



# Beyond Bookkeeping

Did you know that having Community Financials help your association with monthly accounting tasks is just the beginning of how we help clients reduce the time required to fulfil their duties? Below are a few additional features and functionality we offer.

### EXTRA HELP WITH ACCOUNTING

#### ➤ Budget Preparation Assistance

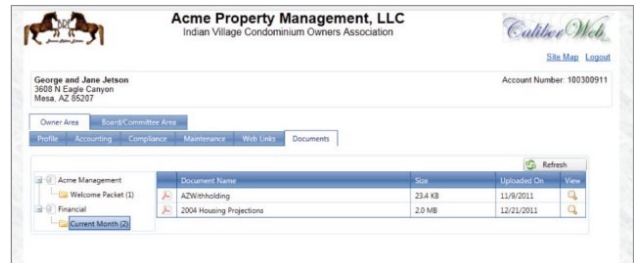
Work with one of our community accounting experts to help you draft your annual budget.

Sample Community INCOME STATEMENT							
Start: 06/01/2018   End: 06/30/2018							
Income							
Account	Actual	Current Budget	Variance	Year to Date Actual	Budget	Variance	Yearly Budget
06310 Assessment Income	47,510.46	0.00	47,510.46	47,510.46	0.00	47,510.46	0.00
06320 Reserve Assmt. Income	22,967.28	0.00	22,967.28	22,967.28	0.00	22,967.28	0.00
06340 Late Fee Income	6,805.00	0.00	6,805.00	6,805.00	0.00	6,805.00	0.00
06380 Owner Admin. Fees Income	1,485.00	0.00	1,485.00	1,485.00	0.00	1,485.00	0.00
06390 Owner Interest Income	2,547.49	0.00	2,547.49	2,547.49	0.00	2,547.49	0.00
06410 Special Assessment Income	147,000.00	0.00	147,000.00	147,000.00	0.00	147,000.00	0.00
06905 Reserve Interest Income	359.94	0.00	359.94	359.94	0.00	359.94	0.00
<b>Total</b>	<b>228,675.17</b>	<b>0.00</b>	<b>228,675.17</b>	<b>228,675.17</b>	<b>0.00</b>	<b>228,675.17</b>	<b>0.00</b>
<b>Expense</b>							

#### ➤ Online Access to Community Documents

Reduce board administrative tasks by posting frequently requested items online in our community documents section.

- Post all Association Documents online
- Post updated Rules & Regulations
- Post Association Insurance Certificate



### HELP TO REDUCE BOARD ADMINISTRATIVE WORK

#### ➤ Resale & Refinance Administration

- We handle Resale Certificates / Escrow Documents on Owner Sales
- Lender Questionnaires on Owner Refinancing
- Quick turnaround - Meets state's regulations

**APPENDIX A**

**California Resale Certificate**

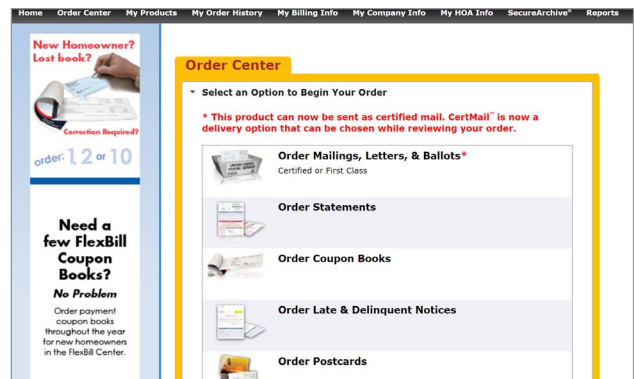
**I HEREBY CERTIFY:**

- I hold valid seller's permit number: \_\_\_\_\_
- I am engaged in the business of selling the following type of tangible personal property: \_\_\_\_\_
- This certificate is for the purchase from \_\_\_\_\_ of the item(s) I have listed in paragraph 5 below. (Vendor's name)
- I will resell the item(s) listed in paragraph 5, which I am purchasing under this resale certificate in the form of tangible personal property in the regular course of my business operations, and I will do so prior to making any use of the item(s) other than demonstration and display while holding the item(s) for sale in the regular course of my business. I understand that if I use the item(s) purchased under this certificate in any manner other than as just described, I will owe use tax based on each item's purchase price or as otherwise provided by law.
- Description of property to be purchased for resale: \_\_\_\_\_
- I have read and understand the following: \_\_\_\_\_

**For Your Information:** A person may be guilty of a misdemeanor under Revenue and Taxation Code section 6094.5 if the purchaser of the item(s) listed in paragraph 5 above does not pay the use tax on the item(s) at the time of purchase.

#### ➤ Community Mailings

Want to mail your newsletter or an annual financial statement to all owners? We make it easy. Our software will email owners that have an email address (saves money) and hard mail to those that don't or prefer a hard copy. We also handle mailing & tracking certified letters.



