The Glen of Pacific Grove Homeowners Association

c/o Regency Management Group 24571 Silver Cloud Court, Suite 101 Monterey, CA 93940 (831) 647-2442

April 17, 2020

Dear The Glen of Pacific Grove Homeowner,

As required per Civil Code 5305, I have enclosed a copy of the 2019 reviewed financial statements which were prepared by Levy, Erlanger & Company Certified Public Accountants.

Please take a few moments to review the enclosed documents, and feel free to call me if you have any questions. Make sure to keep current copy of the Associations financial statements with your other Association related documents.

If you have questions or concerns, please feel free to contact Liane at the Regency office at (831) 647-2442 or via email at lcunningham@regencymg.com.

Cordially,

Carolyn Donaway

General Manager

Regency Management Group

FINANCIAL STATEMENTS AND INDEPENDENT ACCOUNTANT'S REVIEW REPORT

YEAR ENDED DECEMBER 31, 2019

LEVY, ERLANGER & COMPANY LLP Certified Public Accountants San Francisco, California

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LEVY. ERLANGER & COMPANY LLP

Certified Public Accountants

290 King Street, Suite 12 San Francisco, CA 94107

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Board Of Directors

The Glen Of Pacific Grove Homeowners' Association, Inc.

Pacific Grove, California

We have reviewed the accompanying financial statements of **The Glen Of Pacific Grove Homeowners' Association**, **Inc.** (the Association) which comprise the balance sheet as of December 31, 2019 and the related statements of revenues, expenses and changes in fund balances, and cash flows, for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Association 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.

Management's Responsibility for the Financial Statements

Management 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.

Accountant's 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.

Accountant's 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.

Board Of Directors

The Glen Of Pacific Grove Homeowners' Association, Inc.
Independent Accountant's Review Report (Continued)

Future Major Repairs and Replacements

As further discussed in the notes to the financial statements, the Association has completed a study of its common area major components sufficient to assist the Board in planning for future major repairs and replacements. The reasonableness of the resulting replacement reserve funding plan is a function of the completeness of the major component list and the accuracy of the estimated quantity, useful and remaining lives, and replacement costs of those components.

Funds are being accumulated in the replacement fund based on estimated future costs for repair and replacement of common area property. Actual expenditures and investment income may vary from the estimated amounts, and the variations may be material. Therefore, amounts accumulated in the replacement fund may or may not be adequate to meet all future component repair and replacement costs. The ability of the Association to fund its future requirements is dependent upon annual increases in that portion of the assessment which is allocated to the replacement fund, and/or special assessments. In the event that funds are not available when needed, the Board may, subject to the constraints of California law and the Association's governing documents, increase regular assessments, levy special assessments, and/or delay repair and replacement of common area major components until sufficient funds are available.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the information about future major repairs and replacements of common property be presented to supplement the basic financial statements. Such information, although not a required part of the basic financial statements, is required by the Financial Accounting Standards Board, which considers it to be an essential part of financial reporting and for placing the basic financial statements in an appropriate operational, economic, or historical context. Such information is the responsibility of management. We have not audited, reviewed or compiled the required supplementary information, and we do not express an opinion, a conclusion, nor provide any assurance on it.

Levy, Eslanger: Company 22P March 13, 2020

BALANCE SHEET DECEMBER 31, 2019

				2019		
	0	perations	Re	placement		Total
		Fund		Fund		Funds
ASSETS						
Cash and cash equivalents (Note 2) Investment in certificates of deposit (Note 2)	\$	28,005	\$	75,682 440,000	\$	103,687 440,000
Assessments receivable (Note 2)		640				640
Prepaid insurance		1,494				1,494
Other assets		770				770
Total assets	<u>\$</u>	30,909	<u>\$</u>	515,682	<u>\$</u>	546,591
LIABILITIES						
Accounts payable	\$	15,628	\$	16,230	\$	31,858
Assessments paid in advance		4,141				4,141
Income taxes payable				3,272		3,272
Due to (due from) other fund Contract liabilities - replacement reserve		(33,397)		33,397		
assessments paid in advance (Notes 2 and 4)				462,783		462,783
Future major repairs and replacements (Note 3)		-		-		
Total liabilities		(13,628)		515,682		502,054
COMMITMENTS (NOTE 5)		-				-
FUND BALANCE (DEFICIT)		44,537				44,537
Total liabilities and fund balance	<u>\$</u>	30,909	\$	515,682	<u>\$</u>	546,591

