DATE: September 10, 2020

RE: Talega Gallery Community Association

Audit for Fiscal Year Ending March 31, 2020

Owner Notice Disclosure Form

#### Dear Owner:

California Civil Code § 5305 and your CC&Rs require that an independent review of the financial operations of your association be conducted at the end of each fiscal year.

Your Board of Directors has engaged the services of VanDerPol and Company to conduct an annual audit of the Association's financial statements. Their report is enclosed for your files.

The report expresses the professional opinion of the Certified Public Accountant retained by the Association to prepare a financial report, which fairly presents and discloses the financial position of the Association and is prepared in accordance with generally accepted principles of accounting.

It is suggested that you read this information carefully and keep these reports with all other documents concerning your property, as it may be necessary to show this information to any prospective buyers of your property.

Also included with this packet is an Owner Notice Disclosure form. Each year, all owners are required to provide specific information as required by California Civil Code § 4041 to ensure that the membership is kept informed. Please complete the form and return it within 10 days to ensure you have met your obligations as required by the State of California.

Please note that the names and addresses of the current members are located at the offices of Seabreeze Management Company, Inc. Should you have any questions regarding the enclosed information, please contact your General Manager, Lauren Donovan at Lauren.donovan@seabreezemgmt.com.

Sincerely,

The Board of Directors for the Talega Gallery Community Association

**Enclosures** 





## Talega Gallery Community Association Owner Notice Disclosure

California law requires Owners in a community association to provide the following information to the association on an annual basis. Please fill out and return this form to Seabreeze Management Company, Inc. within ten (10) days. If this form is not returned, then by law Association notices will only be sent to the last property address provided by you, or if none was received, the property address within this association.

O۱	wner Name(s):
O۱	vner Phone Number: () Owner email(s):
1.	Address in the community association:
2.	Address you wish Association notices to be delivered:
3.	Any alternate or secondary address to which notices from the association are to be delivered:
4.	The name and address of your legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of your extended absence from your property:
5.	Your property is (please check one):   Owner-occupied  Rented out  If rented, your tenant's cell phone # email:
6.	Is your property developed but vacant? (please check one) ☐ Yes ☐ No
7.	Is your property undeveloped land? (please check one) ☐ Yes ☐ No
8.	Civil Code provides homeowners with an opportunity to "OPT OUT" of sharing their names, property address, and mailing address on the association's membership list. <i>This opt out shall remain in effect until changed by the homeowners.</i> Would you like to "Opt Out"? Dives Divine

Please return this form within 10 days to:
Talega Gallery Community Association
c/o Seabreeze Management Company, Customer Care
26840 Aliso Viejo Pkwy, Suite 100
Aliso Viejo, CA 92656
customercare@seabreezemgmt.com

## TALEGA GALLERY COMMUNITY ASSOCIATION

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(714) 437-1025, FAX (714) 437-5900

#### INDEPENDENT AUDITORS' REPORT

To the Board of Directors and the Owners Talega Gallery Community Association

#### Report on the Financial Statements

We have audited the accompanying financial statements of Talega Gallery Community Association, which comprise the balance sheet as of March 31, 2020, and the related statements of revenues, expenses, and changes in fund balances and cash flows for the year then ended, and the related notes to the financial statements.

#### 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.

#### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Talega Gallery Community Association as of March 31, 2020, and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

#### Disclaimer of Opinion on Required Supplementary Information

Accounting principles generally accepted in the United States of America require that supplementary information on future major repairs and replacements on page 14 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. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Van DerPol and Company VANDERPOL AND COMPANY

A Professional Accountancy Corporation

Costa Mesa, California

August 12, 2020

#### TALEGA GALLERY COMMUNITY ASSOCIATION BALANCE SHEET AS OF MARCH 31, 2020

	O <sub>1</sub>	perating Fund	Re	placement Fund	_	Total
ASSETS						
Cash and cash equivalents [Note 8]	\$	55,799	\$	252,826	\$	308,625
Member assessments receivable		1,291				1,291
Due from Seagarden Cost Center				197		197
Investments [Note 9]		50,797		781,000		831,797
Accrued interest receivable				4,867		4,867
Other receivable		3,080				3,080
Prepaid expenses		14,216				14,216
Due from/(to) fund		3,535		(3,535)		
Total Assets	\$	128,718	\$	1,035,355		1,164,073
LIABILITIES						
Accounts payable and accrued expenses	\$	7,732	\$		\$	7,732
Accrued payroll and related expenses		7,334				7,334
Prepaid assessments		26,351				26,351
Activity deposits held		2,589				2,589
Income taxes payable				203		203
Contract liability [Note 4]				1,022,096	_	1,022,096
Total Liabilities		44,006		1,022,299		1,066,305
FUND BALANCES		84,712		13,056		97,768
TOTAL LIABILITIES AND FUND BALANCES	\$	128,718	\$	1,035,355	\$	1,164,073

