

INFORMATION



December 23, 2020

Subject: 5501 Committee Report – 12/22/20 Meeting on November 2020 Financial Records

BACKGROUND:

California legislature Assembly Bill #2912, effective January 1, 2019, created new civil code 5500/5501.

1. Civil Code 5500 Items Monthly Review Meeting Items
 - a. Current reconciliation of the association's operating accounts,
 - b. Current reconciliation of the association's reserve accounts,
 - c. Current year's actual operating revenues and expenses compared to budget,
 - d. Latest account statements prepared by the financial institutions for all accounts,
 - e. An income and expense statement for the association's operating and reserve accounts, and
 - f. Check register, monthly general ledger, and delinquent assessment receivable reports

2. Civil Code Monthly CA5501 Report
 - a. A statement that subcommittee members have reviewed the items in (1) above,
 - b. A statement regarding any noteworthy findings, including any corrections to be made in a further review of the month and or subsequent months, and
 - c. Acknowledgment by subcommittee participants of their participation in the review.

REPORT:

- a. The committee met on December 22, 2020 - from 2:00pm to 3:45pm and reviewed items in (1) above for November 2020 financial records.

- b. The committee reviewed November Financial Statements/Report. Monthly revenue for November totaled \$230,622 vs a budget of \$307,000. YTD Revenue of \$8.4 Million vs Budget \$12.2 million.

- c. Investments Reconciliation for November to be reviewed with Treasurer, alternate board designee, Finance Committee Chair and Vice Chair, confirmation to be sent to meeting attendees.

- d. The committee reviewed the trial balance, General Ledger, check register and supporting reconciliations. Several check payments and reconciliations were reviewed noting no exceptions. The committee review \$10,000+ payments report. Reviewed reconciliation detail for Tri Counties Bank Account- Cash Receipts and tracked balance of checks outstanding back to the general ledger. Reviewed back up for \$147k check to Earth Sculptures for Retainage on golf course capital project.

- e. The committee reviewed member delinquent accounts receivable reports. Note, the full Board is briefed in executive session monthly on this matter.

- f. Other discussion items included: Extended benefits for lift operators and parking attendants to making recruiting new employees easier. Food and Beverage revenue losses. Page 11 Finance Package-Homeowners Association Revenues in Retail Products (Firewood, Timber, Chip Sales, and Member Services Retail) and Lessons and Rentals (Boat and Trailer Storage)

- g. The committee noted no adjustments necessary to the November 2020 financial statements. Items for follow-up at a future date include the following:

INFORMATION



New,

1. Auto Reversing Assessment Invoice Entry- Auditor Consult

Old, remains outstanding:

1. Investment account reconciliation training
2. RRF Savings for April
3. Process for allocating capital projects payroll
4. Written Treasury Policies
5. ASO Deposits on file to be investigated by ASO manage
6. Capital Funds Summary- Jon Mitchell and Accounting Staff to analyze forecast for FYE 2020 and for carry over projects into 2021.

*Follow up review:

1. "Lando Fabrication"- Checks 10k plus: Capital Projects- (**Attachment A**)
2. Top 25 Delinquent Accounts- #3 Paid full assessment due in December avoiding foreclosure- Still has outstanding fines and finance charges.
3. Top 25 Delinquent Accounts- #5: Recurring fine for ASO (**Attachment B**)
4. Payment Plans and Finance Charges: Finance charges still accrue after payment plan is initiated.
5. Outstanding 2020 Assessment: (**Attachment C**)

h. Committee Attendees (Acknowledgment received via email confirmation for all listed below)

1. Steve Mahoney, Treasurer
2. Jim Roth, Vice President
3. Jim Colbert, Finance Committee designee
4. John Dundas, Finance Committee designee
5. Terry Watson, Finance Committee designee
6. David Mickaelian, General Manager
7. Tom O'Neil, Controller
8. Tracy Pearson, Accounting Manager
9. Additional non-Committee Homeowners: Denise Gauny

i. Next 5501 Meeting – December 2020 Review is scheduled for January 26, 2021
(Board – Treasurer and Koenes)