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES YEAR ENDED DECEMBER 31, 2019

	2019					
	0	perations	Rep	olacement		Total
		<u>Fund</u>		Fund	_	Funds
REVENUES						
Assessments (Notes 2 and 4)	\$	155,760	\$	60,987	\$	216,747
Interest income (Note 2)				14,011		14,011
Late charges and other income		371	,			371
Total revenues		156,131		74,998		231,129
EXPENSES						
Administration						
Income tax provision (Note 2)		-		3,572		3,572
Insurance		17,742				17,742
Legal and accounting		3,745				3,745
Management		17,940				17,940
Office, printing and postage		3,905				3,905
Taxes and permits		1,049				1,049
		44,381		3,572		47,953
Maintenance and operations						
Gate maintenance		2,303		-		2,303
Gutter and downspouts		7,104				7,104
Lake maintenance		5,885				5,885
Landscape maintenance		65,864				65,864
Other maintenance and operations		2,664				2,664
		83,820		-		83,820
<u>Utilities</u>						
Gas and electricity		6,665		-		6,665
Telephone		2,241				2,241
Water and sewer		13,065			-	13,065
		21,971		-		21,971

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES YEAR ENDED DECEMBER 31, 2019

	2019					
	Ο	perations	Rep	olacement		Total
		Fund		Fund		Funds
EXPENSES (CONTINUED)						
Major repairs and replacements						
Dry rot repairs	\$	-	\$	10,979	\$	10,979
Entry and security system				6,525		6,525
Lakes, ponds and waterways				31,544		31,544
Landscaping, trees and irrigation				1,043		1,043
Roofs				8,800		8,800
Sewer and drainage				6,701		6,701
Other major repairs and replacements				5,834		5,834
		-		71,426		71,426
Total expenses		150,172		74,998	_	225,170
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES		5,959		-		5,959
BOARD-APPROVED INTERFUND RECLASSIFICATIONS AND TRANSFERS		21,353		-		21,353
FUND BALANCE (DEFICIT), BEGINNING OF YEAR (NOTE 4)		17,225		-		17,225
FUND BALANCE (DEFICIT), END OF YEAR (NOTE 4)	<u>\$</u>	44,537	<u>\$</u>		<u>\$</u>	44,537

STATEMENT OF CASH FLOWS YEAR ENDED DECEMBER 31, 2019

	2019				
	Operations	Replacement	Total		
	Fund	Fund	Funds		
OPERATING ACTIVITIES					
Excess (deficiency) of revenues over expenses	\$ 5,959	<u>\$</u>	\$ 5,959		
Adjustments to reconcile excess (deficiency) of revenues over expenses to net cash provided by operating activities:					
Decrease (increase) in assets:					
Assessments receivable	(256)	_	(256)		
Prepaid insurance	2,114		2,114		
Other assets	(770)		(770)		
Other prepaid expenses	3		3		
Increase (decrease) in liabilities:					
Accounts payable	(2,235)	16,230	13,995		
Assessments paid in advance	(1,426)		(1,426)		
Income taxes payable		2,477	2,477		
Contract liabilities - replacement reserve					
assessments paid in advance		(7,700)	(7,700)		
Due to (due from) other fund	(826)	826	-		
Total adjustments	(3,396)	11,833	8,437		
NET CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	2,563	11,833	14,396		
INVESTING ACTIVITIES					
Net (purchase) sale of certificates of deposit	-	30,000	30,000		
NET CASH PROVIDED BY (USED FOR) INVESTING ACTIVITIES	-	30,000	30,000		

STATEMENT OF CASH FLOWS YEAR ENDED DECEMBER 31, 2019

				2019		
	O ₁	perations Fund	Re	olacement Fund		Total Funds
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	\$	2,563	\$	41,833	\$	44,396
BOARD-APPROVED INTERFUND RECLASSIFICATIONS AND TRANSFERS		21,353		-		21,353
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR		4,089		33,849		37,938
CASH AND CASH EQUIVALENTS, END OF YEAR	<u>\$</u>	28,005	\$	75,682	<u>\$</u>	103,687
Supplemental Disclosures						
Interest paid	<u>\$</u>		<u>\$</u>		\$	-
Income taxes paid	\$		\$	1,095	\$	1,095

