

May 16, 2022 Special Board Meeting Minutes

Meeting called to order at 6:30 pm by President, Kevin Monsma.

Directors Attending:

Kevin Monsma, Marie Zandona-Harger, Jeremy Sundby, Dominique Smith via Zoom

Agenda

Board Training

Candidates for upcoming Board of Directors Election were invited to attend:

Joan Fuquay, Robert Newmeyer, Robyn Swift, Marie Zandona-Harger attended and reviewed board training packets provided by GRF attorney.

April 27, 2022 Board Meeting Minutes

Meeting called to order by President, Kevin Monsma @ 7:11pm.

Directors present: Kevin Monsma, Marie Zandona-Harger, Rose Smith, Jeremy Sundby, Dominique Smith via phone.

Jeremy Sundby-motion to approve agenda, second-Rose Smith, all approved.

Kevin Monsma introduced Carol and Steve Steinbrecher to present project status report regarding GRF office software and office procedures upgrades, upcoming training with board members.

See the GRF website under Board Meeting Minutes for FULL presentation of background and project progress.

Summary-Steve Steinbrecher-We began looking for a bookkeeper to meet the requirements of splitting A/R and A/P according to Davis Sterling and Fidelity Bond, the tasks must be bifurcated, and split the A/R and A/P duties from the office manager.

We found a person that also lived in GR that recently moved and will be working with us remotely, Wendy Wickwire.

We have upgraded the computer, software to streamline office procedures, creating new policies, we no longer accept cash or Paypal, no longer will issue same day checks to contractors.

We need to provide clear written procedures for employees and the board.

The GR website needed updating.

Due to lack of internal security measures, GR was hacked by ransomware, the computers were down for two weeks while going thru the process of taking the machines to the sheriff's office, and then to computer specialists to wipe our hard drives, reinstall all programs, install up to date security programs.

We have been researching finding a new CPA. We learned CPA's that work for HOA's in California are required to have a special certification that is very expensive to obtain.

Phase 1- Take less tasks off the office manager's plate, allow time to learn new procedures and software, must allow one business cycle of one month for transition.

Our Income tax and annual year end report must be done by licensed CPA- per Davis-Sterling.

We have added 3 levels of security:

VPN, Nord password program and streamlined back-ups with google drives.

Phase 2- Financial/Payroll

Mailing newsletters should be discontinued to save on mailing, postage costs, they should be located on our website. Members request options to pay via credit card.

Phase 2, support maintenance-up to outgoing board and incoming board.

The current board recently had 90 minute plus training, will keep training materials for future board members.

Thank you Karen for your tremendous patience during the entire process.

Introduce Wendy Wickwire, our new Bookkeeper, I had lived in GR for 8 years, even though I no longer live there. We have been cleaning up things left by CPA.

I suggest combining our two QB files, operating and reserves to make it easier and less expensive for reports.

Financial Reports provided on Zoom screen share and handouts to those in person.
Review from January thru April YTD.
Reviewed Balance Sheets, Profit and Loss, accrual basis and cash-actually receive and pay.
We bill quarterly, will clear any old items needed.
As of March 31, operating balances, and reserve.
We will now have payroll done in house in Quick Books rather than the CPA processing.
I hope to help get delinquent accounts current.
This report looks different by comparison to last year at this time.
Some things are in our control, some not, I look for variances and explanation to support.
Example: office expenses- virus clean up, etc.
Reserve fund expenses are in the lower part of report now.
Quarterly reserve contributions.
We are using classed to clearly identify operating and reserves.
Thank you Wendy.
Kevin-thank you for the thoroughness.

Jeremy Sundby-Motion to approve March 23 , board meeting minutes, second from Dominique Smith,
Jeremy approve with typo changes noted, all approved.

April 15, 2022-Special Board meeting - contract with Wendy Wickwire approved.

Director Reports

Greenbelt

Dominique Smith-We have some bad trees in the recreation area near lodge, removed 14 trees. We are finishing 100-foot defensible space, C-1 corner, small section on C-16, and again C-20-manzanita and will stop there. USDA will do C-5 and C-1 as greenbelts for the grants.

There are new forms on the website that you can click on to report GB tree issues directly to the office and copies to the greenbelt director. Happy Birthday Dominique.

Bocce Ball court is finished thanks to Tony and Bob and I helped.

Rose Smith – I was tasked with a chore to go around Pollock Pines to put up flyers to hire pool staff, we had 16 local vendors that agreed to put them up.

Discussion of delinquent owners and collections and research.

Recreation

Jeremy Sundby- Bear donations we are currently at \$2440, please donate and send check to office.
Pool update- we are back to work, after rain and ground dries, small delay with county.
ADA consultant will give us recommendations for the future. We paid Atlantic pools for equipment orders and other items.
We are moving to salt water pools and should reduce our chlorine and chemical costs.
We will have stamped concrete decking.

