

**Capistrano Court Condominiums  
Board Meeting Agenda**

**Tuesday, January 9, 2024 5:30pm**

**VIA Conference Call  
1.916.235.1420  
PIN# 557413**

*NO  
Quorum*

1. Call to Order
2. Roll Call
3. Approval of November 14, 2023 Board of Director's Meeting Minutes
  - **Board of Directors did not provide the November 14, 2023 Meeting Minutes to Realty One, Inc.**
4. Property Management Report
  - ✓ Financials Report
5. Open Issues
  - **2024 Board Approved Budget was due December 31, 2023**
6. New Business
7. Meeting Adjourned

8:53 AM  
12/28/23  
Cash Basis

**Capistrano Court Homeowners Association, Inc.**  
**Profit & Loss**  
January through December 2023

	Jan - Dec 23
Ordinary Income/Expense	
Income	
2023 Special Assessment	32,400.00
Boiler Assessment 2023	68,111.49
Monthly Dues	
Refunds	0.00
Monthly Dues - Other	76,185.00
Total Monthly Dues	76,185.00
Total Income	176,696.49
Expense	
ACH Quarterly Bank Fee	121.16
Annual Fees	40.00
Back Flow Certification	350.00
Boiler Replacement - West Bldg	34,634.11
Exterior Building Repairs	300.00
Gutter Repairs	300.00
Insurance	10,586.11
Landscape Other	329.19
Office Supplies	35.52
Plumbing/Boilers	8,098.86
Postage/Delivery	161.40
Property Management Fee	
Special Services	425.00
Property Management Fee - Other	6,300.00
Total Property Management Fee	6,725.00
Reconciliation Discrepancies	835.56
Sewage Cleanup	159.73
Snow Removal	5,833.75
Sprinkler Repairs	303.21
Tax Prep Fee	325.00
Trash	8,793.34
Trees	362.50
Water	9,401.37
X-cel Energy	19,523.96
Total Expense	107,219.77
Net Ordinary Income	69,476.72
Other Income/Expense	
Other Income	
Interest Income	30.15
Total Other Income	30.15
Net Other Income	30.15
Net Income	69,506.87

8:53 AM

12/28/23

Accrual Basis

Capistrano Court Homeowners Association, Inc.

Balance Sheet

As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Checking	8,535.97
Reserves	79,024.61
Total Checking/Savings	87,560.58
Accounts Receivable	
Accounts Receivable	8,147.51
Total Accounts Receivable	8,147.51
Total Current Assets	95,708.09
TOTAL ASSETS	95,708.09
LIABILITIES & EQUITY	
Equity	
Retained Earnings	17,603.71
Net Income	78,104.38
Total Equity	95,708.09
TOTAL LIABILITIES & EQUITY	95,708.09

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12/28/23

Cash Basis

## Capistrano Court Homeowners Association, Inc.

## Profit &amp; Loss Budget vs. Actual

January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2023 Special Assessment	32,400.00	32,400.00	0.00	100.0%
Boiler Assessment 2023	68,111.49	77,024.00	-8,912.51	88.4%
Monthly Dues				
Refunds	0.00			
Monthly Dues - Other	76,185.00	75,600.00	585.00	100.8%
Total Monthly Dues	76,185.00	75,600.00	585.00	100.8%
Total Income	176,696.49	185,024.00	-8,327.51	95.5%
Expense				
ACH Quarterly Bank Fee	121.16	180.00	-58.84	67.3%
Annual Fees	40.00	40.00	0.00	100.0%
Back Flow Certification	350.00	375.00	-25.00	93.3%
Boiler Replacement - West Bldg	34,634.11			
Exterior Building Repairs	300.00	395.00	-95.00	75.9%
Gutter Repairs	300.00	1,000.00	-700.00	30.0%
Insurance	10,586.11	15,900.00	-5,313.89	66.6%
Landscape Contract	0.00	2,500.00	-2,500.00	0.0%
Landscape Other	329.19			
Office Supplies	35.52	45.00	-9.48	78.9%
Plumbing/Boilers	8,098.86	15,000.00	-6,901.14	54.0%
Postage/Delivery	161.40	160.00	1.40	100.9%
Property Management Fee				
Special Services	425.00			
Property Management Fee - Other	6,300.00	6,300.00	0.00	100.0%
Total Property Management Fee	6,725.00	6,300.00	425.00	106.7%
Reconciliation Discrepancies	835.56			
Reserve Contribution	0.00	7,560.00	-7,560.00	0.0%
Sewage Cleanup	159.73			
Snow Removal	5,833.75	5,000.00	833.75	116.7%
Sprinkler Repairs	303.21	500.00	-196.79	60.6%
Tax Prep Fee	325.00	325.00	0.00	100.0%
Trash	8,793.34	11,160.00	-2,366.66	78.8%
Trees	362.50			
Water	9,401.37	12,280.00	-2,878.63	76.6%
X-cel Energy	19,523.96	29,280.00	-9,756.04	66.7%
Total Expense	107,219.77	108,000.00	-780.23	99.3%
Net Ordinary Income	69,476.72	77,024.00	-7,547.28	90.2%
Other Income/Expense				
Other Income				
Interest Income	30.15			
Total Other Income	30.15			
Net Other Income	30.15	0.00	30.15	100.0%
Net Income	69,506.87	77,024.00	-7,517.13	90.2%