

**Second Jefferson Green Homeowners Association**



**Financial Statements and Supplementary Information**

**For the Years Ended December 31, 2018, and 2017**

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## **Independent Auditor's Report**

To the Board of Directors of  
Second Jefferson Green Homeowners Association

### **Report on the Financial Statements**

I have audited the accompanying financial statements of Second Jefferson Green Homeowners Association (the "Association") which comprises the balance sheet as of December 31, 2018, and the related statements of revenues, expenses, and changes in fund balances and cash flows for the year then ended and the related notes to the financial statements. Information for the year ended December 31, 2017, is presented for comparative purposes only and was extracted from the financial statements presented by fund for that year, on which I expressed an unmodified opinion in my report dated June 13, 2018.

### **Management's Responsibility for the Financial Statements**

The Association's Board of Directors is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Second Jefferson Green Homeowners Association as of December 31, 2018, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

## Other Matters

### *Supplementary Schedule of Operating Fund Revenues and Expenses – Budget and Actual*

My audit was performed for the purpose of forming an opinion on the financial statements as a whole. The *Supplemental Schedule of Operating Fund Revenues and Expenses – Budget and Actual* is presented for purpose of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of the Association's management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the 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 auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

### *Disclaimer of Opinion on Required Supplementary Information on Future Major Repairs and Replacements*

Accounting principles generally accepted in the United States of America require that the information on future major repairs and replacements be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Financial Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

Ryan E. Lee, CPA



Principal  
Lee Public Accounting, LLC

April 23, 2019  
Littleton, Colorado

**Second Jefferson Green Homeowners Association**  
**Balance Sheet**  
**As of December 31, 2018**

	<u>Operating Fund</u>	<u>Replacement Fund</u>	<u>Total</u>	<u>2017 Total (comparative purposes only)</u>
<b>Assets</b>				
Cash	\$ 36,941	\$ 106,281	\$ 143,222	\$ 104,308
Assessments receivable	13,969	-	13,969	21,426
Interfund balance	<u>34,772</u>	<u>(34,772)</u>	<u>-</u>	<u>-</u>
<b>Total Assets</b>	<u><u>\$ 85,682</u></u>	<u><u>\$ 71,509</u></u>	<u><u>\$ 157,191</u></u>	<u><u>\$ 125,734</u></u>
<b>Liabilities and Fund Balances</b>				
Accounts payable and accrued liabilities	\$ 21,261	\$ -	\$ 21,261	\$ 21,432
Assessments received in advance	<u>12,925</u>	<u>-</u>	<u>12,925</u>	<u>13,215</u>
Total Liabilities	34,186	-	34,186	34,647
Fund balances	<u>51,496</u>	<u>71,509</u>	<u>123,005</u>	<u>91,087</u>
<b>Total Liabilities and Fund Balances</b>	<u><u>\$ 85,682</u></u>	<u><u>\$ 71,509</u></u>	<u><u>\$ 157,191</u></u>	<u><u>\$ 125,734</u></u>

**Second Jefferson Green Homeowners Association**  
**Statement of Revenues, Expenses, and Changes in Fund Balances**  
**For the Year Ended December 31, 2018**