Prepared by: **Tracy Pearson, Accounting Manager**

Board Agenda Meeting Date for Ratification: January 22, 2021

GM Approval for Agenda:

Vendor V6329
 Lando Fabrication Check Date 11/27/2020 Check Number 205092

<u>Ref Nbr</u>	<u>Inv Nbr</u>	<u>Inv Date</u>	<u>Invoice Amount</u>	<u>Amount Paid</u>	<u>Disc Taken</u>	<u>Net Check Amt</u>
472425	144	11/9/2020	5,922.05	5,922.05	0.00	
472426	144	11/9/2020	9,205.95	9,205.95	0.00	
472427	144	11/9/2020	4,574.00	4,574.00	0.00	19,702.00

Tahoe Donner Association CAPITAL PROJECT FUND EXPENDITURE Approval Form

Submitted By: Ali Concannon

Submitted Date: 11/7/2019

Project Name: FORESTRY - Gate - Crabtree Access - 2
Project Year: 2019

PO / Project Number: 921-050-041
Dept # / Name: 050 / FORESTRY
Task Code: 02

U6389

Project G/L Coding:

Expenditure Type - Fund	GL Code	Amount *
Capital - Replacement Reserve Fund	902-59991	\$ 11,844.00
Capital - New Machinery & Equipment Fund	905-59991	
Capital - Development Fund, Unrestricted	903-59991	
Capital - Development Fund, Restricted	903-59992	
Expense - Replacement Reserve Fund	902-59993	
Expense - Development Fund	903-59993	
PROJECT Total		\$ 11,844

* Ensure all costs included; sales tax, installation, freight, etc.

11/23
317087
478485
JH

Board Approved Budget Amount \$ 11,844
Variance - Favorable (Unfavorable) \$ - 0%

Project & Project Amount agree to initial Board approved Expenditure Budget > Yes / No YES

If Project Total Variance is Unfavorable by \$1500+ or 5%+; Explain below:

By Vendor (s) Amounts:

Vendor Name & Location	Amount *
Lando Fabrication	\$5,922.05
PROJECT Total BUDGET	\$ 11,844

REC'D NOV 20

Comments:

Capital Review & Approval:

Director of Finance & Accounting: Mark R. Schuman Date: 12/7/2019

General Manager: _____ Date: _____

M Rosefield
J. [Signature]

Tahoe Donner Association
CAPITAL PROJECT FUND EXPENDITURE Approval Form

Submitted By: Ali Concannon

Submitted Date: 4/20/2020

Project Name: FORESTRY - Gate - Alder Creek/Euer Valley - 2 -
 Project Year: 2019

PO / Project Number: 921-050-040

Dept # / Name: 050 / FORESTRY

Task Code: 02

Project G/L Coding:

Expenditure Type - Fund	GL Code	Amount *
Capital - Replacement Reserve Fund	902-59991	\$ 11,961.00
Capital - New Machinery & Equipment Fund	905-59991	
Capital - Development Fund, Unrestricted	903-59991	
Capital - Development Fund, Restricted	903-59992	
Expense - Replacement Reserve Fund	902-59993	
Expense - Development Fund	903-59993	
PROJECT Total		\$ 11,961

* Ensure all costs included; sales tax, installation, freight, etc.

Handwritten notes:
 11/23
 317057
 4578486
 [Signature]

Board Approved Budget Amount \$ 11,961

Variance - Favorable (Unfavorable) \$ - 0%

Project & Project Amount agree to initial Board approved Expenditure Budget > Yes / No

YES

If Project Total Variance is Unfavorable by \$1500+ or 5%+; Explain below:

By Vendor (s) Amounts:

Vendor Name & Location	Amount *	
Lando Fabrication	\$9,205.95	
PROJECT Total BUDGET		\$ 11,961

Comments:

Capital Review & Approval:

