LLP	Multiple	(9,311.27)
3/17/2023	Spencer Fane LLP	1168829	(171.00)
3/17/2023	White, Bear & Ankele PC	26796	(8,762.72)
3/28/2023	The Architerra Group, Inc.	7493	(7,498.75)
			<u>(25,743.74)</u>

LEYDEN ROCK METROPOLITAN DISTRICT
Jefferson County, Colorado

FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION

YEAR ENDED DECEMBER 31, 2022

**LEYDEN ROCK METROPOLITAN DISTRICT
TABLE OF CONTENTS
YEAR ENDED DECEMBER 31, 2022**

INDEPENDENT AUDITOR’S REPORT	1
BASIC FINANCIAL STATEMENTS	
GOVERNMENT-WIDE FINANCIAL STATEMENTS	
STATEMENT OF NET POSITION	1
STATEMENT OF ACTIVITIES	2
FUND FINANCIAL STATEMENTS	
BALANCE SHEET – GOVERNMENTAL FUNDS	3
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES	4
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF THE GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES	5
GENERAL FUND – STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL	6
SPECIAL REVENUE FUND – STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL	7
NOTES TO BASIC FINANCIAL STATEMENTS	8
SUPPLEMENTARY INFORMATION	
DEBT SERVICE FUND – SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL	26
CAPITAL PROJECTS FUND – SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE – BUDGET AND ACTUAL	27
OTHER INFORMATION	
SCHEDULE OF DEBT SERVICE REQUIREMENTS TO MATURITY	29
SCHEDULE OF ASSESSED VALUATION, MILL LEVY, AND PROPERTY TAXES COLLECTED	30

INSERT INDEPENDENT AUDITOR'S REPORT

BASIC FINANCIAL STATEMENTS

**LEYDEN ROCK METROPOLITAN DISTRICT
STATEMENT OF NET POSITION
DECEMBER 31, 2022**

	Governmental Activities
ASSETS	
Cash and Investments	\$ 402,261
Cash and Investments - Restricted	7,707,549
Accounts Receivable	21,652
Property Taxes Receivable	3,625,794
Receivable from County Treasurer	16,485
Prepaid Expense	193
Prepaid Bond Insurance	214,505
Capital Assets, Not Being Depreciated	190,457
Capital Assets, Net of Accumulated Depreciation	3,230,648
Total Assets	15,409,544
DEFERRED OUTFLOWS OF RESOURCES	
Cost of Refunding	746,717
Total Deferred Outflows of Resources	746,717
LIABILITIES	
Accounts Payable	218,076
Prepaid Assessments	33,851
Accrued Bond Interest Payable	145,925
Noncurrent Liabilities:	
Due Within One Year	500,000
Due in More than One Year	53,703,404
Total Liabilities	54,601,256
DEFERRED INFLOWS OF RESOURCES	
Property Tax Revenue	3,625,794
Total Deferred Inflows of Resources	3,625,794
NET POSITION	
Net Investment in Capital Assets	(1,245,482)
Restricted for:	
Emergency Reserves	51,100
Debt Service	45,758
Unrestricted	(40,922,165)
Total Net Position	\$ (42,070,789)

See accompanying Notes to Basic Financial Statements.

**LEYDEN ROCK METROPOLITAN DISTRICT
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2022**

		Program Revenues			Net Revenues (Expenses) and Change in Net Position
FUNCTIONS/PROGRAMS	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Primary Government:					
Governmental Activities:					
General Government	\$ 1,916,634	\$ 43,521	\$ -	\$ -	\$ (1,873,113)
Interest and Related Costs on Long-Term Debt	1,442,478	-	-	-	(1,442,478)
Total Governmental Activities	\$ 3,359,112	\$ 43,521	\$ -	\$ -	(3,315,591)
 GENERAL REVENUES					
Property Taxes					3,728,015
Specific Ownership Taxes					255,951
Net Investment Income					118,709
Other Revenue					41,599
Total General Revenues					4,144,274
 CHANGE IN NET POSITION					
					828,683
Net Position - Beginning of Year					(42,899,472)
NET POSITION - END OF YEAR					\$ (42,070,789)

See accompanying Notes to Basic Financial Statements.

**LEYDEN ROCK METROPOLITAN DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2022**

	General	Special Revenue	Debt Service	Capital Projects	Total Governmental Funds
ASSETS					
Cash and Investments	\$ 263,614	\$ 138,647	\$ -	\$ -	\$ 402,261
Cash and Investments - Restricted	49,100	2,000	181,845	7,474,604	7,707,549
Accounts Receivable	-	21,652	-	-	21,652
Property Taxes Receivable	1,462,014	-	2,163,780	-	3,625,794
Receivable from County Treasurer	6,647	-	9,838	-	16,485
Prepaid Expense	-	193	-	-	193
Total Assets	<u>\$ 1,781,375</u>	<u>\$ 162,492</u>	<u>\$ 2,355,463</u>	<u>\$ 7,474,604</u>	<u>\$ 11,773,934</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES					
LIABILITIES					
Accounts Payable	\$ 4,106	\$ 247	\$ -	\$ 190,457	\$ 194,810
Prepaid Assessments	-	33,851	-	-	33,851
Accrued Expenses	-	23,266	-	-	23,266
Total Liabilities	<u>4,106</u>	<u>57,364</u>	<u>-</u>	<u>190,457</u>	<u>251,927</u>
DEFERRED INFLOWS OF RESOURCES					
Property Tax Revenue	1,462,014	-	2,163,780	-	3,625,794
Total Deferred Inflows of Resources	<u>1,462,014</u>	<u>-</u>	<u>2,163,780</u>	<u>-</u>	<u>3,625,794</u>
FUND BALANCES					
Nonspendable	-	193	-	-	193
Restricted for:					
Emergency Reserves	49,100	2,000	-	-	51,100
Debt Service	-	-	191,683	-	191,683
Capital Projects	-	-	-	7,284,147	7,284,147
Committed for:					
Operations Fees	-	102,935	-	-	102,935
Assigned for Subsequent Year	144,776	-	-	-	144,776
Unassigned	121,379	-	-	-	121,379
Total Fund Balances	<u>315,255</u>	<u>105,128</u>	<u>191,683</u>	<u>7,284,147</u>	<u>7,896,213</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 1,781,375</u>	<u>\$ 162,492</u>	<u>\$ 2,355,463</u>	<u>\$ 7,474,604</u>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources, and, therefore, are not reported as assets in the funds.

Capital Assets, Not Being Depreciated	190,457
Capital Assets, Net of Accumulated Depreciation	3,230,648

Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not recorded as liabilities in the funds.

Deferred Costs of Refunding	746,717
Deferred Cost of Bond Insurance	214,505
Bonds Payable	(44,085,000)
Bond Premium	(7,477,319)
Accrued Interest on Bonds Payable	(145,925)
Developer Advance Payable	<u>(2,641,085)</u>

Net Position of Governmental Activities	<u>\$ (42,070,789)</u>
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See accompanying Notes to Basic Financial Statements.

**LEYDEN ROCK METROPOLITAN DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES –
GOVERNMENTAL FUNDS
YEAR ENDED DECEMBER 31, 2022**

	General Fund	Special Revenue	Debt Service	Capital Projects	Total Governmental Funds
REVENUES					
Property Taxes	\$ 1,503,232	\$ -	\$ 2,224,783	\$ -	\$ 3,728,015
Specific Ownership Taxes	103,206	-	152,745	-	255,951
Net Investment Income	9,477	137	16,856	92,239	118,709
Other Revenue	19,861	21,738	-	-	41,599
Operations Fee	-	24,284	-	-	24,284
Rental Income	-	19,237	-	-	19,237
Total Revenues	<u>1,635,776</u>	<u>65,396</u>	<u>2,394,384</u>	<u>92,239</u>	<u>4,187,795</u>
EXPENDITURES					
General and Administration:					
Accounting	37,385	-	-	-	37,385
Audit	5,900	-	-	-	5,900
County Treasurer's Fee	22,554	-	33,381	-	55,935
Dues and Membership	534	-	-	-	534
Insurance	29,772	-	-	-	29,772
Legal	122,571	-	-	-	122,571
Election	33,514	-	-	-	33,514
Miscellaneous	-	7,057	-	-	7,057
Administration Costs	-	4,069	-	-	4,069
Facilities Management	-	345,842	-	-	345,842
Mileage	-	1,271	-	-	1,271
Maintenance of District Assets	-	3,834	-	-	3,834
Office Equipment	-	2,604	-	-	2,604
Postage, Printing, Copies	-	2,444	-	-	2,444
Web Hosting	-	1,483	-	-	1,483
Landscape Maintenance:					
Irrigation Repairs	-	60,935	-	-	60,935
Landscape Maintenance	-	232,625	-	-	232,625
Landscape Replacement	-	51,042	-	-	51,042
Lighting	-	6,306	-	-	6,306
Native Weed Control	-	75,842	-	-	75,842
Pest Control	-	9,000	-	-	9,000
Snow Removal	-	37,041	-	-	37,041
Water and Soil Sampling	-	7,804	-	-	7,804
District Clean-Up	-	35,447	-	-	35,447
Utilities:					
Gas and Electric	-	23,690	-	-	23,690
Telephone/WiFi/Cable	-	4,058	-	-	4,058
Trash Removal	-	260,247	-	-	260,247
Water and Sewer	-	30,452	-	-	30,452
Clubhouse Maintenance:					
Housekeeping	-	27,670	-	-	27,670
Keys and Locks	-	579	-	-	579
Maintenance and Supplies	-	9,546	-	-	9,546
Social Activities	-	58,404	-	-	58,404
Pool Maintenance:					
Contract Pool Maintenance	-	98,706	-	-	98,706
Repairs and Maintenance	-	24,583	-	-	24,583
Supplies	-	24,302	-	-	24,302
Debt Service:					
Bond Interest - Series 2021	-	-	1,777,850	-	1,777,850
Bond Principal - Series 2021	-	-	535,000	-	535,000
Paying Agent/Trustee Fees	-	-	1,200	-	1,200
Capital Projects:					
Capital Outlay	-	-	-	190,457	190,457
Total Expenditures	<u>252,230</u>	<u>1,446,883</u>	<u>2,347,431</u>	<u>190,457</u>	<u>4,237,001</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	1,383,546	(1,381,487)	46,953	(98,218)	(49,206)
OTHER FINANCING SOURCES (USES)					
Transfer to (from) Other Funds	(1,421,531)	1,421,531	-	-	-
Total Other Financing Sources (Uses)	<u>(1,421,531)</u>	<u>1,421,531</u>	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCES	(37,985)	40,044	46,953	(98,218)	(49,206)
Fund Balances - Beginning of Year	353,240	65,084	144,730	7,382,365	7,945,419
FUND BALANCES - END OF YEAR	<u>\$ 315,255</u>	<u>\$ 105,128</u>	<u>\$ 191,683</u>	<u>\$ 7,284,147</u>	<u>\$ 7,896,213</u>

See accompanying Notes to Basic Financial Statements.