Please be careful and do not get close to construction.

Fire Safe Council

Sherry Hawk-FSC-Free chipping still available on website, click tab, do not fill out until work is completed.

Senior program sold out in one week for 180 residents, about \$1000 per property.

Grants- USDA- we are required to finish 12.4 acres by the end of the year for C-1 and C-5. They give us so much per acre and POA has to pay difference to contractor. We are waiting for inspections looking for any artifacts, waiting on the report. If the weather is inclement, or fire issues, we will not be penalized.

Stevens authority fund \$105,000, meeting to plan activities. Heather Campbell will help advise.

Saturday-presentation on Forest Service, and Amateur Radio Club updates also. License cost reduced to \$35, can purchase refurbished radios during emergencies, not only fire, also snow storms.

SB38-regarding sale of homes and defensible space- those buyers can assume getting in compliance within one year. Set up for monitoring to be continued.

CC&R

Marie Zandona-Harger- Our CC&R's are being revised by the attorney, and Election Rules, the board will consider election rule adoption in July, Bylaws are with the attorneys.

We should have some sections of CC&R's returned for review.

For those selling homes, starting in July, if the house is in high fire area, the owner is required to get an inspection, to be enforced by Cal Fire or some other agency, not to be enforced by Gold Ridge.

Kevin-Question to the Board regarding fees charged to use Lodge-The board is looking at further discussions of factors for members using lodge.

Discussion, use, is it GR sponsored or not? There is a cost to have it available to members, guidelines, added to agenda for discussion, open for further feedback.

Kevin Monsma-Swim Instructor-discussed, all board members in favor of continuing approval.

Jeremy Sundby-Easter Egg Hunt was a success, spent \$155.08, all had a good time, we have Easter decorations saved for next year. One member sponsored prizes.

Jeremy Sundby-Insurance- many people are working to get quotes for Gold Ridge, we are researching options and the moratorium's effect. With board's authority I will file a complaint with Insurance Commissioner, board agreed.

Meeting adjourned 9:16pm

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Membership Dues				
Membership Dues - 2022	134,175.34	268,356.00	-134,180.66	50.0%
Total Membership Dues	134,175.34	268,356.00	-134,180.66	50.0%
Recreational Rental	1,684.00	3,996.00	-2,312.00	42.1%
Transfer Escrow Fees	8,415.00	5,004.00	3,411.00	168.2%
Late Fees	1,290.00	2,196.00	-906.00	58.7%
Delinquent Interest	1,031.48	504.00	527.48	204.7%
Document Fee	900.00	3,000.00	-2,100.00	30.0%
Statement Fee	1,600.00	3,996.00	-2,396.00	40.0%
Key Fob Deposit	1,100.00	504.00	596.00	218.3%
GRF Approval Sign Deposit	0.00	204.00	-204.00	0.0%
Credit Card Fee Collected	554.77			
Donations				
Donations-Bear	525.00			
Total Donations	525.00			
Total Income	151,275.59	287,760.00	-136,484.41	52.6%
Gross Profit	151,275.59	287,760.00	-136,484.41	52.6%
Expense				
OPERATING FUND EXPENSES				
Administrative Expenses				
Accounting				
Bookkeeping	2,621.25	5,100.03	-2,478.78	51.4%
Accounting - Other	2,327.00	9,996.00	-7,669.00	23.3%
Total Accounting	4,948.25	15,096.03	-10,147.78	32.8%
Bad Debt	93.26	996.00	-902.74	9.4%
Bank Service Fee	255.00			
Collection Fees	0.00	1,500.00	-1,500.00	0.0%
Elections	130.37	600.00	-469.63	21.7%
Garbage	764.33	1,596.00	-831.67	47.9%
Insurance Exp	0.00	18,504.00	-18,504.00	0.0%
Legal	5,227.00	6,000.00	-773.00	87.1%
Lodge/Office Maintenance	1,420.92	696.00	724.92	204.2%
Lodge Utilities				
Electricity-Lodge	805.67	2,004.00	-1,198.33	40.2%
Propane-Lodge	1,663.61	2,196.00	-532.39	75.8%
Water-Lodge	172.03	504.00	-331.97	34.1%
Total Lodge Utilities	2,641.31	4,704.00	-2,062.69	56.2%
Mileage	99.95	900.00	-800.05	11.1%
Office Expenses	1,999.21	1,404.00	595.21	142.4%
Outside Services	213.50	2,004.00	-1,790.50	10.7%
Phone Fax and Internet	1,600.01	4,800.00	-3,199.99	33.3%
Postage and Delivery	58.00	3,000.00	-2,942.00	1.9%
Reserv Contrib-Budgeted	0.00	69,792.00	-69,792.00	0.0%
Security	439.00	1,140.00	-701.00	38.5%
Snow Removal	350.00	840.00	-490.00	41.7%
Square Fees-Paid by Homeowners	567.86			
Total Administrative Expenses	20,807.97	133,572.03	-112,764.06	15.6%