Director of Capital Projects : via email 4/21/20 10:18 PM

Director of Risk Management & Real Property: via email Annie Rosenfeld

Director of Operations: via email Miquel Sloane

General Manager: _____

Date: _____

Date: 4/24/20 9:31 AM

Date: 4/24/20 9:23 AM

Date: _____

Tahoe Donner Association CAPITAL PROJECT FUND EXPENDITURE Approval Form

Submitted By: Ali Concannon

Submitted Date: 4/20/2020

Project Name: Gate - Forestry Campus

Project Year: 2020

PO / Project Number: 021-050-041

Dept # / Name: 050/Forestry Dept

Task Code: 02

Project G/L Coding:

Expenditure Type - Fund	GL Code	Amount *
Capital - Replacement Reserve Fund	902-59991	\$ 5,087.00
Capital - New Machinery & Equipment Fund	905-59991	
Capital - Development Fund, Unrestricted	903-59991	
Capital - Development Fund, Restricted	903-59992	
Expense - Replacement Reserve Fund	902-59993	
Expense - Development Fund	903-59993	
PROJECT Total		\$ 5,087

* Ensure all costs included; sales tax, installation, freight, etc.

Handwritten notes:
11/23
317087
679487
[Signature]

Board Approved Budget Amount \$ 5,087

Variance - Favorable (Unfavorable) \$ - 0%

Project & Project Amount agree to initial Board approved Expenditure Budget > Yes / No

YES

If Project Total Variance is Unfavorable by \$1500+ or 5%+; Explain below:

By Vendor (s) Amounts:

Vendor Name & Location	Amount *
Lando Fabrication	\$4,574
PROJECT Total BUDGET	
	\$ 5,087

Comments:

Capital Review & Approval:

Director of Capital Projects : via email Jon Mitchell
 Director of Risk Management & Real Property: via email Annie Rosenfeld
 Director of Operations: via email Miguel Sloane
 General Manager: _____

Date: 4/21/20 10:18 PM
 Date: 4/24/20 9:31 AM
 Date: 4/24/20 9:23 AM
 Date: _____

Lando Fabrication

Troy Cook
PO Box 10147
Truckee, CA 96162
530-414-1684 tricia@highsierrataxservice.com

Invoice

received 11/13/20

Date	Invoice #
11/9/2020	144

Approved C Thayer 11/13/20

AP Split as shown:

PO#921-050-041 \$5,922.05
 PO#921-050-040 \$9,205.95
 PO#021-050-041 \$4,574
 AC 11/17/20

Bill To
Tahoe Donner Association Christina Thayer

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	For work performed: gate removal/ replacements at various locations		
	PO #921-050-041 Top of Crabtree: install new gate Total for Crabtree gate	6,723.00	6,723.00
	PO #921-050-040 Carpenter Ridge: Install new gate Alder Creek/Euer Valley Total for Carpenter Ridge gate adjusted cost Carpenter Ridge gate	8,405.00 -1,500.00	8,405.00 -1,500.00
	PO #921-050-042 Broken Spoke; Remove gate and install same gate at new location Lower Carpenter Valley - Euer Valley Total for Broken Spoke gate	6,074.00	6,074.00
		Total	\$19,702.00

Fine Memo For Accounting

DATE: April 22, 2019

FROM: Sheryl Walker

[REDACTED]

[REDACTED]

[REDACTED]

FILE#: 17-0214-H

VIOLATION: HOIP - Re-inspection - Complaint

TERMS: \$1000.00 per month

Appeal Minutes: 11/17/2019

PANEL DECISION AND ACTION STATEMENT:

The Board voted to uphold the ASC decision to require the owner submit a minor project application to address all paint deferred maintenance items (one body color must be selected) and to rebuild the rear stair and landing with an updated site plan and elevations. All listed deferred maintenance items shall be included in the permit application.

1). Timeframe to Submit Required Documents:

a). A painting contract for the 2019 season before January 31, 2019. Failure to submit the painting contract, the fine will increase to \$1000 per month.

b). Submit a minor project application (w/ updated site plan and elevations) detailing paint colors, rear stair, landing, and siding repair, and before June 3rd, 2019. Failure to submit the minor project application, recommend Tahoe Donner contract the work to achieve minimum maintenance standards and bill the owner.

