FINANCIAL STATEMENTS

**DECEMBER 31, 2020** 



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## INDEPENDENT AUDITORS' REPORT

The Board of Directors West Neck Community Association, Inc.

#### **Report on the Financial Statements**

We have audited the accompanying financial statements of West Neck Community Association, Inc. which comprise the balance sheet as of December 31, 2020, and the related statements of revenues and expenses, changes in fund balances, and of 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 West Neck Community Association, Inc. as of December 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 the schedule of future major repairs and replacements 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. Such procedures 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.

April 22, 2021

DesRoches & Company

## **BALANCE SHEET**

# December 31, 2020

	Operating Fund		1 0 0		Replacement Fund		Capital Improvement Fund		Total	
Assets										
Cash and cash equivalents: Checking and savings Certificates of deposit	\$	185,455 125,770	\$	54,409 48,096	\$	113,062 469,872	\$	41,855 26,720	\$	394,781 670,458
Total cash and cash equivalents		311,225		102,505		582,934		68,575		1,065,239
Assessments receivable, net of allowance for doubtful accounts of \$4,600 Prepaid expenses Interfund receivable (payable) Property and equipment, net		8,442 4,999 (1,149) 2,470,658		0 0 0 0		$\begin{array}{c} 0\\ 0\\ 1,149\\ 0\end{array}$		0 0 0 0		8,442 4,999 0 2,470,658
Total assets	\$	2,794,175	\$	102,505	\$	584,083		68,575	\$	3,549,338
Liabilities and Fund Balances										
Accounts payable Income taxes payable Contract liabilities Prepaid assessments Note payable, net of	\$	1,576 582 6,200 54,359	\$	0 0 0 0	\$	0 0 0 0	\$	0 0 0 0	\$	$1,576 \\ 582 \\ 6,200 \\ 54,359$
unamortized debt costs of \$6,606		1,034,079		0		0		0		1,034,079
Total liabilities		1,096,796		0		0		0		1,096,796
Fund balances		1,697,379		102,505		584,083		68,575		2,452,542
Total liabilities and fund balances	\$	2,794,175	\$	102,505	\$	584,083	\$	68,575	\$	3,549,338

See notes to financial statements and independent auditors' report.

## STATEMENT OF REVENUES AND EXPENSES

### For the year ended December 31, 2020

	Operating Fund	Insurance/ Risk Mgmt Fund	Replacement Fund	Capital Improvement Fund	Total
Revenues:					
Member assessments	\$ 621,849	\$ 0	\$ 52,071	\$ 0	\$ 673,920
Interest income	3,059	1,205	10,731	686	15,681
Rental income	5,191	0	0	0	5,191
Late and legal fees	2,122	0	0	0	2,122
Total revenues	632,221	1,205	62,802	686	696,914
Expenses:					
Accounting	8,590	0	0	0	8,590
Dues and education	950	0	0	0	950
Electric	976	0	0	0	976
General repairs and maintenand		0	10,148	0	21,680
Income taxes	2,422	0	0	0	2,422
Insurance	17,643	0	0	0	17,643
Interest	52,200	0	0	0	52,200
Lawn maintenance	111,326	0	0	0	111,326
Legal	7,292	0	0	0	7,292
Management	68,196	0	0	0	68,196
Miscellaneous	1,905	0	50	0	1,955
Postage	4,461	0	0	0	4,461
Printing	6,683	0	0	0	6,683
Social activities	1,945	0	0	0	1,945
Village Hall - administrative	7,794	0	0	0	7,794
Village Hall - maintenance	44,874	0	0	0	44,874
Village Hall - payroll expenses	58,092	0	0	0	58,092
Village Hall - utilities	20,962	0	0	0	20,962
Total expenses	427,843	0	10,198	0	438,041
Excess revenues over expenses					
before depreciation	204,378	1,205	52,604	686	258,873
Less: depreciation	66,905	0	0	0	66,905
Excess revenues over expenses	\$ 137,473	\$ 1,205	\$ 52,604	\$ 686	\$ 191,968

See notes to financial statements and independent auditors' report.

## STATEMENT OF CHANGES IN FUND BALANCES

## For the year ended December 31, 2020

	0	perating Fund	surance/ sk Mgmt Fund	Re	placement Fund	Im	Capital provement Fund	 Total
Fund balances - beginning of year	\$	1,559,906	\$ 101,300	\$	531,479	\$	67,889	\$ 2,260,574
Excess revenues over expenses		137,473	 1,205		52,604		686	 191,968
Fund balances - end of year	\$	1,697,379	\$ 102,505	\$	584,083	\$	68,575	\$ 2,452,542

See notes to financial statements and independent auditors' report.