# TALEGA GALLERY COMMUNITY ASSOCIATION STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCES FOR THE YEAR ENDED MARCH 31, 2020

	0	perating Fund	Rej	placement Fund	Total	
REVENUES						
Member assessments [Note 3]	\$	600,696	\$	161,228	\$	761,924
Interest	•	873	Ψ	20,192	Ψ	21,065
Water reimbursement		3,080		20,102		3,080
Other income		4,290				4,290
		<u> </u>		-	•	
Total Revenues		608,939		181,420		790,359
EXPENSES						
Utilities:						
Electricity		39,366				39,366
Water		48,725				48,725
Gas		15,622				15,622
Refuse		819				819
Telephone		8,486				8,486
Maintenance:						
Landscape maintenance and supplies		140,739				140,739
Irrigation repairs		10,006				10,006
Patrol service		8,826				8,826
Lighting maintenance and supplies		925				925
Pool service, supplies and repairs		16,537				16,537
Janitorial service and supplies		19,778				19,778
Pest control		1,240				1,240
Gate and fence repairs		3,094				3,094
Other common area maintenance		23,661				23,661
Replacement fund [Note 11]				161,218		161,218
Administrative:						
Insurance		11,869				11,869
Management fees		33,884				33,884
Professional fees		18,539				18,539
Income taxes [Note 7]				7,136		7,136
Recreation staff and related expenses		200,798				200,798
Postage and printing expense		6,919				6,919
Other administrative expenses	_	19,442	_	10		19,452
Total Expenses		629,275		168,364		797,639
EXCESS OF REVENUES						
OVER/(UNDER) EXPENSES		(20,336)		13,056		(7,280)
Beginning Fund Balances [Note 5]		105,048				105,048
Ending Fund Balances	\$	84,712	\$	13,056	\$	97,768

See independent auditors' report and accompanying notes to financial statements.

#### TALEGA GALLERY COMMUNITY ASSOCIATION STATEMENT OF CASH FLOWS FOR THE YEAR ENDED MARCH 31, 2020

	erating Fund	Rep	Replacement Fund		Total
Cash flows from operating activities					
Excess of revenues over/(under) expenses	\$ (20,336)	\$	13,056	\$	(7,280)
Adjustments to reconcile excess of revenues over/(under) expenses to net cash provided/(used) by operating activities:					
Increase in member assessments receivable	(576)				(576)
Increase in due from Seagarden Cost Center	(-·-/		(125)		(125)
Increase in accrued interest receivable			(1,661)		(1,661)
Increase in other receivable	(3,080)				(3,080)
Increase in prepaid expenses	(3,085)				(3,085)
Decrease in prepaid taxes	_		130		130
Decrease in accounts payable and accrued					
expenses	(9,258)		(26,597)		(35,855)
Decrease in accrued payroll and related			• • •		
expenses	(1,207)				(1,207)
Increase in prepaid assessments	8,949				8,949
Increase in activity deposits held	1,102				1,102
Increase in income taxes payable			203		203
Decrease in contract liability			(1,220)		(1,220)
Change in due to/(from) fund	(3,535)		3,535		
Net cash used by operating activities	 (31,026)		(12,679)		(43,705)
Cash flows from investing activities					
Acquisition of certificates of deposit			(781,000)		(781,000)
Acquisition of mutual funds	(50,797)				(50,797)
Maturity of certificates of deposit	 		888,174		888,174
Net cash provided/(used) by investing activities	 (50,797)		107,174		56,377
Net increase/(decrease) in cash	(81,823)		94,495		12,672
Cash at beginning of year	137,622		158,331		295,953
Cash at end of year	\$ 55,799	\$	252,826	\$	308,625

See independent auditors' report and accompanying notes to financial statements.

