

GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION, INC.

Truckee, California

FINANCIAL STATEMENTS

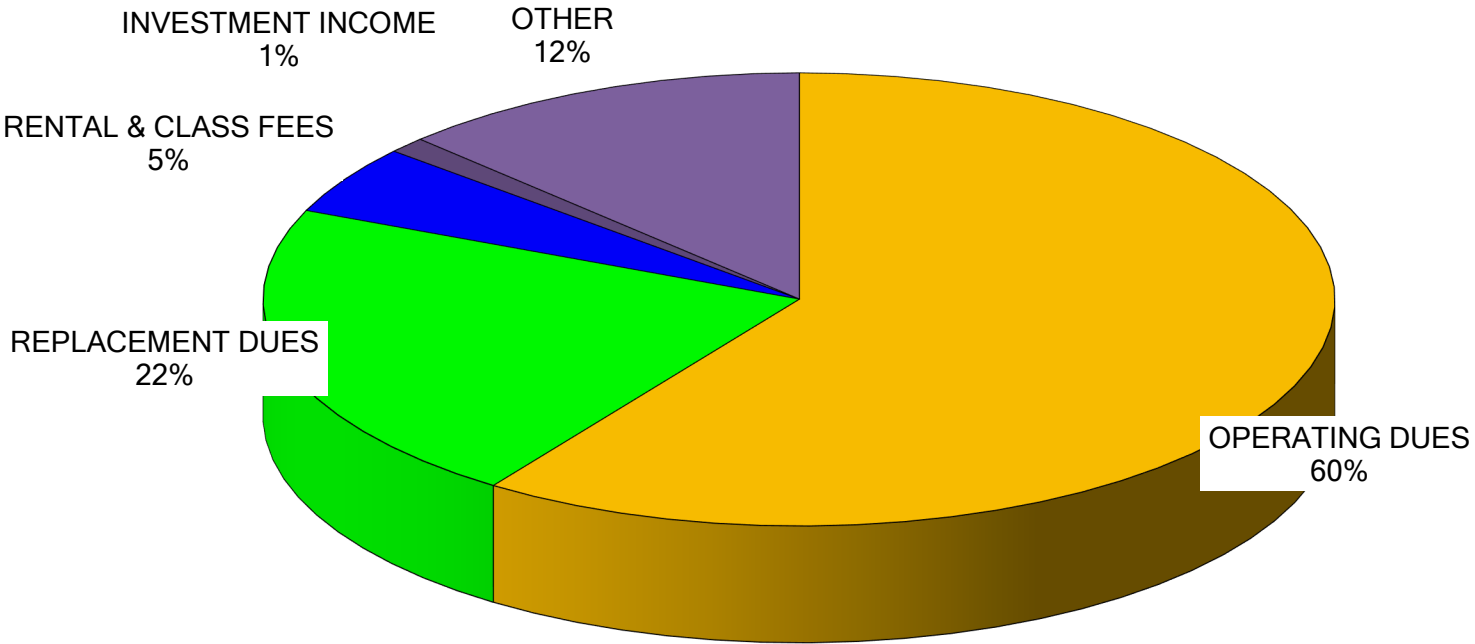
AND

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

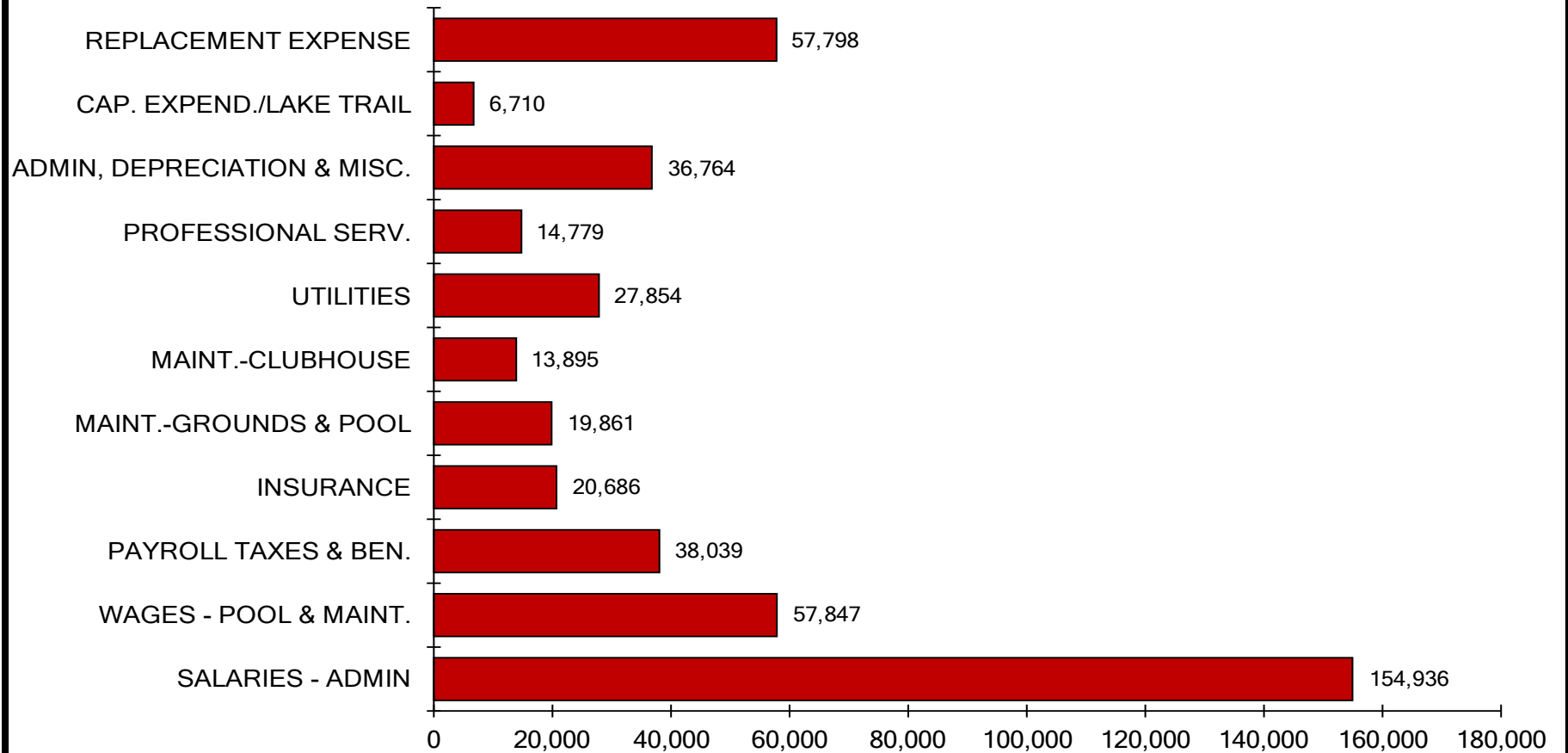