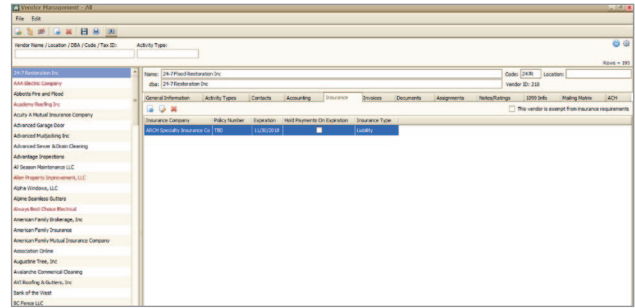
## ➤ Administrative Tools

- Form letter library - save time reinventing the wheel use our sample letters and add your logo
- Annual meeting forms: sign in sheet with voting percentages, etc.
- Owner and tenant rosters

Owner Summary					
123 Sample Community (FUND) As of: 08/29/2018					
					Run Date: 08/29/2018 Run Time: 09:18 AM
Owner	Address	Account #	Lot #	Phone	Email
Jenny Becker	46 Magnolia Way Odessa, FL 33726	46	10B		
Shawn Bell	32 Magnolia Way Odessa, FL 33726	32	8A		
Brooke Berry	45 Magnolia Way Odessa, FL 33726	45	10A		
Mary Beth	20 Magnolia Way Odessa, FL 33726	20	6A		mary.beth@yahoo.com
Tom Black	33 Magnolia Way Odessa, FL 33726	33	9A		
Joe Bob	333 Magnolia Way Odessa, FL 33726	333	1B		
Bobby Brown	777 Magnolia Way Odessa, FL 33726	777	1E		

## ➤ Vendor Insurance Expiration Management

Expired insurance when a vendor's employee injures themselves on your property can cause a huge liability. Reduce this risk by monitoring vendor insurance expirations.



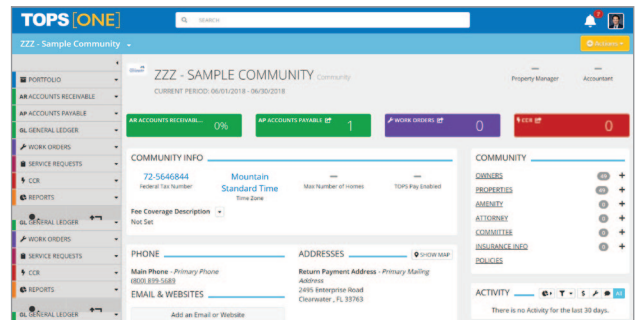
## ➤ Service Request & Work Order Tracking Systems

- Owners can submit service requests
- Board scan review maintenance issues and email a work order to a vendor
- Track open and completed service requests and work orders
- Submit and view maintenance related photos

Acme Property Management, LLC Indian Village Condominium Owners Association					
George and Jane Jetson 3602 N Eagle Canyon Mesa, AZ 85207					
					Account Number: 100300911
Date	Work Order #	Status	Location	Maintenance Issue	Due Date
08/13/12	2012-01001-00012	Open	North Open Area	Grass needs mowing	08/18/12
07/26/12	2012-01001-00011	Open	North Open Area	Fix Mailbox	08/09/12
05/10/12	2012-01001-00010	Open	South Open Area	Gate Equipment	01/01/10

## ➤ Software Advanced Training

Beyond basic training – additional training is available from our software experts so you can utilize additional functionality and make your job as a board member easier.



## ➤ Violations Management

Keeping track of CC&R violations can be a chore. Our software makes it easy.

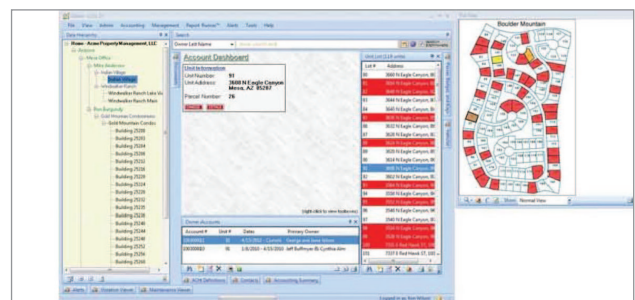
- Create & review compliance issues
- Create violation letters (we can send for you)
- View copies of compliance letters
- Store and view compliance related photos

CC&R					
Hawks Landing As of: 10/04/2018					
					Run Date: 10/04/2018 Run Time: 11:46 AM
Name	CCR	Status	Create Date	Closed Date	Code
John Matejovich	1546	Closed	08/30/2016	4/19/2017	LWN - Lawn Violation
<b>Property Address</b> 5241 Hawk Drive <b>CCR Article</b> IX. Grass should be no higher than 3 inches. Lawns should be kept clean and unobstructed by debris or decorative objects. Lawns should be eco-friendly native plants, low water landscaping, or live grass. Dead grasses will not be tolerated. Grass is too long or not watered. <b>Detailed Description</b> <b>Action To Resolve</b> mow lawn and water your grass					

## ADDITIONAL LARGE SCALE DEVELOPMENT & MANAGER FUNCTIONALITY

### ➤ View Owner info in a Plat Map View

Plat Maps are helpful in navigating through violation and maintenance items for a community. Plus map infrastructure items.



\*Additional fees may apply.