

Thank you for inviting us to participate in your search for an association management company.

We founded CSM because we recognized the need for a unique type of management in the industry. Many associations have discovered that they may not need a full service management company or they are looking for ways to reduce their expenses. In most cases, we're able to reduce management costs by as much as 50 percent.

Communities that have been self-managed realize they need help, but hiring a management company means increased expenses and higher dues for the homeowners. A full service management company may not be a viable option for them. CSM is an alternative solution that gives the board members the professional help they need at a more affordable rate.

We work with associations of all types and sizes. Smaller associations benefit by having a professional company assist with legal and financial matters to ensure they operate in compliance. Larger associations with on-site staff and paid employees are able to outsource their accounting duties to an independent third party to ensure proper financial controls are maintained.

We are not just an accounting firm, we understand the unique challenges faced by community associations. We recognize the importance of controlling costs and reducing time commitments for volunteers. We strive to help associations achieve their short and long term financial goals while keeping their operating expenses to a minimum.

CSM is an industry leader that continues to improve our processes and customer service every day. We constantly strive to improve the communities we serve and also the way that we serve them. We hope this material provides the information you need to stay on top of your decision making process. We believe that our leadership, understanding, and integrity set us apart. Thank you for your time and consideration in Clark Simson Miller, we hope to hear from you soon.



Mike Simson

Clark Simson Miller - Count On Us
www.csmhoa.com | 865.315.7505



Association Services Proposal

Laurel Thicket

Jerry Leeman | 1734 Irish Blvd | Sanford, NC 27332 | 919.606.8516 | president@laurelthicketpoa.com

Association Overview

Type	Single Family Homes
Size	251 Lots
Billing Cycle	Annual
Amenities	Pool, Private Roads, and Tennis/Pickleball Court
Management	Self-managed
Proposed Start Date	December 1, 2024

Services Provided

- Management of financial records, accrual basis
- Billing and collection of association dues
- Process vendor invoices and issue payments
- Monthly financial reports to board members
- Annual budget preparation
- Homeowner support (phone, web, and email)
- HOA Vine (Web portal)
- Maintain owner database and communication records
- Provide dedicated manager for board
- Collections and Late Notices
- Tax return filing and preparation
- Process estoppels / unit resales
- Multiple payment options for owners

Our proposed monthly service fee

\$800

This proposal is valid for 90 days.

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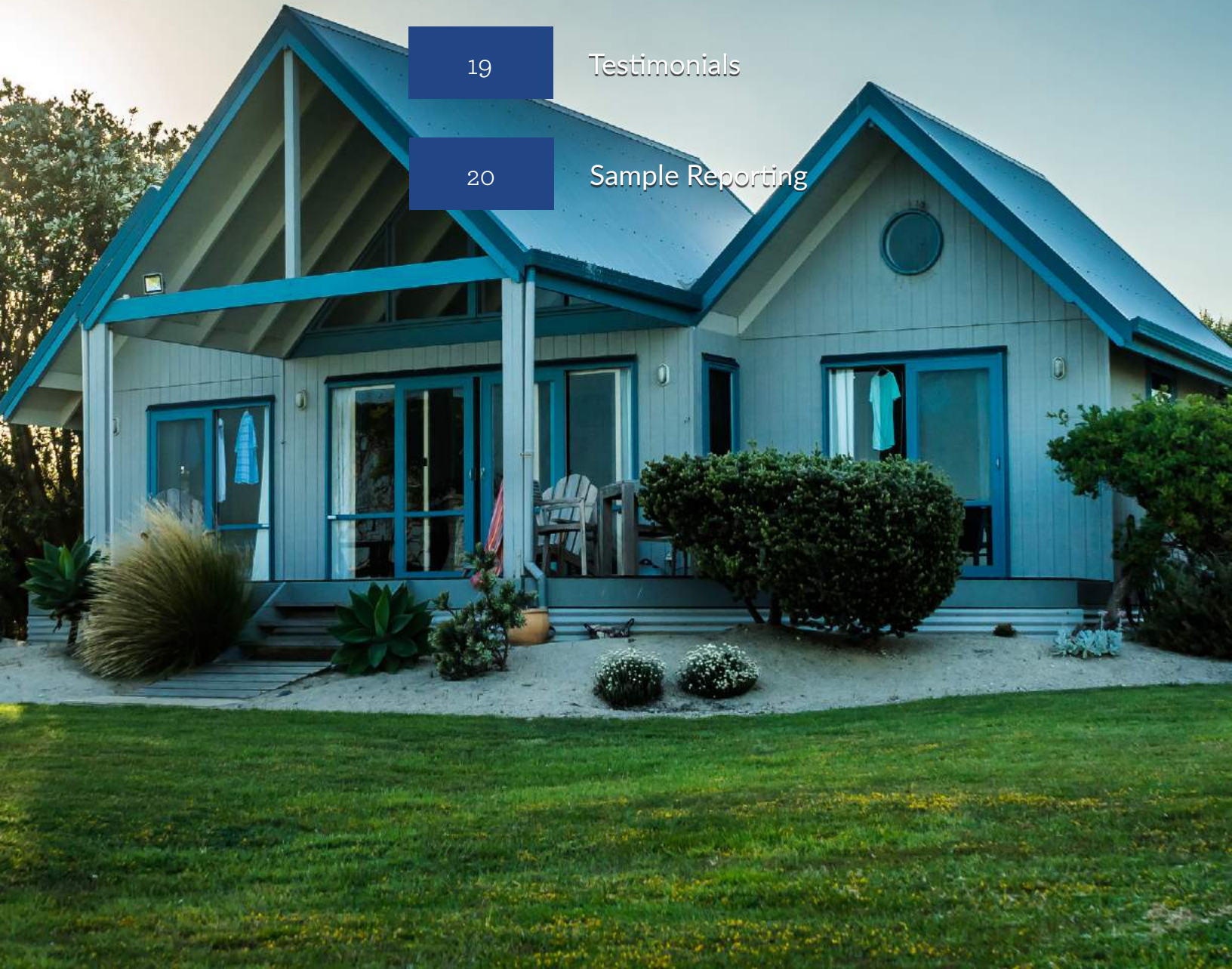
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Scope of Services