December 31, 2018 and 2017

M^cCLINTOCK ACCOUNTANCY CORPORATION

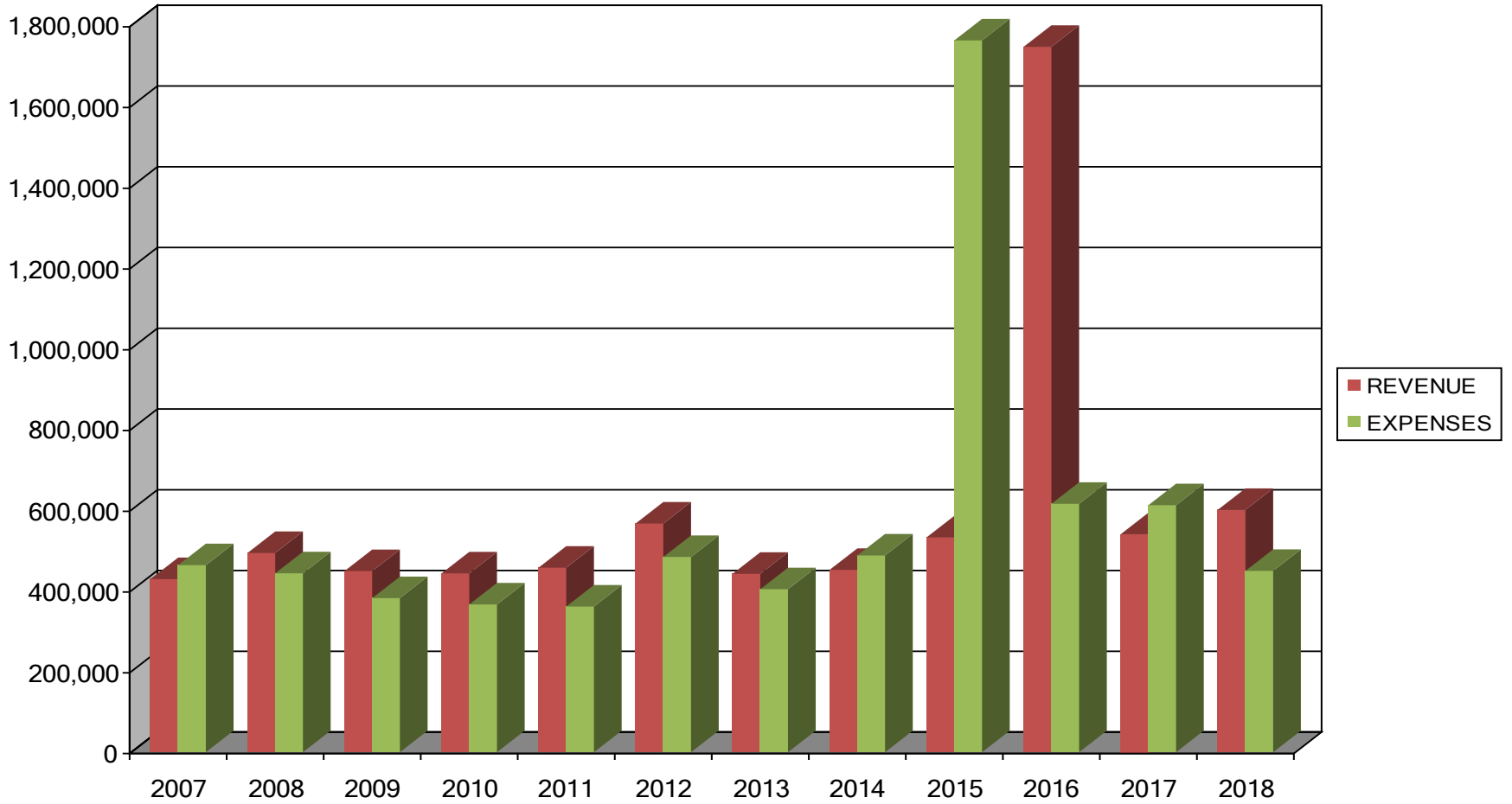
**GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION
2018 TOTAL REVENUE \$600,107 (\$539,787 in prior year)**