MEMO



2). Timeframe to Complete Work within the Minor Project: October 15th, 2019.

a). Failure to Complete Project: The board authorizes notification to act on obtaining a contract to complete the work to achieve minimum maintenance standards and assess the owner for incurred costs.

Tahoe Donner Association
Assessment Receivable by Activity & Vintage

Source: Solomon|Period Sensitive Aged AR by Term
11/30/2020

11/30/2020 YTD			11/30/2020			10/31/2020			9/30/2020			8/31/2020			7/31/2020		
\$ 171,801	98	1.5%	\$ 171,801	98	1.5%	\$ 179,970	105	1.6%	\$ 183,810	111	1.7%	\$ 204,314	122	1.9%	\$ 220,108	129	2.0%
\$ (13,194,944)	Change YTD		\$ (8,169)	Change MTD		\$ (3,840)	Change MTD		\$ (20,504)	Change MTD		\$ (15,794)	Change MTD		\$ 220,108	Change MTD	
\$ (22,257)	foreclosures			foreclosures			foreclosures		\$ (5,765)	foreclosures			foreclosures			foreclosures	
\$ (13,172,687)	payments		\$ (8,169)	payments		\$ (3,840)	payments		\$ (20,504)	payments		\$ (15,794)	payments		\$ 220,108	payments	
13,366,745	invoiced		13,366,745	invoiced		13,366,745	invoiced		13,366,745	invoiced		13,366,745	invoiced		13,366,745	invoiced	

Annual Assessment			11/30/2020			11/30/2019			11/30/2018			11/30/2017			11/30/2016		
Term - Year	AA	#Units*	AssessRcvb	# Units	%Units	AssessRcvb	# Units	%Units	AssessRcvb	# Units	%Units	AssessRcvb	# Units	%Units	AssessRcvb	# Units	%Units
71-2020	\$ 2,065	6473	\$ 83,019	44	0.7%												
69-2019	\$ 1,965	6473	\$ 24,208	15	0.2%	\$ 51,862	31	0.5%									
99-2018	\$ 1,900	6473	\$ 17,100	9	0.1%	\$ 28,500	15	0.4%	\$ 49,140	28	0.4%						
98-2017	\$ 1,900	6473	\$ 13,300	7	0.1%	\$ 22,800	12	0.2%	\$ 26,600	14	0.2%	\$ 50,541	28	0.4%			
97-2016	\$ 1,900	6473	7,600	4	0.1%	13,988	9	0.2%	\$ 19,688	11	0.2%	\$ 22,487	13	0.2%	\$ 59,300	39	0.6%
96-2015	\$ 1,800	6471	7,200	4	0.1%	12,600	7	0.1%	15,262	9	0.1%	\$ 18,000	10	0.2%	\$ 37,800	21	0.3%
95-2014	\$ 1,600	6471	6,400	4	0.1%	10,307	7	0.1%	10,307	7	0.1%	13,508	9	0.1%	\$ 24,694	17	0.3%
94-2013	\$ 1,505	6471	4,515	3	0.0%	7,525	5	0.1%	7,525	5	0.1%	10,535	7	0.1%	15,816	11	0.2%
93-2012	\$ 1,375	6471	2,799	3	0.0%	6,875	5	0.1%	6,875	5	0.1%	8,250	6	0.1%	12,375	10	0.2%
92-2011	\$ 1,330	6471	2,660	2	0.0%	6,650	5	0.1%	6,650	5	0.1%	7,232	6	0.1%	10,640	8	0.1%
91-2010	\$ 1,300	6471	1,800	2	0.0%	5,700	5	0.1%	6,500	5	0.1%	6,500	5	0.1%	10,400	8	0.1%
90-2009	\$ 1,200	6471	1,200	1	0.0%	4,144	4	0.0%	4,344	5	0.0%	5,344	5	0.1%	7,744	7	0.1%
80-2008	\$ 1,152	6464	-	0	0.0%	2,304	2	0.0%	2,304	2	0.0%	2,304	2	0.0%	3,456	3	0.0%
70-2007	\$ 1,097	6450	-	0	0.0%	1,097	1	0.0%	1,097	1	0.0%	1,097	1	0.0%	1,980	2	0.0%
60-2006	\$ 1,043	6446	-	0	0.0%	37	1	0.0%	37	1	0.0%	-	0	0.0%	37	1	0.0%
50-2005	\$ 993	6436	-	0	0.0%	-	0	0.0%	-	0	0.0%	-	0	0.0%	-	0	0.0%