**LEYDEN ROCK METROPOLITAN DISTRICT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES OF THE GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2022**

Net Change in Fund Balances - Total Governmental Funds \$ (49,206)

Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. In the statement of activities, capital outlay is not reported as an expenditure. However, the statement of activities will report as depreciation expense the allocation of the cost of any depreciable asset over the estimated useful life of the asset.

Contribution of Assets from Other Entities	190,457
Depreciation	(217,521)

The issuance of long-term debt (e.g. bond issuance, developer advance) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Bond Principal Payment - Series 2021	535,000
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Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.

Accrued Interest on Bonds - Change in Liability	2,229
Amortization of Bond Premium	423,029
Amortization of Costs of Refunding	(47,908)
Amortization of Costs of Bond Insurance	(7,397)
	828,683

Change in Net Position of Governmental Activities	\$ 828,683
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See accompanying Notes to Basic Financial Statements.

**LEYDEN ROCK METROPOLITAN DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL
YEAR ENDED DECEMBER 31, 2022**

	Original Budget	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES				
Property Taxes	\$ 1,503,431	\$ 1,503,431	\$ 1,503,232	\$ (199)
Specific Ownership Taxes	105,240	105,240	103,206	(2,034)
Net Investment Income	250	250	9,477	9,227
Other Revenue	6,500.00	6,500	19,861	13,361
Total Revenues	<u>1,615,421</u>	<u>1,615,421</u>	<u>1,635,776</u>	<u>20,355</u>
EXPENDITURES				
General and Administration:				
Accounting	50,000	50,000	37,385	12,615
Audit	6,600	6,600	5,900	700
County Treasurer's Fee	22,551	22,551	22,554	(3)
Dues and Membership	2,000	2,000	534	1,466
Insurance	31,500	31,500	29,772	1,728
Legal	137,500	137,500	122,571	14,929
Miscellaneous	250	250	-	250
Election	45,000	45,000	33,514	11,486
Contingency	4,599	6,599	-	6,599
Total Expenditures	<u>300,000</u>	<u>302,000</u>	<u>252,230</u>	<u>49,770</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	1,315,421	1,313,421	1,383,546	70,125
OTHER FINANCING SOURCES (USES)				
Transfers to Other Funds	<u>(1,372,000)</u>	<u>(1,372,000)</u>	<u>(1,421,531)</u>	<u>(49,531)</u>
Total Other Financing Sources (Uses)	<u>(1,372,000)</u>	<u>(1,372,000)</u>	<u>(1,421,531)</u>	<u>(49,531)</u>
NET CHANGE IN FUND BALANCE	(56,579)	(58,579)	(37,985)	20,594
Fund Balance - Beginning of Year	<u>276,937</u>	<u>276,937</u>	<u>353,240</u>	<u>76,303</u>
FUND BALANCE - END OF YEAR	<u>\$ 220,358</u>	<u>\$ 218,358</u>	<u>\$ 315,255</u>	<u>\$ 96,897</u>

See accompanying Notes to Basic Financial Statements.

**LEYDEN ROCK METROPOLITAN DISTRICT
SPECIAL REVENUE FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL
YEAR ENDED DECEMBER 31, 2022**

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Operations Fee	\$ 38,314	\$ 24,284	\$ (14,030)
Net Investment Income	1,500	137	(1,363)
Other Revenue	24,450	21,738	(2,712)
Rental Income	11,000	19,237	8,237
Total Revenues	<u>75,264</u>	<u>65,396</u>	<u>(9,868)</u>
EXPENDITURES			
General and Administration:			
Administration Costs	4,000	4,069	(69)
Facilities Management	316,115	345,842	(29,727)
Maintenance of District Assets	8,500	3,834	4,666
Mileage	1,100	1,271	(171)
Miscellaneous/Contingency	14,805	7,057	7,748
Office Equipment	2,160	2,604	(444)
Postage, Printing, Copies	2,000	2,444	(444)
Web Hosting	1,200	1,483	(283)
Landscape Maintenance:			
Irrigation Repairs	32,000	60,935	(28,935)
Landscape Maintenance	199,000	232,625	(33,625)
Landscape Replacement	140,000	51,042	88,958
Lighting	6,800	6,306	494
Native Weed Control	70,000	75,842	(5,842)
Pest Control	10,000	9,000	1,000
Snow Removal	52,000	37,041	14,959
District Clean-Up	53,000	35,447	17,553
Water and Soil Sampling	8,000	7,804	196
Utilities:			
Gas and Electric	23,000	23,690	(690)
Telephone/Wifi/Cable	4,350	4,058	292
Trash Removal	246,000	260,247	(14,247)
Water and Sewer	33,000	30,452	2,548
Clubhouse Maintenance:			
Housekeeping	28,000	27,670	330
Keys and Locks	1,500	579	921
Maintenance and Supplies	15,800	9,546	6,254
Social Activities	58,000	58,404	(404)
Pool Maintenance:			
Contract Pool Maintenance	94,570	98,706	(4,136)
Repairs and Maintenance	4,500	24,583	(20,083)
Supplies	20,600	24,302	(3,702)
Total Expenditures	<u>1,450,000</u>	<u>1,446,883</u>	<u>3,117</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,374,736)	(1,381,487)	(6,751)
OTHER FINANCING SOURCES (USES)			
Transfers from Other Funds	1,372,000	1,421,531	49,531
Total Other Financing Sources (Uses)	<u>1,372,000</u>	<u>1,421,531</u>	<u>49,531</u>
NET CHANGE IN FUND BALANCE	(2,736)	40,044	42,780
Fund Balance - Beginning of Year	17,944	65,084	47,140
FUND BALANCE - END OF YEAR	<u>\$ 15,208</u>	<u>\$ 105,128</u>	<u>\$ 89,920</u>

See accompanying Notes to Basic Financial Statements.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 1 DEFINITION OF REPORTING ENTITY

Leyden Rock Metropolitan District (the District), a quasi-municipal corporation and political subdivision of the state of Colorado, was organized by order and decree of the District Court for the County of Jefferson on January 5, 2012, and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District operates under a Service Plan approved by the city of Arvada (City) on August 22, 2011.

The District was established to provide financing for the operations and maintenance and design, acquisition, installation, construction and completion of public improvements and services, including water, sanitation, street, safety protection, park and recreation, transportation, limited fire protection, security, television relay and translation and mosquito control improvements and services. The District was organized in conjunction with nine other related districts – Leyden Rock Metropolitan District Nos. 1, 2, 3, 4, 5, 6, 7, 8, and 9 (District Nos. 1-9). On November 13, 2017, pursuant to an order of the District Court for the County of Jefferson, District Nos. 1-9 were dissolved. Since January 1, 2017, the District has provided covenant enforcement services and, as the only metropolitan district, provides both service and financing for the Leyden Rock development.

The District is not authorized to plan for, design, acquire, construct, install, relocate, redevelop, finance, operate, or maintain fire protection facilities or services, unless such facilities and services are provided pursuant to an intergovernmental agreement with the City. The District is not authorized to plan for, design, acquire, construct, install, relocate, redevelop, finance, operate or maintain television relay and translation facilities and services, other than for the installation of conduit as part of a street construction project, unless such facilities and services are provided pursuant to an intergovernmental agreement with the City.

The District follows the Governmental Accounting Standards Board (GASB) accounting pronouncements which provide guidance for determining which governmental activities, organizations, and functions should be included within the financial reporting entity. GASB pronouncements set forth the financial accountability of a governmental organization's elected governing body as the basic criterion for including a possible component governmental organization in a primary government's legal entity. Financial accountability includes, but is not limited to, appointment of a voting majority of the organization's governing body, ability to impose its will on the organization, a potential for the organization to provide specific financial benefits or burdens, and fiscal dependency.

The District is not financially accountable for any other organization, nor is the District a component unit of any other primary governmental entity.

The District has no employees, and all operations and administrative functions are contracted.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The more significant accounting policies of the District are described as follows:

Government-Wide and Fund Financial Statements

The government-wide financial statements include the statement of net position and the statement of activities. These financial statements include all of the activities of the District. The effect of interfund activity has been removed from these statements. Governmental activities are normally supported by taxes and intergovernmental revenues.

The statement of net position reports all financial and capital resources of the District. The difference between the sum of assets and deferred outflows of resources and the sum of liabilities and deferred inflows of resources of the District is reported as net position.

The statement of activities demonstrates the degree to which the direct and indirect expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and; 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues.

Separate financial statements are provided for governmental funds. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. The major sources of revenue susceptible to accrual are property taxes, operations fees, and specific ownership taxes. All other revenue items are considered to be measurable and available only when cash is received by the District. Expenditures, other than interest on long-term obligations, are recorded when the liability is incurred or the long-term obligation is due.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

**Measurement Focus, Basis of Accounting, and Financial Statement Presentation
(Continued)**

The District reports the following major governmental funds:

The General Fund is the District's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The Special Revenue Fund is used to account for Operations Fees received and expenditures incurred in connection with operations and maintenance of the District.

The Debt Service Fund accounts for the resources accumulated and payments made for principal and interest on long-term debt of the governmental funds.

The Capital Projects Fund accounts for financial resources to be used for the acquisition and construction of capital equipment and facilities.

Budgets

In accordance with the State Budget Law, the District's Board of Directors holds public hearings in the fall each year to approve the budget and appropriate the funds for the ensuing year. The appropriation is at the total fund expenditures level and lapses at year-end. The District's Board of Directors can modify the budget by line item within the total appropriation without notification. The total appropriation can only be modified upon completion of notification and publication requirements. The budget includes each fund on its basis of accounting unless otherwise indicated.

The District amended its annual budget for the year ended December 31, 2022.

Pooled Cash and Investments

The District follows the practice of pooling cash and investments of all funds to maximize investment earnings. Except when required by trust or other agreements, all cash is deposited to and disbursed from a single bank account. Cash in excess of immediate operating requirements is pooled for deposit and investment flexibility. Investment earnings are allocated periodically to the participating funds based upon each fund's average equity balance in the total cash.

Property Taxes

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and, generally, sale of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Property Taxes (Continued)

Property taxes, net of estimated uncollectible taxes, are recorded initially as deferred inflows of resources in the year they are levied and measurable. The property tax revenues are recorded as revenue in the year they are available or collected.

Capital Assets

Capital assets, which include property, equipment and infrastructure assets (e.g. roads, bridges, sidewalks, and similar items), are reported in the applicable governmental activities columns in the government-wide financial statements. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

Capital assets which are anticipated to be conveyed to other governmental entities are recorded as construction in process, and are not included in the calculation of investment in capital assets component of the District's net position.

Depreciation expense has been computed using the straight-line method over the following estimated economic useful lives:

Buildings	20 Years
Landscaping	20 Years
Monumentation	20 Years
Parks	20 Years

Deferred Outflows of Resources

In addition to assets, the statement of net position reports a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until that time. The District has one item that qualifies for reporting in this category. Accordingly, the item, *deferred cost of refunding*, are deferred and recognized as outflows of resources in the period that the amounts are incurred.