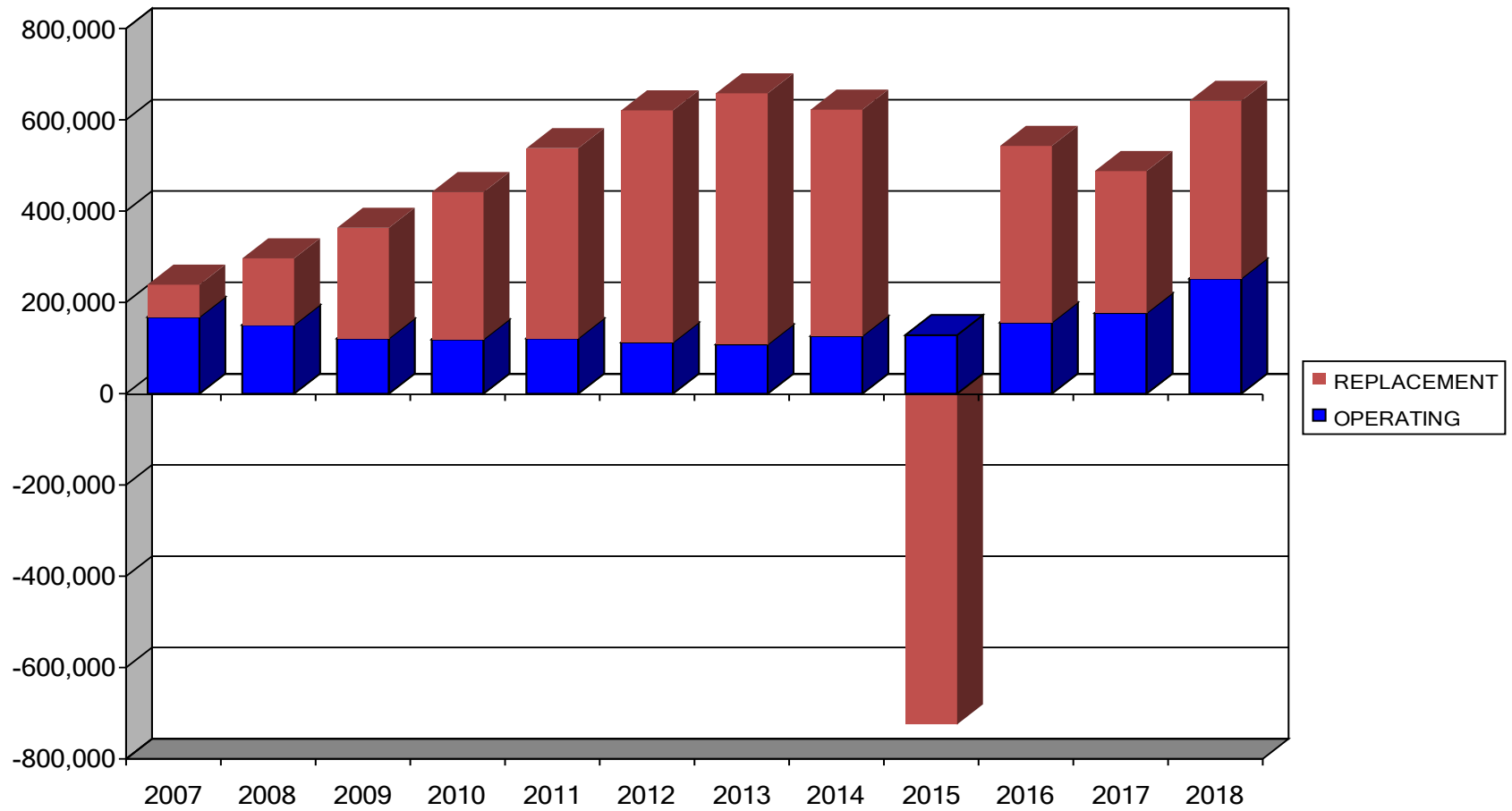
**GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION
2018 EXPENSES \$449,169 (\$611,737 in prior year)**