#### NOTE 1. ORGANIZATION

Talega Gallery Community Association [the Association] is a statutory homeowners association which was organized as a non-profit mutual benefit corporation in April 2001. The purpose of the Association is primarily to maintain, preserve and control the defined common areas of the Association. The Association, which is an age restricted community (55 and over), is comprised of four separate housing tracts and is part of the Talega Maintenance Corporation — a master planned community located in San Clemente, California. The Association consists of 283 residential units, of which 41 units within the Seagarden tract pay an additional "cost center" assessment.

#### NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

<u>Principles of Accounting</u> - The books and records for the Association are maintained on the accrual basis of accounting. The tax returns are also reported on the accrual basis of accounting.

<u>Capitalization Policy and Depreciation</u> - In accordance with industry standards, the Association has not capitalized in the financial statements the common area real property acquired at its inception from the developer. Replacements and improvements to the real property which are directly associated with the units are also not capitalized. They are instead charged directly to either the Operating Fund or the Replacement Fund in the period they are incurred.

Significant capital assets not directly associated with the units, referred to as personal property assets, are capitalized and depreciated over their estimated useful life using the straight-line method of depreciation. During the year ended March 31, 2020, there were no significant personal property additions.

<u>Fund Accounting</u> - The Association's accompanying financial statements have been prepared using fund accounting. Under this method of accounting, financial resources are separated into two categories, the Operating Fund and the Replacement Fund. Disbursements from the Replacement Fund generally may be made only for designated repair or replacement of major common area components. Disbursements from the Operating Fund are at the discretion of the Board of Directors and generally are for on-going repairs, maintenance, and administrative functions.

<u>Investment Income</u> - The Board's policy is to allocate interest earned on Replacement Fund cash and investment accounts to the Replacement Fund, and to pay the related income taxes out of the Replacement Fund.

<u>Use of 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 and the reported amounts of revenues and expenses during the period. Actual results could differ from those estimates.

#### NOTE 3. <u>ASSESSMENTS AND ASSESSMENTS RECEIVABLE</u>

Association members are subject to paying assessments to fund the Association's operating expenses, future capital acquisitions, and major repairs and replacements. Assessment revenue is recognized as the related performance obligations are satisfied at transaction amounts expected to be collected.

#### NOTE 3. ASSESSMENTS AND ASSESSMENTS RECEIVABLE – (CONTINUED)

Under the new revenue recognition standard of ASC 606 [Note 5], the Association (an entity) has a performance obligation to the unit/unit owners (customers). The Association's approved annual Operating Fund budget establishes the maintenance, management, and administrative services that the Association is obligated to perform. These services can be bundled together as a single commercial objective and a single performance obligation. The budget establishes an implied contract price, and because these services are provided within an annual cycle, the respective Operating Fund assessments are considered revenue for the current period.

The performance obligations related to Replacement Fund assessments are satisfied when these financial resources are expended for their designated purpose.

For the year ended March 31, 2020, the Association's monthly assessment was \$224 per unit. For the 2020/2021 fiscal year, the monthly assessment has been raised to \$235 per unit.

Assessments receivable at March 31, 2020 represent assessments and other fees due from owners. The Association's governing documents provide for various collection remedies for delinquent assessments, including filing of liens on the owner's unit, foreclosing on the unit owner, or obtaining judgment on other assets of the unit owner.

Under ASC 606, assessments and other fees that cannot be collected with certainty are now charged against the respective revenue rather than bad debt expense. Bad debt expense will still be used to account for uncollectible receivable balances that were recorded in prior periods.

#### NOTE 4. CONTRACT LIABILITY

The Association recognizes revenue from members as the related performance obligations are satisfied. A contract liability is recorded when the Association has the right to receive payment in advance of the satisfaction of performance obligations which specifically pertains to Replacement Fund assessments. The contract liability balance at the beginning of the year and end of the year was \$0 and \$1,022,096, respectively.

#### NOTE 5. REVENUE RECOGNITION

The Financial Accounting Standards Board (FASB) issued new guidance in the Accounting Standards Codification (ASC) Topic 606 Revenue from Contracts with Customers. FASB ASC 606 is a new revenue recognition standard that affects businesses that enter into contracts with customers to transfer goods and services, including public, private and non-public entities. The purpose of the standard is to eliminate variations in the way businesses across industries handle accounting for similar transactions. FASB ASC 606 went into effect for annual reporting periods beginning after December 15, 2018. FASB ASC 606 supersedes the revenue recognition requirements of FASB ASC 972-605 and most industry-specific revenue guidance in the FASB ASC, including the accounting guidance that Common Interest Realty Associations (CIRAs) followed in previous years.

