

Office Managers Transaction Report to GRCA

May 1, 2013-July 29, 2013

07/29/2013 Web Transfer of \$500.00 from savings into checking

Dashboard

Account Group Account
Deposit Accounts

VIEW Please set criteria & click VIEW

Deposit Accounts

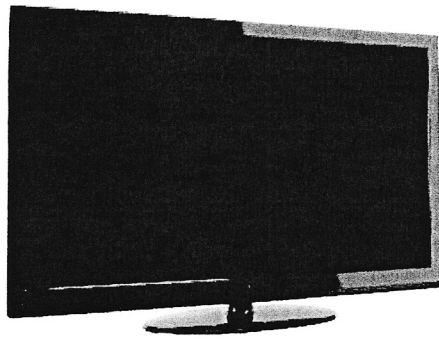
Name Account NickName	Type	Beginning Ledger Balance	Collected Balance
<u>0608087323-Interest Checking-Community Checki</u>	Interest Checkin	647.67	647.67
<u>930008137-Savings-Business Savings</u>	Savings	509.70	509.70
<u>930008471-Money Market-Business Money Mark</u>	Money Market	100,953.41	100,953.41

Select columns Reload Grid

Page 0 of 1 30

Jul 8 29th

- Introduction: It has been a joy to get hired here at Golden Ridge. The residents display a real community value here at GRCA, which I can appreciate. It is rare to have a job where you actually enjoy waking up and going to work.
- Improvements: We have been continuing to make the office look more professional. Some improvements in our décor as far as blinds have been added to the office. I had this done because there was nothing on the windows and there was a glare on our computer screens.
- Objectives: I would like to present the idea of getting a flat screen TV for the clubhouse. The current television is out of date and a few residents have complained of the line that displays on the screen at certain times. I think this would be a perfect time to update it before football season. Also the TV room can use some improvements as far as furniture. None of it match's, it might be good to look into getting furniture that is similar in cost and look to what we recently acquired in the main room of the clubhouse.
- Office: It is still my observation that only one full time office staff is need at a time. However there are circumstances were it seems necessary to have two staff on duty: For example when we have mailings that need to be taken care of.
- Up to Date News: We have had some problems with the vending machine in the club house. We had to purchase a computer board for it. Also a vending machine in one of the building needed work as well which we will be paying David Gininger for parts. We are also going through are books here in the office and making sure we have current and accurate information. We have also made a posting on the web site to new residents to make sure they check in with the office and update their information and receive general rules and a key card.



Westinghouse VR-6090Z 60" 1080p 120Hz Class LCD HDTV

★★★★ (7 Customer Reviews) Write a review

Buy from Walmart

Shipping & Pickup

Online

\$678.00

Was: \$698.00

CLEARANCE

Quantity

1

Add to Cart

Add to: [My List](#) [My Registry](#)

Also in stores

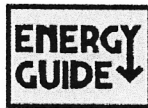
In stock for:

• **Free store pickup** with [site to store](#)

– not available in [Wheat Ridge](#) [Check More Stores](#)

• **Ship to home** When will it arrive?

Store information not available.



Item Description

The Westinghouse VR-6090Z 60" 1080p 120Hz Class LCD HDTV features a brilliant 1080p Full HD picture for your viewing pleasure. Connect up to three HD devices via the provided HDMI ports.

Note: You must have a source of HD programming in order to take full advantage of the Westinghouse 60" LCD HDTV. Contact your local cable or satellite TV provider for details on how to upgrade.

Westinghouse VR-6090Z 60" 1080p 120Hz Class LCD HDTV:

- 60" LCD panel
With a 1920 x 1080 Full HD resolution
- True 16:9 aspect ratio
View your movies as the director intended
- Wide 176-degree vertical and 176-degree horizontal angles
See a clear picture from anywhere in the room
- Built-in digital tuner
Watch digital broadcasts, including HDTV programs where available
- HDMI Inputs: 3
Enjoy a superior HD experience with HDMI, the one cable audio/video solution
- 59.9" screen measured diagonally from corner to corner
- Wall mountable
VESA standard 400mm x 400mm

ENERGY STAR®

Products that are ENERGY STAR-qualified prevent greenhouse gas emissions by meeting strict energy efficiency guidelines set by the U.S. Environmental Protection Agency and the U.S. Department of Energy. The ENERGY STAR name and marks are registered marks owned by the U.S. government, as part of their energy efficiency and environmental activities.