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2019

1. THE ASSOCIATION

The Glen Of Pacific Grove Homeowners' Association, Inc. (the Association) is a common interest development located in Pacific Grove, California which consists of 60 residential units and certain common area property. The Association was organized as a nonprofit mutual-benefit corporation in June 1982 to provide for management, maintenance and architectural control of the individual units and the common area property. The Association is governed by a member-elected Board of Directors which is responsible for enforcing provisions of the governing documents, which include covenants, conditions and restrictions (CC&Rs), by laws, and rules and regulations. Major decisions, as determined by the CC&Rs, are referred to the Association owners as a whole.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Association members are subject to monthly assessments to provide funds for the Association's operating expenses and major repairs and replacements. Assessment revenue is recognized as the related performance obligations are satisfied at transaction amounts expected to be collected. The Association's performance obligations related to its operating assessments are satisfied over time on a daily pro-rata basis using the input method. The performance obligations related to the replacement fund assessments are satisfied when these funds are expended for their designated purpose.

Assessments receivable at the balance sheet date are stated at the amounts expected to be collected from outstanding assessments from unit owners. The Association's policy is to retain legal counsel and place liens on the properties of owners whose assessments are delinquent. The Association treats uncollectible assessments as variable consideration. Methods, inputs, and assumptions used to evaluate whether an estimate of variable consideration is constrained include consideration of past experience and susceptibility to factors outside the Association's control. The estimate of allowance for doubtful accounts, if any, is based, generally on amounts past due greater than 90 to 120 days.

<u>Basis of presentation.</u> The accompanying financial statements, and the Association's corporate income tax returns, have been prepared on the accrual basis of accounting, in accordance with accounting principles generally accepted in the United States of America, whereby revenues are recognized when earned and expenses are recognized when incurred.

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

<u>Cash and cash equivalents.</u> For purposes of the statement of cash flows, the Association considers all short-term investments with a maturity at date of purchase of three months or less to be cash equivalents. Cash equivalents are classified with cash in the balance sheet.

<u>Concentrations of credit risk.</u> Financial instruments which potentially subject the Association to concentrations of credit risk consist principally of cash, cash equivalents and investments. The Association maintains its financial instruments with what management believes to be high credit quality financial institutions and limits the amount of credit exposure to any one particular institution. Cash, cash equivalents and investments in excess of federal deposit insurance (FDIC) coverage limits as of December 31, 2019 totaled approximately \$-0-.

<u>Contract liabilities - replacement reserve assessments paid in advance.</u> The Association recognizes revenue from members as the related performance obligations are satisfied. A contract liability - replacement reserve assessments paid in advance is recorded when the Association has the right to receive payment in advance of the satisfaction of performance obligations related to replacement reserve assessments.

<u>Estimates.</u> The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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. Estimates also affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates, and the differences could be material.

Fund accounting. The Association's governing documents provide certain guidelines for governing its financial activities. To ensure the 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 two funds established according to their nature and purpose. The operations fund is used to account for the financial resources available for the general day-to-day operations of the Association. The replacement fund is used to accumulate financial resources designated for future major repairs and replacements.

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2019

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

<u>Income taxes</u> are paid on income from sources which are not related to the nonprofit, membership purposes of the Association. Nonmembership income, less related nonmembership expenses, subject to federal and California income taxes includes interest earned on cash and cash equivalents, and investments.

For federal purposes, the Association may elect to be taxed as either a regular corporation or as a homeowners association. In the former instance, it is taxed at a flat 21% rate on net nonmember income; in the latter case it is taxed at a flat 30% rate on net nonexempt function income (which is generally similar to net nonmember income). California income tax approximates 9% of net nonmember income.

The Association's tax filings are subject to audit by various taxing authorities: federal income tax returns for the previous three years remain open to examination by the Internal Revenue Service and California income tax returns for the previous four years remain open to examination by the Franchise Tax Board. In evaluating the Association's tax provisions and accruals, the Association believes that its estimates are appropriate based on current facts and circumstances.