Scope of Services



Service & Communication

- Assist Board of Directors in community administration and document interpretation
- Prompt response to all telephone calls, emails, and correspondence from board members or management company
- Provide and assist CPA with information needed for audits, reviews, and taxes

Insurance

- Risk Management Oversight
- Assistance with bid solicitation and annual insurance policy review
- Ensure proper insurance coverage as established in Association's Governing Documents
- Annual insurance review of coverage and premium rate
- Procurement and establishment of fidelity bond when applicable

Records

- Maintain master mailing list and homeowner roster
- Ensure all records are updated and available for board review

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Our main goal at CSM is to ensure the financial strength and stability of your community.

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Accounts Payable

- Prompt payment of all association invoices
- Create and maintain timely payment schedule, utilizing all available vendor discounts
- Establish and control cash flow
- Use correct general ledger accounts for proper budget control and auditing
- Create and provide detailed records, including filing of paid invoices, for proof of expenditure

Accounts Receivable

- Facilitate billing with payment coupons
- Furnish and set up automatic draft from owner's checking account
- Offer payment of dues through e-checks and credit cards at no cost to owner or association
- Promptly deposit payments to appropriate association account
- Maintain individual unit owner payment records
- Diligently and aggressively pursue collection efforts
- Collect delinquent assessments via late letters at various set intervals while working with association's attorney
- Legal liaison – assist with liens and foreclosures at board's direction

Scope of Services



Financial

- Assist board with annual budget
- Assist board with interest rate management of cash reserves
- Provide financial statements on accrual basis
- Implement late charges as percentage, fixed amount, or combination
- Planning for long term expenses, cash reserves and cash flow analysis
- Electronic financial reports delivered to the Board of Directors by the 20th of each month for the previous month
- Monthly financial package includes:
 - Balance sheet
 - Income statement
 - Budget comparison report
 - List of delinquent accounts
 - List of prepaid accounts
 - Check register
 - Current status of all delinquent accounts
 - Bank reconciliation reports
 - Copies of all paid invoices
 - Bank statements
- Administer and prepare payment plans
- In-house processing of all checks with electronic capture
- Customized assessment groups per association

Scope of Services



Administrative

- Community mailings and notices
- Certified letters
- Mailing labels
- Tax return processing
- Mortgage questionnaires/closing documents
- CPA coordination
- Past financial research
- Legal coordination
- Payment coupon books

Collections

- Request for foreclosure
- Collection management / liens
- Delinquent notices

Other Services

- Website access for owners
- Web portal for board members and owners
- Custom website development
- Special assessment administration

Scope of Services



Accounting Services

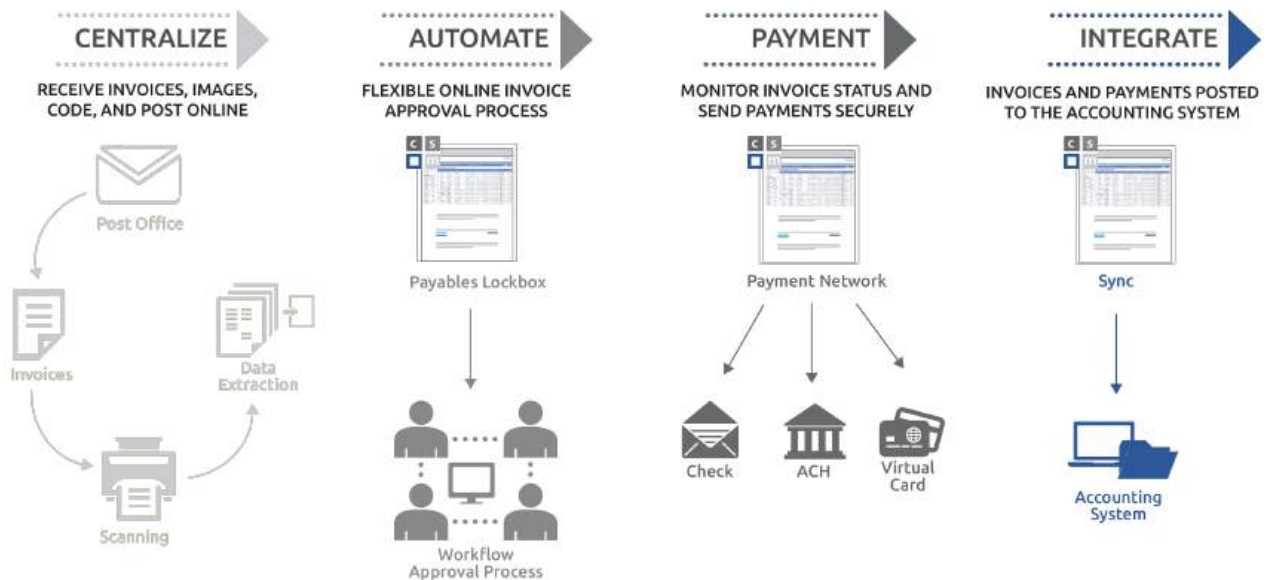
Clark Simson Miller takes the financial security of your Association very seriously. Over the years we have created procedures that protect our clients' funds by separating duties and providing checks and balances of various transactions.

Payable Invoices

From approval to check writing, payable invoices are reviewed every step of the way, with multiple team members involved to ensure expenditures match budgeted amounts. If an unbudgeted expense is requested, it is approved by the Board of Directors in advance. Our account managers review an invoice before submitting to the board for approval, and once approval is received it is sent to the accounts payable team for processing. Before a check leaves out office, our operations manager confirms proper approval was received and that the check matches the invoice provided by the vendor.