Specifications

[Top of Page](#)

Brightness:	450cd/m ²
Contrast Ratio:	100,000:1 dynamic contrast ratio
Remote Included:	Yes
Resolution:	1080p (HDTV)
Response Time:	4 ms
TV Definition:	HDTV
TV Technology:	LCD
Primary Color:	Black
Multi Pack Indicator:	No
Battery Type:	Does Not Contain a Battery
Model No.:	VR-6090Z
Shipping Weight (in pounds):	94.5

7/31/13

Westinghouse VR-6090Z 60" 1080p 120Hz Class LCD HDTV: TV & Video : Walmart.com

Product in Inches (L x W x H): 13.0 x 56.6 x 37.7

Walmart No.: 551037725

Pricing Policy

About Our Prices

We strive to provide you with the lowest prices possible on Walmart.com as well as in our stores. However, sometimes a price online does not match the price in a store. Walmart.com's prices may be either higher or lower than local store prices. Prices may also vary between stores. Our local stores do not honor Walmart.com pricing or competitor advertisements from outside of a store's local trade territory.

Sponsored Links (What's this?)

July. 31, 2013

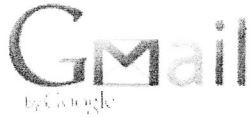
Greetings Board of Managers,

I wanted to write up a quick request to all of you in regards to some upgrades I would like to perform here at GRCA. First, I would like to obtain some more RAM (Random Access Memory) for the two black guest computers, a larger hard drive for the IBM guest computer so that Windows 7 can be installed, and a new wireless network card for the other black guest computer. The total price for this will be approximately \$200. These upgrades will make it so that the performance of all four guest computers would be about the same. Now, as it stands, the two white computers closest to the office, way out perform the two black computers that are closest to the bathrooms.

Second, I was going to see if I could possibly re-wire the security systems that are in Bldgs 1, and 2. I have been repairing old, broken conduit, and wiring on the tops of the roofs of these buildings for some time now. At this time, I do not have a total price on the parts necessary, but I can get that for you, and will estimate parts and materials at around \$1500.00.

Thank You for taking the time to read this proposal,

Steve Zwolensky



Misty Apodaca <mistygrca@gmail.com>

I.T. Reports

3 messages

Steve Zwolensky <steve1grca@gmail.com>

Wed, Jul 31, 2013 at 10:24 AM

To: mistygrca@gmail.com

July. 22, 2013 Hours: 9am-5pm

- 1) Performed maintenance on the server. Full system scans through Norton, disk defragmentation, and clear website cache.
- 2) Performed maintenance on the divars on Bldg 3, 6, 7. Opened units, blew out dust with canned air. Hooked up laptop and checked time, date, and all recording settings. All is well.
- 3) Edit website index.
- 4) Checked Search Engine Optimization of the GRCA website. All is well.
- 5) Ran the front office from 2:30pm-5:00pm

July. 23, 2013 Hours: 9:21am-4:00pm

- 1) Performed preventative maintenance on the divar units in bldgs 2,3,9,10,11, and the clubhouse. This entailed taking the units apart, physically cleaning them, putting them back together, and then hooking up to them via laptop to check all settings and to check for consistency. All is well with the units at this point in time.

July. 24, 2013 Hours: 9:42am-4:18pm

- 1) Performed maintenance on the front desk computer. This was in fairly bad shape. I ran all Windows 7 updates, pulled out a whole slew of spyware, deleted old programs that were creating security holes, ran system restore, then defragmented hard drive, re-linked local area network. Works like brand new!

2) Checked website code, made some link changes.

3) Ran front desk from 3:00pm-4:18pm

July. 25, 2013 Hours: 9:00am-3:00pm

1) Physically cleaned all of the guest computers, inside and out.

2) I brought the whole system offline and shut everything down to hard reset. Then I brought everything back online one by one, and checked everything for consistency. All is well.

July. 26, 2013 Hours: 4:53pm-11:09pm

1) Ran the night desk.

2) Collated pictures for board meeting on Aug. 5, 2013.