	<b>Operating Fund</b>	<b>Replacement Fund</b>	<b>Total</b>	<b>2017 Total (comparative purposes only)</b>
<b>Revenues</b>				
Member assessments	\$ 442,151	\$ -	\$ 442,151	\$ 373,928
Contributions to the replacement fund	(40,640)	40,640	-	-
Late fees and collection	3,604	-	3,604	6,220
Other income	1,182	-	1,182	1,423
Interest	-	105	105	53
Transfer fees	-	-	-	3,000
<b>Total Revenues</b>	<b>\$ 406,297</b>	<b>\$ 40,745</b>	<b>\$ 447,042</b>	<b>\$ 384,624</b>
<b>Expenses</b>				
Water and sewer	\$ 100,480	\$ -	\$ 100,480	\$ 97,444
Insurance	69,724	-	69,724	107,338
Legal and professional fees	40,849	-	40,849	12,609
Landscaping and grounds	36,078	-	36,078	37,212
Management fees	23,856	-	23,856	20,160
Trash removal	20,690	-	20,690	19,930
Recreational facilities	13,772	-	13,772	20,091
Snow removal	9,607	-	9,607	11,584
Irrigation maintenance	9,427	-	9,427	11,910
Electricity and gas	8,231	-	8,231	9,866
Roof and gutter repairs	7,965	-	7,965	205
Building maintenance and repairs	6,320	-	6,320	7,130
Office and administrative	5,780	-	5,780	7,566
Tree and shrub care	3,853	-	3,853	5,565
Light maintenance	3,598	-	3,598	3,248
Garage door repairs	2,337	-	2,337	840
Bad debt	1,408	-	1,408	-
Plumbing and sewer	1,384	4,475	5,859	2,120
Fence replacement	-	18,000	18,000	2,950
Parking lot and concrete	-	12,991	12,991	-
Community mail boxes	-	12,761	12,761	-
Decks	-	1,538	1,538	-
<b>Total Expenses</b>	<b>365,359</b>	<b>49,765</b>	<b>415,124</b>	<b>377,768</b>
<b>Excess (Deficiency) of Revenues Over Expenses</b>	<b>\$ 40,938</b>	<b>\$ (9,020)</b>	<b>\$ 31,918</b>	<b>\$ 6,856</b>
Beginning Fund Balance	10,558	80,529	91,087	84,231
<b>Ending Fund Balance</b>	<b>\$ 51,496</b>	<b>\$ 71,509</b>	<b>\$ 123,005</b>	<b>\$ 91,087</b>

**Second Jefferson Green Homeowners Association**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2018**

	<u>Operating Fund</u>	<u>Replacement Fund</u>	<u>Total</u>	<u>2017 Total (comparative purposes only)</u>
<b>Cash Flows From Operating Activities</b>				
Excess (Deficiency) of Revenues Over Expenses	\$ 40,938	\$ (9,020)	\$ 31,918	\$ 6,856
Adjustments to reconcile excess (deficiency) of revenues over expenses to net cash provided (used) by operating activities:				
(Increase) decrease in:				
Assessments receivable	7,457		7,457	(15,969)
Increase (decrease) in:				
Accounts payable and accrued liabilities	(171)		(171)	9,796
Assessments received in advance	(290)		(290)	(8,196)
<b>Net cash provided (used) by operating activities</b>	<u>47,934</u>	<u>(9,020)</u>	<u>38,914</u>	<u>(7,513)</u>
<b>Cash Flows From Financing Activities</b>				
Interfund activities	(37,695)	37,695	-	-
<b>Net cash (used) provided by financing activities</b>	<u>(37,695)</u>	<u>37,695</u>	<u>-</u>	<u>-</u>
<b>Net increase (decrease) in cash</b>	<u>\$ 10,239</u>	<u>\$ 28,675</u>	<u>\$ 38,914</u>	<u>\$ (7,513)</u>
Cash, beginning of year	26,702	77,606	104,308	111,821
<b>Cash, end of year</b>	<u>\$ 36,941</u>	<u>\$ 106,281</u>	<u>\$ 143,222</u>	<u>\$ 104,308</u>

**Second Jefferson Green Homeowners Association**  
**Notes to Financial Statements**  
**For the Years Ended December 31, 2018, and 2017**

**Note 1 – Nature of the Association**

Second Jefferson Green Homeowners Association (the “Association”) was organized as a non-profit corporation in the State of Colorado in 1973. The purpose of the Association is to provide for the operation, administration, use, and maintenance of the common property, and to promote the common benefit and enjoyment of the residents of the community. All members are subject to the *Amended and Restated Declaration of Covenants, Conditions and Restrictions for Jefferson Green–Filing No. 2* (the “Declaration”). The Association’s membership consists of the Owners of 168 residential units located in Jefferson County, Colorado.