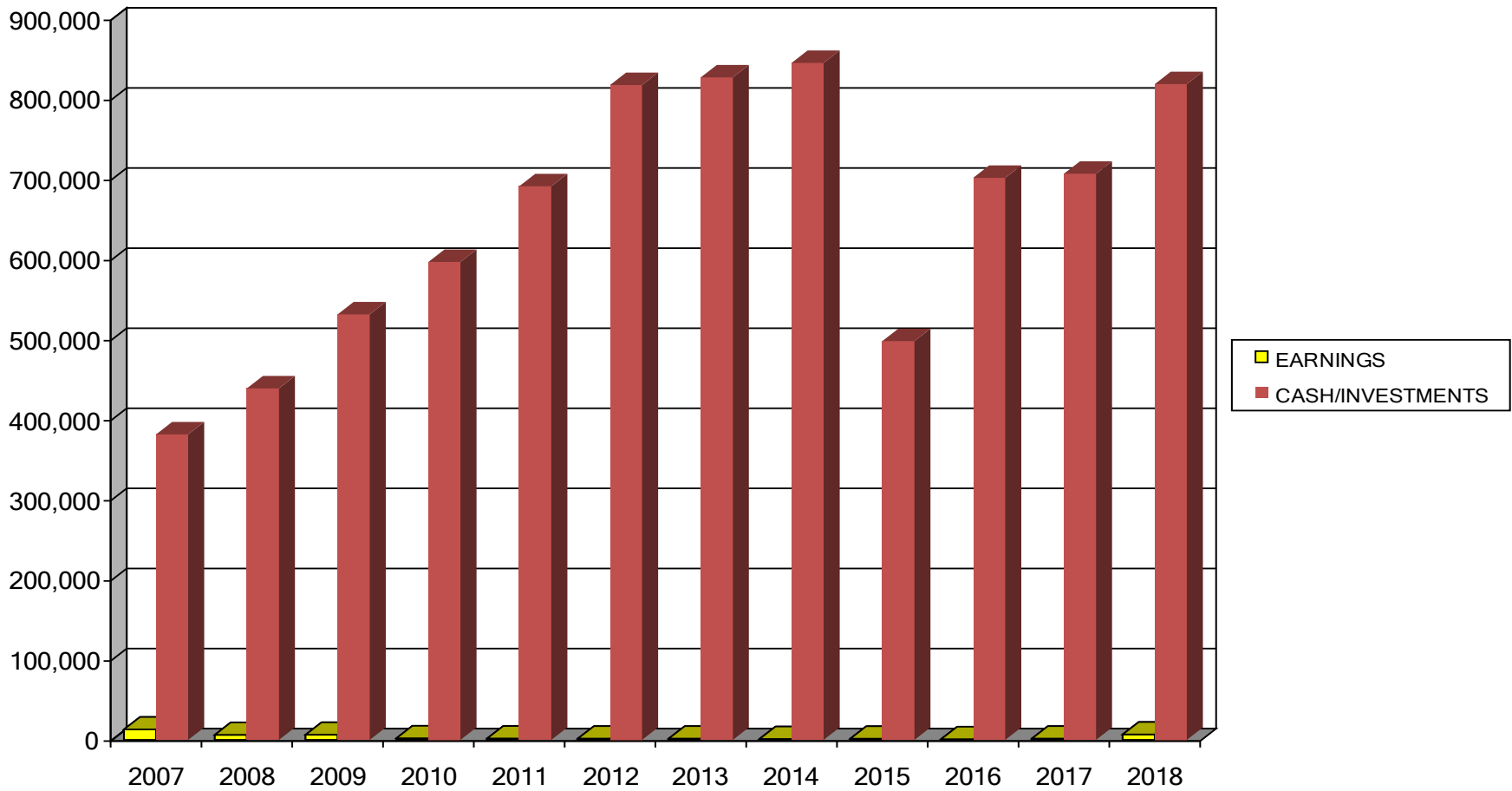
GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION REVENUE AND EXPENSES - ALL FUNDS



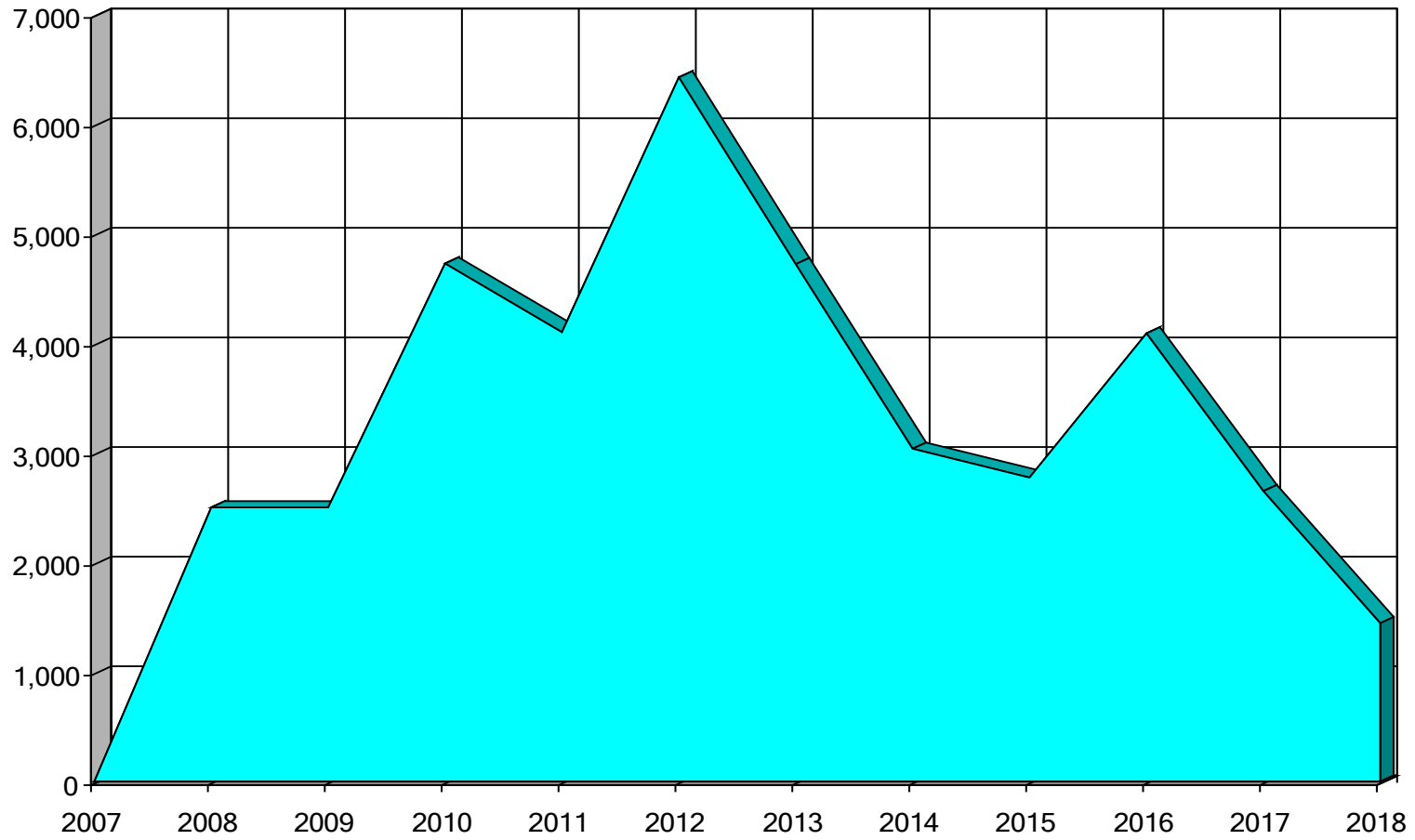
GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION MEMBERS' EQUITY



GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION EARNINGS AND CASH/INVESTMENTS



**GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION
ALLOWANCE FOR DELINQUENT MEMBER ACCOUNTS**



GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION, INC.

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McCLINTOCK ACCOUNTANCY CORPORATION

ROBERT J. McCLINTOCK, CPA
KENDALL GALKA, CPA
ALICE HAHN

JAIME GIGNOUX, CPA
KELLEY ALTICK, CPA

305 WEST LAKE BOULEVARD
P.O. Box 6179
TAHOE CITY, CA 96145
TELEPHONE: 530-583-6994
FAX: 530-583-5405

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Glenshire/Devonshire Residents Association, Inc.

We have reviewed the accompanying financial statements of Glenshire/Devonshire Residents Association, Inc., which comprise the balance sheet as of December 31, 2018, and the related statements of operating revenue, expenses and changes in fund balance, replacement revenue, expenses and changes in fund balance and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Association's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of the 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 the financial statements that are free of material misstatement whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Required Supplementary Information on Future Major Repairs and Replacements on page 12 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. The required supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the required supplementary information and, accordingly, we do not express an opinion or provide any assurance on such required supplementary information.

Summarized Comparative Information

We previously reviewed Glenshire/Devonshire Residents Association, Inc.'s 2017 financial statements and in our conclusion dated February 28, 2018, stated that based on our review, we were not aware of any material modifications that should be made to the 2017 financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America. We are not aware of any material modifications that should be made to the summarized comparative information presented herein as of and for the year ended December 31, 2017, for it to be consistent with the reviewed financial statements from which it has been derived.

McClintock Accountancy Corporation

McCLINTOCK ACCOUNTANCY CORPORATION
Tahoe City, California
March 11, 2019

GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION, INC.

Exhibit A

BALANCE SHEETS

December 31, 2018 (with comparative totals for 2017)

(See Independent Accountants' Review Report)

| | 2018 | | | 2017 |
|---|-------------------|-------------------|---------------------|---------------------|
| | Operating Fund | Replacement Fund | Total | Total |
| ASSETS | | | | |
| Cash and equivalents including certificates of deposit, including \$48,190 and \$53,311 held as security deposits in 2018 and 2017 (Note 5) | \$ 446,194 | \$ -0- | \$ 446,194 | \$ 444,149 |
| Cash equivalents including certificates of deposit, designated for future major repairs and replacements (Note 6) | -0- | 372,657 | 372,657 | 262,922 |
| Dues receivable, less allowance for doubtful accounts of \$974 in 2018 and \$1,452 in 2017 | 369,459 | -0- | 369,459 | 296,572 |
| Special assessment receivable, less allowance for doubtful accounts of \$470 in 2018 and \$1,197 in 2017 (Note 11) | -0- | 217,007 | 217,007 | 348,031 |
| Due (to) / from other funds (Note 8) | (13,426) | 13,426 | -0- | -0- |
| Prepaid expenses and other assets, net | 22,185 | 4,137 | 26,322 | 23,460 |
| | <u>824,412</u> | <u>607,227</u> | <u>1,431,639</u> | <u>1,375,134</u> |
| Property and equipment | 95,435 | -0- | 95,435 | 93,927 |
| Less: accumulated depreciation | (67,267) | -0- | (67,267) | (55,985) |
| Net property and equipment | <u>28,168</u> | <u>-0-</u> | <u>28,168</u> | <u>37,942</u> |
| | | | | |
| Total Assets | <u>\$ 852,580</u> | <u>\$ 607,227</u> | <u>\$ 1,459,807</u> | <u>\$ 1,413,076</u> |
| LIABILITIES AND FUND BALANCES | | | | |
| Liabilities | | | | |
| Accounts payable | \$ 6,989 | \$ 853 | \$ 7,842 | \$ 12,377 |
| Accrued liabilities | 18,249 | -0- | 18,249 | 33,758 |
| Note payable (Note 9) | -0- | 217,101 | 217,101 | 322,293 |
| Design review committee and other deposits (Note 5) | 49,370 | -0- | 49,370 | 52,220 |
| Deferred income | 525,651 | -0- | 525,651 | 504,680 |
| Total Liabilities | <u>600,259</u> | <u>217,954</u> | <u>818,213</u> | <u>925,328</u> |
| Fund Balances | | | | |
| Operating fund | 252,321 | -0- | 252,321 | 176,653 |
| Replacement fund | -0- | 389,273 | 389,273 | 311,095 |
| Total Fund Balances | <u>252,321</u> | <u>389,273</u> | <u>641,594</u> | <u>487,748</u> |
| | | | | |
| Total Liabilities and Fund Balances | <u>\$ 852,580</u> | <u>\$ 607,227</u> | <u>\$ 1,459,807</u> | <u>\$ 1,413,076</u> |