Financial Statement Review

We understand accurate financial statements are vital to keep a community's operations. Therefore, all of Clark Simson Miller's financial statements go through multiple reviews for accuracy and completion. Our accounting team verifies the balance sheet accounts, reconciles the bank statements, and double checks the income and expense statement for budget variances. Next, the accounting manager generates the full financial report and checks all reports for accuracy. The account managers then review the final report and submit it to the board.



Scope of Services



Accounting Services

Audits

Clark Simson Miller is always happy to work with a CPA of the board's choice should the association governing documents require an audit, or if the board request one be performed. We also have a network of CPAs to call upon should the HOA not have one in place.

Owner Assessments

A community association cannot operate without assessments, and Clark Simson Miller has developed accounts receivable processes to ensure timely homeowner payments. When a new community joins the CSM family, our operations manager verifies our systems are set up correctly for homeowner billing frequency and amount. When assessments are invoiced, an accounting team member processes the charges, generates the statements, and sends them to the account manager for review before the proofs are sent to the board for final approval prior to mailing. When a homeowner makes a payment, it is processed by a member of our accounts receivable team and our collections manager works with the account manager to collect any overdue assessments.

Insurance Coverage

Clark Simson Miller is fully bonded and insured as a community association accounting firm. We also review our community's policies to ensure each has proper coverage at the best premium available..

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By partnering with CSM, we are able to leverage our client breadth and size to provide the best possible pricing and terms for your HOA.

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Scope of Services



Owner and Board Member Portals

Clark Simson Miller provides a state of the art tool that is custom built for the HOA industry called HOA Vine. While other communities would need to pay for a standalone service, we are able to offer this at no cost to your association. Vine allows homeowners and board members to access variety of information about their account and community.

- View their account balance and make a payment online.
- Update their contact information including email address, phone number, and mailing address
- View the status of their work orders and submit new ones.
- Download Governing documents and other association documents.
- Download ACH authorizations and other forms.

The screenshot shows the user interface of the HOA Vine portal. At the top, it displays the association name "DEMO: Longleaf Homeowners Association, Inc." and the address "1234 1st Street Unit B". Below this is a navigation menu with "Dashboard", "My Statement", "Documents", and "Issues & Requests". A welcome message reads "Welcome, Julie Andrews" and "Welcome to the demo HOA Vine account." The "My Home" section shows the address "1234 1st Street Unit B, Condoville, FL 54321", "Account # 2.00", and "Unit # Unit B". A card displays the "Account Balance" as "\$0.00" with a "View statement" link. To the right are three action buttons: "Pay Online", "Create a Request", and "Help & Support". The bottom section is titled "Recent Issues & Requests".

Scope of Services



Owner and Board Member Portals

Association financial statements are also uploaded to the community web portal to view. All financials can be secured on a per document basis, so community managers and board members can select what is made available for homeowners to view. Financial statements included are:

- Balance Sheet
- Revenue and Expense Statement
- Comparative Revenue and Expense Statement
- Budget and variances
- Trial Balance
- Payable account list
- Receivable account list

In addition to these financial documents, board members can also be given access to statements of account for Revenues and Expenses, Assets, and Payables.

The screenshot displays a web portal interface for 'DEMO: Longleaf Homeowners Association, Inc.' with the address '1234 1st Street Unit A'. The navigation menu includes Dashboard, My Statement, Financials, Documents, Issues & Requests, and Owners. The main content area is divided into several sections:

- Welcome!**: A message stating 'Welcome to the demo HOA Vine account.'
- My Home**: Shows 'Account # 1.00' and 'Unit # Unit A'.
- Account Balance**: Displays '\$0.00' with a 'View statement' link.
- Financial Snapshot**: Shows 'Total Liabilities \$500.00' and 'Net Income \$4,440.00', with links to 'View balance sheet' and 'View revenues and expenses'.
- Financial Reports**: A central panel with links for 'Balance Sheet', 'Revenues and Expenses Statement', 'Comparative Revenue and Expense Statements', 'Budget', 'Budget vs last year', and 'Payable accounts list'. A 'Receivable accounts list' link is also present below these reports.
- Account Statements**: Contains two search-enabled lists:
 - Bank Accounts and Other Assets**:

100000.00	FCB Orange Grove OP x5547
100030.00	Automated Cash Handling
100100.00	FCB Orange Grove RES x5698
100200.00	FCB Orange Grove CD x8975
101000.00	Transitory Account for Direct Payments
139993.00	Vine Master Operating
139997.00	Vine Master Reserve
 - Supplier Accounts**:

250000.00	Clark Simson Miller
250500.00	SMUD
250501.00	City Utilities
250502.00	ABC Handyman
250503.00	XYZ Insurance Services
250504.00	Franchise Tax Board
250505.00	Aquatic Pool Management
250506.00	A+ Rooter Inc.
250507.00	Whispering Pines Landscaping Inc.
250508.00	ABC Cleaning & Janitorial Services
250509.00	Handyman & Roofing, Inc.
250510.00	Southern Restoration & Construction Inc.
250511.00	Carolina Roof Consultants
250512.00	J&J Attorneys

CAI Education & Certification

What is CAI?

The Community Associations Institute (CAI) is an international organization dedicated to building better communities and provides education and resources to community association leaders, professional managers, association management companies, and other professionals who provide products and services to the industry.



With more than 310,000 members, CAI works in partnership with 60 chapters throughout the U.S., Australia, Canada, the United Kingdom, South Africa, and the United Arab Emirates.

CAI also advocates for legislative and regulatory policies that support responsible governance and effective management. They represent the interests of their members before the U.S. Congress, federal agencies, and other governing bodies on issues including taxes, insurance, bankruptcy reform and fair housing. In addition, state Legislative Action Committees represent CAI members before state legislatures and agencies on issues such as assessment collection, foreclosure, and construction defects.

CAI Education & Certification

CAI provides many educational opportunities for community association managers and community volunteers. Their education options range from beginner to advanced with topics including community association operations, how to lead and manage people, and how to avoid costly mistakes. Some of their education programs lead to professional designations, while others such as national conferences and seminars provide continuing education credit for renewal of professional designations.