Deferred Inflows of Resources

In addition to liabilities, the statement of net position reports a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time. The District has one item that qualifies for reporting in this category. Accordingly, the item, *deferred property tax revenue*, is deferred and recognized as an inflow of resources in the period that the amount becomes available.

Amortization of Bond Premium

In the government-wide financial statements, bond premiums are deferred and amortized over the life of the bonds using the effective interest method.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Equity

Net Position

For government-wide presentation purposes, when both restricted and unrestricted resources are available for use, it is the District's practice to use restricted resources first, then unrestricted resources as they are needed.

Fund Balance

Fund balance for governmental funds should be reported in classifications that comprise a hierarchy based on the extent to which the government is bound to honor constraints on the specific purposes for which spending can occur. Governmental funds report up to five classifications of fund balance: nonspendable, restricted, committed, assigned, and unassigned. Because circumstances differ among governments, not every government or every governmental fund will present all of these components. The following classifications describe the relative strength of the spending constraints:

Nonspendable Fund Balance – The portion of fund balance that cannot be spent because it is either not in spendable form (such as prepaid amounts or inventory) or legally or contractually required to be maintained intact.

Restricted Fund Balance – The portion of fund balance that is constrained to being used for a specific purpose by external parties (such as bondholders), constitutional provisions, or enabling legislation.

Committed Fund Balance – The portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, the Board of Directors. The constraint may be removed or changed only through formal action of the Board of Directors.

Assigned Fund Balance – The portion of fund balance that is constrained by the government's intent to be used for specific purposes, but is neither restricted nor committed. Intent is expressed by the Board of Directors to be used for a specific purpose. Constraints imposed on the use of assigned amounts are more easily removed or modified than those imposed on amounts that are classified as committed.

Unassigned Fund Balance – The residual portion of fund balance that does not meet any of the criteria described above.

If more than one classification of fund balance is available for use when an expenditure is incurred, it is the District's practice to use the most restrictive classification first.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 CASH AND INVESTMENTS

Cash and investments as of December 31, 2022, are classified in the accompanying financial statements as follows:

Statement of Net Position:

Cash and Investments	\$ 402,261
Cash and Investments - Restricted	<u>7,707,549</u>
Total Cash and Investments	<u><u>\$ 8,109,810</u></u>

Cash and investments as of December 31, 2022, consist of the following:

Deposits with Financial Institutions	\$ 157,916
Investments	<u>7,951,894</u>
Total Cash and Investments	<u><u>\$ 8,109,810</u></u>

Deposits with Financial Institutions

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulators. Amounts on deposit in excess of federal insurance levels must be collateralized. The eligible collateral is determined by the PDPA. PDPA allows the institution to create a single collateral pool for all public funds. The pool for all the uninsured public deposits as a group is to be maintained by another institution or held in trust. The market value of the collateral must be at least 102% of the aggregate uninsured deposits.

The State Commissioners for banks and financial services are required by statute to monitor the naming of eligible depositories and reporting of the uninsured deposits and assets maintained in the collateral pools.

At December 31, 2022, the District's cash deposits had a bank balance of \$170,383 and a carrying balance of \$157,916.

Investments

The District has not adopted a formal investment policy; however, the District follows state statutes regarding investments.

The District generally limits its concentration of investments to those noted with an asterisk (*) below, which are believed to have minimal credit risk, minimal interest rate risk and no foreign currency risk. Additionally, the District is not subject to concentration risk or investment custodial risk disclosure requirements for investments that are in the possession of another party.

Colorado revised statutes limit investment maturities to five years or less unless formally approved by the Board of Directors. Such actions are generally associated with a debt service reserve or sinking fund requirements.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 CASH AND INVESTMENTS (CONTINUED)

Investments (Continued)

Colorado statutes specify investment instruments meeting defined rating and risk criteria in which local governments may invest which include:

- . Obligations of the United States, certain U.S. government agency securities and securities of the World Bank
- . General obligation and revenue bonds of U.S. local government entities
- . Certain certificates of participation
- . Certain securities lending agreements
- . Bankers' acceptances of certain banks
- . Commercial paper
- . Written repurchase agreements and certain reverse repurchase agreements collateralized by certain authorized securities
- * Certain money market funds
- . Guaranteed investment contracts
- * Local government investment pools

As of December 31, 2022, the District had the following investments:

<u>Investment</u>	<u>Maturity</u>	<u>Amount</u>
Colorado Surplus Asset Fund Trust (CSAFE)	Weighted Average Under 60 Days	\$ 295,445
Goldman Sachs Financial Square Government Fund	Weighted Average 17 Days	7,656,449
		<u>\$ 7,951,894</u>

CSAFE

The District invested in the Colorado Surplus Asset Fund Trust (CSAFE) (the Trust), which is an investment vehicle established by state statute for local government entities to pool surplus assets. The State Securities Commissioner administers and enforces all State statutes governing the Trust. The Trust currently offers two portfolios – CSAFE CASH FUND and CSAFE CORE.

CSAFE CASH FUND operations similar to a money market fund, with each share valued at \$1.00. CSAFE may invest in U.S. Treasury securities, repurchase agreements collateralized by U.S. Treasury securities, certain money market funds and highest rated commercial paper, any security allowed under Section 24-75-601.1, C.R.S.

CSAFE CORE, a variable Net Asset Value (NAV) Local Government Investment Pool, offers weekly liquidity and is managed to approximate a \$2.00 transactional share price. CSAFE CORE may invest in securities authorized by Section 24-75-601.1, C.R.S., including U.S. Treasury securities, repurchase agreements collateralized by U.S. Treasury securities, certain obligations of U.S. government agencies, and highest rated commercial paper.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 3 CASH AND INVESTMENTS (CONTINUED)

Investments (Continued)

CSAFE (continued)

A designated custodial bank serves as custodian for CSAFE's portfolio pursuant to a custodian agreement. The custodian acts as safekeeping agent for CSAFE's investment portfolio and provides services as the depository in connection with direct investments and withdrawals. The custodian's internal records segregate investments owned by CSAFE. CSAFE CASH FUND is rated AAmmf and CSAFE CORE is rated AAaf/S1 by Fitch Ratings. CSAFE records its investments at amortized cost and the District records its investments in CSAFE using the amortized cost method. There are no unfunded commitments, the redemption frequency is daily and there is no redemption notice period.

Goldman Sachs Financial Square Government Fund

At December 31, 2021, all of District's funds held in trust accounts at United Missouri Bank were invested in the Goldman Sachs Financial Square Government Fund. This portfolio is managed by Goldman Sachs and each share is equal in value to \$1.00. The fund is AAA rated and invests in a process that seeks to maximize current income to the extent consistent with the preservation of capital and the maintenance of liquidity by investing exclusively in high quality money market instruments that comprises U.S. government and U.S. Treasury securities including bills, bonds, notes and repurchase agreements. The average maturity of the underlying securities is 90 days or less.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 4 CAPITAL ASSETS

An analysis of the changes in capital assets for the year ended December 31, 2022, follows:

	Balance - December 31, 2021	Increases	Decreases	Balance - December 31, 2022
<u>Governmental Activities</u>				
Capital Assets, Not Being Depreciated:				
Construction in Progress	\$ -	\$ 190,457	\$ -	\$ 190,457
Total Capital Assets, Not Being Depreciated	-	190,457	-	190,457
Capital Assets, Being Depreciated:				
Buildings	\$ 1,338,401	\$ -	\$ -	\$ 1,338,401
Landscaping	2,301,472	-	-	2,301,472
Monuments, Signage, and Other	574,301	-	-	574,301
Parks and Recreation	136,251	-	-	136,251
Total Capital Assets, Being Depreciated	4,350,425	-	-	4,350,425
Less Accumulated Depreciation for:				
Buildings	(301,140)	(66,920)	-	(368,060)
Landscaping	(453,342)	(115,074)	-	(568,416)
Monuments, Signage, and Other	(117,904)	(28,715)	-	(146,619)
Parks and Recreation	(29,870)	(6,812)	-	(36,682)
Total Accumulated Depreciation	(902,256)	(217,521)	-	(1,119,777)
Total Capital Assets, Being Depreciated, Net	3,448,169	(217,521)	-	3,230,648
Governmental Activities Capital Assets, Net	<u>\$ 3,448,169</u>	<u>\$ (27,064)</u>	<u>\$ -</u>	<u>\$ 3,421,105</u>

Depreciation expense was charged to functions/programs of the primary government as follows:

General Government	\$ 217,521
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**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 5 LONG-TERM OBLIGATIONS

The following is an analysis of the changes in the District's long-term obligations for the year ended December 31, 2022:

	Balance - December 31, 2021	Additions	Reductions	Balance - December 31, 2022	Due Within One Year
Governmental Activities:					
Bonds Payable:					
General Obligation Bonds Payable:					
Series 2021	\$ 44,620,000	\$ -	\$ 535,000	\$ 44,085,000	\$ 500,000
Premium 2021	7,900,348	-	423,029	7,477,319	-
Subtotal of Bonds Payable:	52,520,348	-	958,029	51,562,319	500,000
Other Debts:					
Developer Advance - Capital					
	2,641,085	-	-	2,641,085	-
Total Long-Term Liabilities	<u>\$ 55,161,433</u>	<u>\$ -</u>	<u>\$ 958,029</u>	<u>\$ 54,203,404</u>	<u>\$ 500,000</u>

The detail of the District's long-term obligation is as follows:

Series 2021 Bonds (the Bonds)

The District issued the Bonds on October 22, 2021, in the amount of \$45,840,000. The Bonds were issued for the purposes of (i) refunding the 2016A Senior Bonds, 2016B Subordinate Bonds, and 2017C Junior Bonds; (ii) funding and reimbursing a portion of the costs of constructing and installing certain Public Improvements benefiting the District; and (iii) paying the costs of issuance of the Bonds, including the premium for the Insurance Policy and the Reserve Policy.

Bond Details

The Bonds bear interest at rates ranging from 3.0% to 5.0%, payable semi-annually on June 1 and December 1, beginning on December 1, 2021. The Bonds issued as serial bonds mature on December 1 of the years 2021 through 2041; thereafter, the Bonds issued as term bonds have annual mandatory sinking fund principal payments due on December 1, commencing December 1, 2042. The Bonds mature on December 1, 2051. As a result of the Bond issuance the District reduced total debt service payments over the next 30 years by 40,764,706 and resulted in an economic gain of \$32,370,681.

To the extent principal of the Bonds is not paid when due, such principal shall remain outstanding until paid, subject to discharge on December 2, 2054. To the extent interest on the Bonds is not paid when due, such unpaid interest shall compound on each interest payment date, at the rate then borne by the Bonds. The Bonds and interest thereon shall be deemed to be paid, satisfied, and discharged on December 2, 2054. The Bonds are not subject to acceleration. The Bonds do not have any unused lines of credit. No assets have been pledged as collateral on the Senior Bonds.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 5 LONG TERM OBLIGATIONS (CONTINUED)

Optional Redemption

The Bonds are subject to redemption prior to maturity, at the option of the District, on December 1, 2031, and on any date thereafter, upon payment of par, accrued interest, without redemption premium.