STATEMENTS OF OPERATING REVENUE, EXPENSES
AND CHANGES IN FUND BALANCE

For the Years Ended December 31, 2018 and 2017

(See Independent Accountants' Review Report)

| | 2018 | 2017 |
|--|-------------------|-------------------|
| Revenue | | |
| Members' dues | \$ 488,520 | \$ 447,810 |
| Less: dues allocated to replacement fund | (130,538) | (88,500) |
| | <u>357,982</u> | <u>359,310</u> |
| Design review committee fees | 6,100 | 3,450 |
| Transfer fees | 13,250 | 18,250 |
| Late charges | 5,617 | 4,603 |
| Rental and class fees | 29,607 | 27,141 |
| Concessions sales, net of costs of goods sold of \$4,451 and \$3,856 in 2018 and 2017, respectively | 2,096 | 986 |
| Interest income | 2,619 | 455 |
| Non-compliance fees | 800 | 900 |
| Miscellaneous revenue | 46,060 | 33,900 |
| | <u>464,131</u> | <u>448,995</u> |
| Expenses | | |
| Salaries - admin/pool/maintenance | 212,783 | 201,670 |
| Benefits, payroll taxes and workers compensation | 38,039 | 53,541 |
| Grounds/pools maintenance and supplies | 19,861 | 26,850 |
| Insurance | 20,686 | 21,574 |
| Clubhouse maintenance and supplies | 13,895 | 21,859 |
| Utilities | 27,854 | 27,558 |
| Professional services | 14,779 | 5,797 |
| Administrative services and supplies | 21,714 | 26,790 |
| Miscellaneous | 3,433 | 3,377 |
| Capital expenditures | 6,710 | 44,717 |
| Bad debt expense (recovery) | (476) | 1,043 |
| Depreciation expense | 11,282 | 10,126 |
| Provision for income taxes (Note 4) | 811 | 377 |
| | <u>391,371</u> | <u>445,280</u> |
| Revenue Over Expenses | 72,760 | 3,715 |
| Equity transfer - capitalized equipment | 2,908 | 16,868 |
| Fund Balance, Beginning of Year | <u>176,653</u> | <u>156,070</u> |
| Fund Balance, End of Year | <u>\$ 252,321</u> | <u>\$ 176,653</u> |

GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION, INC.

Exhibit C

STATEMENTS OF REPLACEMENT REVENUE,
EXPENSES AND CHANGES IN FUND BALANCE

For the Years Ended December 31, 2018 and 2017

(See Independent Accountants' Review Report)

| | <u>2018</u> | <u>2017</u> |
|------------------------------------|--------------------------|--------------------------|
| Revenue | | |
| Members' dues | \$ 130,538 | \$ 88,500 |
| Late charges | 1,188 | 1,080 |
| Interest income | 4,250 | 1,212 |
| | <u>135,976</u> | <u>90,792</u> |
| Expenses | | |
| Interest | 12,798 | 17,806 |
| Replacement fund expenses (Note 7) | 45,000 | 148,651 |
| | <u>57,798</u> | <u>166,457</u> |
| Revenue Over (Under) Expenses | 78,178 | (75,665) |
| Fund Balance, Beginning of Year | <u>311,095</u> | <u>386,760</u> |
| Fund Balance, End of Year | <u><u>\$ 389,273</u></u> | <u><u>\$ 311,095</u></u> |

The accompanying notes are an integral part of these statements.

GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION, INC.

Exhibit D

STATEMENTS OF CASH FLOWS

For the Year Ended December 31, 2018 (with comparative totals for 2017)

(See Independent Accountants' Review Report)

| | 2018 | | | 2017 |
|---|----------------|------------------|------------|-------------|
| | Operating Fund | Replacement Fund | Total | Total |
| Cash Flows from Operating Activities: | | | | |
| Revenue Over (Under) Expenses | \$ 72,760 | \$ 78,178 | \$ 150,938 | \$ (71,950) |
| Adjustments: | | | | |
| Capitalized replacement fund expenditures | 2,908 | -0- | 2,908 | 16,868 |
| Depreciation | 11,282 | -0- | 11,282 | 10,126 |
| Gain on disposal of property | -0- | -0- | -0- | (355) |
| Bad debt expense (recovery) | (476) | (727) | (1,203) | 872 |
| Change in due (to) / from other funds | (3,937) | 3,937 | -0- | -0- |
| Change in assets other than cash and property & equipment | (77,531) | 134,008 | 56,477 | 109,761 |
| Change in payables and other liabilities | (1,453) | (469) | (1,922) | 59,236 |
| Total adjustments | (69,207) | 136,749 | 67,542 | 196,508 |
| Net Cash Provided by Operating Activities | 3,553 | 214,927 | 218,480 | 124,558 |
| Cash Flows from Investing Activities: | | | | |
| Acquisition of equipment | (2,908) | -0- | (2,908) | (19,100) |
| Proceeds from refund of equipment purchase | 1,400 | -0- | 1,400 | -0- |
| Net Cash Used for Investing Activities | (1,508) | -0- | (1,508) | (19,100) |
| Cash Flows from Financing Activities: | | | | |
| Retirement of note payable | -0- | (105,192) | (105,192) | (100,237) |
| Net Cash Used by Financing Activities | -0- | (105,192) | (105,192) | (100,237) |
| Net Increase in Cash and Equivalents | 2,045 | 109,735 | 111,780 | 5,221 |
| Cash and equivalents - Beginning of Year | 444,149 | 262,922 | 707,071 | 701,850 |
| Cash and equivalents - End of Year | \$ 446,194 | \$ 372,657 | \$ 818,851 | \$ 707,071 |
| Supplementary Cash Flow Information: | | | | |
| Income taxes paid | \$ -0- | \$ -0- | \$ -0- | \$ 300 |
| Interest paid | \$ -0- | \$ 13,265 | \$ 13,265 | \$ 18,217 |

GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018 and 2017

(See Independent Accountants' Review Report)

1. Form and Nature of Organization

Glenshire/Devonshire Residents Association, Inc. is a non-stock, non-profit corporation organized in February 1969 under the laws of the State of California. The Association is a homeowners association supported by annual assessments of the 1,357 lots within the Glenshire/Devonshire subdivisions in Truckee, California. The Association was organized to provide the management services and maintenance of certain common use areas within the subdivision. The Association derives a significant portion of its revenue from dues assessments that are levied annually against each lot within the development.

2. Summary of Significant Accounting Policies

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

Operating Fund - Used to account for financial resources available for the general operations of the Association.

Replacement Fund - Used to account for financial resources designated for future major repairs and replacements.

B. Real property and other common property acquired from the developer and related improvements to such property are not reflected on the Association's financial statements. This property includes tennis courts, swimming pool, clubhouse and approximately 200 acres of common land. The Association capitalizes personal property at cost and depreciates it using the straight-line method over its estimated useful life of 3 to 15 years.

C. Deferred income represents dues billed in the current period applicable to the following period.

D. Association members are subject to annual dues to provide funds for the Association's operating expenses and major repairs and replacements. Dues receivable at the balance sheet date represents fees due from property owners. The Association's policy includes, among other things, assessing a late charge on delinquent payments and placing liens on the property of homeowners whose assessments are delinquent, with the right to proceed with non-judicial foreclosure proceedings if necessary. An allowance for doubtful accounts is created when an account's collectability is uncertain. Accounts are written off when the Association is

GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018 and 2017

(See Independent Accountants' Review Report)

notified that it is a bad debt, such as after a bankruptcy or foreclosure proceedings. Fine income is recognized as revenue when collected due to the uncertainty surrounding the collection of those amounts.

- E. Interest earned on replacement fund investments is recorded as income in that fund. Any related income tax is recorded as an expense of the operating fund.
- F. The Association has elected to be taxed on net operating income as a regular corporation. However, certain elections are made to substantially reduce or eliminate income taxes on net member income. In general, dues allocated for future major repairs and replacements can be set-aside on a tax-free basis if applicable guidelines are followed. Additionally, all other amounts received by the Association, such as bank interest income, are taxed, net of related expenses, for federal and state purposes. The Association's three previous federal tax returns and four previous state tax returns are available for examination by the taxing authorities.
- G. For purposes of the Statements of Cash Flows, cash and cash equivalents are defined as all cash in checking and money market accounts and short-term (one year or less) or highly liquid certificates of deposit.
- H. The carrying amounts of financial instruments, including cash, certificates of deposit, accounts receivable and accounts payable approximate their fair value due to the short term maturities of these instruments.
- I. The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.
- J. The certificate of deposit held is classified as held-to-maturity investments as the Association's management has no intention to sell investments before their maturity date. The investments are valued at their amortized cost basis, which approximates their fair value due to the short term maturities of these instruments (which is one year or less).

3. Concentration of Credit Risk

The Association maintains demand and certificate of deposit accounts at various local banks. The aggregate balance of these accounts exceeded the federally insured limits by \$0- and \$41,087 at December 31, 2018 and 2017, respectively. December 31, 2017

GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018 and 2017

(See Independent Accountants' Review Report)

amounts exceeding the federally insured limits were transferred to the Association's money market mutual fund holdings account in January of 2018.

The Association invests a portion of its cash in a money market mutual fund that holds primarily commercial paper, certificates of deposit, and U.S. government backed securities. Money market mutual fund holdings are not federally insured but are subject to SIPC insurance.

Financial instruments that potentially subject the Association to credit risk consist principally of members' dues receivable. Dues receivable at December 31, 2018 and 2017 were primarily from members who live in the Glenshire/Devonshire subdivision or whose primary residence is within the State of California.

4. Income Taxes

The provision for income taxes is as follows:

| | 2018 | 2017 |
|---------|---------------|---------------|
| Federal | \$ -0- | \$ -0- |
| State | 811 | 377 |
| | <u>\$ 811</u> | <u>\$ 377</u> |

Certain projects undertaken in 2016 and previous years were eligible for a federal disabled access tax credit. The expenditures for these projects are subject to maximum annual limits. As of December 31, 2018, and 2017, approximately \$11,885 and \$12,933, respectively of cumulative unused tax credits are available for use in future years to offset federal tax expense, subject to expiration if not used within certain time frames.

5. Design Review Committee Deposits

Members are required to advance security deposits for construction and pay a fee to the Association to ensure that construction is completed in accordance with the guidelines established by the Association's Design Review Committee. The security deposits are refundable upon satisfactory completion of construction. In addition, the Association retains deposits for clubhouse rentals.