July. 29, 2013 Hours: 9:28am-3:39pm

1) Reset the submission limit for our work order form service that I use with our website.

2) Performed maintenance on the Server. Ran updates, then a full system scan, then a hard drive defragmentation.

3) Checked, and cleared all router logs, both office and guest. All is well

4) Ran pingback tests....all is well. Network security is good.

5) Researched the benefits of possibly upgrading our web-server from Apache 2.26 to Apache 2.46. Possibly soon, I have to take the website offline for a bit to configure.

6) Went to Staples to obtain more toner for the laser printer/copier.

July. 30, 2013 Hours: 9:32am-

1) Checked the divars in the high rises. None of them were linking up remotely. I then went to each one and checked them, the divars themselves were working fine. I reset all of the modems, and they came right on. Century

Link must have had dropped the IP's of the modems. All is well now.

2) Checked the redundant backup system. It was nearing full, only 4 GB of space free. I cleared out some old backups to make it so that there is about 120 GB left on the system, and the backups go back approximately 6 months.

3) Ran office while management went to LCM.

4) Collated some more pictures for the Aug. 5, 2013 board meeting.

Steve Zwolensky <steve1grca@gmail.com>

Wed, Jul 31, 2013 at 10:24 AM

To: Don Marion <dongrca@gmail.com>, Misty Apodaca <MistyGRCA@gmail.com>, Janie Royer <janiegrca@gmail.com>

May. 30, 2013 Hours: 9:02am-5:58pm

- 1) Helped put together the board packet.
- 2) Worked on Website code, and search engine optimization.

May. 31, 2013 Hours: 10:47am-11:48am; 12:48pm-6:07pm

- 1) I shut everything electronically in the office, computers, divar, modem, router/gateways. Performed a hard reset on everything to clear out any electronic jams.
- 2) Brought everything back online, and ran consistency tests. Everything is working flawlessly.
- 3) Checked divars in the high rises, and the clubhouse, and cleared out any old protected footage.

June. 3, 2013 Hours: 8:36am-2:57pm

- 1) Took care of front office operations until Misty came in at 2pm.

2) Worked a bit on website search engine optimization.

June 4, 2013 Hours: 10:05am-2:04pm

1) Performed maintenance on the server. Virus, spyware scans, hard drive defragmentations. Cleared out website cache.

2) Performed maintenance on the front desk computer, and all four of the guest computers. All is well.

June. 5, 2013 Hours: 5:18-10:09pm

1) Took care of front office at clubhouse night desk position.

June 7, 2013 Hours: 4:53pm-11:10pm

1) Took care of front office night desk position.

June 9, 2013 Hours: 5:01pm-10:08pm

1) Took care of front office night desk.

Steve Zwolensky <steve1grca@gmail.com>

Wed, Jul 31, 2013 at 10:24 AM

To: mistygrca@gmail.com, dongrca@gmail.com, Janie Royer <janiegrca@gmail.com>

Greetings,

Here are some I.T. Reports for you.

June. 25, 2013 Hours : 10:35am-4:00pm

1) Performed maintenance on the server, cleared website cache, updated software, full system virus scan, and hard drive defragmentation.

2) Performed maintenance on all 4 guest computers. Updated the operating systems, ran full system scans, and hard drive defragmentations.

3) Installed a new monitor for Misty, to use as an extended desktop with her

laptop.

4) Checked out coke machine in the clubhouse, and un-jammed it. The gatorade was not dispensing properly.

5) Checked out the router logs for the office and guest routers. All is well, cleared the cache as well.

6) Checked website pages for consistency, all is well.

June 26, 2013 Hours: 10:24am-4:58pm

1) Ran the front office for Misty.

2) Performed maintenance on the front desk computer, and Misty's computer. Windows 7 updates, cleared out junk files, ran full system virus/spyware scans, and defragmented the hard drives.

June. 27, 2013 Hours: 10:32am-4:30pm

1) Removed the money from all of the coke and candy machines, then took across the street to deposit at the bank.

2) Checked all of the divar units on the property, to make sure they are recording properly, and to delete any old protected video footage. All is well.

3) Checked website code for consistency, all is well.

4) Checked the A/C in the server room. Pulled the filter and cleaned it, then reinstalled. All is well.