Pledged Revenue

The Bonds are payable solely from and to the extent of the Pledged Revenue, consisting generally of the moneys derived by the District from the following sources, net of any costs of collection of the County and any property tax refunds or abatements authorized by or on behalf of the County: all Required Mill Levy; the portion of the Specific Ownership Tax which is collected as a result of imposition of the Required Mill Levy; any other legally available moneys which the District determines, in its absolute discretion, to transfer to the Trustee for application as Pledged Revenue.

Required Mill Levy

The Indenture provides a Required Mill Levy be imposed each year in accordance with the following: Prior to the time the Debt to Assessed Ratio is 50% or less, an amount sufficient to pay the principal of and interest on the Bonds each year and replenish the Reserve Fund to the Reserve Fund Requirement, if any, but not in excess of 40 mills (subject to adjustment for changes in the method of calculating assessed valuation on or after January 1, 2004).

One the Debt to Assessed Ratio is 50% or less, an amount sufficient to pay the principal of and interest on the Bonds each year and replenish the Reserve Fund to the Reserve Fund Requirement, if any, without limitation of rate.

Additional Security

The scheduled payment of principal and interest on the Bonds are guaranteed under an insurance policy issued concurrently with the delivery of the Bonds by Assured Guaranty Municipal Corp.

Reserve Fund

The Bonds are also secured by amounts on deposit in the Reserve Fund in the amount of the Reserve Fund Requirement of \$2,739,400, which is funded by the Reserve Policy in the amount of the Reserve Fund Requirement issued concurrently with the delivery of the Bonds.

Events of Default of the Bonds

Events of default occur if the District fails to impose the Required Mill Levy, or to apply the Pledged Revenues as required by the Indenture and does not comply with other customary terms and conditions consistent with normal municipal financing as described in the Indenture.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 5 LONG TERM OBLIGATIONS (CONTINUED)

Debt Service Requirements

The District's long-term obligations will mature as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 500,000	\$ 1,751,100	\$ 2,251,100
2024	570,000	1,726,100	2,296,100
2025	665,000	1,697,600	2,362,600
2026	745,000	1,664,350	2,409,350
2027	780,000	1,627,100	2,407,100
2028-2032	4,990,000	7,477,750	12,467,750
2033-2037	6,820,000	6,236,550	13,056,550
2038-2042	8,660,000	4,961,350	13,621,350
2043-2047	10,420,000	3,270,000	13,690,000
2048-2051	9,935,000	1,012,800	10,947,800
Total	<u>\$ 44,085,000</u>	<u>\$ 31,424,700</u>	<u>\$ 75,509,700</u>

Authorized Debt

On November 1, 2011, a majority of the qualified electors of the District authorized the issuance of indebtedness in an amount not to exceed \$80,000,000.

At December 31, 2022, the District has authorized but unissued indebtedness in the following amounts allocated for the following purposes:

	Amount Authorized November 1, 2011	Authorization Used - Series 2016 Bonds	Authorization Used - Series 2017C Bond	Authorization Used - Series 2021 Bond	Authorized But Unissued
Public Improvements	\$ 800,000,000	\$ 48,415,000	\$ 4,101,000	\$ 5,959,232	\$ 741,524,768
Operations and Maintenance	80,000,000	-	-	-	80,000,000
Refundings	80,000,000	-	-	-	80,000,000
Intergovernmental Agreements	80,000,000	-	-	-	80,000,000
Contracts	80,000,000	-	-	-	80,000,000
Total	<u>\$ 1,120,000,000</u>	<u>\$ 48,415,000</u>	<u>\$ 4,101,000</u>	<u>\$ 5,959,232</u>	<u>\$ 1,061,524,768</u>

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 6 NET POSITION

The District has net position consisting of three components – net investment in capital assets, restricted, and unrestricted.

Net investment in capital assets consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. As of December 31, 2022, the District had net investment in capital assets calculated as follows:

	Governmental Activities
Capital Assets, Net	\$ 3,421,105
Outstanding Long-Term Debt Applicable to Capital Assets	(5,149,288)
Unspent Bond Proceeds Applicable to Capital Assets	746,454
Outstanding Developer Advances Related to Capital Assets	(263,753)
Net Investment in Capital Assets	\$ (1,245,482)

The District had a restricted net position as of December 31, 2022, as follows:

	Governmental Activities
Restricted Net Position:	
Emergency Reserve	\$ 51,100
Debt Service	45,758
Total Restricted Net Position	\$ 96,858

The District has a deficit in unrestricted net position. This amount is a result of the District being responsible for the financing and repayment of debt obligations for the construction of public improvements previously conveyed to other governmental entities.

NOTE 7 AGREEMENTS

Funding and Reimbursement Agreement with Leyden Rock Development, Inc.

The District and Leyden Rock Development, Inc. (LRD) entered into an Infrastructure Acquisition and Reimbursement Agreement, dated as of January 1, 2017, to provide the circumstances under which the District would reimburse LRD for the construction of public improvements of benefit to the District. Such obligations bear simple interest at a rate of 8% per annum and are payable by the District from the proceeds of loans, bonds, and/or other legally available funds not otherwise required for reasonable operating costs of the District, and are subject to annual appropriation. Any Reimbursement Obligation issued under the Agreement is subordinate to any and all amounts due and owing on the Bonds. As of December 31, 2022, no advances are outstanding.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 7 AGREEMENTS (CONTINUED)

Infrastructure Acquisition and Reimbursement Agreement with RRCEA, LLC (the RRCEA Agreement)

On March 5, 2012, District No. 1 and the Developer entered into an Infrastructure Acquisition and Reimbursement Agreement (the RRCEA Agreement) whereby the District acknowledges its financial obligations. The Developer will construct certain Public Infrastructure improvements and will be reimbursed by the District for those improvements that are determined to be "District Eligible Costs." The District will accept Public Infrastructure improvements and become obligated to reimburse the Developer for the District Eligible Costs upon satisfaction of certain terms and conditions of the Agreement. Upon acceptance of eligible costs by the District, interest will accrue at 8% per annum from the date of acceptance.

On July 14, 2016, the Agreement was amended and restated and the District assumes all responsibilities (e.g. operations, maintenance, repayment, etc.) of the accepted infrastructure. As of December 31, 2022, advances of \$2,641,085 are outstanding under this agreement.

Agreement in the Nature of an Accord Concerning Infrastructure Acquisition and Reimbursement Agreements with RRCEA and LRD

On September 2, 2021 the District entered into an Agreement with the Developer and LRD whereby the District would close on the Bonds and the District would set aside \$2,400,000 of the new money proceeds generated by the Bonds to be deposited into the District's Project Fund established under the Indenture pursuant to which the Bonds are issued and available to reimburse the Developer under the RRCEA Agreement, which shall be comprised of the Filing 5 Retainage and the Initial Release, as described below (together, the "Settlement Amount").

It was determined that any additional new money generated by the 2021 Bonds above \$6,900,000 would be split evenly between the District and the Developer and such amounts would be added to and considered part of the District Funds and Settlement Amount, respectively. The amount in excess of \$6,900,000 was \$482,169.36, of which \$241,084.68 was added to the \$2,400,000 set aside at issuance to be the Settlement amount so that a total of \$2,641,084.58 has been set aside for developer advance repayments subject to the conditions below.

The Developer and LRD represented to the District that the costs associated with the repair to the Public Infrastructure located within Filing 5 is \$1,795,736.80, (the Filing 5 Retainage). The Filing 5 retainage shall be held by the District in the Project Fund until such time as the Public Infrastructure located within Filing No. 5 is finally accepted by the City, as evidenced by a Final Acceptance Letter(s) from the City or such other documentation satisfactory to the District evidencing final acceptance of Filing 5 by the City.

The Settlement Amount less the Filing 5 Retainage shall be released to the Developer at such time as the Public Infrastructure in Leyden Rock Filing Nos. 1-3 and 6 is finally accepted by the City, as evidenced by a Final Acceptance letter(s) from the City or such other documentation satisfactory to the District evidencing final acceptance of Filing Nos. 1-3 and 6 by the City (Initial Release).

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 7 AGREEMENTS (CONTINUED)

Agreement in the Nature of an Accord Concerning Infrastructure Acquisition and Reimbursement Agreements with RRCEA and LRD (continued)

Prior to the Initial Release, the Developer and LRD shall deliver to the District a written release from the City, executed by an authorized City representative, for the benefit of the District releasing the District from any and all claims arising from or related to the Litigation and the construction of the Public Infrastructure.

Upon receipt of the Filing 5 Retainage, the Developer accepts the Settlement Amount as full satisfaction of the Obligation and any other past or future financial obligations required or anticipated by the District in the RRCEA Agreement. The Developer and LRD further waives and releases any claims they may now have or may acquire in the future concerning the Infrastructure Agreements and any other obligations against the District, its Board of Directors, attorneys, consultants or any other person related to the District. Likewise, upon delivery and acceptance of the Settlement Amount by the Developer, the District and its Board of Directors, attorneys, consultants or any other person acting as an agent of the District, waive and deem satisfied any obligations of, or claims against the Developer or LRD they may now have or may acquire in the future concerning or related to the Infrastructure Agreements and the subject matter thereof except any obligations of the Developer or LRD that survive the termination of the Infrastructure Agreements, including but not limited to the obligations in Sections 9 of the Infrastructure Agreements, and any outstanding infrastructure warranty obligations. Further, the parties agree that upon delivery and acceptance of the Settlement Amount by the Developer hereunder, the Infrastructure Agreements are terminated and no longer in effect.

If Filing No. 5 has not been accepted by the City by December 31, 2024, the Developer shall have no further right, title and interest in the Filing 5 Retainage. Any amounts paid as of December 31, 2024 under this Agreement, including the Initial Release, shall be deemed full Satisfaction of any payments due and owing under the Infrastructure Agreements. Both the Developer and LRD shall continue to indemnify the District as provided in the respective Infrastructure Agreements until such time as Filing 5 is accepted by the City, as evidenced by a Final Acceptance Letter(s) from the City.

NOTE 8 RELATED PARTIES

The Developers of the property which constitutes the District are RRCEA, LLC, RRCEA Two, LLC and Leyden Rock Development, Inc. During 2022, certain members of the Board of Directors were employees, owners, or otherwise associated with the Developer, and may have conflicts of interest in dealing with the District. As of May 3, 2022 there are no longer members of the Board of Directors who are employees, owners, or otherwise associated with the Developer, and there is no longer a conflict.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 9 INTERFUND AND OPERATING TRANSFERS

The transfer from the General Fund to the Special Revenue Fund was made to support funding of operations and maintenance of the District.

NOTE 10 RISK MANAGEMENT

The District may be exposed to various risks of loss related to torts; thefts of, damage to, or destruction of assets; errors or omissions; injuries to employees; or acts of God.