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Employee Expenses				
Payroll Expenses				
Wages - Office/ Bookkeeping	14,264.54	37,089.00	-22,824.46	38.5%
Wages - Pool Staff	0.00	18,900.00	-18,900.00	0.0%
Wages-Recreation/Grounds/Maint	8,704.00	22,596.00	-13,892.00	38.5%
Phone Allowance	340.00			
Payroll Expenses - Other	-216.63			
Total Payroll Expenses	23,091.91	78,585.00	-55,493.09	29.4%
Payroll Processing Fees	5.25	360.00	-354.75	1.5%
Payroll Taxes	2,429.68	6,408.00	-3,978.32	37.9%
Worker's Compensation	0.00	3,480.00	-3,480.00	0.0%
Total Employee Expenses	25,526.84	88,833.00	-63,306.16	28.7%
Greenbelt Expenses				
Greenbelt Fuel Modification	0.00	26,004.00	-26,004.00	0.0%
100 Ft Defensible Space	14,600.00			
Greenbelt Tree Removal	0.00	6,000.00	-6,000.00	0.0%
Total Greenbelt Expenses	14,600.00	32,004.00	-17,404.00	45.6%
Recreation Expenses				
Pool Expenses				
Pool Water	435.90	2,496.00	-2,060.10	17.5%
Pool Propane	0.00	72.00	-72.00	0.0%
Pool Health Permits	1,028.00	996.00	32.00	103.2%
Pool Electricity	1,120.06	8,004.00	-6,883.94	14.0%
Pool Repairs	131.91	396.00	-264.09	33.3%
Pool Supplies	276.25	348.00	-71.75	79.4%
Pool Chemicals	0.00	6,396.00	-6,396.00	0.0%
Total Pool Expenses	2,992.12	18,708.00	-15,715.88	16.0%
Keys & Re-keying	0.00	240.00	-240.00	0.0%
Janitorial Supplies	50.56	1,596.00	-1,545.44	3.2%
Pool/ Rec Outside Services	955.13	2,004.00	-1,048.87	47.7%
Rec Grounds/Maintenance	1,466.74	1,500.00	-33.26	97.8%
Recreation Events	1,217.36	3,000.00	-1,782.64	40.6%
Tennis Court Maintenance	0.00	96.00	-96.00	0.0%
Total Recreation Expenses	6,681.91	27,144.00	-20,462.09	24.6%
Total OPERATING FUND EXPENSES	67,616.72	281,553.03	-213,936.31	24.0%
RESERVE FUND EXPENSES				
02000-Concrete				
400-Pool Deck-large pool	20,000.00			
Total 02000-Concrete	20,000.00			
12000-Pool				
120-Replaster large pool	60,500.00			
200-Edge-large pool	9,500.00			
710-Equip Replace-lg pool	106,000.00			
12000-Pool - Other	8,000.00			
Total 12000-Pool	184,000.00			
Total RESERVE FUND EXPENSES	204,000.00			
Total Expense	271,616.72	281,553.03	-9,936.31	96.5%
Net Ordinary Income	-120,341.13	6,206.97	-126,548.10	-1,938.8%

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Accrual Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
TRANSFERS				
Transfers To/From Reserve	34,896.00	-69,792.00	104,688.00	-50.0%
Transfers To/From Operating	-34,896.00			
Total TRANSFERS	0.00	-69,792.00	69,792.00	0.0%
Interest Income	161.49			
Other Income	3,263.15			
Total Other Income	3,424.64	-69,792.00	73,216.64	-4.9%
Other Expense				
Depreciation Expense	995.30			
Income Taxes-State	0.00	100.00	-100.00	0.0%
Income Taxes	0.00	100.00	-100.00	0.0%
Interest Expense	8.64			
Total Other Expense	1,003.94	200.00	803.94	502.0%
Net Other Income	2,420.70	-69,992.00	72,412.70	-3.5%
Net Income	-117,920.43	-63,785.03	-54,135.40	184.9%