- CMCA® - Certified Manager of Community Associations
- AMS® - Association Management Specialist
- PCAM® - Professional Community Association Manager

The CSM Advantage



THE CSM Advantage



Your Support System

- Dedicated back office support
- Industry professionals and experts available to answer questions
- Phones answered by in house employees
- Timely response to board member and management company requests
- Reserve study assistance
- Coordination with legal representation
- Assistance with CPA in tax return preparation
- Automatic ACH draft provided at no cost to association
- Online credit card and e-check payments available for owners

Our Promise

- We process payments daily to avoid any delays in payment of invoices
- Management and financial reports include copies of all paid invoices by your association
- CSM and its employees are bonded and insured for your protection
- Assistance with annual budget preparation
- Timely responses to requests from board members and/or management companies
- Consistent delivery in monthly reports

THE CSM Advantage



Applied Technology

- Custom management technology designed for associations
- 24/7 access to real-time information
- Software tools provided for many management functions including:
 - Computerized work order system
 - Detailed Communication Tracking with residents
 - Online account access for owners
 - Online document retrieval available to client

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We leverage the power of technology to go to work for you. Our custom management software provides board members direct, real-time access to their data 24/7/365.

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Our People Make the *Difference*

The single most important aspect of a company are those people that drive the day to day results provided to clients. We are extremely proud of our staff because they provide the highest levels of service and professionalism for our customers. No amount of technology or operating procedures can replace the quality and integrity that people bring to the organization.

At Clark Simson Miller, we treat our staff and clients as family. We invest in our people by providing health, life, and dental benefits along with 401k options. We provide a flexible work environment with a professional workplace. We encourage continuing education and professional development and reimburse our employees for successfully completing professional courses. Technology is a critical element of our success and all staff members are provided the most cutting edge solutions to help drive better service to our clients.

No company is the same as another. At Clark Simson Miller, our people set us apart. We can't wait to show you how Clark Simson Miller makes the difference for our clients every day.

Joining CSM





Joining CSM



At CSM, we understand the unique challenges faced by community associations. We are more than just an accounting firm. We work closely with each of our boards to help them control costs and reduce the time commitments required by volunteers.

Associations consider CSM for many different reasons. Self managed communities hire CSM to help them with financial and legal issues. Some neighborhoods choose CSM to assist with enforcement of rules and regulations. When a homeowner doesn't pay their dues, it can become confrontational for a Board member to collect past due assessments. CSM is a great neutral party option to remove this burden from Board members.

Many associations come to us even though they currently have a management company. The board may already be heavily involved with the community and they are looking for ways to reduce expenses.

In most scenarios, we are able to help associations save anywhere from 40% to 60% compared to a traditional management company. Whatever your reason might be, CSM is prepared to work with your board to address the association's short and long term goals.



Transition Steps

Transitioning from a management company or switching to self management is never easy. CSM handles every step of the transition process to our firm. We provide direct assistance and work with your association to ensure a smooth transition and successful start to our relationship. Our goal is to minimize the level of involvement needed by the Board of Directors. Our Transitions Manager will keep the board updated with regular communication to ensure they are informed as we work through the transition.

If your association has a management company, we will work with them to obtain the information we need for the transition. If your association does not have a management company, we will provide a list of items to the board that we will need from the association.

The Welcome Kit includes our contact information, web portal login information, and an ACH draft form for simple dues collection.

Below is a general outline for the transition process:

- 1) Agreement is signed and filed.
- 2) Termination letter is signed by the board. CSM sends termination letter to management company and begins communicating with them.
- 3) CSM requests documents and information needed for transition.
- 4) CSM sets up homeowner roster, budget, and financial reports.
- 5) Billing timeline is confirmed and coupons (if required) are prepared.
- 6) Transfer bank account for association.
- 7) Send Welcome Kit to homeowners about two weeks prior to official start date.
- 8) Accounts that have previous payment plans or collections issues are noted and outstanding balances are transferred to CSM.
- 9) Previous financial records are reviewed for possible audit needs.

Frequently Asked Questions



Frequently Asked Questions



Banking

Who do you bank with?

We have a relationship with Mutual of Omaha Bank for operating funds. We utilize many different banks for your reserves, taking advantage of our relationships to procure the best interest rates available.

What happens to our bank account?

CSM will open an operating account under the association's name with Mutual of Omaha. This account will be under the umbrella of Clark Simson Miller.

What about our reserve funds?

CSM can also assist the board in the management of reserve funds. We can use Mutual of Omaha or the board can use any bank of their preference.

Who signs the checks? Does the board have access to the bank accounts?

CSM is the sole signer on the account. No board member is listed as a signer on the account because our bond does not cover the board. This is a security measure we enforce to help protect the board by reducing the liability risk. The board will receive a complete, transparent financial report each month. The board will always receive full copies of all bank statements with the provided financial reports as our goal is to provide the board full disclosure of all financial accounts belonging to the association.

Where should we invest our reserve funds?

By partnering with CSM, we are able to leverage our client breadth and size to provide the best possible pricing and terms for your HOA. To avoid any potential tax liabilities, we recommend putting the money in a CD or Money Market account. We do not invest association money in stocks, bonds, mutual funds, or any other high risk, high interest investment vehicles.

Vendors and Maintenance

Who manages our vendors?

It is ultimately up to the board to decide which vendors will be used to provide services for the common areas and routine maintenance. CSM will work with your vendors to ensure they are paid in a timely manner.

What about emergency maintenance?

We recommend having an emergency maintenance and cleanup company on call. This company would respond to any homeowner calls for emergency repairs like flooding.

Frequently Asked Questions



Websites

Do you provide a website for the association?

We provide an online portal that allows homeowners to access their HOA account information online. Homeowners may view their account history, update their contact information, or contact the board through the web portal.