#### NOTE 5. <u>REVENUE RECOGNITION</u> – (CONTINUED)

The Association has adopted the new guidance as of April 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 the beginning fund balance. Adoption of the new guidance resulted in changes to our accounting policies for assessments and contract liability [discussed in Notes 3 and 4].

The adoption of the new revenue recognition guidance resulted in the following change to beginning fund balances as of April 1, 2019:

	O	perating Fund	Replacement Fund	Total
Fund balances, as previously reported, at March 31, 2019	\$	105,048	\$ 1,023,316	\$ 1,128,364
Adjustment at April 1, 2019			(1,023,316)	(1,023,316)
Fund balances, as adjusted, at April 1, 2019	\$	105,048	\$ -	\$ 105,048

The modified retrospective method of transition requires disclosure of the effect of applying the new guidance on each item included in these financial statements. The following items that were affected on the balance sheet, the statement of revenues, expenses, and changes in fund balances and the statement of cash flows for the year ended March 31, 2020 are as follows:

	Amounts That Would Have Been Reported		Effects of Applying New Guidance		As Reported	
BALANCE SHEET						
Liabilities						
Contract liability [Note 4]	\$		\$	1,022,096	\$	1,022,096
Total Liabilities		44,209		1,022,096		1,066,305
Fund Balances		1,119,864		(1,022,096)		97,768
STATEMENT OF REVENUES, EXPENSES, AN	D CHA	NGES IN FUN	D BA	LANCES		
Member assessments	\$	760,704	\$	1,220	\$	761,924
Excess of revenues over/(under) expenses		(8,500)		1,220		(7,280)
STATEMENT OF CASH FLOWS						
Excess of revenues over/(under) expenses	\$	(8,500)	\$	1,220	\$	(7,280)
Decrease in contract liability				(1,220)		(1,220)

#### NOTE 5. REVENUE RECOGNITION – (CONTINUED)

The effect of the adoption is an increase in the 2019/2020 assessments of \$1,220 and a recorded contract liability at March 31, 2020 of \$1,022,096. The Association has no customer contract modifications that had an effect on the Association's transition to the new guidance.

#### NOTE 6. REPLACEMENT FUNDING PROGRAM

In accordance with the Association's governing documents, which require that funds be accumulated for future major repairs and replacements, the Association has established certain amounts as reserves for future capital expenditures. Members' assessments relating to the replacement funding program are considered capital contributions from members' dues and as such are restricted in usage. Disbursements are to be made only if specifically approved by the Board of Directors.

An independent study of the Association's replacement funding program was conducted in January 2020 and recommends a contribution to the Replacement Fund of approximately \$160,000 (\$47.11 per unit per month) for the 2020/2021 fiscal year using the "directed cash flow" method. The study's recommendations were based on estimates of remaining useful lives, current replacement costs, and amounts accumulated in the Replacement Fund. For the year ended March 31, 2020, the Association funded \$160,008 from assessments to the Replacement Fund and has budgeted to fund the same amount for the 2020/2021 fiscal year. The table included in the unaudited supplementary information on future major repairs and replacements is based on the study.

The Association is funding such major repairs and replacements over the estimated useful lives of the components based on the study's estimates of current replacement costs, considering amounts previously accumulated in the Replacement Fund. Actual expenditures may vary from the estimated amounts and the variations may be material. Therefore, amounts collected for replacement obligations may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Association has the right, subject to the Association's governing documents, to pass special assessments, increase monthly assessments, or delay replacement until funds are available.

#### NOTE 7. <u>INCOME TAXES</u>

The Association may elect to file its federal income tax return as either a regular corporation [under Internal Revenue Code Section 277] or as a homeowners association [under Internal Revenue Code Section 528]. For the year ended March 31, 2020, the Association elected to file as a homeowners association, where generally the association is taxed only on income unrelated to membership dues and assessments [such as interest income less related expenses]. For California purposes, the Association also qualifies for tax exempt status as a homeowners association under California Revenue and Taxation Code Section 23701t and pays a tax of 8.84% on income not related to membership dues and assessments. Additionally, for tax filing purposes, the operations of the Seagarden Cost Center are combined with the Association. For the year ended March 31, 2020, the federal and California income tax expense was \$5,331 and \$1,805, respectively.