Gold Ridge Forest Property Owners Association

Profit & Loss Budget vs. Actual

06/01/22

Cash Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Membership Dues				
Membership Dues - 2015	-204.58			
Membership Dues - 2019	573.88			
Membership Dues - 2020	3,406.03			
Membership Dues - 2021	32,015.56			
Membership Dues - 2022	114,844.88	268,356.00	-153,511.12	42.8%
Total Membership Dues	150,635.77	268,356.00	-117,720.23	56.1%
Recreational Rental	1,681.46	3,996.00	-2,314.54	42.1%
Transfer Escrow Fees	8,010.24	5,004.00	3,006.24	160.1%
Late Fees	1,347.89	2,196.00	-848.11	61.4%
Bank Charges Member NSF	18.94			
Delinquent Interest	718.84	504.00	214.84	142.6%
Document Fee	964.99	3,000.00	-2,035.01	32.2%
Statement Fee	1,600.00	3,996.00	-2,396.00	40.0%
Key Fob Deposit	1,054.71	504.00	550.71	209.3%
GRF Approval Sign Deposit	4.57	204.00	-199.43	2.2%
Credit Card Fee Collected	554.77			
Donations				
Donations-Bear	525.00			
Total Donations	525.00			
Total Income	167,117.18	287,760.00	-120,642.82	58.1%
Gross Profit	167,117.18	287,760.00	-120,642.82	58.1%
Expense				
OPERATING FUND EXPENSES				
Administrative Expenses				
Accounting				
Bookkeeping	2,621.25	5,100.03	-2,478.78	51.4%
Accounting - Other	2,275.14	9,996.00	-7,720.86	22.8%
Total Accounting	4,896.39	15,096.03	-10,199.64	32.4%
Bad Debt	93.26	996.00	-902.74	9.4%
Bank Service Fee	255.00			
Collection Fees	0.00	1,500.00	-1,500.00	0.0%
Elections	130.37	600.00	-469.63	21.7%
Garbage	670.15	1,596.00	-925.85	42.0%
Insurance Exp	376.71	18,504.00	-18,127.29	2.0%
Legal	5,227.00	6,000.00	-773.00	87.1%
Lodge/Office Maintenance	1,420.92	696.00	724.92	204.2%
Lodge Utilities				
Electricity-Lodge	657.86	2,004.00	-1,346.14	32.8%
Propane-Lodge	1,663.61	2,196.00	-532.39	75.8%
Water-Lodge	164.21	504.00	-339.79	32.6%
Total Lodge Utilities	2,485.68	4,704.00	-2,218.32	52.8%
Mileage	99.95	900.00	-800.05	11.1%
Office Expenses	1,999.21	1,404.00	595.21	142.4%
Outside Services	423.50	2,004.00	-1,580.50	21.1%
Phone Fax and Internet	1,396.55	4,800.00	-3,403.45	29.1%
Postage and Delivery	58.00	3,000.00	-2,942.00	1.9%
Reserv Contrib-Budgeted	0.00	69,792.00	-69,792.00	0.0%
Security	569.00	1,140.00	-571.00	49.9%
Snow Removal	175.00	840.00	-665.00	20.8%
Square Fees-Paid by Homeowners	567.86			
Total Administrative Expenses	20,844.55	133,572.03	-112,727.48	15.6%

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Cash Basis

January through December 2022

	Jan - Dec 22	Budget	\$ Over Budget	% of Budget
Employee Expenses				
Payroll Expenses				
Wages - Office/ Bookkeeping	14,264.54	37,089.00	-22,824.46	38.5%
Wages - Pool Staff	0.00	18,900.00	-18,900.00	0.0%
Wages-Recreation/Grounds/Maint	8,704.00	22,596.00	-13,892.00	38.5%
Phone Allowance	340.00			
Payroll Expenses - Other	-216.63			
Total Payroll Expenses	23,091.91	78,585.00	-55,493.09	29.4%
Payroll Processing Fees	5.25	360.00	-354.75	1.5%
Payroll Taxes	2,231.05	6,408.00	-4,176.95	34.8%
Worker's Compensation	0.00	3,480.00	-3,480.00	0.0%
Total Employee Expenses	25,328.21	88,833.00	-63,504.79	28.5%
Greenbelt Expenses				
Greenbelt Fuel Modification	0.00	26,004.00	-26,004.00	0.0%
100 Ft Defensible Space	14,600.00			
Greenbelt Tree Removal	0.00	6,000.00	-6,000.00	0.0%
Total Greenbelt Expenses	14,600.00	32,004.00	-17,404.00	45.6%
Recreation Expenses				
Pool Expenses				
Pool Water	435.90	2,496.00	-2,060.10	17.5%
Pool Propane	0.00	72.00	-72.00	0.0%
Pool Health Permits	1,028.00	996.00	32.00	103.2%
Pool Electricity	919.46	8,004.00	-7,084.54	11.5%
Pool Repairs	131.91	396.00	-264.09	33.3%
Pool Supplies	276.25	348.00	-71.75	79.4%
Pool Chemicals	0.00	6,396.00	-6,396.00	0.0%
Total Pool Expenses	2,791.52	18,708.00	-15,916.48	14.9%
Keys & Re-keying	0.00	240.00	-240.00	0.0%
Janitorial Supplies	50.56	1,596.00	-1,545.44	3.2%
Pool/ Rec Outside Services	955.13	2,004.00	-1,048.87	47.7%
Rec Grounds/Maintenance	1,432.36	1,500.00	-67.64	95.5%
Recreation Events	1,217.36	3,000.00	-1,782.64	40.6%
Tennis Court Maintenance	0.00	96.00	-96.00	0.0%
Total Recreation Expenses	6,446.93	27,144.00	-20,697.07	23.8%
Total OPERATING FUND EXPENSES	67,219.69	281,553.03	-214,333.34	23.9%
Reconciliation Discrepancies	106.92			
RESERVE FUND EXPENSES				
02000-Concrete				
400-Pool Deck-large pool	20,000.00			
Total 02000-Concrete	20,000.00			
12000-Pool				
120-Replaster large pool	22,500.00			
710-Equip Replace-lg pool	76,000.00			
Total 12000-Pool	98,500.00			
Total RESERVE FUND EXPENSES	118,500.00			
Total Expense	185,826.61	281,553.03	-95,726.42	66.0%
Net Ordinary Income	-18,709.43	6,206.97	-24,916.40	-301.4%