Can you build a custom website for the association?

If the board wants a custom website and a unique web address for the association, we can provide one at an additional charge. Costs will typically vary depending on the size and scope of the project. If the association is using a template web service host that charges monthly hosting fees, we can typically save money for the association.

Support

Is support available to homeowners?

We employ a Community Support department that provides support to homeowners via telephone and email. Our support hours are available Monday through Saturday 8AM - 8PM (EST).

What types of support are offered?

We can help homeowners with basic questions about the association and assist them with questions about their balance. If a call becomes escalated, we can take a message and send it to the board or the association's Account Manager. If a homeowner calls about a complaint in the community (such as reporting a violation), we will document the details from the call and send it to the board for verification and follow-up.

Who does the board go to for help?

The board will be assigned an Account Manager from CSM that is responsible for addressing any questions the board might have. The Account Manager typically does not respond to questions or phone calls from homeowners so that they are able to focus on supporting the board.

Frequently Asked Questions

Collecting Payments

How do homeowners make payments?

Homeowners may send their dues payments to our office. We accept checks and money orders only. We do NOT accept cash payments. If the association has monthly or quarterly assessments, we are happy to offer ACH at no cost to the association. The homeowner would need to complete an authorization form with our office to set this up.

I don't want to pay with a check. What other options do I have?

Homeowners can pay their assessments online with a valid credit card. There is no fee to the association for this, but any credit card fees incurred are the responsibility of the homeowner.

If you do not want to mail a check, you can also use your personal bank's Online Bill Pay service. Simply add your association as the payee / recipient. Set the address to our mailing address. This will allow you to pay your assessments through your bank on a regular basis.

How does CSM handle delinquencies?

CSM will work with the board to establish a collections policy if one has not already been created. We will provide homeowners with past due notices and payment reminder letters and charge applicable late fees as allowed by state law and the association's governing documents.

If the homeowner does not respond, we can employ a third party collection agency with the board's permission. If the collections agency does not succeed, the delinquent debt will be reported on the homeowner's credit file. This is a cost effective way to attempt collections prior to pursuing legal action against a homeowner for outstanding debt.

Frequently Asked Questions



Taxes and Insurance

We're a non-profit entity, why do we have to file a tax return?

Although the association may not pay taxes as a non-profit entity, federal law requires all non-profit corporations to file a tax return because the association is a legal entity.

Who files our tax returns?

CSM can file all tax returns and any year-end financial reports for a low annual fee. If the association has a local CPA firm the board would like to use, we can provide all the necessary information to the CPA firm to file the tax returns.

Do we need insurance?

Yes, your association is required to carry insurance. These requirements are usually spelled out in the governing documents of the association. If the association does not have insurance, CSM can work with the board of directors to obtain a competitive bid.

Miscellaneous

Does CSM offer mailing services?

Yes. We can send community-wide notices like meeting reminders and assessment billings. We can also send collection letters on behalf of the association.

How do we switch from our current management company?

Our Transitions Manager will assist with the transfer from your current company. We will work to ensure that we receive all the necessary information needed to manage the association. Once the transition is complete, the board may pick up any files the management company may have in storage.

Testimonials





Testimonials



"Our association has reduced our overall management cost by \$20,000 dollars each while maintaining complete control of our financial management. We are extremely happy with our relationship with the Clark Simson Miller team."

Beth Vargus, Florida

"We currently manage over 8,000 units and over 40 associations. Clark Simson Miller allows us flexibility with customized service and less staffing concerns and cost. I would highly recommend their services to you."

George Oliver, Texas

"It is with great pride I recommend Clark Simson Miller to you, our 8 year relationship has brought us tremendous savings and a higher level of service and response than our previous management relationship."

Joseph Williamson, California

"We started our management company in 2009 and partnered with Clark Simson Miller. We have grown to service over 15 associations and the Clark Simson Miller team has offered us the ability to provide a higher level of service while avoiding additional staffing cost and issues."

Savan Lewis, Georgia

"Dependable, Trustworthy and Focused are the words of choice to describe the Clark Simson Miller team. Our 5 year relationship will continue for many years to come."

Ellis Murphy, Nevada

"Working with the Clark Simson Miller team we have been able to reduce overall accounts receivables by 38% in our first year of partnership. The service and value they have brought our community is just incredible".

Jason Abramson, Ohio

"Clark Simson Miller has helped us reduce expenses for our association and has helped us plan effectively for long term reserve funding. We appreciate their dedication, their transparency, and the support they provide. We are extremely happy with their service. I would definitely recommend them to any community".

Sample Management Reports



Cedar Hills Homeowner's Association

Balance Sheet

06/30

Assets

Accounts Receivable	2,370.00
Community Association Bank	69,578.44
FCB Business Savings	22,589.84
Wells Fargo Business Savings	1,836.22

<u>Total Assets</u>	<u>96,374.50</u>
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Liabilities

Accounts Receivable Over Collected	5,321.00
Accounts Payable - Net Total	4,613.67

<u>Total Liabilities</u>	<u>9,934.67</u>
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Net Worth

Current Operation Funds	100,773.10
General Reserve	(14,844.00)
Net Income	510.73

<u>Total Net Worth</u>	<u>86,439.83</u>
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<u>Total Net Worth and Liabilities</u>	<u>96,374.50</u>
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Cedar Hills Homeowner's Association

Revenues and Expenses Statement

From 06/01 to 06/30

Current Year

Revenues

300101.00 - Regular Assessments	6,820.00
300600.00 - Interest received on investments	0.64

Total Revenue	6,820.64
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Expenses

400180.00 - Insurance	2,287.80
400280.00 - Electricity	61.87
400340.00 - Bank charges	10.00
400380.00 - Professional Fees: Legal & Accounting	114.00
400480.00 - Management Fees	675.00
400560.00 - Landscaping	1,814.00
401000.00 - Administration;Postage & Delivery	21.00
401005.00 - Transfer to General Reserve Expense	806.00
401021.00 - Roof Repairs	450.00