The Association utilizes the liability method of accounting for income taxes. Under the liability method deferred income tax assets and liabilities are provided based on the difference between the financial statements and tax basis of assets and liabilities measured by the currently enacted tax rates in effect for the years in which these differences are expected to reverse. Because there is no material difference between the financial accounting and tax basis of the Association's assets and liabilities, the Association has not recorded any deferred tax assets or liabilities.

#### NOTE 7. <u>INCOME TAXES</u> – (CONTINUED)

The Association has adopted accounting standards for the accounting for uncertainty in income taxes. These standards provide guidance for the accounting and disclosure about uncertain tax positions taken by an association. Management believes that all of the positions taken by the Association in its federal and state income tax returns are more likely than not to be sustained upon examination. The Association's tax returns are subject to examination by the Internal Revenue Service and the California Franchise Tax Board, generally for three years and four years, respectively after they are filed.

#### NOTE 8. <u>SCHEDULE OF CASH BALANCES</u>

Generally, certificates of deposit and other debt securities with original maturities less than 90 days are considered cash equivalents, while certificates of deposits and debt securities with maturities over 90 days are considered "investments."

At March 31, 2020, the Association maintained cash balances at the following institutions:

#### **Operating Fund:**

Union Bank - checking Morgan Stanley - money funds Union Bank - checking (events)	\$ 30,708 21,413 3,678
Total Cash - Operating Fund	\$ 55,799

#### Replacement Fund:

Morgan Stanley - money fun	nds	\$ 252,826

#### NOTE 9. INVESTMENTS

The Association's investments consist of certificates of deposit with original maturities over 90 days and mutual funds. The mutual funds consist of open end non-sweep treasury securities. Investment income from these investments is recorded when earned or accrued. The investments are considered to be held to maturity and are carried at cost, which approximates the fair value. At March 31, 2020, the Association's investments totaled \$831,797. The investments have remaining maturity dates ranging from two to fourteen months and interest rates ranging from 1.60% to 2.45%.

### NOTE 10. <u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>

Cash paid for income taxes amounted to \$7,000 for the year ended March 31, 2020. No interest was paid and there were no non-cash investing or financing transactions during the year.

### NOTE 11. REPLACEMENT FUND EXPENDITURES

Replacement fund expenditures for the year ended March 31, 2020 are as follows:

Landscape		\$ 74,942
Clubhouse		41,570
Recreation Area		21,404
Common Area		14,887
Fences and Walls		8,415
	Total	\$ 161,218

### NOTE 12. <u>SUBSEQUENT EVENTS</u>

Subsequent events have been evaluated through August 12, 2020, which is the date the financial statements were available to be issued.

#### TALEGA GALLERY COMMUNITY ASSOCIATION REQUIRED SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS & REPLACEMENTS AS OF MARCH 31, 2020 (UNAUDITED)

An independent reserve study was conducted in January 2020 to estimate the remaining useful lives and the replacement costs of the components of common property. The study was based upon representations by the Board of Directors and the experience and knowledge of the independent reserve analyst. The estimates were based on current replacement costs adjusted for an annual inflation rate of 2.0%. These estimates are used as a foundation in arriving at recommended funding requirements, based upon cash and investments which have been collected for future repairs and replacements, earning a yield on funds of 2.0%.

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

Common Area Component	Estimated Remaining Useful Lives		Estimated Current Replacement Costs		2020/2021 Recommended Funding Requirement		Study's commended nd Balance
Clubhouse - interior	0-18 years	\$	518,037	\$	26,352	\$	151,485
Clubhouse - mechanical	0-13 years		135,190		6,820		91,175
Clubhouse - equipment	0-14 years		73,918		12,668		26,144
Clubhouse - exterior	0-30 years		184,347		6,949		138,711
Recreation areas	0-12 years		214,344		13,432		120,159
Grounds/parking/common	0-28 years		143,553		3,726		99,102
Landscape	0-15 years		139,948		60,887		128,872
Fences/walls/gates	0-18 years		430,329		24,506		221,441
Contingency	N/A years				4,660		29,313
	Total	\$	1,839,666	\$	160,000	\$	1,006,402
The accumulated contract lia	bility and Replacem	ent Fun	d balance at 3/	31/20:		\$	1,035,152