<u>Interest earned</u> on operations and replacement funds, net of related income taxes, is retained in said respective funds. With the implementation of FASB ASC 606 new accounting guidance, reported replacement reserve interest income may be less than earned.

<u>Investments</u> consist of federally-insured certificates of deposit stated at cost which approximates market value.

Membership in the Association is mandatory by virtue of unit ownership.

Real and personal common property acquired by the original owners from the developer is not recognized in the Association's financial statements, in accordance with prevalent industry practice, because it is commonly owned by the individual Association members and its disposition by the Board Of Directors is restricted. Similarly, major repairs, replacements and improvements to real and personal property are not recognized.

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2019

3. FUTURE MAJOR REPAIRS AND REPLACEMENTS

The Association's governing documents, and California state law (Civil Code Section 5300), require that the Board Of Directors provide for the repair and replacement of Association common area major components. Accordingly, funds which comprise the replacement fund are not generally available for the payment of day-to-day operating expenses.

The Association has completed a study of its common area major components sufficient to assist the Board in planning for future major repairs and replacements. The reasonableness of the resulting reserve funding plan is a function of the completeness of the major component list, the accuracy of the estimated quantity, useful and remaining lives and current replacement costs of those components, and the reasonableness of significant funding assumptions, including but not limited to the projected major component cost increases (aka inflation) and interest earning rate(s) on replacement fund cash balances.

Funds are being accumulated in the replacement fund based on estimated future costs for repair and replacement of common area property. Actual expenditures and investment income may vary from the estimated amounts, and the variations may be material.

Therefore, amounts accumulated in the replacement fund may or may not be adequate to meet all future component repair and replacement costs. The ability of the Association to fund its future requirements is dependent upon annual increases in that portion of the assessment which is allocated to the replacement fund, and/or special assessments. In the event that funds are not available when needed, the Board may, subject to the constraints of California law and the Association's governing documents, increase regular assessments, levy special assessments, and/or delay repair and replacement of common area major components until funds are available.

Additional information about future major repairs and replacements may be found in the annually-distributed pro forma operating budget and related assessment and reserve funding disclosure summary (pursuant to California Civil Code Section 5300).

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2019

4. FASB ASC 606 NEW ACCOUNTING GUIDANCE IMPLEMENTATION

The Financial Accounting Standards Board (FASB) has issued new guidance that created Accounting Standards Codification (ASC) Topic 606. This new guidance supercedes the revenue recognition requirements in FASB ASC 972-605, Real Estate - Common Interest Realty Associations (CIRAs), Revenue Recognition, and now requires the recognition of revenue when promised goods or services are transferred to customers in an amount that reflects the consideration to which a CIRA expects to be entitled in exchange for those goods or services (i.e. the accumulation of unspent replacement reserve cash and investments from assessment payments over time which are eventually to be used for common area major repairs and replacements).

The Association has adopted the new guidance as of January 1, 2019, using the modified retrospective method of transition, which requires that the cumulative effect of the changes related to the adoption be charged to beginning fund balance. The Association applied the new guidance using the practical expedient provided in Topic 606 that allows the guidance to be applied only to contracts that were not complete as of January 1, 2019. Adoption of the new guidance resulted in changes to our accounting policies for assessment revenues and contract liabilities - replacement reserve assessments paid in advance.

Assessment Revenues Reconciliation		Operations <u>Fund</u>	Replacement Fund		Total <u>Funds</u>
Assessment revenues per budget	\$	155,760	\$ 74,640	\$	230,400
Effects of applying new guidance					
Reclassify interfund transfers		-	(21,353)		(21,353)
Adjust revenues to equal expenses			 7,700		7,700
Total effects of new guidance	_	_	 (13,653)	_	(13,653)
Assessment revenues per financial statements	<u>\$</u>	155,760	\$ 60,987	<u>\$</u>	216,747

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2019

4. FASB ASC 606 NEW ACCOUNTING GUIDANCE IMPLEMENTATION (CONTINUED)

The Association has no customer contract modifications that had an effect on the Association's transition to the new guidance. The modified retrospective method of transition also requires disclosure of the effect of applying the new guidance on each item included in the 2019 financial statements. The adoption of the new revenue recognition guidance resulted in the following changes to financial statements:

