# FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC.

# REPORT ON AUDIT OF FINANCIAL STATEMENTS

For the Year Ended December 31, 2007

NAGESH & CARTER, PLLC CERTIFIED PUBLIC ACCOUNTANTS

# FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. TABLE OF CONTENTS

	<u>Pages</u>
Independent Auditor's Report	1
Balance Sheets	3
Statements of Assessments, Revenues, and Expenses, and Changes in Fund Balances	4
Statements of Cash Flows	5
Notes to Financial Statements	6
Supplemental Schedules	
Analysis of Assessments, Revenues and Expenses Per Homeowner and as Percentage of Assessments	9
Comparison of Actual to Budgeted Assessments, Revenues and Expenses	10
Comparative Analysis of Assessments, Revenues and Expenses for the Years Ended December 31, 2007 to 1998	11
Renovations and Improvements	12

### NAGESH & CARTER, PLLC

CERTITIED PUBLIC ACCOUNTANTS
2000 Dairy Ashford, Suite 360, Houston, TX 77077
Telephone (281) 584-9922 Fax (281) 584-9933
E-mail: ksnagesh@sbcglobal.net

### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors and Members of the FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC.

We have audited the accompanying Balance Sheets of Forum Park Town Homes Owners' Association, Inc. as of December 31, 2007, and the related Statements of Assessments, Revenues, Expenses, and Changes in Fund Balances; and Cash Flows for the year then ended. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on the financial statements based on our audit.

We conducted our audit in accordance with auditing standards as generally accepted in the United States of America. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Forum Park Town Homes Owners' Association, Inc. as of December 31, 2007, 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.

Forum Park Town Homes Owners' Association, Inc. has not estimated the remaining lives and replacement cost of common property and, therefore, has not presented the estimates of future costs of major repairs and replacements. The American Institute of Certified Public Accountants has determined the estimates are required to supplement, but are not required to be part of, the basic financial statements.

Our examination was made for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplemental schedules on pages 8 through 12 are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Nagosh & Cartor, PLLC

March 18, 2008

## FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. BALANCE SHEETS

### As of December 31, 2007

		Operating	Insurance	Replacement
	Total	Fund	Fund	Fund
<u>ASSETS</u>				
Current Assets				
Cash	\$32,490	\$1,802	-	\$30,688
Accounts receivable	54,976	54,976	-	-
Allowance for adjustments and writeoffs	(6,900)	(6,900)	-	-
Prepaid expenses	27,435	27,435	-	-
Total assets	\$108,001	\$77,313	-	\$30,688
Current liabilities				
Accounts payable	\$21,647	\$21,647	-	_
Prepaid assessments	6,406	6,406	_	_
Total current liabilities	28,053	28,053	· _	-
Fund balance	79,948	49,260	-	\$30,688
Total liabilities and fund balance	\$108,001	\$77,313	-	\$30,688
	-	-	-	-
The accompanyir part of these i	ng notes are an . Financial statem			

# FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. STATEMENTS OF ASSESSMENTS, REVENUES AND EXPENSES AND CHANGES IN FUND BALANCES

For The Year Ended December 31, 2007

	·	Operating	Insurance	•
	Total	Fund	Fund	Fund
Assessments and revenues				
Maintenance fees	\$545,168	\$545,168		-
Late fees & penalties	5,969	5,969		-
Interest income	600	-		\$600
Insurance proceeds - fire	63,609	-	\$63,609	-
Transmitters/cards and other income	4,341	4,341		
Capital reserve funding	-	(23,924)	7,788	16,136
Total revenues	619,687	531,554	71,397	16,736
Operating expenses				
Administrative expenses	51,128	51,128		-
Contract services	63,028	63,028		-
Building maintenance	127,298	127,298		-
Utilities	189,030	189,030		-
Insurance	76,524	76,524		-
Repairs	32,594	32,594		-
Renovation and improvements	7,868	-		7,868
Fire damage repairs	71,397		71,397	
Total expenses	618,867	539,602	\$71,397	7,868
A				
Assessments and revenues over	000	(0.040)		0.060
(under) expenses	820	(8,048)	-	8,868
Fund balance, beginning of the year	79,128	57,308		21,820
Fund balance, end of the year	\$79,948	\$49,260		\$30,688
	<u>, , ,</u>			
	-	-	-	<del>-</del>
	ing notes are an			
part of these	financial statem	nents		

## FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. STATEMENTS OF CASH FLOWS

### For The Year Ended December 31, 2007

	Total	Operating Fund	Insurance Fund	Replacement Fund
From (to) operations				
Assessments and revenues				
over (under) expenses	\$820	(\$8,048)	-	\$8,868
Accounts receivable	(17,369)	(17,369)	-	-
Prepaid insurance	(13,647)	(13,647)	· _	-
Accounts payable	7,600	7,600	_	-
Pre-paid assessments	1,063	1,063	-	-
Total from operations	(21,533)	(30,401)		8,868
Increase (decrease) in cash	(21,533)	(30,401)	-	8,868
Cash, beginning of the year	54,023	32,203	-	21,820
Cash, end of the year	\$32,490	\$1,802	-	\$30,688
	-	-	-	- -
	ing notes are an financial statem			

# FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. NOTES TO FINANCIAL STATEMENTS For the Year Ended December 31, 2007

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### **ORGANIZATION**

Forum Park Town Homes Owners' Association, Inc., ("the Association") was incorporated in the State of Texas as a not-for-profit corporation in February 9, 1979, and began operations with the close of its first escrow.

The Association is the governing body for the homeowners of Forum Park Town Homes Owners' Association, Inc., a 216-unit condominium complex in Houston, Texas. The purpose for which the Association is organized is to provide for and do all activities necessary, useful and expedient to protect, preserve, maintain and repair the common elements and limited common elements of the said condominium project for the use, enjoyment and benefit of the members of the corporation and to operate, administer and govern the common affairs and common fund of the members of the corporation in connection with said condominium project.

The affairs of the Association shall be managed by a Board of five (5) Directors elected by the members. The Directors need not be members of the Association, and are elected for a term of three years, with two, two and one director elected each year.

### METHOD OF ACCOUNTING

The Association is a not-for-profit organization, which employs the fund method of accounting on an accrual basis in order to properly account for restrictions on the expenditures resulting from actions of the Board or the homeowners.

These financial statements segregate the accounting for such funds into operating and replacement funds. The disbursements from the operating fund are generally at the discretion of the Board and are used for operating expenses. The disbursements from the replacement fund may only be utilized in accordance with the purposes established.

### OWNERS ASSESSMENTS

The maintenance fees assessed are based on an annual budget adopted by the Board pursuant to the by-laws of the Association.

### **CAPITALIZATION POLICY**

The replacements and improvements to the real property and common areas are expensed in the year incurred as replacement fund expenses.

# FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. NOTES TO FINANCIAL STATEMENTS For the Year Ended December 31, 2007

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued

### **ESTIMATES**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

### **FEDERAL INCOME TAXES**

Homeowners' Associations may be taxed either as Homeowners' Associations or regular Corporations.

As a regular Corporation, membership income is exempt from taxation if the required elections are made (such as returning to homeowners excess funds or reducing future assessments). Then the Association is taxed only on its non-membership income (such as interest earnings) at regular federal corporate income tax rates. The Corporate tax rates are graduated based on income levels from a minimum of 15% to a maximum rate of 39%.

As a Homeowners' Association, the Association is taxed on its non-exempt function income (such as interest earnings) at a flat rate of 30%. Exempt function income, which consists primarily of member assessments, is not taxable.

The Association elected to file its tax return as a Homeowners' Association for the Year ended December 31, 2007.

### **RISKS AND UNCERTAINTIES**

The Association's accounts receivable represents payments due from delinquent homeowners. The balances are from a few homeowners, some of whom are seriously delinquent. The Association anticipates collecting these balances through its collection efforts, including filing liens and legal actions against these homeowners. The collection of these amounts will be affected by the foreclosure of liens superior to the lien by the homeowner's association such as mortgage lien holders, delinquent property tax liens, etc., and bankruptcies by the homeowners.

# FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. NOTES TO FINANCIAL STATEMENTS For the Year Ended December 31, 2007

### 2. REPLACEMENT FUNDING PROGRAM

The Association is responsible for the repair and maintenance, including renovations, major repairs and replacement of common property. The support provided by the owners should include an amount to be set aside as funding for such future expenses.

An independent study to determine the funding program for the replacement of the Association's common areas has not been conducted. Accordingly, the current program may not be sufficient to meet all future major repairs and replacement costs. Therefore, when replacement funds are needed, the Association may have to increase the monthly assessments, pass special assessments, borrow, or delay replacement until funds are available.