10:55 AM

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Cash Basis

January through December 2022

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Other Income/Expense				
Other Income				
TRANSFERS				
Transfers To/From Reserve	34,896.00	-69,792.00	104,688.00	-50.0%
Transfers To/From Operating	-34,896.00			
Total TRANSFERS	0.00	-69,792.00	69,792.00	0.0%
Interest Income	161.49			
Other Income	3,263.15			
Total Other Income	3,424.64	-69,792.00	73,216.64	-4.9%
Other Expense				
Depreciation Expense	995.30			
Income Taxes-State	0.00	100.00	-100.00	0.0%
Income Taxes	0.00	100.00	-100.00	0.0%
Interest Expense	8.64			
Total Other Expense	1,003.94	200.00	803.94	502.0%
Net Other Income	2,420.70	-69,992.00	72,412.70	-3.5%
Net Income	-16,288.73	-63,785.03	47,496.30	25.5%

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Accrual Basis

January through May 2022

	Jan - May 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Membership Dues				
Membership Dues - 2022	134,175.34	134,178.00	-2.66	100.0%
Total Membership Dues	134,175.34	134,178.00	-2.66	100.0%
Recreational Rental	1,684.00	1,665.00	19.00	101.1%
Transfer Escrow Fees	8,415.00	2,085.00	6,330.00	403.6%
Late Fees	1,290.00	915.00	375.00	141.0%
Delinquent Interest	1,031.48	210.00	821.48	491.2%
Document Fee	900.00	1,250.00	-350.00	72.0%
Statement Fee	1,600.00	1,665.00	-65.00	96.1%
Key Fob Deposit	1,100.00	210.00	890.00	523.8%
GRF Approval Sign Deposit	0.00	85.00	-85.00	0.0%
Credit Card Fee Collected	554.77			
Donations				
Donations-Bear	525.00			
Total Donations	525.00			
Total Income	151,275.59	142,263.00	9,012.59	106.3%
Gross Profit	151,275.59	142,263.00	9,012.59	106.3%
Expense				
OPERATING FUND EXPENSES				
Administrative Expenses				
Accounting				
Bookkeeping	2,621.25	1,133.34	1,487.91	231.3%
Accounting - Other	2,327.00	4,165.00	-1,838.00	55.9%
Total Accounting	4,948.25	5,298.34	-350.09	93.4%
Bad Debt	93.26	415.00	-321.74	22.5%
Bank Service Fee	255.00			
Collection Fees	0.00	625.00	-625.00	0.0%
Elections	130.37	250.00	-119.63	52.1%
Garbage	637.26	665.00	-27.74	95.8%
Insurance Exp	0.00	7,710.00	-7,710.00	0.0%
Legal	5,227.00	2,500.00	2,727.00	209.1%
Lodge/Office Maintenance	1,420.92	290.00	1,130.92	490.0%
Lodge Utilities				
Electricity-Lodge	805.67	835.00	-29.33	96.5%
Propane-Lodge	1,663.61	915.00	748.61	181.8%
Water-Lodge	172.03	210.00	-37.97	81.9%
Total Lodge Utilities	2,641.31	1,960.00	681.31	134.8%
Mileage	99.95	375.00	-275.05	26.7%
Office Expenses	1,999.21	585.00	1,414.21	341.7%
Outside Services	182.00	835.00	-653.00	21.8%
Phone Fax and Internet	1,600.01	2,000.00	-399.99	80.0%
Postage and Delivery	58.00	1,250.00	-1,192.00	4.6%
Security	439.00	475.00	-36.00	92.4%
Snow Removal	350.00	350.00	0.00	100.0%
Square Fees-Paid by Homeowners	567.86			
Total Administrative Expenses	20,649.40	25,583.34	-4,933.94	80.7%