The District is a member of the Colorado Special Districts Property and Liability Pool (Pool). The Pool is an organization created by intergovernmental agreement to provide property, liability, public officials' liability, boiler and machinery and workers' compensation coverage to its members. Settled claims have not exceeded this coverage in any of the past three fiscal years.

The District pays annual premiums to the Pool for liability, property, public officials' liability, and workers' compensation coverage. In the event aggregated losses incurred by the Pool exceed amounts recoverable from reinsurance contracts and funds accumulated by the Pool, the Pool may require additional contributions from the Pool members. Any excess funds which the Pool determines are not needed for purposes of the Pool may be returned to the members pursuant to a distribution formula.

NOTE 11 TAX, SPENDING, AND DEBT LIMITATIONS

Article X, Section 20 of the Colorado Constitution, commonly known as the Taxpayer's Bill of Rights (TABOR), contains tax, spending, revenue and debt limitations which apply to the state of Colorado and all local governments.

Spending and revenue limits are determined based on the prior year's Fiscal Year Spending adjusted for allowable increases based upon inflation and local growth. Fiscal Year Spending is generally defined as expenditures plus reserve increases with certain exceptions. Revenue in excess of the Fiscal Year Spending limit must be refunded unless the voters approve retention of such revenue.

On November 1, 2011, the District voters passed an election question to increase property taxes \$5,000,000 annually as adjusted for inflation, without limitation of rate, to pay the District's operations, maintenance, and other expenses. Additionally, the District's electors authorized the District to collect, retain and spend all revenue without regard to any limitations under TABOR.

**LEYDEN ROCK METROPOLITAN DISTRICT
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2022**

NOTE 11 TAX, SPENDING, AND DEBT LIMITATIONS (CONTINUED)

TABOR requires local governments to establish Emergency Reserves. These reserves must be at least 3% of Fiscal Year Spending (excluding bonded debt service). Local governments are not allowed to use the Emergency Reserves to compensate for economic conditions, revenue shortfalls, or salary or benefit increases.

The District's management believes it is in compliance with the provisions of TABOR. However, TABOR is complex and subject to interpretation. Many of the provisions, including the interpretation of how to calculate Fiscal Year Spending limits, will require judicial interpretation.

SUPPLEMENTARY INFORMATION

**LEYDEN ROCK METROPOLITAN DISTRICT
DEBT SERVICE FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL
YEAR ENDED DECEMBER 31, 2022**

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Property Taxes	\$ 2,225,077	\$ 2,224,783	\$ (294)
Specific Ownership Taxes	155,755	152,745	(3,010)
Net Investment Income	75	16,856	16,781
Total Revenues	<u>2,380,907</u>	<u>2,394,384</u>	<u>13,477</u>
EXPENDITURES			
County Treasurer's Fees	33,376	33,381	(5)
Paying Agent/Trustee Fees	6,000	1,200	4,800
Bond Interest - Series 2021	1,777,850	1,777,850	-
Bond Principal - Series 2021	535,000	535,000	-
Contingency	47,774	-	47,774
Total Expenditures	<u>2,400,000</u>	<u>2,347,431</u>	<u>52,569</u>
NET CHANGE IN FUND BALANCE	(19,093)	46,953	66,046
Fund Balance - Beginning of Year	<u>85,194</u>	<u>144,730</u>	<u>59,536</u>
FUND BALANCE - END OF YEAR	<u>\$ 66,101</u>	<u>\$ 191,683</u>	<u>\$ 125,582</u>

**LEYDEN ROCK METROPOLITAN DISTRICT
CAPITAL PROJECTS FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE –
BUDGET AND ACTUAL
YEAR ENDED DECEMBER 31, 2022**

	Original and Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
REVENUES			
Other Revenue	\$ 17,630	\$ -	\$ (17,630)
Net Investment Income	3,200	92,239	89,039
Total Revenues	<u>20,830</u>	<u>92,239</u>	<u>71,409</u>
EXPENDITURES			
Capital Outlay	4,781,285	190,457	4,590,828
Contingency	17,630	-	17,630
Total Expenditures	<u>4,798,915</u>	<u>190,457</u>	<u>4,608,458</u>
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(4,778,085)	(98,218)	4,679,867
OTHER FINANCING SOURCES (USES)			
Repay Developer Advance	<u>(2,641,085)</u>	-	<u>2,641,085</u>
Total Other Financing Sources (Uses)	<u>(2,641,085)</u>	-	<u>2,641,085</u>
NET CHANGE IN FUND BALANCE	(7,419,170)	(98,218)	7,320,952
Fund Balance - Beginning of Year	<u>7,419,170</u>	<u>7,382,365</u>	<u>(36,805)</u>
FUND BALANCE - END OF YEAR	<u>\$ -</u>	<u>\$ 7,284,147</u>	<u>\$ 7,284,147</u>

OTHER INFORMATION

**LEYDEN ROCK METROPOLITAN DISTRICT
SCHEDULE OF DEBT SERVICE REQUIREMENTS TO MATURITY
DECEMBER 31, 2022**

\$45,840,000 Series 2021
Limited Tax (Convertible to Unlimited Tax),
General Obligation Refunding and
Improvement Bonds
Interest Rate: 3.000% - 5.000%
Interest Payable June 1 and December 1
Principal Payable December 1

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	\$ 500,000	\$ 1,751,100	\$ 2,251,100
2024	570,000	1,726,100	2,296,100
2025	665,000	1,697,600	2,362,600
2026	745,000	1,664,350	2,409,350
2027	780,000	1,627,100	2,407,100
2028	865,000	1,588,100	2,453,100
2029	910,000	1,544,850	2,454,850
2030	1,005,000	1,499,350	2,504,350
2031	1,055,000	1,449,100	2,504,100
2032	1,155,000	1,396,350	2,551,350
2033	1,200,000	1,350,150	2,550,150
2034	1,300,000	1,302,150	2,602,150
2035	1,350,000	1,250,150	2,600,150
2036	1,455,000	1,196,150	2,651,150
2037	1,515,000	1,137,950	2,652,950
2038	1,610,000	1,092,500	2,702,500
2039	1,660,000	1,044,200	2,704,200
2040	1,745,000	994,400	2,739,400
2041	1,795,000	942,050	2,737,050
2042	1,850,000	888,200	2,738,200
2043	1,925,000	814,200	2,739,200
2044	2,000,000	737,200	2,737,200
2045	2,080,000	657,200	2,737,200
2046	2,165,000	574,000	2,739,000
2047	2,250,000	487,400	2,737,400
2048	2,340,000	397,400	2,737,400
2049	2,435,000	303,800	2,738,800
2050	2,530,000	206,400	2,736,400
2051	2,630,000	105,200	2,735,200
Total	<u>\$ 44,085,000</u>	<u>\$ 31,424,700</u>	<u>\$ 75,509,700</u>

**LEYDEN ROCK METROPOLITAN DISTRICT
SCHEDULE OF ASSESSED VALUATION, MILL LEVY, AND PROPERTY TAXES COLLECTED
DECEMBER 31, 2022**

Year Ended December 31,	Prior Year Assessed Valuation for Current Year Tax Levy	Mills Levied for		Total Property Taxes		Percent Collected to Levied
		General	Debt Service	Levied	Collected	
2018	\$ 49,322,962	15.819	44.222	\$ 2,961,400	\$ 2,902,305	98.00 %
2019	52,054,407	15.819	44.222	3,125,398	3,130,560	100.17
2020	57,955,264	15.929	44.531	3,503,974	3,503,475	99.99
2021	58,689,516	15.929	44.531	3,548,368	3,546,427	99.95
2022	60,137,224	25.000	37.000	3,728,508	3,728,015	99.99
Estimated 2023	\$ 58,480,554	25.000	37.000	\$ 3,625,794		

NOTE:

Property taxes collected in any one year include collection of delinquent property taxes assessed in prior years, as well as reductions for property tax refunds or abatements. Information received from the County Treasurer does not permit identification of specific year of assessment.

**LEYDEN ROCK METROPOLITAN DISTRICT
RESOLUTION TO AMEND 2022 BUDGET**

WHEREAS, the Board of Directors of Leyden Rock Metropolitan District (the “**District**”) certifies that at a regular meeting of the Board of Directors of the District held April 18, 2023, a public hearing was held regarding the 2022 amended budget, and, subsequent thereto, the following Resolution was adopted by affirmative vote of a majority of the Board of Directors:

WHEREAS, the Board of Directors of the District adopted a budget and appropriated funds for fiscal year 2022 as follows:

General Fund	\$1,672,000
--------------	-------------

and;

WHEREAS, the necessity has arisen for additional expenditures by the District due to additional costs which could not have been reasonably anticipated at the time of adoption of the budget, requiring the expenditure of funds in excess of those appropriated for fiscal year 2022; and

WHEREAS, funds are available for such expenditure.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby amend the adopted budget for fiscal year 2022 as follows:

General Fund	\$1,674,000
--------------	-------------

BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the funds named above for the purpose stated, and that any ending fund balances shall be reserved for purposes of complying with Article X, Section 20 of the Colorado Constitution.

[Remainder of Page Intentionally Left Blank]

ADOPTED APRIL 18, 2023

DISTRICT:

LEYDEN ROCK METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____
Officer of the District

Attest:

By: _____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

General Counsel to the District

STATE OF COLORADO
COUNTY OF JEFFERSON
LEYDEN ROCK METROPOLITAN DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted at a meeting held via teleconference on Tuesday, April 18, 2023, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this ____ day of _____, 2023.

**LEYDEN ROCK METROPOLITAN DISTRICT
GENERAL FUND
2022 AMENDED BUDGET**

	BUDGET 2022	AMENDED 2022
BEGINNING FUND BALANCE	\$ 276,937	\$ 276,937
REVENUES		
Property Taxes	1,503,431	1,503,431
Specific Ownership Taxes	105,240	105,240
Net Investment Income	250	250
Other Revenue	6,500.00	6,500
Total Revenues	1,615,421	1,615,421
Total Funds Available	1,892,358	1,892,358
EXPENDITURES		
General and Administration:		
Accounting	50,000	50,000
Audit	6,600	6,600
County Treasurer's Fee	22,551	22,551
Dues and Membership	2,000	2,000
Insurance	31,500	31,500
Legal	137,500	137,500
Miscellaneous	250	250
Election	45,000	45,000
Contingency	4,599	6,599
Total Expenditures	300,000	302,000
OTHER FINANCING SOURCES (USES)		
Transfers to Other Funds	1,372,000	1,372,000
Total Expenditures and Transfers Out Requiring Appropriation	1,672,000	1,674,000
FUND BALANCE - END OF YEAR	\$ 220,358	\$ 218,358

3.41 Painting

All paint projects within Leyden Rock require the submittal of an Architectural Review Request Form. In addition, any changes to any color of the home requires approval. Painting or staining of brick or stonework is not permitted.

Exterior paint color palettes for Leyden Rock homes can be accessed on the Sherwin Williams Color Archive webpage. <https://www.sherwinwilliams.com/homeowners/colorfind-and-explore-colors/hoa>. Once on the webpage, please select "Colorado", "Arvada", then "Leyden Rock Metro District" to view all the color options.