# SUPPLEMENTAL SCHEDULES

# FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. ANALYSIS OF ASSESMENTS, REVENUES AND EXPENSES Per Homeowner and as Percentage of Assessments For The Year Ended December 31, 2007

Assessments and revenues	Actual	Average Per Home Per Year	Average Per Home Per Month
Maintenance fees	\$545,168	87.97%	\$210.33
Late fees & penalties	5,969	0.96%	2.30
Interest income	600	0.10%	0.23
Insurance proceeds - fire	63,609	10.26%	24.54
Transmitters/cards and other income	4,341	0.70%	1.67
Total revenues	619,687	100.00%	239.08
Administrative Expenses			
Professional management	31,800	5.13%	12.27
Professional fees - auditing	1,200	0.19%	0.46
Professional fees - legal, net of recovery	1,922	0.31%	0.74
Payroll processing	2,150	0.35%	0.83
Office supplies and postage	13,079	2.11%	5.05
Property and other taxes	977	0.16%	0.38
Total administrative expenses	51,128	8.25%	19.73
Contract services		•	
Water conditioner	4,560	0.74%	1.76
Trash removal	24,384	3.93%	9.41
Extermination and termite contract	2,338	0.38%	0.90
Patrol services	2,336 31,746	5.12%	12.25
Total contract services	63,028	10.17%	24.32
Total delikidat sel vides	00,020	10.11 /0	2-1.02
Building maintenance			
Payroll, taxes and contract labor	79,732	12.87%	30.76
Supplies and other expenses	47,566_	7.68%	18.35
Total building maintenance	127,298	20.54%	49.11
Utilities			
Electricity	18,185	2.93%	7.02
Water and sewer	94,716	15.28%	36.54
Gas	71,250	11.50%	27.49
Telephone	4,879	0.79%	1.88
Total utilities	189,030	30.50%	72.93
			-
Insurance	76,524	12.35%	29.52
Repairs	32,594	5.26%	12.57
Capital reserve expenses	7,868	1.27%	3.04
Fire repairs	71,397	11.52%	27.55
Total expenses	618,867	99.87%	238.76
Net revenue over expenses	\$820	0.13%	\$0.32
			·····
The foregoing notes a	re an integral	-	
part of these financia			
parcoi diese imancia	1 3(4(CH/CH/I)		

# FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. COMPARISON OF ACTUAL TO BUDGETED ASSESSMENTS, REVENUES AND EXEPENSES

For The Year Ended December 31, 2007

			Variance
	<u>Actual</u>	<b>Budget</b>	F (UF)
Assessments and revenues			
Maintenance fees	\$545,168	\$543,792	\$1,376
Late fees & penalties	5,969	2,400	3,569
Interest income	600	240	360
Insurance proceeds - fire Rental income	63,609	- - 400	63,609
Transmitters/cards and other income	- 4,341	5,400	(5,400) 4,341
Total revenues	619,687	551,832	67,855
	0.0,007		0.,000
Administrative Expenses			
Professional management	31,800	31,800	-
Professional fees - auditing	1,200	1,344	144
Professional fees - legal, net of recovery	1,922	7,800	5,878
Payroll processing	2,150	1,860	(290)
Office supplies and postage	13,079	7,140	(5,939)
Property and other taxes	977	1,140	163
Total administrative expenses	51,128	51,084	(44)
Contract consisce			
Contract services Water conditioner	4,560	4 220	(240)
Trash removal	24,384	4,320 24,048	(240) (336)
Extermination and termite contract	2,338	2,400	(330) 62
Patrol services	31,746	32,640	894
Total contract services	63,028	63,408	380
	55,525		
Building maintenance			
Payroll, taxes and contract labor	79,732	80,400	668
Supplies and other expenses	47,566	46,920	(646)
Total building maintenance	127,298	127,320	22
Utilities			
Electricity	18,185	23,400	5,215
Water and sewer	94,716	108,000	13,284
Gas	71,250	79,440	8,190
Telephone Total utilities	4,879 <b>189,030</b>	5,400 <b>216,240</b>	521 <b>27,210</b>
rotal utilities	109,030	210,240	21,210
Insurance	76,524	72,180	(4,344)
Repairs	32,594	21,600	(10,994)
Capital reserve expenses	7,868		(7,868)
Fire repairs	71,397	-	(71,397)
Total expenses	618,867	\$551,832	(67,035)
Net revenue over expenses	\$820	· .	\$820
Herrevellue over expenses	φυΖυ	-	ΨΟΖΟ
	-	-	_
The foregoing notes are			
part of these financial s	tatements		

# FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. COMPARATIVE ANALYSIS OF ASSESSMENTS, REVENUES AND EXPENSES For the Years Ended December 31, 2007 to 1998