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Accrual Basis

January through May 2022

	Jan - May 22	Budget	\$ Over Budget	% of Budget
Employee Expenses				
Payroll Expenses				
Wages - Office/ Bookkeeping	14,264.54	16,446.00	-2,181.46	86.7%
Wages - Pool Staff	0.00	7,875.00	-7,875.00	0.0%
Wages-Recreation/Grounds/Maint	8,704.00	9,415.00	-711.00	92.4%
Phone Allowance	340.00			
Payroll Expenses - Other	-216.63			
Total Payroll Expenses	23,091.91	33,736.00	-10,644.09	68.4%
Payroll Processing Fees	5.25	150.00	-144.75	3.5%
Payroll Taxes	2,429.68	2,670.00	-240.32	91.0%
Worker's Compensation	0.00	1,450.00	-1,450.00	0.0%
Total Employee Expenses	25,526.84	38,006.00	-12,479.16	67.2%
Greenbelt Expenses				
Greenbelt Fuel Modification	0.00	10,835.00	-10,835.00	0.0%
100 Ft Defensible Space	14,600.00			
Greenbelt Tree Removal	0.00	2,500.00	-2,500.00	0.0%
Total Greenbelt Expenses	14,600.00	13,335.00	1,265.00	109.5%
Recreation Expenses				
Pool Expenses				
Pool Water	435.90	1,040.00	-604.10	41.9%
Pool Propane	0.00	30.00	-30.00	0.0%
Pool Health Permits	1,028.00	415.00	613.00	247.7%
Pool Electricity	1,120.06	3,335.00	-2,214.94	33.6%
Pool Repairs	131.91	165.00	-33.09	79.9%
Pool Supplies	276.25	145.00	131.25	190.5%
Pool Chemicals	0.00	2,665.00	-2,665.00	0.0%
Total Pool Expenses	2,992.12	7,795.00	-4,802.88	38.4%
Keys & Re-keying	0.00	100.00	-100.00	0.0%
Janitorial Supplies	50.56	665.00	-614.44	7.6%
Pool/ Rec Outside Services	955.13	835.00	120.13	114.4%
Rec Grounds/Maintenance	1,466.74	625.00	841.74	234.7%
Recreation Events	1,217.36	1,250.00	-32.64	97.4%
Tennis Court Maintenance	0.00	40.00	-40.00	0.0%
Total Recreation Expenses	6,681.91	11,310.00	-4,628.09	59.1%
Total OPERATING FUND EXPENSES	67,458.15	88,234.34	-20,776.19	76.5%
RESERVE FUND EXPENSES				
02000-Concrete				
400-Pool Deck-large pool	20,000.00			
Total 02000-Concrete	20,000.00			
12000-Pool				
120-Replaster large pool	60,500.00			
200-Edge-large pool	9,500.00			
710-Equip Replace-lg pool	106,000.00			
12000-Pool - Other	8,000.00			
Total 12000-Pool	184,000.00			
Total RESERVE FUND EXPENSES	204,000.00			
Total Expense	271,458.15	88,234.34	183,223.81	307.7%
Net Ordinary Income	-120,182.56	54,028.66	-174,211.22	-222.4%

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Accrual Basis

January through May 2022

	Jan - May 22	Budget	\$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
TRANSFERS				
Transfers To/From Reserve	34,896.00	-29,080.00	63,976.00	-120.0%
Transfers To/From Operating	-34,896.00			
Total TRANSFERS	0.00	-29,080.00	29,080.00	0.0%
Interest Income	161.49			
Other Income	3,263.15			
Total Other Income	3,424.64	-29,080.00	32,504.64	-11.8%
Other Expense				
Depreciation Expense	995.30			
Interest Expense	8.64			
Total Other Expense	1,003.94	0.00	1,003.94	100.0%
Net Other Income	2,420.70	-29,080.00	31,500.70	-8.3%
Net Income	-117,761.86	24,948.66	-142,710.52	-472.0%