### STATEMENT OF CASH FLOWS

### For the year ended December 31, 2020

	C	Operating Fund		surance/ sk Mgmt Fund	Re	placement Fund	Imp	Capital provement Fund		Total
CASH FLOWS FROM OPERATING ACTIVITI	ES									
Excess revenues over expenses	\$	137,473	\$	1,205	\$	52,604	\$	686	\$	191,968
Adjustments to reconcile										
excess revenues over expenses to										
net cash flow from operating activities:		(7.(0)		0		0		0		
Depreciation and amortization		67,660		0		0		0		67,660
Changes in operating assets and liabilities: (Increase) decrease in operating assets:										
(increase) decrease in operating assets: Assessments receivable		(1,589)		0		0		0		(1,589)
Prepaid expenses		1,701		0		0		0		1,701
Increase (decrease) in operating liabilities:		1,701		Ũ		0		0		1,701
Accounts payable		(3,686)		0		0		0		(3,686)
Income taxes payable		(1,011)		0		0		0		(1,011)
Prepaid assessments		(20,666)		0		0		0		(20,666)
Contract liabilities		3,050		0		0		0		3,050
Net cash flow from operating activities		182,932		1,205		52,604		686		237,427
CASH FLOWS FROM INVESTING ACTIVITIE	ES	0		0		0		0		0
CASH FLOWS FROM FINANCING ACTIVITII	ES									
Principal payments on notes payable		(105,789)		0		0		0		(105,789)
Interfund borrowings		(5,324)		1,889		3,435		0		0
Net cash flow from financing activities		(111,113)		1,889		3,435		0		(105,789)
Increase in cash and cash equivalents		71,819		3,094		56,039		686		131,638
Cash and cash equivalents at beginning of year		239,406		99,411		526,895		67,889		933,601
Cash and cash equivalents at end of year	\$	311,225	\$	102,505	\$	582,934	\$	68,575	\$	1,065,239
SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION										
	¢.		o o contes		от IN		¢	0	¢	2 422
Cash paid during the year for income taxes	\$	3,433	3	0	2	0	2	0	2	3,433

Cash paid during the year for interest

See notes to financial statements and independent auditors' report.

0

\$

0

\$

\$

51,445

\$

0 \$

51,445

#### NOTES TO FINANCIAL STATEMENTS

#### December 31, 2020

#### [1] <u>NATURE OF BUSINESS AND SUMMARY OF SIGNIFICANT ACCOUNTING</u> <u>POLICIES</u>

<u>Nature of Business</u> West Neck Community Association, Inc. ("the Association") is a management association formed as a corporation and organized for the specific purpose of maintaining, preserving and architecturally controlling the individual properties and common areas for the benefit of its members. The Association consists of 936 homes and is located in Virginia Beach, Virginia.

<u>Method of Accounting</u> The Association follows accounting principles generally accepted in the United States of America.

<u>Fund Accounting</u> The Association maintains its accounts using fund accounting. Financial resources are classified for accounting and reporting purposes in the following funds established in accordance to their nature and purpose.

<u>Operating Fund</u> This fund is used to account for the financial resources for the general operations of the common property.

<u>Insurance/Risk Management Fund</u> This fund is used to accumulate financial resources for insurance deductibles and other unexpected losses not covered by insurance.

<u>Replacement Fund</u> This fund is used to accumulate financial resources for future major repairs and replacements of the common property.

<u>Capital Improvement Fund</u> This fund is used to accumulate financial resources for future capital improvement projects.

<u>Member Assessments</u> Association members are subject to monthly assessments to provide funds for the Association's operating expenses and major repairs and replacements. Member assessments are recognized in the period assessed, regardless of when collected or expensed. Assessments receivable at the balance sheet date represent fees due from unit owners. The Association's policy is to retain legal counsel and place liens on the properties of owners whose assessments are several months delinquent. Member assessments in the statement of revenues and expenses have been allocated between the funds based upon the Association's 2020 budget reserve requirements. The Association retains excess assessments at the end of the year, if any, for use in future periods.

<u>Allowance for Uncollectible Assessments</u> The Association's policy is to record an allowance for uncollectible assessments for those accounts which are substantially delinquent that management feels are doubtful of collection.