- A. No Change in Color Scheme** – No submittal fee is required. If you are requesting to paint your house with color combinations and locations identical to the original manufacturer color established on the home or with colors that currently exist on the house, you must fill out and submit an ARR form.
- B. Change in Color Scheme – Using Sherwin Williams Color Palettes – \$75 submittal fee is required.** If you are requesting a change to the color(s) or color scheme of your home (including any change in the location of a previously-approved paint color), you must do the following:
- (i) Completely fill out and submit an ARR form;
 - (ii) Include a photo of your home with a general description of where the colors will be placed on your home; AND
 - (iii) Provide photos showing the homes on either side of your home.
 - (iv) Body and trim color selections for a submittal cannot be the same as those on a Lot/home adjacent or directly across the street from the applicant's home.
 - (v) Please anticipate and provide for the review process and final notification to take up to forty-five (45) days for consideration.
- C. Change in Color Scheme – Requesting Modifications to the Sherwin Williams Color Palettes and/or Requesting Colors outside of the Palettes - \$150 submittal fee is required.** If you are requesting a change to the color(s) or color scheme of your home (including any change in the location of a previously-approved paint color), you must do the following:
- (i) Completely fill out and submit an ARR form;
 - (ii) Include a photo of your home with a general description of where the colors will be placed on your home; AND
 - (iii) Provide photos showing the homes on either side of your home.
 - (iv) Body and trim color selections for a submittal cannot be the same as those on a Lot/home adjacent or directly across the street from the applicant's home.
 - (v) In some instances, the applicant will be required to paint samples of the proposed custom colors on the house and provide an explanation of how the colors will fit in with the neighborhood. The color samples shall be a minimum of 24"x24" in size and photos of the color samples must be submitted for review.
 - (vi) Please anticipate and provide for the review process and final notification to take up to forty-five (45) days for consideration.
- D. Color Considerations**
- (i) Consider your neighbors' colors, you do not want to choose the same colors but maybe choose one that will complement or harmonize with your neighbors' colors.
 - (ii) Consider the colors of existing structures like your roof, stone and architectural accents.
 - (iii) Certain color schemes are better suited for certain architectural styles than others.
 - (iv) Light colors will make your home seem larger, darker colors smaller.



April 05, 2023

WORK ORDER #94436

PROPOSAL FOR

Leyden Rock Metropolitan District
W. 82nd Avenue & Leyden Rock Drive
Arvada, CO 80007

Thank you for allowing us to provide you a quote to perform the work we discussed. We will work out a schedule with you to complete the work once you sign and return this proposal. You may send it via email to service@keesenlandscape.com or fax it to (303) 761-3466. While we do not anticipate any changes to the total cost, Keesen Landscape Management, Inc. does reserve the right to review any proposal that is over 30 days old.

DESCRIPTION OF WORK TO BE PERFORMED

2023 Essential G Application

Essential G is a pelletized soil amendment to be used in conjunction with your properties annual fertilizer program.

It should be applied once per season and the purpose is to restore natural plant health care items into the soil of your turf areas. Adding this to your turf will help with the following:

- **Lessen water consumption through better soil conditioning**
- **Healthier turf - better appearance**
- **Stronger root structure - less water dependent**
- **Organic product so incredibly environmentally sound and friendly**

Sale	\$3,280.00
Sales Tax	\$0.00
Total	\$3,280.00

**LEYDEN ROCK METROPOLITAN DISTRICT
WORK ORDER SUMMARY**

INCLUDED SERVICES	SALES TAX	TOTAL COST
--------------------------	------------------	-------------------

Essential G Application	\$0.00	\$3,280.00
	\$0.00	\$3,280.00

Note: Unless otherwise specified, supplemental watering is not included in this proposal. If additional watering is necessary to protect plant material warranty, a separate proposal will be submitted.

Note: New plant material will be covered by a 1 year/1 replacement warrant. This does not cover any plant material not connected to working irrigation, owner negligence or circumstances beyond our control including freeze and rodent damage. This includes trees, shrubs and perennial plant material only.

Force Majeure and Delays

Landscape Contractor’s installation and warranty obligations under this work order are accepted subject to strikes, labor troubles (including strikes or labor troubles affecting any suppliers of Landscape Contractor), floods, fires, acts of God, accidents, delays, shortages of equipment, contingencies of transportation, and other causes of like or different character beyond the control of the Landscape Contractor. Impossibility of performance by reason of any legislative, executive, or judicial act of any government authority shall excuse performance of or delay in performance of this work order.

By _____
Angie Sherman

By _____

Date 4/5/2023

Date _____

**Keesen Landscape Management,
Inc.**

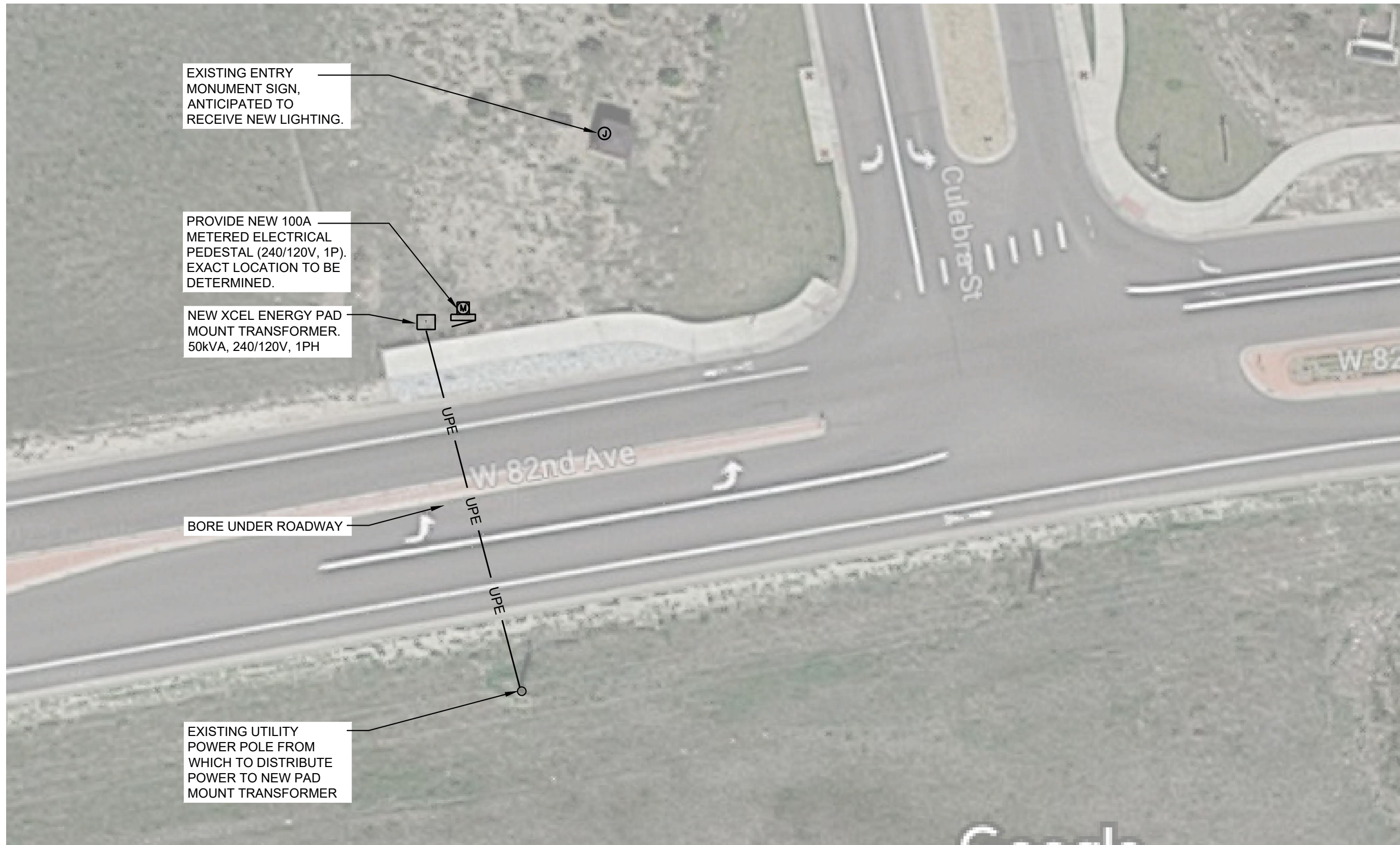
LEYDEN ROCK
METROPOLITAN DISTRICT

Note: Unless otherwise specified in the work order, all required irrigation repairs/modifications will be done at a time and materials rate of \$68.00 per man hour.

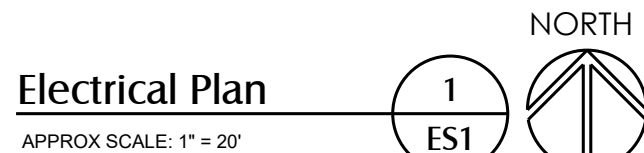
Project: Leyden Rock Entry Monument Power Date: 4/6/2023
 Client: Architerra Group - Lesanne Weller By: HFR

In providing opinions of probable cost, Client understands that Engineer does not have control over costs of equipment, material, and labor. The probable costs provided herein are to be made on the basis of Engineer's qualifications and experience. Engineer makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

Description				Quantity	Unit	\$/Unit	Totals	
Culebra Street								
1	Electrical Service/Distribution:							
2	100A Metered Pedestal	1	LS		\$4,500.00		\$4,500.00	
3	Grounding/Bonding	1	LS		\$1,250.00		\$1,250.00	
4	60A service entrance feeder **	100	LF		\$22.10		\$2,210.00	
5	Ltg Branch Circuit (#10s) **	40	LF		\$15.10		\$604.00	
6								
7	Electrical/Distribution Service Sub-Total							\$8,564.00
8								
9								
Yule Way								
10								
11								
12	Electrical Service/Distribution:							
13	Xcel Energy Utility Co Connection*	1	LS		\$20,000.00		\$20,000.00	
14	100A Metered Pedestal	1	LS		\$4,500.00		\$4,500.00	
15	Grounding/Bonding	1	LS		\$1,250.00		\$1,250.00	
16	60A service entrance feeder **	20	LF		\$22.10		\$442.00	
17	Ltg Branch Circuit (#10s) **	65	LF		\$15.10		\$981.50	
18	Electrical/Distribution Service Sub-Total							\$27,173.50
19								
20								
21								
22								
						Project Total:	\$35,737.50	
23	* Assumed Cost paid to Utility Company for establishing new electrical service							
24	** Approximate Length							