June. 28, 2013 Hours: 4:44pm-11:06pm

1) Worked the front office night desk position.

July. 1, 2013

1) Performed maintenance on the server, cleared out cache, ran full system virus/spyware scans, defragmented hard drive.

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2) I took the whole network offline, performed a hard reset on everything, brought network back online, all is well.

3) Performed maintenance on the front desk computer. Cleaned out old junk files, full system scans, and defragmented hard drive.

DIX BARRETT & STILTNER P.C.

Certified Public Accountants & Consultants

5670 Greenwood Plaza Blvd., Suite 505 ■ Greenwood Village, CO 80111-2409
303.689.0844 ■ FAX 303.689.0074 ■ dbs@dbs-cpas.com



August 2, 2013

Golden Ridge Condominium Association, Inc.
C/O LCM Property Management, Inc.
1776 S Jackson Street #530
Denver, CO 80210

Board of Directors:

We are pleased to confirm our understanding of the services we are to provide for Golden Ridge Condominium Association, Inc. for the year ended April 30, 2013.

We will audit the balance sheet of Golden Ridge Condominium Association, Inc. as of April 30, 2013, and the related statements of revenues, expenses, and changes in fund balance and cash flows for the year then ended. The document we submit to you may or may not, depending on availability, include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB). Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it.

We will also prepare the Association's federal and state income tax returns for the year ended April 30, 2013.

Audit Objective

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U. S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion is other than unqualified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

Audit Procedures

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to that inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association, or to acts by management or employees acting on behalf of the Association.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any other violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the entity and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information.

Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service provider.

Management Responsibilities

You are responsible for making all management decisions and performing all management functions; for designating in individual with suitable skill, knowledge, or experience to oversee the tax services and any other non-attest services we provide, and for evaluating the adequacy and results of those services and accepting responsibility for them.

You are responsible for establishing and maintaining internal controls; including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, results of operations, and cash flows in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations.

Engagement Administration, Fee and Other

Richard Dix is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services will be \$2,650 for the audit and tax return. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered at the completion of the audit and are payable on presentation.

We appreciate the opportunity to be of service to the Association and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Dix Barrett & Stiltner, P.C.

This letter correctly sets forth the understanding of Golden Ridge Condominium Association, Inc.

Signature

Date

Suzanne Leff <sleff@wlpplaw.com>
To: Misty Apodaca <mistygrca@gmail.com>

Tue, Jul 30, 2013 at 8:43 PM

Hi, Misty.

I apologize for the delay in getting back with you. Thank you for introducing yourself. I look forward to working with you.

Many associations exclude owner names from the meeting minutes. Rather than naming each speaker, associations may reference the address or building where the person lives or, in some cases, not mention any identifiers about the person making comments. Any of these approaches are acceptable, in much the same way that Board discussions are not usually included verbatim or with names attached to specific comments in the minutes. Sometimes owners/residents have safety concerns with their names being made available online; for this reason, among others, the Board should consider excluding owner/resident names from the minutes, especially when posting the documents online.

Please let me know if you have other questions or need clarification on this guidance.

Thank you,

Suzanne

Click here for the latest commentary and opinions on the law affecting homeowners associations. Sign up for e-mail updates, or subscribe to our convenient RSS feed for automatic updates.

Suzanne M. Leff
Attorney at Law

sleff@wlpplaw.com
1660 Lincoln Street, Suite 1550
Denver, CO 80264
303.863.1870 Telephone
303.863.1872 Fax

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From: Misty Apodaca [mailto:mistygrca@gmail.com]
Sent: Thursday, July 18, 2013 2:53 PM

43

6/3/2013 Monday

miguel pool, checking clubhouse, helping with 9-405 plumbing repairs, trash, checking dog stations,
 marcelo painting part of office area
 leo work orders delegating, soldering copper pipe at 9-405, checking cooler in building 11

6/4/2013 Tuesday

miguel pool, trash, checking dog stations, cleaning goose poops, sweeping sidewalks,
 marcelo painting other side of office area
 leo work orders delegating, checking dumpsters, showing miguel how to install pond lights, checking leak at 11-406, kitchen area, planting water lilies,

6/5/2013 Wednesday

miguel pool, trash, checking all dog stations,
 leo work orders delegating, installing cork boards at office areas and picture frames, checking leak at 10-409,