Balance Sheet	Wou	unts That uld Have Reported	A	Effects Of pplying New Guidance		As <u>Reported</u>
Contract liabilities - replacement reserve assessments paid in advance Total liabilities Ending fund balances	\$ \$ \$	- 39,271 507,320	\$ \$ \$	462,783 462,783 (462,783)	\$ \$ \$	462,783 502,054 44,537
Statement Of Revenues, Expenses And Changes In Fund Balances						
Revenues Assessments Interest income (Note 2) Other revenues Total revenues	\$	230,400 14,011 371 244,782	\$	(13,653) - - (13,653)	\$ 	216,747 14,011 371 231,129
Expenses Operating expenses Replacement reserve expenses Total expenses		150,172 74,998 225,170		<u>-</u> 		150,172 74,998 225,170
Excess (deficiency) of revenues over expenses		19,612		(13,653)		5,959
Interfund reclassifications and transfers Beginning fund balances Ending fund balances	\$	- 487,708 507,320	\$	21,353 (470,483) (462,783)	\$	21,353 17,225 44,537
Statement Of Cash Flows Excess (deficiency) of revenues over expenses	\$	19,612	\$	(13,653)	\$	5,959
Change in contract liabilities - replacement reserve assessments paid in advance	\$	-	\$	(7,700)	\$	(7,700)

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2019

5. COMMITMENTS

The Association enters into contracts for management and/or maintenance services in the normal course of its business operations. These contracts are generally cancelable on thirty to ninety days' advance notice.

6. DATE OF MANAGEMENT'S REVIEW

In preparing the financial statements, the Association has evaluated events and transactions for potential recognition or disclosure through March 13, 2020, the date that the financial statements were available to be issued.

SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS AND REPLACEMENTS DECEMBER 31, 2019 (UNAUDITED)

The following information on common area major components was compiled by Association Reserves of San Francisco, California **as of July 2019** and has served as the basis for the current estimates of replacement reserve funding:

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
	Common Area Components		valdi. Navata je	
103	Concrete Surfaces - Repair	10	4	\$66,950
201	Asphalt - Resurface	30	23	\$170,000
202	Asphalt - Seal/Repair	5	2	\$16,450
319	Pole Light Posts - Replace	50	22	\$46,350
320	Pole Light Fixtures - Replace	25	24	\$8.655
324	Wall Lights - Replace	25	22	\$13,900
403	Mailboxes - Replace	30	4	\$18,550
502	Chain Link Fence - Replace	30	20	\$15,950
503	Metal Fence - Replace	30	22	\$25,250
505	Wood Fence - Partial Replace	10	5	\$7,935
702	Vehicle Gates - Replace	30	6	\$18,550
704	Intercom - Replace	15	14	\$5,820
706	Gate Operators - Replace	10	8	\$13,400
1001	Backflow Device - Replace	25	10	\$9,015
1008	Trees - Removal & Replacement	10	4	\$53,550
1009	Lake - Dredge/Repair	7	2	\$58,700
1107	Metal Fence - Repaint	5	2	\$4,585
1116	Exterior Surfaces - Repaint	10	5	\$170,000
1121	Exterior Surfaces - Repair	10	5	\$27,800
1303	Comp Shingle Roof - Replace	30	19	\$510,000
1310	Gutters/Downspouts - Replace (ph.1)	30	27	\$75,200
1311	Gutters/Downspouts - Replace (ph.2)	30	15	\$37,600
1603	Tennis Court - Refurbish	10	1	\$8,910
1701	Creek Bridge - Replace	25	14	\$20,050
1703	Pond Sump Pumps - Replace	10	8	\$5,155
1811	Plumbing - Repair/Replace	10	6	\$30,950
	Total Fundad Components			

26 Total Funded Components

The Association has conducted a study to estimate the useful and remaining lives and current replacement costs of common property major components. Funding requirements consider an estimated **after-tax interest rate** of **1%** on replacement fund cash balances and an annual **inflation rate** of **3%** on major component replacement costs. The replacement fund **cash** and investment balances at December 31, 2019 totaled **\$515,682**. The estimated **liability** for major repairs and replacements at this date totaled approximately **\$592,000**. The portion of **2020** regular **assessments** budgeted to be allocated to the replacement fund totals **\$78,072**.