Total Expense	6,239.67
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Net Income	580.97
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Cedar Hills Homeowner's Association
Income and Expense Comparative Statement

From 06/01 to 06/30

	<u>June</u>		<u>January to June</u>			<u>Yearly Budgets</u>	
	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Var. \$</u>	<u>Current</u>	<u>Last Year</u>
<u>Revenues</u>							
300101.00 - Regular Assessments	6,820	6,820	40,920	40,920		81,840	81,840
300600.00 - Interest received on investments	1		4		4		
300700.00 - Late Fees			220		220		
Total Revenues	6,821	6,820	41,144	40,920	224	81,840	81,840
<u>Expenses</u>							
400180.00 - Insurance	2,288	1,000	4,562	6,000	1,438	12,000	12,000
400280.00 - Electricity	62	123	375	738	363	1,478	1,478
400340.00 - Bank charges	10		60		(60)		
400380.00 - Professional Fees: Legal & Accounting	114	83	1,452	498	(954)	1,000	1,200
400480.00 - Management Fees	675	675	4,050	4,050		8,100	8,100
400660.00 - Landscaping	1,814	1,542	9,439	9,252	(187)	18,500	18,500
400680.00 - Maintenance		766	4,311	4,596	285	9,194	9,094
401000.00 - Administration; Postage & Delivery	21	83	508	498	(10)	996	996
401001.00 - Bad Debt / Write Off		50		300	300	600	600
401003.00 - Pest Control		292		1,752	1,752	3,500	2,700
401005.00 - Transfer to General Reserve Expense	806	806	4,836	4,836		9,672	9,672
401006.00 - Fence Maintenance		42		252	252	500	600
401007.00 - Drainage / Erosion		67	6,450	402	(6,048)	800	900
401008.00 - Siding / Gutters				4,000	4,000	4,000	3,300
401009.00 - Plant / Tree Maintenance		208	1,770	1,248	(522)	2,500	6,500
401020.00 - Street Light Maintenance		250		1,500	1,500	3,000	3,200
401021.00 - Roof Repairs	450	500	2,820	3,000	180	6,000	3,000
Total Expenses	6,240	6,487	40,633	42,922	2,289	81,840	81,840
Net Income	581	333	511	(2,002)	2,513	0	0

Cedar Hills Homeowner's Association

Budget Compared to the Actual and Recommended Budget for Next Year

	Last Year Annual Budgets	Current Year Actual	Current Year Budgets	Variance Real Vs Budgets	Recommended Budgets for Next Year
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Revenues

Regular Assessments	81,840	81,950	81,840	110	81,840
Special Assessments					
Discounts on purchases					
Interest received on late payments					
Interest received on investments		7		7	
Late Fees		560		560	
Miscellaneous income					
Total - Revenues	81,840	82,517	81,840	677	81,840

Expenses

Insurance	12,000	12,569	12,000	(569)	10,680
Electricity	1,478	675	1,478	803	780
Bank charges		110		(110)	
Professional Fees: Legal & Accounting	1,200	3,799	1,000	(2,799)	2,000
Management Fees	8,100	8,360	8,100	(260)	8,340
Landscaping	18,500	20,945	18,500	(2,445)	19,000
Maintenance	9,094	9,119	9,194	75	9,500
Meeting Expense					
Administration; Postage & Delivery	996	1,115	996	(119)	996
Bad Debt / Write Off	600		600	600	500
Pest Control	2,700	5,072	3,500	(1,572)	2,700
Transfer to General Reserve Expense	9,672	9,672	9,672		9,672
Fence Maintenance	600	2,298	500	(1,798)	500
Drainage / Erosion	900	6,450	800	(5,650)	2,500
Siding / Gutters	3,300		4,000	4,000	3,500
Plant / Tree Maintenance	6,500	2,170	2,500	330	3,500
Federal & State Taxes					
Street Light Maintenance	3,200	186	3,000	2,814	540
Roof Repairs	3,000	6,605	6,000	(605)	7,132
Total - Expenses	81,840	89,145	81,840	(7,305)	81,840
Net Income	0	(6,628)	0	(6,628)	0

Cedar Hills Homeowner's Association

Receivable Accounts

As of : 06/30

Account	Unit	Balance	Account Name
323.30	323	1,320.00	ATTORNEY - Homeowner Name Here
348.10	348	270.00	15DAY OR COLLECTION AGENCY - Homeowner Name Here
318.00	318	250.00	PAYMENT PLAN - Homeowner Name Here
321.00	321	220.00	BANKRUPTCY - Homeowner Name Here
356.30	356	180.00	15DAY OR COLLECTION AGENCY - Homeowner Name Here
303.10	303	110.00	Homeowner Name Here
340.00	340	20.00	Homeowner Name Here

Number	Amount	Details
7	2,370.00	= Total of Receivables (Debit)
		= Total paid in advance (Credit) or zero
7	2,370.00	= Net total of selected accounts

Cedar Hills Homeowner's Association

Monthly and Annual Budgets

Annual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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Revenues

Regular Assessments	81,840	6,820	6,820	6,820	6,820	6,820	6,820	6,820	6,820	6,820	6,820	6,820	6,820
Special Assessments													
Discounts on purchases													
Interest received on late payments													
Interest received on investments													
Late Fees													
Miscellaneous income													
Total - Revenues	81,840	6,820	6,820	6,820	6,820	6,820	6,820	6,820	6,820	6,820	6,820	6,820	6,820