6/6/2013 Thursday

miguel pool, trash, cleaning side walks from goose poop, cleaning dog poop by high rises,
 leo work orders delegating, checking repairs at ping pong room, checking leak at 9-408

6/7/2013 Friday

miguel pool, trash, checking all complex lighting, checking dog stations, cleaning goose poops, installing bird cages, painting benches,
 leo work orders delegating, checking soda machine bill validator, showing miguel benches that needs painting,

6/9/2013 emergency call checking and fixing leak at 9-309,

6/10/2013 Monday

miguel pool trash checking dumpsters , checking all dog stations, installing new conduit and outdoor lights east side pond area,
 leo work orders delegating, resetting cooler in building 11 adjusting cooler belts cleaning pump.

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6/11/2013 Tuesday

miguel pool trash, picking up goose poops by high rises, painting benches north of clubhouse,
leo work orders delegating, opening doors for church group in clubhouse, putting notices at blng 9

6/12/2013 Wednesday

miguel pool, trash checking building 11 swamp cooler, trouble shooting , replacing belt, , unclogging ladies
bathroom sink downstairs,
leo work orders delegating, checking leak at 9-311, checking another leak at 3-302,

6/13/2013 Thursday

miguel pool, trash, picking up goose poop, clearing sidewalks, checking and cleaning complex gutters
leo work orders delegating, emptying spa water to replace light fixture and filling back up

6/14/2013 Friday

pablo pool, trash, checking dog stations refilling bags, checking complex lighting,
leo work orders, delegating, checking dumpsters for big trash, installing moen valve at 9-309,
checking leak at 6-112,

6/17/2013 Monday

pablo pool, trash checking clubhouse lights and issues, removing 9 elevator fan and rebuilding, and
re installing in elevator, snaking out pool deck drain ran line in different areas
leo work orders delegating, water shut off at building 11, helping with drain clean up at pool deck
helping with elevator fan,

6/18/2013 Tuesday

pablo pool, trash, checking dog stations cleaning side walks from goose poop, cleaning gutters at high
rises, caulking flashing, trash in roll off,
leo work orders delegating, checking dumpsters for big trash, helping pablo with caulking high rise
entryways and fastening down flashing, trash in roll off,

6/19/2013 Wednesday

pablo pool trash, picking up dog poop west of 9 and 10, finishing high rise caulking entryways,
leo work orders delegating, checking 11-410 drain issue,

6/20/2013 Thursday

pablo pool trash, cleaning goose poops at high rise area, checking crawl spaces all complex
leo work orders delegating, removing door locks in building 9 and 10, repining and reinstalling

6/21/2013 Friday

pablo pool, trash checking dog stations re filling with bags, checking club house and complex lighting
leo work orders delegating, checking dumpsters for big trash,

6/24/2013 Monday

pablo pool, trash, picking up dog poop west of 9 and 10 then west of 1,2,3
leo work orders delegating, checking drain issue at 1-309,

6/25/2013 Tuesday

pablo pool trash, checking dog stations, cleaning dumpster areas with blower, refastening mens door
by pool area,
leo work orders, delegating, moving furniture to school from building 3,

6/26/2013 Wednesday

pablo pool trash, checking clubhouse lights and issues, preping and painting rails by building 9 and
clubhouse, removing cobwebs from entrances at high side.
leo work orders delegating, getting paint and supplies from home depot, getting more furniture from
building 3-107, showing pablo cob webs clean up.

6/27/2013 Thursday

pablo pool trash, helping replace spa light, helping empty and refill spa, sweeping dumpster areas
leo work orders delegating, draining spa to replace light fixture running new wiring thru conduits etc

6/28/2013 Friday

pablo pool trash, checking dog stations, replacing complex lighting, cleaning tennis courts removing
weeds and spraying with weed killer, installing water notices for building 1
leo work orders delegating, checking dumpsters for big trash, checking chlorinators and adjusting settings

DIX BARRETT & STILTNER P.C.