#### NOTES TO FINANCIAL STATEMENTS

#### December 31, 2020

<u>Recognition of Assets</u> During the organization of the Association, certain real common property was received from the Declarant. The property contributed included land and related improvements. This property has not been recognized on the Association's financial statements because the Association cannot dispose of the property at the discretion of its Board of Directors for cash. In addition, the property is not used by the Association to generate significant cash flow from members or nonmembers on the basis of usage. However, the Association's purchases of real and personal property and equipment, for which the Association holds title, are recognized as assets at the Association's cost if the criteria stated above are satisfied.

<u>Cash and Cash Equivalents</u> The Association includes all cash accounts, money market accounts, and certificates of deposit with an original maturity of three months or less or that do not include a substantial penalty for early withdrawal, to be cash and cash equivalents.

<u>Debt Issuance Costs</u> Debt issuance costs are reflected as a reduction of the reported notes payable balance on the Association's balance sheet. Such costs are being amortized as an adjustment to interest expense over the term of the loan using the straight-line method, which is not expected to differ materially from the effective interest method.

<u>Depreciation</u> Depreciation is computed using the straight-line method over the estimated useful life of the asset.

<u>Revenue Recognition</u> The Association's income from transactions with members and nonmembers in their capacity as customers (i.e. ancillary income sources) is subject to Topic 606, *Revenue from Contracts with Customers*. Under the guidance, an entity recognizes revenue when promised goods or services are transferred to a customer in the amount the entity expects to collect from the customer. Transactions with members in their capacity as owners (i.e. regular member assessments) are outside the scope of Topic 606.

<u>Ancillary Income</u> The Association's ancillary income includes income from clubhouse rentals and pool memberships. Ancillary income is recognized as the related performance obligations are satisfied (i.e. as the related goods and services are provided to members or nonmembers). There was no ancillary income receivable at the beginning or end of the year.

<u>Contract Liabilities</u> The Association recognizes revenue from ancillary income 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 related to the ancillary income. Contract liabilities totaled \$3,150 and \$6,200 as of the beginning and end of the year, respectively.

<u>Estimates</u> The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect

#### NOTES TO FINANCIAL STATEMENTS

#### December 31, 2020

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. Accordingly, actual results could differ from those estimates.

#### [2] <u>PROPERTY AND EQUIPMENT</u>

During 2007, the Association purchased undeveloped land totaling approximately 2.5 acres from Baymark Construction Corporation. The Association used the property for the construction of a "Village Hall" and pool. During 2014, the Association purchased undeveloped land totaling approximately 9.1 acres from Baymark Construction Corporation and Baymark Golf, LLC. In addition, during 2015 the Association purchased approximately 1.8 acres of undeveloped land from Robert H. DeFord Jr. The Association intends to retain the land as green space.

As of December 31, 2020, property and equipment consists of the following:

Land	\$ 854,776
Village Hall and pool	2,284,385
Furniture and equipment	 250,315
	3,389,476
Less: accumulated depreciation	 <u>(918,818</u> )
-	\$ 2,470,658

## [3] <u>NOTES PAYABLE</u>

During 2008, the Association obtained a \$1,500,000 line of credit payable to Towne Bank to help fund construction of the Village Hall and pool. On August 29, 2009, the then current outstanding principal balance was amortized over a period of 20 years. At that time, the interest rate was set at 6.0% for 72 months. During 2012, the bank agreed to lower the interest rate to 4.79%. The rate was lowered again during 2020 to 4.54%. On or after each 72 month anniversary date, the bank has the right to adjust the interest rate on the note. As of December 31, 2020, the outstanding principal balance totaled \$634,377 (see Note 1 in the table below). The note is secured by the land and Village Hall building and related improvements. Costs incurred to obtain financing totaled \$15,102 during 2008 and are being amortized over the term of the permanent financing.

During 2014, the Association obtained a note payable to Towne Bank in the amount of \$325,000 to provide funding for the purchase of two parcels of land. The note is payable over a twenty year period in equal monthly installments of \$2,032, including interest at a rate of 4.3%. As of December 31, 2020, the outstanding principal balance totaled \$250,735 (see Note 2 in the table below). The note is secured by the two parcels of land.

During 2015, the Association entered into a note payable to Robert H. DeFord, Jr. in the amount of \$190,000 to provide funding for the purchase of a parcel of land. The note is payable over a twenty year period in equal monthly installments of \$1,254, including

#### NOTES TO FINANCIAL STATEMENTS

#### December 31, 2020

interest at a rate of 5.0%. As of December 31, 2020, the outstanding principal balance totaled \$155,573 (see Note 3 in the table below). The note is secured by the parcel of land.