Expenses

Insurance	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Electricity	1,478	123	123	123	123	123	123	123	123	123	123	123	125
Bank charges													
Professional Fees: Legal & Accounting	1,000	83	83	83	83	83	83	83	83	83	83	83	87
Management Fees	8,100	675	675	675	675	675	675	675	675	675	675	675	675
Landscaping	18,500	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,542	1,538
Maintenance	9,194	766	766	766	766	766	766	766	766	766	766	766	768
Meeting Expense													
Administration; Postage & Delivery	996	83	83	83	83	83	83	83	83	83	83	83	83
Bad Debt / Write Off	600	50	50	50	50	50	50	50	50	50	50	50	50
Pest Control	3,500	292	292	292	292	292	292	292	292	292	292	292	288
Transfer to General Reserve Expense	9,672	806	806	806	806	806	806	806	806	806	806	806	806
Fence Maintenance	500	42	42	42	42	42	42	42	42	42	42	42	38
Drainage / Erosion	800	67	67	67	67	67	67	67	67	67	67	67	63
Siding / Gutters	4,000					4,000							
Plant / Tree Maintenance	2,500	208	208	208	208	208	208	208	208	208	208	208	212
Federal & State Taxes													
Street Light Maintenance	3,000	250	250	250	250	250	250	250	250	250	250	250	250
Roof Repairs	6,000	500	500	500	500	500	500	500	500	500	500	500	500
Total - Expenses	81,840	6,487	6,487	6,487	6,487	10,487	6,487	6,487	6,487	6,487	6,487	6,487	6,483

Net Income	0	333	333	333	333	(3,667)	333	333	333	333	333	333	337
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Cedar Hills Homeowner's Association

Check Register With Invoices Paid - for account : 100300.00 - First Citizens Bank x1111

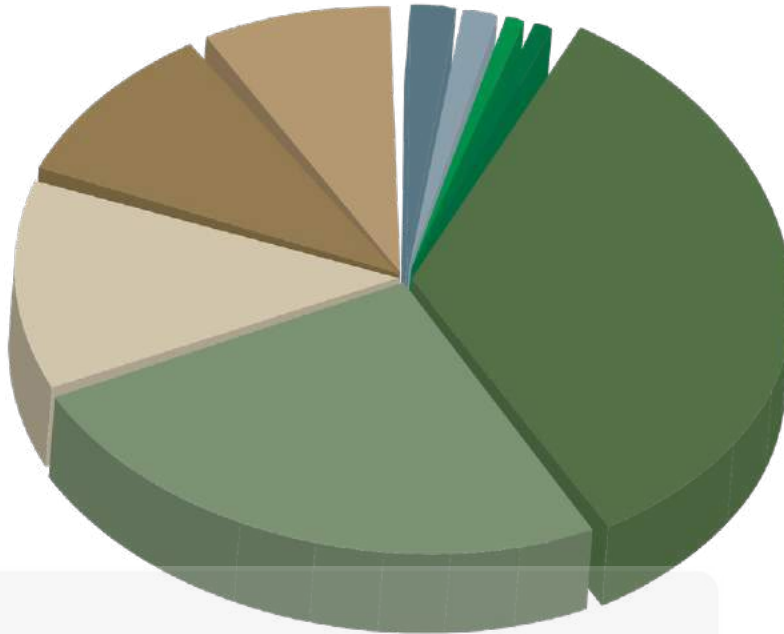
From : 06/01 to : 06/30

Type	Numbers	Trx #	Dates	Names : Beneficiary of the check, Counterpart account posted to and Description	Void ?	Invoice	Amount
Check	DP-451	9145	06/29	Moretz & Skufca, PLLC Inv# 48239		0.00	114.00
Check	1346	9092	06/07	City Sewer and Water Acct # 00259112-00		0.00	56.89
Check	1345	9083	06/06	Mishall & Toral Patel Insurance Claim Expense Reimb.		0.00	2,707.83
Check	1344	9079	06/05	Moretz & Skufca, PLLC Inv # 45857		0.00	256.50
Check	1343	9061	06/01	Cedar Management Group, LLC JUN MGT FEE		0.00	696.00
5 Number of checks						0.00	3,831.22

Cedar Hills Homeowner's Association

Expense Distribution

From 06/01 to 06/30



Insurance	36.7%
Landscaping	29.1%
Transfer to General Reserve Expense	12.9%
Management Fee	10.8%
Roof Repairs	7.2%
Professional Fees: Legal Accounting	1.8%
Electricity	1.0%
Admin Fees: Postage & Delivery	0.3%
Bank Charges	0.2%
Total:	100%

Cedar Hills Homeowner's Association Communications History

<p>Owner 23 - 13225 SLOE ACLT Closing Statement</p>	<p>Letter Sent</p>	<p>12/23 Added By Heather Byro</p>
<p>Owner 42 - 12314 CHIC ACLT Letter Received ck 11046 for \$2693.31 from the law office to pay the account in full</p>	<p>Letter Received</p>	<p>12/11 Added By Jeremy Rose Duration 1</p>
<p>Owner 83 - 12502 CHIC ACLT Final notice of violation level 3 - There is a dog in this unit that weighs more then 50lbs.</p>	<p>Letter Sent</p>	<p>12/19 Added By Cameron McClear</p>
<p>Owner 84 - 13526 DAMS ACLT Homeowner asked for a copy of the HOA's insurance policy. I was able to locate and email the current insurance policy to the homeowner for a refinance on her unit.</p>	<p>Email Received</p>	<p>12/18 Added By Mary Christi Duration 3</p>
<p>Owner 84 - 13526 DAMS ACLT ACH Draft Form</p>	<p>Letter Sent</p>	<p>12/14 Added By Megan Pascla</p>
<p>Owner 85 - 13600 TOKA ACLT Other invoices for Roof Wizard installing screens has been received and forwarded to Eric</p>	<p>Phone Call Received</p>	<p>12/14 Added By Mary Christi</p>
<p>Owner 87 -12322 CHIC ACLT Phone call from Homeowner regarding screens in her unit. She needed installation assistance with her new window screens. Entered Service Request and emailed maintenance.</p>	<p>Phone Call Received</p>	<p>12/23 Added By Mary Christi</p>