▲ ELECTRICAL LEGEND ▲	
Ⓧ	J-BOX
Ⓣ	TRANSFORMER
Ⓜ	METER
Ⓛ	BRANCH CIRCUIT PANEL

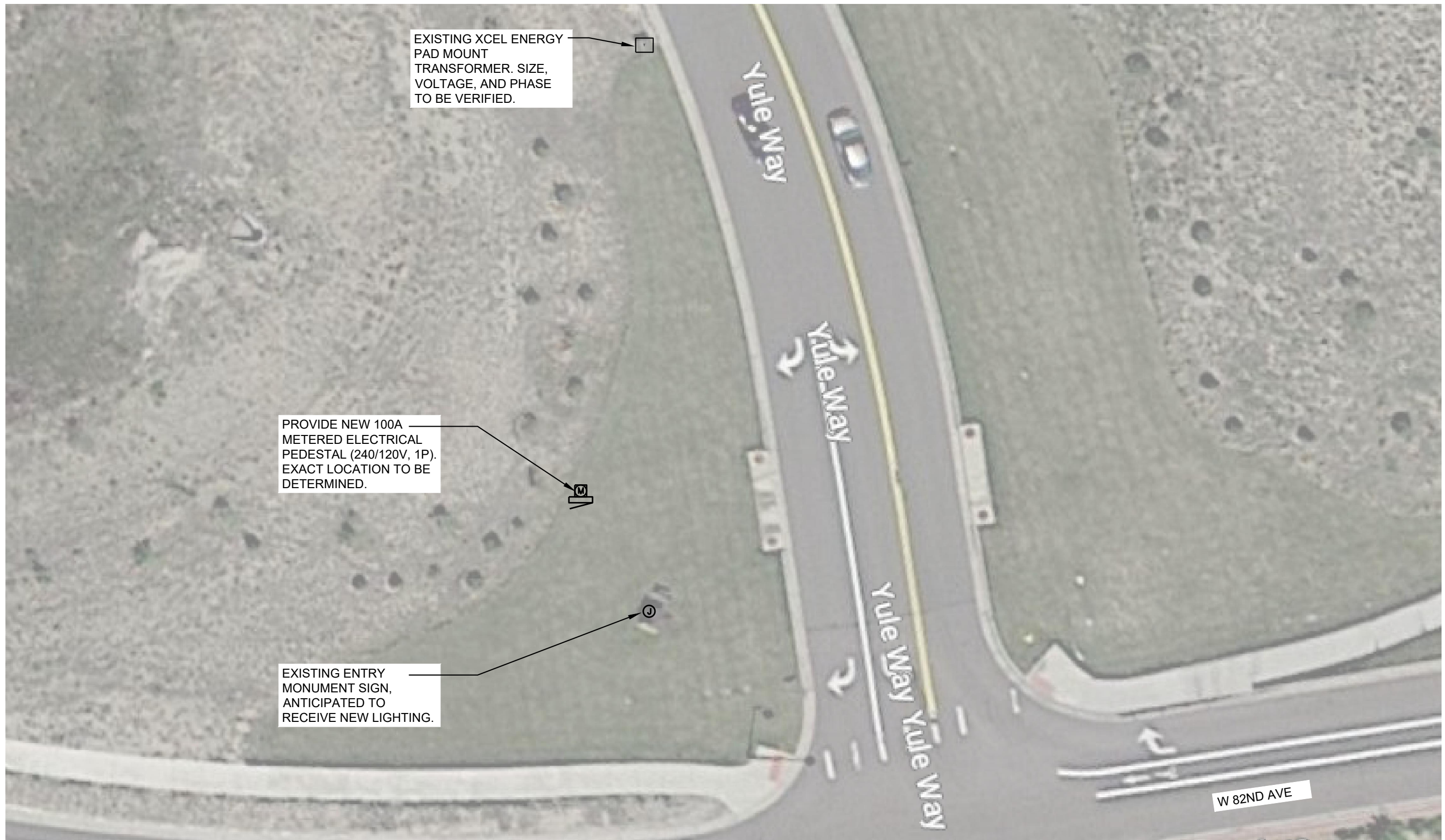


ackerman
engineering, inc.

3000 Youngfield St, Suite 264
Wheat Ridge, Colorado 80215
Ph 303-278-7297 Fx 303-278-9009
www.aeiconsulting.com

SHEET TITLE	
W 82nd Ave and Culebra St	
PROJECT NAME	
Leyden Rock	
DATE	DRAWN BY
04-06-2023	AEI

ES1



EXISTING XCEL ENERGY
PAD MOUNT
TRANSFORMER. SIZE,
VOLTAGE, AND PHASE
TO BE VERIFIED.

PROVIDE NEW 100A
METERED ELECTRICAL
PEDESTAL (240/120V, 1P).
EXACT LOCATION TO BE
DETERMINED.

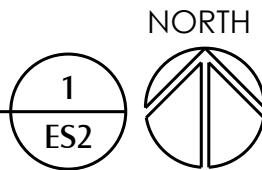
EXISTING ENTRY
MONUMENT SIGN,
ANTICIPATED TO
RECEIVE NEW LIGHTING.

▲ ELECTRICAL LEGEND ▲

- Ⓞ J-BOX
- Ⓣ TRANSFORMER
- Ⓜ METER
- Ⓛ BRANCH CIRCUIT PANEL

Electrical Plan

APPROX SCALE: 1" = 20'



ackerman
engineering, inc.

3000 Youngfield St, Suite 264
Wheat Ridge, Colorado 80215
Ph 303-278-7297 Fx 303-278-9009
www.aeiconsulting.com

SHEET TITLE		ES2
W 82nd Ave and Yule Way		
PROJECT NAME		
Leyden Rock		
DATE	DRAWN BY	
04-06-2023	AEI	



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.

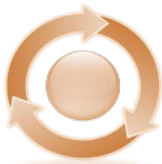
Your customized program of services will include, but not be limited to:

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

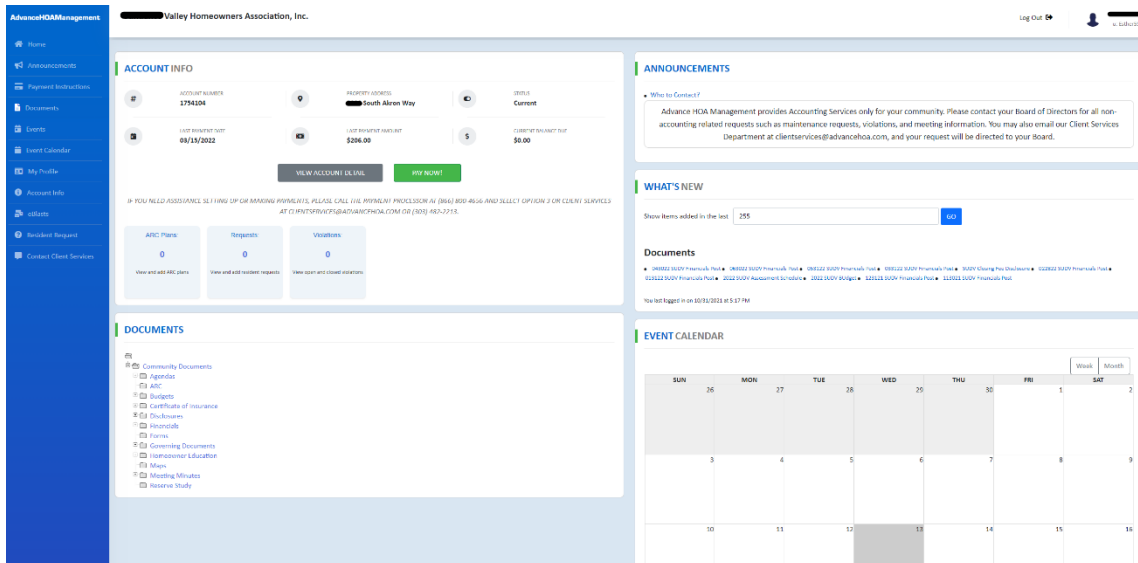
This quote is valid for six months after receipt. Should questions arise regarding pricing please do not hesitate to contact your management representative at any time by calling 303-482-2213 ext. 210.



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.



The screenshot shows a user interface for Valley Homeowners Association, Inc. with a navigation sidebar on the left and a main content area. The main content area is divided into several sections:

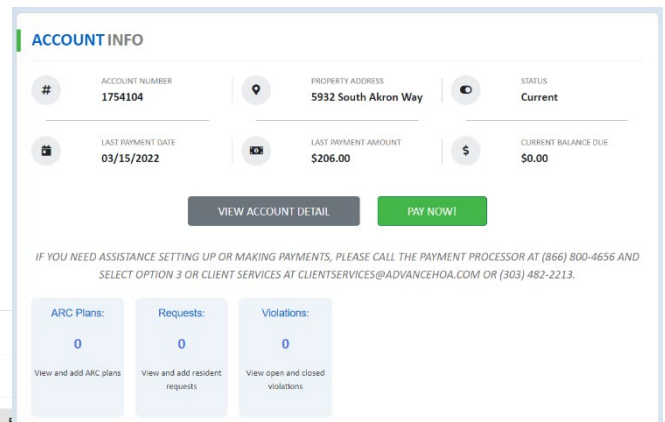
- ACCOUNT INFO:** Displays account number 1754104, property address 5932 South Akron Way, and current status. It also shows the last payment date (03/15/2022), last payment amount (\$206.00), and current balance due (\$0.00). Buttons for "VIEW ACCOUNT DETAIL" and "PAY NOW!" are visible.
- ANNOUNCEMENTS:** A section for community announcements.
- WHAT'S NEW:** A section showing the number of items added in the last 255 days.
- DOCUMENTS:** A list of document categories including Agendas, ARC, Budgets, Certificates of Insurance, Disbursements, Minutes, Governing Documents, Homeowner Education, Maps, Meeting Minutes, and Reserve Study.
- EVENT CALENDAR:** A calendar view showing dates from Sunday to Saturday.