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Cash Basis

January through May 2022

	Jan - May 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Membership Dues				
Membership Dues - 2015	-204.58			
Membership Dues - 2019	573.88			
Membership Dues - 2020	3,406.03			
Membership Dues - 2021	32,015.56			
Membership Dues - 2022	114,844.88	134,178.00	-19,333.12	85.6%
Total Membership Dues	150,635.77	134,178.00	16,457.77	112.3%
Recreational Rental	1,681.46	1,665.00	16.46	101.0%
Transfer Escrow Fees	8,010.24	2,085.00	5,925.24	384.2%
Late Fees	1,347.89	915.00	432.89	147.3%
Bank Charges Member NSF	18.94			
Delinquent Interest	718.84	210.00	508.84	342.3%
Document Fee	964.99	1,250.00	-285.01	77.2%
Statement Fee	1,600.00	1,665.00	-65.00	96.1%
Key Fob Deposit	1,054.71	210.00	844.71	502.2%
GRF Approval Sign Deposit	4.57	85.00	-80.43	5.4%
Credit Card Fee Collected	554.77			
Donations				
Donations-Bear	525.00			
Total Donations	525.00			
Total Income	167,117.18	142,263.00	24,854.18	117.5%
Gross Profit	167,117.18	142,263.00	24,854.18	117.5%
Expense				
OPERATING FUND EXPENSES				
Administrative Expenses				
Accounting				
Bookkeeping	2,621.25	1,133.34	1,487.91	231.3%
Accounting - Other	2,275.14	4,165.00	-1,889.86	54.6%
Total Accounting	4,896.39	5,298.34	-401.95	92.4%
Bad Debt	93.26	415.00	-321.74	22.5%
Bank Service Fee	255.00			
Collection Fees	0.00	625.00	-625.00	0.0%
Elections	130.37	250.00	-119.63	52.1%
Garbage	543.08	665.00	-121.92	81.7%
Insurance Exp	376.71	7,710.00	-7,333.29	4.9%
Legal	5,227.00	2,500.00	2,727.00	209.1%
Lodge/Office Maintenance	1,420.92	290.00	1,130.92	490.0%
Lodge Utilities				
Electricity-Lodge	657.86	835.00	-177.14	78.8%
Propane-Lodge	1,663.61	915.00	748.61	181.8%
Water-Lodge	164.21	210.00	-45.79	78.2%
Total Lodge Utilities	2,485.68	1,960.00	525.68	126.8%
Mileage	99.95	375.00	-275.05	26.7%
Office Expenses	1,999.21	585.00	1,414.21	341.7%
Outside Services	392.00	835.00	-443.00	46.9%
Phone Fax and Internet	1,396.55	2,000.00	-603.45	69.8%
Postage and Delivery	58.00	1,250.00	-1,192.00	4.6%
Security	569.00	475.00	94.00	119.8%
Snow Removal	175.00	350.00	-175.00	50.0%
Square Fees-Paid by Homeowners	567.86			
Total Administrative Expenses	20,685.98	25,583.34	-4,897.36	80.9%

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Cash Basis

January through May 2022

	Jan - May 22	Budget	\$ Over Budget	% of Budget
Employee Expenses				
Payroll Expenses				
Wages - Office/ Bookkeeping	14,264.54	16,446.00	-2,181.46	86.7%
Wages - Pool Staff	0.00	7,875.00	-7,875.00	0.0%
Wages-Recreation/Grounds/Maint	8,704.00	9,415.00	-711.00	92.4%
Phone Allowance	340.00			
Payroll Expenses - Other	-216.63			
Total Payroll Expenses	23,091.91	33,736.00	-10,644.09	68.4%
Payroll Processing Fees	5.25	150.00	-144.75	3.5%
Payroll Taxes	2,231.05	2,670.00	-438.95	83.6%
Worker's Compensation	0.00	1,450.00	-1,450.00	0.0%
Total Employee Expenses	25,328.21	38,006.00	-12,677.79	66.6%
Greenbelt Expenses				
Greenbelt Fuel Modification	0.00	10,835.00	-10,835.00	0.0%
100 Ft Defensible Space	14,600.00			
Greenbelt Tree Removal	0.00	2,500.00	-2,500.00	0.0%
Total Greenbelt Expenses	14,600.00	13,335.00	1,265.00	109.5%
Recreation Expenses				
Pool Expenses				
Pool Water	435.90	1,040.00	-604.10	41.9%
Pool Propane	0.00	30.00	-30.00	0.0%
Pool Health Permits	1,028.00	415.00	613.00	247.7%
Pool Electricity	919.46	3,335.00	-2,415.54	27.6%
Pool Repairs	131.91	165.00	-33.09	79.9%
Pool Supplies	276.25	145.00	131.25	190.5%
Pool Chemicals	0.00	2,665.00	-2,665.00	0.0%
Total Pool Expenses	2,791.52	7,795.00	-5,003.48	35.8%
Keys & Re-keying	0.00	100.00	-100.00	0.0%
Janitorial Supplies	50.56	665.00	-614.44	7.6%
Pool/ Rec Outside Services	955.13	835.00	120.13	114.4%
Rec Grounds/Maintenance	1,432.36	625.00	807.36	229.2%
Recreation Events	1,217.36	1,250.00	-32.64	97.4%
Tennis Court Maintenance	0.00	40.00	-40.00	0.0%
Total Recreation Expenses	6,446.93	11,310.00	-4,863.07	57.0%
Total OPERATING FUND EXPENSES	67,061.12	88,234.34	-21,173.22	76.0%
Reconciliation Discrepancies	106.92			
RESERVE FUND EXPENSES				
02000-Concrete				
400-Pool Deck-large pool	20,000.00			
Total 02000-Concrete	20,000.00			
12000-Pool				
120-Replaster large pool	22,500.00			
710-Equip Replace-lg pool	76,000.00			
Total 12000-Pool	98,500.00			
Total RESERVE FUND EXPENSES	118,500.00			
Total Expense	185,668.04	88,234.34	97,433.70	210.4%
Net Ordinary Income	-18,550.86	54,028.66	-72,579.52	-34.3%