Scheduled principal reductions at December 31, 2020 are as follows:

<u>Year Ending</u> December 31,	Note 1	Note 2	Note 3	Total
2021	\$ 90,875	\$ 13,727	\$ 7,437	\$ 112,039
2022	95,087	14,338	7,818	117,243
2023	99,495	14,976	8,218	122,689
2024	104,108	15,617	8,638	128,363
2025	108,934	16,337	9,080	134,351
Thereafter	135,878	175,740	114,382	426,000
	\$ <u>634,377</u>	\$ <u>250,735</u>	\$ <u>155,573</u>	\$ <u>1,040,685</u>

Notes payable are being presented on the balance sheet net of unamortized debt issuance costs of \$6,606 as of December 31, 2020.

#### [4] <u>FUTURE MAJOR REPAIRS AND REPLACEMENTS</u>

The Association's governing documents require that funds be accumulated for future major repairs and replacements. Accumulated funds are generally held in separate savings accounts and are not available for expenditures for normal operations.

During 2017, the Board of Directors hired an outside professional firm to conduct a study to estimate the remaining useful lives and the replacement costs of the components of common property. The table included in the unaudited supplementary information of future major repairs and replacements is based on this study.

The Board of Directors is funding for major repairs and replacements over the remaining useful lives of the components based on the study's estimates of current replacement costs and considering amounts previously accumulated in the replacements fund. A funding requirement of \$53,371 has been included in the 2021 budget.

Funds are being accumulated in the replacements fund based on estimates of future needs for repairs and replacements of common property components. Actual expenditures may vary from the estimated future expenditures, and the variations may be material. Therefore, amounts accumulated in the replacements fund may not be adequate to meet all future needs for major repairs and replacements. If additional funds are needed, the Association has the right, under certain circumstances, to increase regular assessments,

#### NOTES TO FINANCIAL STATEMENTS

#### December 31, 2020

pass special assessments, or delay major repairs and replacements until funds are available.

### [5] <u>INCOME TAXES</u>

The Association has elected to be tax-exempt with respect to its exempt function income under Internal Revenue Code Section 528. However, income tax is due on its non-exempt function income, such as interest earnings. Net nonexempt income is taxed at 30% by the federal government and at 6% by the Commonwealth of Virginia. Accordingly, a provision for income taxes of \$2,422 has been made for the year ended December 31, 2020.

Accounting principles generally accepted in the United States of America require management to evaluate tax positions taken by the Association and recognize a tax liability if the Association has taken an uncertain position that, more likely than not, would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the Association and has concluded that as of December 31, 2020, there are no uncertain positions taken or expected to be taken that would require recognition of a liability or disclosure in the financial statements. The Association is subject to routine audits by taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Association's management believes it is no longer subject to income tax examinations for years prior to 2017.

### [6] <u>RELATED PARTY TRANSACTIONS</u>

During 2020, a member of the Association's Board of Directors was employed by the Association to work part time at the Village Hall and pool. This Board of Directors member abstained from voting in all matters related to the salary of Village Hall and pool employees.

## [7] <u>SUBSEQUENT EVENTS</u>

Subsequent events have been evaluated through the date that the financial statements were available to be issued April 22, 2021.

SUPPLEMENTARY INFORMATION

#### SCHEDULE OF FUTURE MAJOR REPAIRS AND REPLACEMENTS

#### December 31, 2020

#### Unaudited

During 2017, Miller-Dodson Associates, Inc. conducted a study to estimate the remaining useful lives and the replacement costs of the components of common property. Replacement costs were based on the estimated costs to repair or replace the common property components as of the date of the study using actual replacement cost data, information provided by local contractors and suppliers, industry standard estimating manuals, and a cost database. The study does not consider the effects of inflation on estimated replacement costs or interest earnings on accumulated reserve funds.

The following table is a summary of information contained in the professional study concerning the components of common property. The data contained below is for informational purposes only and has not been subjected to auditing procedures. All data is as of the effective date of the study, May 8, 2017.