**Note 2 – Summary of Significant Accounting Policies**

Basis of Accounting

The accompanying financial statements are prepared using the accrual method of accounting.

Fund Accounting

The Association’s governing documents provide certain guidelines for governing its financial activities. To ensure observance of limitations and restrictions on the use of financial resources, the Association maintains its accounts using fund accounting. Financial resources are classified for accounting and reporting purposes in the following funds established according to their nature and purpose:

Operating Fund – This fund is used to account for financial resources available for the general operations of the Association.

Replacement Fund – This fund is used to accumulate financial resources designated for future major repairs and replacements.

Cash

The Association considers all highly liquid investments with an original maturity of three months or less to be cash. The Association continually monitors its positions with, and the credit quality of, the financial institutions with which it invests. As of December 31, 2018, and 2017, the Association had no cash equivalents.

Common Area Property

Real property and common areas acquired from the developer and related improvements to such property are not recorded in the Association’s financial statements because those properties are effectively owned by the individual unit Owners in common.



**Second Jefferson Green Homeowners Association**  
**Notes to Financial Statements**  
**For the Years Ended December 31, 2018, and 2017**

**Note 2 – Summary of Significant Accounting Policies (continued)**

Assessments

Association members are subject to monthly assessments to provide funds for the Association's operating expenses, future capital acquisitions, and major repairs and replacements. Assessments receivable at the balance sheet date represent fees due from unit Owners. The Association's policy is to retain legal counsel and place liens on the properties of homeowners whose assessments are delinquent. For the year ended December 31, 2017, monthly assessments were charged at a uniform rate of \$185.48 per unit. For the year ended December 31, 2018, monthly assessments were \$185.48 for January and February then were increased to \$191 through May 31, 2018. Effective June 1, 2018, the monthly assessments were increased by \$50 to \$241 after the amended Declaration was approved by the County Court. For the year ending December 31, 2019, monthly assessments were increased to \$249. According to the

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Note 3 – Income Taxes**

The Association elects to file its federal tax return as a homeowners' association under Section 528 of the Internal Revenue Code. Under that section, the Association is not taxed on income and expenses related to its exempt purpose, which is the acquisition, construction, management, maintenance, and care of Association property. Net non-exempt function income, which includes interest earned, is taxed at the federal and state levels at 30% and 4.63%, respectively. There was no net taxable income for the years ended December 31, 2018, and 2017.

The Association's tax filings may be subject to examination by various taxing authorities. The Association's federal income tax returns beginning with the 2016 tax year remain open to potential examination by the Internal Revenue Service; state income returns beginning with the 2015 tax year are open to potential examination.

**Note 4 – Future Major Repairs and Replacements**

The Association's Declaration requires funds to be accumulated for future major repairs and replacements. Accumulated funds are held in separate accounts and are generally not available for operating purposes.

**Second Jefferson Green Homeowners Association**  
**Notes to Financial Statements**  
**For the Years Ended December 31, 2018, and 2017**

**Note 4 – Future Major Repairs and Replacements (continued)**

In 2014, the Association engaged a third party to update a study, originally performed in 2007, to estimate the remaining useful lives and the replacement costs of the common property components. The Association is funding for such major repairs and replacements over the estimated useful lives of the components based on the study's estimates of current replacement costs, considering amounts previously accumulated in the replacement fund. Actual expenditures, however, may vary from the estimated amounts and the variations may be material. Therefore, amounts accumulated in the replacement fund may not be adequate to meet future needs. If additional funds are needed, however, the Association has the right, subject to the Declaration, to increase regular assessments or levy special assessments, or it may delay major repairs and replacements until funds are available.