Accocements and revenues	2007	2006	2002	2004	2003	2002	2001	2000	1999	1998
Maintenance fees	\$545 168	\$546 531	\$510 454	\$485 169	\$487 148	\$488 178	\$445 883	\$420.862	\$416 031	\$406 580
Late fees & penalties	5 969	1 877	2775	5 918	900 9	6,00,	444,000	3,005+4	5 50.43	4400,009
Interest income	900	336	225	62,0	233	657	178	675	462	1 764
Insurance proceeds - fire	63.609	, 1	<b>'</b>	۱,	)   .	}	) : 1	) ; '	! ,	
Rental income, net of expenses		465	,	5.400	•	1	,	٠	,	ı
Transmitters/cards and other income	4.341	2.117	4.965	3.036	47	237	. 150	(6.089)	,	201
Total revenues	619,687	551,326	518,419	499,585	494,424	495,093	451,181	419,250	422,914	413,237
Administrative Evnances										
Defendant of the second of the	6	0	0	0				•		1
Professional management	31,800	31,800	30,600	30,600	29,808	29,808	29,808	29,808	29,808	27,216
	1,200	1,350	1,200	1,100	1,100	1,100	1,100	1,100	1,100	1,100
Professional rees - legal, fiel of recovery	1,922	2,9,2	4,019	4,5/0	4,087	707	36,366	2,618	960	(482)
raylon processing Office supplies and postage	13,130	2,002	4/0/1	1,407	1,302	1,323	.403	7 244	212,1	950
Property and other taxes	970,01	1,552	2,125	916	3,621	2 400	060,6	, ,	OSC'O	(2,655)
Total administrative expenses	51,128	56,932	54,036	53,389	51,913	51,859	17,767	42,049	39,370	34.258
Contract corvine										
מסוון מכן אוכפא										
Water conditioner	4,560	4,560	4,230	4,200	4,200	4,200	4,090	4,080	4,080	3,970
Trash removal	24,384	24,016	23,238	21,273	18,857	18,380	17,310	14,043	15,164	13,902
Extermination and termite contract	2,338	736	1,451	1,451	3,452	1,795	246	2,650	1,079	3,091
Patrol services	31,746	22,331	34,465	40,076	7,286	6,600	8,752	11,900	11,700	11,950
Total contract services	63,028	51,643	63,384	67,000	33,795	30,975	30,398	32,673	32,023	32,913
Building maintenance										
Payroll, taxes and contract labor	79,732	78,724	80,954	69,937	74,576	60,514	71,504	76,790	72,623	58,519
Supplies and other expenses	47,566	44,731	41,667	33,575	45,863	32,078	29,624	33,887	42,659	30,620
Total building maintenance	127,298	123,455	122,621	103,512	120,439	92,592	101,128	110,677	115,282	89,139
Utilities										
Electricity	18.185	22.891	17,176	16.522	10.635	10.690	13 912	10 755	986	11.516
Water and sewer	94,716	85,694	119,651	92,351	96,190	103,750	91,584	128.868	124.420	122,305
Gas	71,250	69,567	64,751	68,024	49,917	41,415	58,911	42,677	34,651	39,671
Telephone	4,879	5,238	5,193	5,010	5,918	4,780	3,466	2,962	2,823	2,717
Total utilities	189,030	183,390	206,771	181,907	162,660	160,635	167,873	185,262	171,880	176,209
Insurance	76.524	63.570	48 132	50.249	80.950	56 901	43.161	24.810	23 893	36.860
Repairs	32,594	23.188	15.704	16.490	21.386	32.277	16.649	19.716	30.556	4.976
Renovations and improvements	7.868	18.359	21.436	16.317	79.449	į •	•	21 238	40 476	62 436
Fire repairs	71,397	}	617			1.050	•		) 	
	•					•				
Total expenses	618,867	520,537	532,084	488,864	550,592	425,239	436,976	436,425	453,480	436,791
Net revenue over expenses	4820	\$30.780	(\$12 BBE)	£40 724	(8EE 1ES)	\$60.95A	\$44.20E	(847 47E)	(890 688)	(A 22 CCA)
	0700	20,000	(500,514)	410,121	(900, 100)	#09,00¢	\$ 14,203	(0/1,/10)	(900,000)	(\$55,334)
		The fores	The foregoing notes are an integral	are an integ	ral				į	
		part of t	part of these financial statements	al statemen	52					
			Page 11							

# FORUM PARK TOWNHOMES OWNERS' ASSOCIATION, INC. SCHEDULE OF RENOVATIONS AND IMPROVEMENTS As of December 31, 2007, 2006, and 2005

	2007	<u>2006</u>	<u>2005</u>
Driveways and sidewalks	-		\$8,378
Pool furniture	-	-	3,357
Carports	-	-	1,510
Mulch for property	-	-	498
Gypsum floor installation	-	\$3,915	4,385
Boiler repairs	-	-	3,308
Roof	-	2,265	-
Pool renovation	-	12,179	-
Unit renovation	\$6,047		
Building	1,821		
Revenues over expenses	\$7,868	\$18,359	\$21,436
The foregoing notes are an integra	1		
part of these financial statements			