Cedar Hills Homeowner's Association List of owners with addresses

Unit #	Owner#	Name 1	Name 2	Address
13402 DAMS	1020	Owner Name Here		123 Main St. HOA Town, 12345
12334 CHIC	1100	Owner Name Here		123 Main St. HOA Town, 12345
13225 SLOE	1200	Owner Name Here		123 Main St. HOA Town, 12345
13326 TOKA	1300	Owner Name Here		123 Main St. HOA Town, 12345
12314 CHIC	1400	Owner Name Here		123 Main St. HOA Town, 12345
13642 TOKA	1500	Owner Name Here		123 Main St. HOA Town, 12345
13341 SLOE	1620	Owner Name Here		123 Main St. HOA Town, 12345
12204 HORT	1700	Owner Name Here		123 Main St. HOA Town, 12345
12217 HORT	1800	Owner Name Here		123 Main St. HOA Town, 12345
12219 WICK	2100	Owner Name Here		123 Main St. HOA Town, 12345
12226 WICK	2200	Owner Name Here		123 Main St. HOA Town, 12345
12322 CHIC	2300	Owner Name Here		123 Main St. HOA Town, 12345
12328 CHIC	2400	Owner Name Here		123 Main St. HOA Town, 12345
12502 CHIC	2500	Owner Name Here		123 Main St. HOA Town, 12345
13405 TOKA	2600	Owner Name Here		123 Main St. HOA Town, 12345
13509 TOKA	3100	Owner Name Here		123 Main St. HOA Town, 12345

16 = Number of items

Cedar Hills Homeowner's Association
Occupants, Tenants and Owners Phone Listing

Name	Home	Office	Mobile	E-mail
001 - 1 Main St.				
Owner	Homeowner Name	999-999-9999	999-999-9999	email@mail.com
002 - 2 Main St.				
Owner	Homeowner Name	999-999-9999		
Owner	Homeowner Name	999-999-9999		
003 - 3 Main St.				
Owner	Homeowner Name		999-999-9999	email@mail.com
Owner	Homeowner Name			
004 - 4 Main St.				
Owner	Homeowner Name	999-999-9999		
005 - 5 Main St.				
Owner	Homeowner Name	999-999-9999	999-999-9999	email@mail.com
006 - 6 Main St.				
Owner	Homeowner Name		999-999-9999	email@mail.com
Occupant	Homeowner Name			
Occupant	Homeowner Name			
007 - 7 Main St.				
Owner	Homeowner Name	999-999-9999	999-999-9999	
008 - 8 Main St.				
Owner	Homeowner Name	999-999-9999	999-999-9999	
009 - 9 Main St.				
Owner	Homeowner Name		999-999-9999	
010 - 10 Main St.				
Owner	Homeowner Name			
Owner	Homeowner Name			
011 - 11 Main St.				
Owner	Homeowner Name	999-999-9999	999-999-9999	email@mail.com

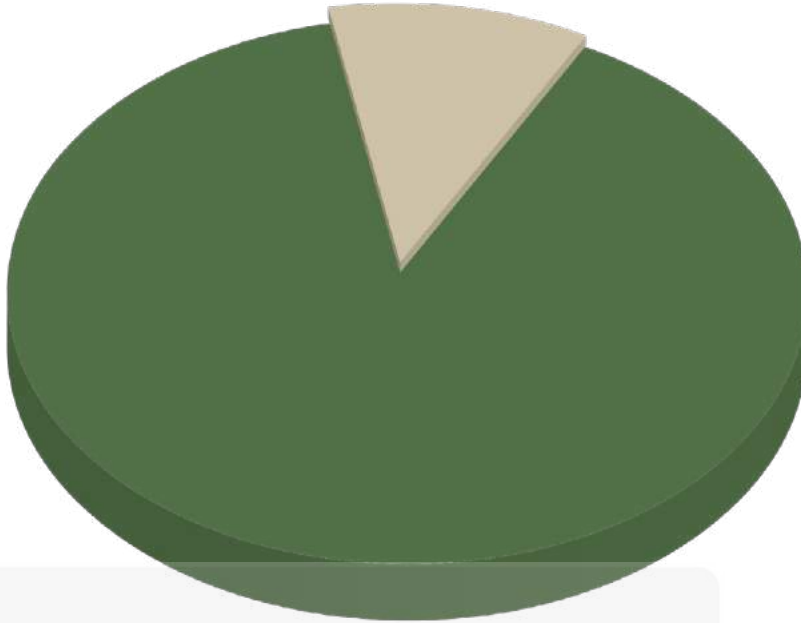
Cedar Hills Homeowner's Association

Investor/Owner Ratio Report

Unit	Owners - Resident	Owners - Investors
301	Yes	No
302	Yes	No
303	Yes	No
304	Yes	No
305	No	Yes
306	Yes	No
307	Yes	No
308	Yes	No
309	Yes	No
310	Yes	No
311	Yes	No
312	Yes	No
313	Yes	No
314	No	Yes
315	No	Yes
316	Yes	No
317	Yes	No
318	Yes	No
319	Yes	No
321	Yes	No
322	Yes	No
323	Yes	No
324	Yes	No
325	Yes	No
326	Yes	No
327	Yes	No
328	Yes	No
329	No	Yes
330	Yes	No
331	Yes	No
332	Yes	No
333	Yes	No
334	Yes	No
335	Yes	No
336	Yes	No
337	Yes	No
338	Yes	No
339	Yes	No
340	Yes	No
341	Yes	No
342	Yes	No
343	Yes	No
344	Yes	No
345	Yes	No
346	Yes	No
347	No	Yes
348	Yes	No
349	Yes	No
350	Yes	No
351	Yes	No
352	No	Yes
353	No	Yes
354	Yes	No
355	Yes	No
356	Yes	No
357	Yes	No
358	Yes	No
359	Yes	No
360	Yes	No
361	Yes	No
362	Yes	No
363	Yes	No
62	55 89 %	7 11 %

Cedar Hills Homeowner's Association

Investor/Owner Ratio Report



■ Owners	88.7%
■ Investor	11.3%
<hr/>	
Total:	100%