Component	Estimate Remaini Useful L	ng Replacement
Site Components - Pavement, Monuments and Lighting Asphalt pavement, overlay and sealcoat Flag pole Lighting, flag pole and bollards Signage, directional, refurbish Signage, directional, replace Brick entry piers and monuments, repoint (10%) Signage entrance, granite, refurbish Fence, alum. picket Precast caps (partial allowance) Signage and brick monument, Rosecrest Signage and brick monument, neighborhoods	1-16 yea 35 yea 5-16 yea 1 yea 16 yea 6 yea 11 yea 16 yea 6 yea 6 yea 6 yea	ars3,200ars15,227ar1,000ars5,180ar5,569ars2,000ars11,583ars780ars1,254
Brick planters, traffic circle, repoint (10%)	1 ye	
Site Components - Concrete and Site Furnishings Concrete curb (6%), sidewalk (6%), and trash pad Benches, steel, refurbish Benches, steel, replace Arch structures, refurbish Arch structures, replace Sculpture, dolphin, refurbish Tree replacement allowance Irrigation, controller, lateral, and head allowance	0-16 yea 0 yea 25 yea 5 yea 25 yea 5 yea 8 yea 2 yea	ars4,950ars11,655ars2,450ars6,265ars1,000ars15,000
Site Components - Ponds and Fountains Dredging, ponds A, BCC, and F	8 ye	ars 295,520

## SCHEDULE OF FUTURE MAJOR REPAIRS AND REPLACEMENTS

### December 31, 2020

## Unaudited

	Rema	nated aining	Current Replacement
Component	Usen	ıl Life	Cost
Fountain, pond A and BCC Aerators, air compressor, and hoses		years years	3,780 5,185
Site Components - Ceremony Garden			
Concrete paver walk, reset (partial)	0	years	692
Walkway paver set lighting		years	5,850
Retaining wall and pergola structure		years	6,995
Pergola lighting		years	500
Arbor, 4'x6'	15	years	1,200
Site Components - Stormwater			
Stormwater pipe, drop inlet and curb inlet	13	years	13,153
Guardhouse			
Building exterior and roofing	13	years	12,545
Columns, architectural brackets, and paver		years	14,001
Uplighting and floodlights		years	7,036
Cupola and clockworks		years	5,500
Pool House Exterior			
Building exterior and roofing	15-25	vears	15,867
Pavilion		years	12,650
Small and large trellis at pool		years	19,800
Village Hall Exterior			
Building exterior and roofing	0-25	years	98,584
Columns, pilasters, and railings		years	11,051
Patio, concrete sealer and awning		years	13,518
Brick steps, repoint allowance		years	1,000
Patio furniture allowance		years	4,200
Village Hall Interior			
Flooring	5-20	years	62,232
Dance floor panels allowance		years	4,500
Ceiling tiles	10-15		1,831
Restroom and kitchen allowance		years	35,160
Window treatment allowance		years	6,000
Office, library, and game room furniture allowance		years	37,500
Clubhouse tables		years	30,835

## SCHEDULE OF FUTURE MAJOR REPAIRS AND REPLACEMENTS

#### December 31, 2020

## Unaudited

Component	Estin Rema Usefu	ining	Current Replacement Cost
Chairs and chair cart	5-20		21,925
Warming cabinet, portable		years	2,800
Icemaker		years	2,190
Microwave and convection oven	5-10		1,350
Freezer, fridge, and dishwasher	5-12	•	10,045
Bus carts, portable bar, and gas grill	9-10	years	2,585
Village Hall Building Systems			
Dehumidifiers and sump pumps, crawl space	9-14	years	6,941
Heat pumps, air handlers, water heater and cooler	8-11	years	42,366
Toilets, urinal, and lavatory		years	8,062
Kitchen sink	6-11		790
Exit lighting		years	1,490
Fixtures, lights, and wall sconces		years	39,997
Exterior wall lights		years	4,290
Fire alarm, sound system and phone system	11-16		30,000
Recreation			
Swimming pool structure	51	years	168,895
Swimming pool, whitecoat and waterline tile		years	21,624
Swimming pool coping, stone	21	years	11,050
Pool cover, safety mesh	3	years	3,108
Pool deck, concrete (20%) and joint sealant	1-16	years	9,173
Pool fence, aluminum, 42"	16	years	11,980
Pool filtration, Triton II, TR-140		years	2,070
Pool pump	2-10	years	4,790
Pool heater and chemical feed	5-10	years	5,450
Pool furniture allowance	2-9	years	11,500
Site light, poles and fixtures	6-21	years	9,360
Fitness equipment	2-30	•	72,940
Auto defibrillator	12	years	1,495
Cubicle lockers and attendant desk	20	years	2,990
			\$ 1,399,957

The Association's 2021 minimum recommended annual reserve contribution as stated in the reserve study totals \$53,644.