Certified Public Accountants & Consultants

5670 Greenwood Plaza Blvd., Suite 505 ■ Greenwood Village, CO 80111-2409
303.689.0844 ■ FAX 303.689.0074 ■ dbs@dbs-cpas.com



August 2, 2013

Golden Ridge Condominium Association, Inc.
C/O LCM Property Management, Inc.
1776 S Jackson Street #530
Denver, CO 80210

Board of Directors:

We are pleased to confirm our understanding of the services we are to provide for Golden Ridge Condominium Association, Inc. for the year ended April 30, 2013.

We will audit the balance sheet of Golden Ridge Condominium Association, Inc. as of April 30, 2013, and the related statements of revenues, expenses, and changes in fund balance and cash flows for the year then ended. The document we submit to you may or may not, depending on availability, include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB). Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it.

We will also prepare the Association's federal and state income tax returns for the year ended April 30, 2013.

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Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of certain assets and liabilities by correspondence with selected owners, creditors, and financial institutions. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to that inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association, or to acts by management or employees acting on behalf of the Association.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors that come to our attention, and we will inform you of any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any other violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the entity and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information.

Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service provider.

Management Responsibilities

You are responsible for making all management decisions and performing all management functions; for designating in individual with suitable skill, knowledge, or experience to oversee the tax services and any other non-attest services we provide, and for evaluating the adequacy and results of those services and accepting responsibility for them.

You are responsible for establishing and maintaining internal controls; including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, results of operations, and cash flows in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the Association complies with applicable laws and regulations.

Engagement Administration, Fee and Other

Richard Dix is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services will be \$2,650 for the audit and tax return. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered at the completion of the audit and are payable on presentation.

We appreciate the opportunity to be of service to the Association and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

Dix Barrett & Stiltner, P.C.

This letter correctly sets forth the understanding of Golden Ridge Condominium Association, Inc.

Signature

Date

GRCA Board Meeting 6/03/2013

Meeting called to order at June 3, 2013 @ 6pm by Vice President Charlynn Caruthers; Lynn, Jan, Guy and Rod Present.

Previous month minutes passes unanimously. Rod made a motion to Amend the minutes Jan second it.

Board Moved into Executive Session at 6:05 p.m. concluded at 8:30 p.m.

Homeowners Forum:

Ernest Perry should his concern about homeowners late fee's on HOA'S. Rod stated LCM had a change in software and payments were waved as late due to LCM's switch over. Ernest's concern was not having late fees waved until 2015? Charlynn thinks it's a got idea to talk to Bob Weiss about the issue and table it until August.

Doug ^{Braude} Braud was brought up on an issue regarding the Party room use from his Church Group. His Church group uses it Sundays mornings. What is an acceptable notice to give to Doug when a homeowner would like to use the space? It was decided that given a notice Doug would have options to use other parts of the clubhouse. Jan put in a motion that if Doug is given a 2 week notice he can use other parts of the clubhouse Ron second the motion. Charlynn did a motion to except and Guy seconds the motion.

Paul Mathews building 11-205 expressed his concern with the minutes coming out late last meeting and being quoted incorrectly. Paul also expressed that someone on the board should take minutes and no one else. Paul would like that the names of homeowners be omitted from minutes on record because it is a deterrent for fellow homeowners to come and present and the meetings. Ron suggested Misty the new Office Manager contact Suzanne our attorney to see if it is possible to keep names anonymous in the minutes recorded.

Kathy Reed in building 11-305 has submitted a letter regarding her HOA payment and being 3 months behind.

Budget: Lynn would like Bob Weiss to do the financials differently as far as monthly operating and monthly reserve. Jan agreed that if there was a way to make it easier to understand that would be good. Char motioned to select the financial report as presented Rod 2nd the motion.

Don was approved to get vapor barriers done in the buildings and also carpet cleaning was approved to get done.

Next Meeting set for Monday August 5th 6:00 p.m.

Meeting adjourned at 8:30 p.m

Dashboard

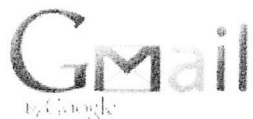
Account

VIEW Please set criteria & click VIEW

Deposit Accounts

Name Account NickName	Type	Beginning Ledger I	Collected Balance	Current Available
<u>0608087323-Interest Chec</u>	Interest	627.71	627.71	614.31
<u>9300008137-Savings-Busi</u>	Savings	509.77	509.77	509.77
<u>9300008471-Money Marke</u>	Money M	100,970.56	100,970.56	100,970.56

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Misty Apodaca <mistygrca@gmail.com>

501 Golden Cir #103 Golden CO 80401

1 message

Bob Weiss <bweiss@lcmpm.com>

Thu, Aug 1, 2013 at 11:48 AM

To: Misty Apodaca <mistygrca@gmail.com>

Misty

Edwin Damaso is currently in collections and is offering to go into a payment plan at \$500.00 per month. With his balance and attorney fees owed to SB it will take about a year to pay it in full. This payment plan will need Board approval. Thank you.