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				
Tran Date	Tran Type	Description	Tran Amount	
08/18/2020	Payment	lockbox 561804585	(\$1.00)	8877702
09/18/2020	Payment	lockbox 561951650	(\$1.00)	8615826
04/01/2021	Member Assessments	Member Assessment 2021	\$198.00	\$196.00
04/02/2021	Payment	lockbox 561502485	(\$196.00)	\$0.00 8613593
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 831598145	(\$206.00)	(\$208.00) 8261132
04/01/2022	Member Assessments	Member Assessment 2022	\$208.00	\$0.00



This detailed view of the Account Info section shows the following information:

- ACCOUNT NUMBER:** 1754104
- PROPERTY ADDRESS:** 5932 South Akron Way
- STATUS:** Current
- LAST PAYMENT DATE:** 03/15/2022
- LAST PAYMENT AMOUNT:** \$206.00
- CURRENT BALANCE DUE:** \$0.00

Buttons for "VIEW ACCOUNT DETAIL" and "PAY NOW!" are present. Below the account info, there are three summary boxes:

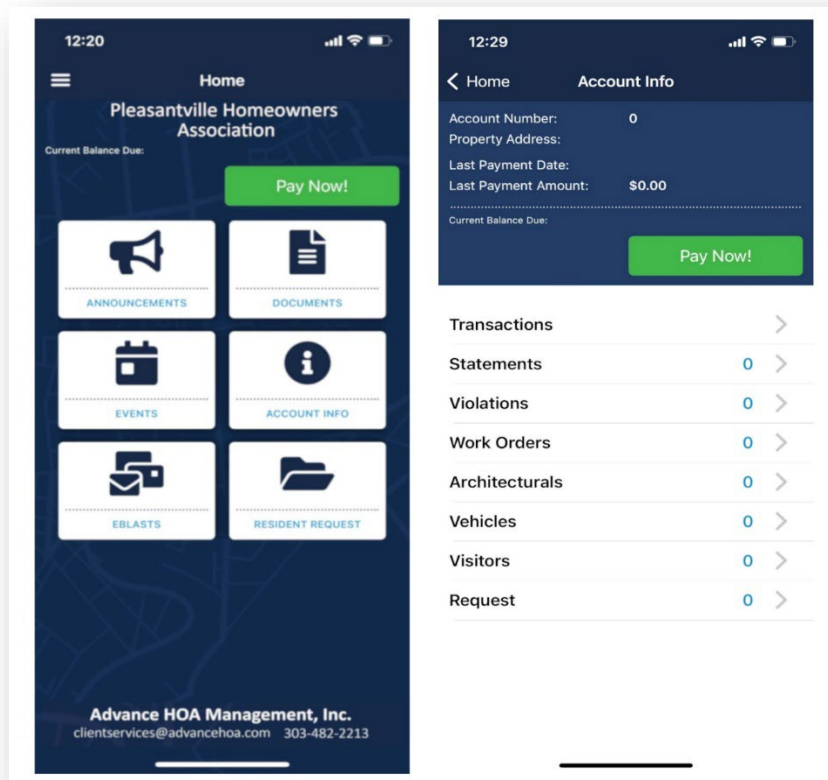
- ARC Plans:** 0 (View and add ARC plans)
- Requests:** 0 (View and add resident requests)
- Violations:** 0 (View open and closed violations)

A note at the bottom provides contact information for assistance: "IF YOU NEED ASSISTANCE SETTING UP OR MAKING PAYMENTS, PLEASE CALL THE PAYMENT PROCESSOR AT (866) 800-4656 AND SELECT OPTION 3 OR CLIENT SERVICES AT CLIENTSERVICES@ADVANCEHOA.COM OR (303) 482-2213."

Mobile Application by Community Link

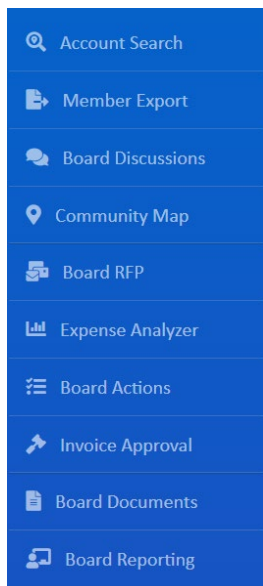
With the Community Link Mobile Application, Homeowners can get on-the-go access to make online payments, view documents, calendars, announcements, violations, work orders, design review requests, and all things related to your community.

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

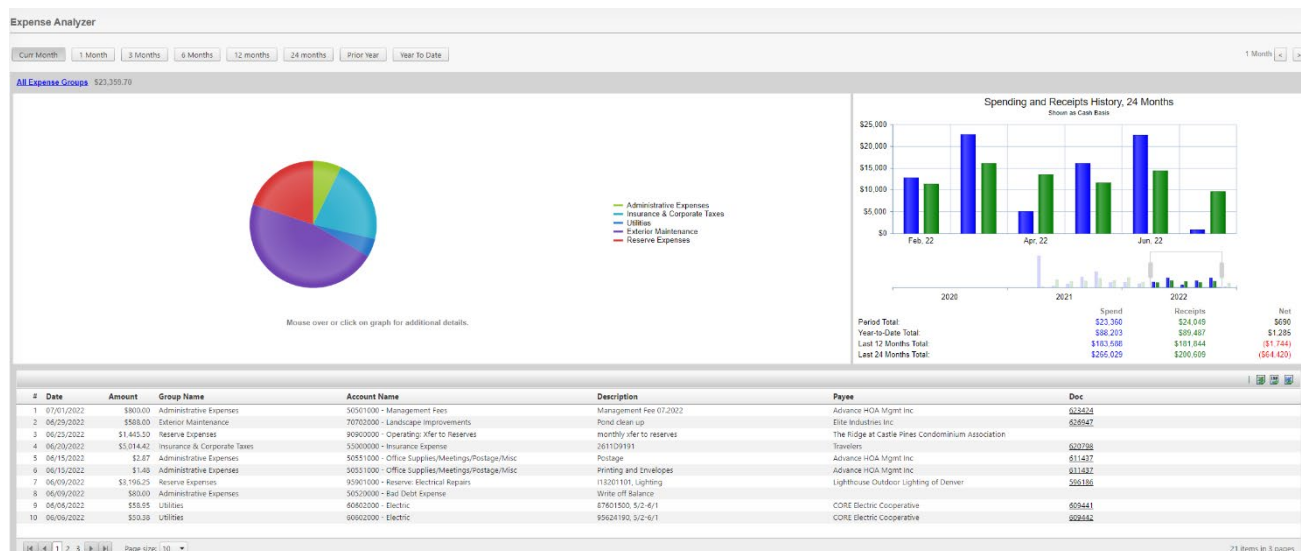
As a Board Member, you have exclusive access through the Board Portal to efficiently track decisions, view financials, view management reports, and conduct other community business. The Board Portal is designed to supply valuable information and transparency so Board Members can be confident in their 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:

- Account Search: review account transactions and info for each owner
- Member Export: export a list of all owners and contact information
- Board Discussions: collaborate with board members
- Community Map: utilize the interactive map showing vios, work orders, ARCs
- Board RFP: consolidate RFP information in one location
- Expense Analyzer: use the interactive graphs for analyzing expenses
- Board Actions: record actions between meetings
- Invoice Approval: review and approve invoices for payments to vendors
- Board Documents: review documents for Board access only
- 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	Recommend	Invoice File
1	134444	ABC Lawn	45667	04/09/2020	04/09/2020	\$10.00	\$10.00	Invoice	Approved				Approved	
2	134431	ABC Lawn	9876	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 Posted
 Association: Pleasantville
 Vendor: Lawncare Solutions, LLC
 Invoice Date: Due Date:
 Invoice No: lc520-20073 Credit Memo
 Reference / Account No:
 Invoice Amount: \$70.00 Open Amount: \$0.00
 Pay Via:
 Pay From Bank:
 Do Not Combine Invoice:
 Check Memo:
 File:

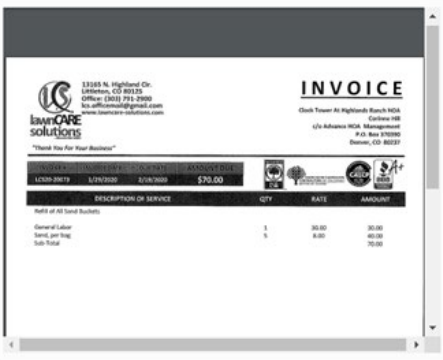
Created: 03/03/2020 by Admin Admin
Approved: 03/03/2020 by Casas Jackie

Additional Approvals

Approver Name	Approver Title	Status	Description	Date
Casas, Jackie	Association Invoice Approver	Approved		03/03/2020 10:46 AM

Payment

Invoice



Expense Distribution


Save Allocation

GLAccount	GLDepartment	Exclude	Memo	Amount
6150 - Landscape Maintenance Misc	--- SELECT ---	<input type="checkbox"/>		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.

1 of 7
Find | Next



Violation Detail

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

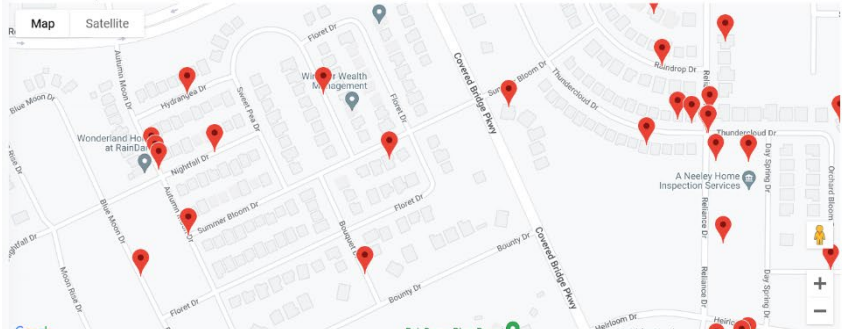
Name	File Number	Section	Address	Type	Location	Status	Vio Date	Compliance Date	Last Insp	Next Insp	Image
Abbate, Donna G.	SKYE405		12856 West Montane Drive	Fencing -		Open	9/5/2019		9/5/2019	3/4/2020	
Desc:						Date	Step				
						2/23/2020	Courtesy Notice				
						9/5/2019	Entered				
Date						Description					
2/23/2020						[Courtesy Notice]					
Abraham, Deborah	SKYE311		12818 North Montane	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					
2/23/2020						[Courtesy Notice]					
Amacher, Jacqueline	SKYE223V		10801 N Montane 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]					


Community Map

Violations
 Work Orders
 ARCs

Please, click on a pin to view details.

Map
Satellite




ID	Type	Title	Date	Action	Doc
3173522	Violation	Landscaping	06/23/2022 44:00	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.

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	Weidenhamer, 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
272092	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
269629	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	Acema, Joseph M. & Rosemary A.	10774 Bear Cub Drive	35	Landscape/Pergola		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		159 Quebec Street #E	6/29/2020	750.00	(750.00)	0.00	0.00	0.00	0.00	(750.00)
1632831		159 Quebec Street #F	6/16/2020	250.00	(254.03)	(4.03)	0.00	0.00	0.00	(258.06)
1632833		159 Quebec Street #H	6/9/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632839		160 Poplar Street #F	6/29/2020	250.00	(460.00)	0.00	0.00	0.00	0.00	(460.00)
1632841		160 Poplar Street #H	6/19/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632843		180 Poplar Street #B	6/1/2020	250.00	(220.00)	0.00	0.00	0.00	0.00	(220.00)
1632844		180 Poplar Street #C	6/1/2020	250.00	(230.00)	0.00	0.00	0.00	0.00	(230.00)
1632853		180 Poplar Street #L	6/30/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632857		180 Poplar Street #P	6/23/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632858		199 Quebec Street #A	6/3/2020	130.00	(380.00)	0.00	0.00	0.00	0.00	(380.00)
1632859		199 Quebec Street #B	6/26/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632860		199 Quebec Street #C	6/30/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632861		199 Quebec Street #D	6/25/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632864		199 Quebec Street #G	5/29/2020	250.00	0.00	(250.00)	(14.38)	0.00	0.00	(264.38)
1632865		199 Quebec Street #H	6/30/2020	250.00	(250.00)	0.00	0.00	0.00	0.00	(250.00)
1632871		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		0.00	59,589.54
		Less outstanding checks and credits			
				0.00	
		Total		0.00	59,589.54
				Ending Balance per General Ledger:	59,589.54
				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