The study calculates an ideal balance of \$1,857,424 in the replacement fund as of January 1, 2014. The study recommends an initial special assessment contribution to the replacement fund of \$84,000, and an annual contribution of \$360,000 increased annually by 2.50%.

**Note 5 – Contingencies**

The Association may be a party to various legal actions throughout the year normally associated with homeowners' associations, including, but not limited to, the collection of delinquent assessments and covenant compliance matters, the aggregate of which, in management's opinion, would not be material to the future financial condition of the Association.

**Note 6 – Subsequent Events**

In preparing the financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through April 23, 2019, the date the financial statements were available to be issued.

**Second Jefferson Green Homeowners Association**  
**Schedule of Operating Fund Revenues and Expenses - Budget and Actual**  
**For the Year Ended December 31, 2018**

	<u>Actual</u>	<u>Budget</u> <u>(compiled)</u>	<u>Variance -</u> <u>Favorable</u> <u>(Unfavorable)</u>
<b>Operating Fund Revenues</b>			
Member assessments	\$ 442,151	\$ 442,001	\$ 150
Contributions to the replacement fund	(40,640)	(72,420)	31,780
Late fees and collection	3,604	4,051	(447)
Other income	1,182	-	1,182
Interest	-	54	(54)
<b>Total Operating Fund Revenues</b>	<b>\$ 406,297</b>	<b>\$ 373,686</b>	<b>\$ 32,611</b>
<b>Operating Fund Expenses</b>			
Water and sewer	\$ 100,480	\$ 114,627	\$ 14,147
Insurance	69,724	68,170	(1,554)
Legal and professional fees	40,849	7,400	(33,449)
Landscaping and grounds	36,078	37,700	1,622
Management fees	23,856	24,193	337
Trash removal	20,690	20,000	(690)
Recreational facilities	13,772	14,200	428
Snow removal	9,607	29,500	19,893
Irrigation maintenance	9,427	10,500	1,073
Electricity and gas	8,231	10,712	2,481
Roof and gutter repairs	7,965	10,500	2,535
Building maintenance and repairs	6,320	3,195	(3,125)
Office and administrative	5,780	5,160	(620)
Tree and shrub care	3,853	10,000	6,147
Light maintenance	3,598	4,200	602
Garage door repairs	2,337	1,800	(537)
Bad debt	1,408	-	(1,408)
<b>Total Operating Fund Expenses</b>	<b>365,359</b>	<b>373,857</b>	<b>8,498</b>
<b>Excess (Deficiency) of Revenues Over Expenses</b>	<b>\$ 40,938</b>	<b>\$ (171)</b>	<b>\$ 41,109</b>

**Second Jefferson Green Homeowners Association**  
**Supplementary Information on Future Major Repairs and Replacements**  
**December 31, 2018**  
**Unaudited**

In 2014, the Association engaged a third party to update a study, originally conducted in 2007, to estimate the remaining useful lives and replacement costs of the components of common property. Replacement costs were based on the estimated costs to repair or replace the common property components at the date of the study.

The information on the following pages was extracted from the study and presents significant information about the components of common property.

## Funding Summary For Second Jefferson Green

### **Beginning Assumptions**

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Financial Information Source	Research With Client
# of units	168
Fiscal Year End	December 31, 2014
Monthly Dues from 2013 budget	\$27,686.00
Monthly Reserve Allocation from 2013 Budget	\$4,589.00
Projected Starting Reserve Balance (as of 1/1/2014)	\$175,858
Ideal Starting Reserve Balance (as of 1/1/2014)	\$1,857,424

### **Economic Factors**

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Past 20 year Average Inflation Rate (Based on CCI)	4.00%
Current Average Interest Rate	1.00%

### **Current Reserve Status**

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Current Balance as a % of Ideal Balance	9%
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### **Recommendations for 2014 Fiscal Year**