Sincerely,

Bob Weiss

LCM Property Management, Inc.

1776 S. Jackson St. Suite 530

Denver, CO 80210

Phone : 303-221-1117 Ext. 103

Direct Fax : 303-962-9381

General Fax: 303-991-1136

C/O LCM Property Management
1776 South Jackson Suite 530
Denver CO 80210

	Operating	Reserves	Total
ASSETS			
CASH			
100100 - Cash Citywide Banks	10,087.61	1,159.96	11,247.57
100200 - Cash- Checking USB	0.00	101,867.78	101,867.78
100300 - Cash - Payroll USB	27,606.99	0.00	27,606.99
100400 - Petty Cash	400.00	0.00	400.00
100500 - Cash - Mutual of Omaha	947.62	0.00	947.62
100600 -Cash - Mutual of Omaha Savings	947.23	100,953.41	101,900.64
100700 - Money Market USB PJ	0.00	49,234.40	49,234.40
100800 - Cash - Wells Fargo	0.00	196,759.62	196,759.62
TOTAL CASH	39,989.45	449,975.17	489,964.62
DUE (TO)/FROM			
111200 - Due (To)/From Current Year	(16,903.00)	16,903.00	0.00
111250 - Due (To)/From Prior Years	173,851.88	(173,851.88)	0.00
TOTAL DUE TO/FROM	156,948.88	(156,948.88)	0.00
NET	196,938.33	293,026.29	489,964.62
ACCOUNTS RECEIVABLE			
130100 - Assessments Receivable	36,485.33	0.00	36,485.33
130200 - Allowance for Bad Debt Current	(44,000.00)	0.00	(44,000.00)
TOTAL ACCOUNTS RECEIVABLE	(7,514.67)	0.00	(7,514.67)
OTHER CURRENT ASSETS			
150100 - Prepaid Insurance	9,147.58	0.00	9,147.58
150200 - Prepaid Insurance Workers Comp	283.16	0.00	283.16
150300 - Prepaid Income Taxes	1,977.00	0.00	1,977.00
TOTAL OTHER CURRENT ASSET	11,407.74	0.00	11,407.74
FIXED ASSETS			
160100 - Rental Property CCC	300,000.00	0.00	300,000.00
160200 - Clubhouse Furniture	33,552.14	0.00	33,552.14
160300 - Association Unit	58,568.35	0.00	58,568.35
160400 - Office Furniture & Equipment	10,703.68	0.00	10,703.68
160500 - Maint Tools Equip & Machinery	19,491.10	0.00	19,491.10
160600 - Property Plant & Equipment	13,856.00	0.00	13,856.00
160800 - Accumulated Depreciation PP&E	(263,954.91)	0.00	(263,954.91)
TOTAL FIXED ASSETS	172,216.36	0.00	172,216.36
TOTAL ASSETS	373,047.76	293,026.29	666,074.05
LIABILITIES			
ACCOUNTS PAYABLE			
200100 - Prepaid Assessments	49,542.87	0.00	49,542.87
200200 - Accounts Payable	53,250.81	0.00	53,250.81
TOTAL ACCOUNTS PAYABLE	102,793.68	0.00	102,793.68
OTHER PAYABLES			
210100 - Other Payables	785.00	0.00	785.00
210200 - Uninsurable D&O Reserve	8,045.49	0.00	8,045.49
210300 - Deposits Held GIS	5,000.00	0.00	5,000.00
210400 - Prepaid Lease Antenna	19,103.11	0.00	19,103.11
210500 - Unrealized Gain (Loss)	0.00	(4,501.92)	(4,501.92)
TOTAL OTHER PAYABLES	32,933.60	(4,501.92)	28,431.68
UNEXPENDED INS PROCEEDS			