6. Future Major Repairs and Replacements of Common Area

The Association's CC&Rs provide for the Association to assess members for the acquisition, improvement and maintenance of common properties, primarily the clubhouse, tennis courts, swimming pool and surrounding parking area.

GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018 and 2017

(See Independent Accountants' Review Report)

The amount of dues allocated to the replacement fund is based on a reserve study prepared by management and approved by the Board of Directors. The Association's policy is to fund for replacements over the estimated lives of the respective assets. Actual replacement costs and timing may vary from these estimates 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, the Association has the right, subject to any necessary member approval, to increase regular dues or levy special assessments. It may also delay major repairs and replacements until funds are available.

7. Replacement Fund Expenses

Replacement fund expenses for the year ending December 31, 2018 and 2017 are as follows:

| | 2018 | 2017 |
|-----------------------|------------------|-------------------|
| Pool furniture | \$ 2,908 | \$ 14,624 |
| N.E. deck replacement | 13,369 | 28,879 |
| Tennis court | 24,565 | 96,800 |
| Office computers | -0- | 2,243 |
| Other | 4,158 | 6,105 |
| | <u>\$ 45,000</u> | <u>\$ 148,651</u> |

8. Interfund Activity

The Association maintains an operating fund and replacement fund. At various times during the year, there is a receivable/(payable) between the funds. At December 31, 2018 and 2017, the operating fund owed the replacement fund \$13,426 and \$17,362, respectively.

9. Note Payable

In October of 2015, the Association entered into a secured agreement with a bank to fund a pool repair and renovation project which began in 2015. Borrowed funds could not exceed \$1,125,000 and were available to be drawn as a non-revolving line of credit for nine months. In September of 2016, the non-revolving line of credit was converted to a loan for \$447,070 at an interest rate of 4.765% and fully amortizing monthly payments of \$9,871. The loan is to be paid in full no later than November 1, 2020. The note is secured by the assets and future assessments of the Association and is subject to various routine covenants.

GLENSHIRE/DEVONSHIRE RESIDENTS ASSOCIATION, INC.

NOTES TO FINANCIAL STATEMENTS

December 31, 2018 and 2017

(See Independent Accountants' Review Report)

Future principal payments are as follows:

| | |
|------|-------------------|
| 2019 | \$ 110,505 |
| 2020 | <u>106,596</u> |
| | <u>\$ 217,101</u> |

10. Commitment

During 2017, the Association entered into agreement for replacement of the North East deck and reconstruction of the tennis court. As of December 31, 2017, \$13,369 and \$29,915 remained to be expended on these contracts, respectively. Both contracts were completed in 2018.

11. Special Assessment

In September of 2015, the Board approved an emergency special assessment of \$1,265,961 to fund the pool repair and renovation project. The assessment is \$933 per lot to be paid over five years in equal installments of \$187 beginning in 2016. An early one-time payment option was available for \$830 and required to be paid by March 1, 2016. The special assessment was fully recognized in 2016.

12. Subsequent Events

Subsequent events have been evaluated by management through March 11, 2019, the date that the statements were available for issuance.

REQUIRED SUPPLEMENTARY INFORMATION ON FUTURE MAJOR
REPAIRS AND REPLACEMENTS

December 31, 2018

(Unaudited)

(See Independent Accountants' Review Report)

The Association obtained a study in 2018 to estimate the remaining useful lives, the lives after replacement and the replacement costs of the components of common property. The estimates were based on management's and contractors' estimates and historical costs. Estimate replacement costs have been adjusted to reflect a 2.5% inflation factor between the date of the study and the date that the components will require repair and replacement

The Association does not designate the balance in the replacement fund by component. The total cash available for major repairs and replacements is \$372,657 at December 31, 2018. The 2019 budget includes \$90,983 of dues to be allocated to the replacement fund.

The following table is based on the study and presents significant information about the components of common property.

| Component | Remaining Life (Years) | Life After Replacement (Years) | Current Replacement Cost |
|------------------------|---------------------------|--------------------------------------|--------------------------------|
| Paving | 1-7 | 6-25 | \$ 91,609 |
| Concrete | 1-28 | 5-30 | 78,056 |
| Structural repairs | 1-28 | 3-30 | 198,696 |
| Decking/balconies | 0-39 | 1-40 | 241,760 |
| Roofing | 5-23 | 10-30 | 80,846 |
| Rehab | 0-23 | 1-25 | 36,515 |
| Pool | 1-38 | 5-40 | 183,361 |
| Tennis court | 0-20 | 7-21 | 89,915 |
| Basketball/sport court | 8 | 15 | 1,576 |
| Landscaping | 1-8 | 2-20 | 26,266 |
| Lakes/ponds | 1 | 30 | 3,677 |
| Fencing | 0-29 | 18-30 | 73,536 |
| Lighting | 6-13 | 15 | 1,760 |
| Signage | 2-6 | 15 | 15,867 |
| Office equipment | 1-4 | 4-10 | 20,968 |
| Mechanical equipment | 4 | 10-15 | 15,969 |
| Furnishings | 0-18 | 5-20 | 16,555 |
| Audio/visual | 3 | 10 | 1,261 |
| Flooring | 1-18 | 12-22 | 42,329 |
| Wallcoverings | 23 | 25 | 1,441 |
| Outdoor equipment | 1-18 | 5-25 | 74,517 |
| Appliances | 2-10 | 10-12 | 7,703 |
| Infrastructure | 27 | 30 | 5,253 |
| Miscellaneous | 2-8 | 10-15 | 16,050 |
| | | | <u>\$ 1,325,485</u> |