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Monthly Reserve Allocation	\$30,000
Per Unit	\$178.57
Minimum Monthly Reserve Allocation	\$28,000
Per Unit	\$166.67
Primary Annual Increases	2.50%
# of Years	30
Special Assessment	\$84,000
Per Unit	\$500

### **Changes From Prior Year (2013 to 2014)**

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Increase/Decrease to Reserve Allocation	\$25,411
as Percentage	554%
Per Unit	\$151.26

## Significant Components For Second Jefferson Green

ID	Asset Name	UL	RUL	Ave Curr Cost	Significance: (Curr Cost/UL)	
					As \$	As %
105	Comp Shingle Roof - Replace (1)	20	15	\$147,875	\$7,394	3.6623%
106	Comp Shingle Roof - Replace (2)	20	8	\$329,875	\$16,494	8.1697%
120	Gutters/Downspouts - Replace (1)	20	15	\$23,150	\$1,158	0.5733%
121	Gutters/Downspouts - Replace (2)	20	8	\$52,775	\$2,639	1.3070%
202	Garage Door Trim/Access Doors - Repaint	5	0	\$9,700	\$1,940	0.9609%
207	Iron Fencing - Repaint	4	0	\$4,525	\$1,131	0.5603%
209	Wood Fencing - Stain	3	0	\$8,825	\$2,942	1.4571%
302	Vinyl Siding - Replace (1)	24	9	\$455,000	\$18,958	9.3905%
303	Vinyl Siding - Replace (2)	24	10	\$455,000	\$18,958	9.3905%
304	Vinyl Siding - Replace (3)	24	11	\$455,000	\$18,958	9.3905%
401	Asphalt - Overlay	24	3	\$369,875	\$15,411	7.6336%
402	Asphalt - Seal Coat/crack fill	4	3	\$22,188	\$5,547	2.7475%
407	Drive Concrete - Replace	24	3	\$82,088	\$3,420	1.6942%
502	Garage Doors - Replace	20	2	\$74,550	\$3,728	1.8463%
503	Garage Access Doors - Replace	5	2	\$4,750	\$950	0.4706%
601	Concrete Sidewalks/Decks - Repair	4	0	\$37,275	\$9,319	4.6158%
607	Wood Deck - Replace	4	0	\$30,000	\$7,500	3.7149%
803	Mailboxes - Replace	15	0	\$19,525	\$1,302	0.6447%
809	Address Signs - Replace	12	7	\$2,400	\$200	0.0991%
1001	Wood Fencing - Replace (1)	20	10	\$17,863	\$893	0.4424%
1001	Wood Fencing - Replace (2)	20	16	\$30,900	\$1,545	0.7653%
1002	Ironwork Fencing - Replace	24	12	\$6,500	\$271	0.1341%
1008	Vinyl Fencing - Replace	30	7	\$29,925	\$998	0.4941%
1101	Pool - Resurface	12	8	\$16,488	\$1,374	0.6806%
1104	Coping Stone / Tile - Replace	12	8	\$8,075	\$673	0.3333%
1104	Pool Heater - Replace	12	1	\$3,250	\$271	0.1341%
1107	Pool Filter - Replace	15	6	\$1,850	\$123	0.0611%
1112	Pool Cover - Replace	10	3	\$3,700	\$370	0.1833%
1307	Benches - Replace	12	9	\$3,525	\$294	0.1455%
1413	Restroom - Remodel	17	0	\$11,000	\$647	0.3205%
1602	Exterior Wall Mount - Replace	18	6	\$18,050	\$1,003	0.4967%
1604	Pole Lights - Replace	20	0	\$17,250	\$863	0.4272%
1701	Irrigation System - Major Repairs	3	1	\$67,500	\$22,500	11.1448%
1703	Irrigation Controller - Replace	12	9	\$5,400	\$450	0.2229%
1801	Landscaping - Refurbish	3	1	\$67,500	\$22,500	11.1448%
2001	Sewer System - Major Repairs	3	1	\$27,500	\$9,167	4.5405%