10:55 AM

Gold Ridge Forest Property Owners Association

06/01/22

Profit & Loss Budget vs. Actual

Cash Basis

January through May 2022

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Other Income/Expense				
Other Income				
TRANSFERS				
Transfers To/From Reserve	34,896.00	-29,080.00	63,976.00	-120.0%
Transfers To/From Operating	-34,896.00			
Total TRANSFERS	0.00	-29,080.00	29,080.00	0.0%
Interest Income	161.49			
Other Income	3,263.15			
Total Other Income	3,424.64	-29,080.00	32,504.64	-11.8%
Other Expense				
Depreciation Expense	995.30			
Interest Expense	8.64			
Total Other Expense	1,003.94	0.00	1,003.94	100.0%
Net Other Income	2,420.70	-29,080.00	31,500.70	-8.3%
Net Income	-16,130.16	24,948.66	-41,078.82	-64.7%

JUNE 1, 2022

PLEASE READ: IMPORTANT CHANGES

Dear Gold Ridge Forest Property Owner:

Welcome to the 21st Century!

Please take a few minutes to read this email. Your Office Team is transitioning to “electronic communication” as a primary source of communication with our property owners, sending and receiving statements, paying quarterly or annual dues, sending quarterly newsletters, and other forms of information.

If you have been following our “Financial System Modernization” project since January 1, 2022, you are aware we are making these changes to modernize our office processes, and to meet the new requirements placed on the GRFPOA by our insurance companies. This transition also saves the association homeowners money.

Many have been asking us to make this transition, and we are. Here are some Basic Q & A:

1.) What payments do we accept?

We accept credit cards, checks, and money orders. Checks and money orders may be USPS mailed to the office. Credit card payments are payable from the Gold Ridge Forest website. **NOTE: WE NO LONGER ACCEPT CASH DUE TO OUR NEW FINANCIAL INSURANCE REGULATIONS!**

2.) Is there a service charge for credit card/square transactions?

Yes, just like your fuel station and other businesses, banks charge us a “use fee.” Our Board has chosen to pass these fees along to property owners who choose to use credit cards to pay their dues. The fees (\$.30 cents + 2.9%) have been added to the dues for those who wish to pay their quarterly or annual dues by card. If you wish to pay another amount you can call the office, and our Office Manager is happy to process the amount. The annual amount for paying dues with a credit card is \$441.09. The quarterly dues fee with credit card is \$110.50. The local Safeway sells money orders up to \$500 for a \$1 fee. Your check fee is per your individual bank.

3.) Are there late fees if I don't pay my dues on time?

Yes, a \$10 late charge is assessed 16 days after the due date and 1% interest is applied to the unpaid balance 30 days after the due date. Interest continues to be assessed to the unpaid balance at the rate of 1% each month (12% per annum).

Other questions may be answered by calling the office at 530-644-3880

PLEASE HELP US UPDATE YOUR INFORMATION!

IF YOU ARE NOT SURE WE HAVE YOUR MOST RECENT EMAIL ADDRESS OR TELEPHONE NUMBER, PLEASE EMAIL THAT INFORMATION TO THE OFFICE.

PLEASE INCLUDE:

1. THE OWNER'S (NOT RENTER'S) FIRST AND LAST NAME
2. STREET ADDRESS
3. LOT NUMBER
4. VALID EMAIL ADDRESS
5. BEST PHONE NUMBER TO CONTACT YOU

REMINDER: It is your responsibility to ensure we have the proper contact information for you as a property owner, and that your dues and other obligations are paid in a timely manner, per the GRFPOA Bylaws and CC&Rs. Late charges and interest will apply to delinquent dues accounts.

Sincerely,

Gold Ridge Forest POA Board of Directors