Annual Assessment A/R Total \$ 171,801 98 1.5% \$ 174,389 109 1.7% \$ 156,329 98 1.5% \$ 145,798 92 1.4% \$ 184,242 127 2.0%

* Number of units excludes property 11/173 owned by Tahoe Donner Association, and therefore not assessed an Annual Assessment.

Annual Assessment			12/31/2019			12/31/2018			12/31/2017			12/31/2016			12/31/2015		
Term - Year	AA	#Units	AssessRcvb	# Units	%Units	AssessRcvb	# Units	%Units	AssessRcvb	# Units	%Units	AssessRcvb	# Units	%Units	AssessRcvb	# Units	%Units
69-2019	\$ 1,965	6473	\$ 51,862	31	0.5%												
99-2018	\$ 1,900	6473	\$ 28,500	15	0.4%	\$ 47,000	26	0.4%									
98-2017	\$ 1,900	6473	\$ 22,800	12	0.2%	\$ 26,600	14	0.2%	\$ 42,041	24	0.4%						
97-2016	\$ 1,900	6473	13,988	9	0.2%	\$ 19,688	11	0.2%	\$ 21,587	12	0.2%	\$ 52,447	31	0.5%			
96-2015	\$ 1,800	6471	11,308	7	0.1%	15,262	9	0.1%	\$ 18,000	10	0.2%	\$ 35,500	20	0.3%	\$ 63,078	36	0.6%
95-2014	\$ 1,600	6471	9,600	6	0.1%	10,307	7	0.1%	\$ 13,508	9	0.1%	\$ 24,694	17	0.3%	\$ 39,987	26	0.4%
94-2013	\$ 1,505	6471	7,525	5	0.1%	7,525	5	0.1%	10,535	7	0.1%	\$ 15,816	11	0.2%	\$ 25,692	18	0.3%
93-2012	\$ 1,375	6471	6,875	5	0.1%	6,875	5	0.1%	8,250	6	0.1%	12,375	10	0.2%	\$ 20,625	15	0.2%
92-2011	\$ 1,330	6471	6,494	5	0.1%	6,650	5	0.1%	6,732	6	0.1%	10,640	8	0.1%	15,960	12	0.2%
91-2010	\$ 1,300	6471	4,400	4	0.1%	6,500	5	0.1%	6,500	5	0.1%	10,400	8	0.1%	15,600	12	0.2%
90-2009	\$ 1,200	6471	3,600	3	0.0%	4,344	5	0.0%	5,344	5	0.1%	7,744	7	0.1%	11,660	11	0.2%
80-2008	\$ 1,152	6464	2,304	2	0.0%	2,304	2	0.0%	2,304	2	0.0%	3,456	3	0.0%	4,558	4	0.1%
70-2007	\$ 1,097	6450	1,097	1	0.0%	1,097	1	0.0%	1,097	1	0.0%	1,480	2	0.0%	2,831	3	0.0%
60-2006	\$ 1,043	6446	37	1	0.0%	37	1	0.0%	37	0	0.0%	37	1	0.0%	1,080	2	0.0%
50-2005	\$ 993	6436	-	0	0.0%	-	0	0.0%	-	0	0.0%	-	0	0.0%	993	1	0.0%

Annual Assessment A/R Total \$ 170,390 106 1.6% \$ 154,189 96 1.5% \$ 135,935 87 1.3% \$ 174,589 118 1.8% \$ 202,063 140 2.2%

Notes: It is the Association's policy to apply payments received to the oldest unpaid Assessment. Accordingly, as of 11/30/2020 there are 15 delinquent accounts for 2+ years of Assessments

Type of ownership
Single Family SF 5739
Trust T 117
Corporation C 99
Multiple owners M 518

6473 Total