

CHART OF ACCOUNTS DEFINITIONS
MONTAGE AT MISSION HILLS HOMEOWNERS ASSOCIATION
DECEMBER 21, 2020

Account #	Description	Class	Class Description	Line Item Description
REVENUES				
4110	Assessment - Members	101	Income	Revenue from 128 homeowner monthly assessments payments incorporating contributions toward general operation expenses, reserve accounts, special assessments and Mission Hills Country Club monthly membership dues.
4125	Assessment - Collection Reimbursement	101	Income	Revenue from collections of late homeowner monthly assessments due to the Association.
4130	Interest Income	101	Income	Revenue from interest earned on Montage general banking and reserve accounts.
4135	Assessment - Violations	101	Income	Revenue from fines assessed and collected from homeowners for violations in HOA policy as identified in Rules and Regulations. See Montage Fine Schedule.
4140	Assessment Late Fees	101	Income	x
4141	Fees - Admin Fee L/C - new Jan 2011	101	Income	Revenue from administrative fees charged by PPM for processing assessment late fees.
4142	Bank Charges	101	Income	Revenue from reimbursement for charges for financial functions like checks returned for non-sufficient funds, broker fees and foreign (non-USA) bank processing fees.
4150	Assessment - Special	101	Income	Revenue from special assessments approved by the Board or Homeowners.
4155	Fees - Member Architectural Deposits	101	Income	Revenue from Homeowner refundable damage deposits collected on ARC approved swimming pool and major construction projects. See 5509.
4160	Sales - Media Advertising	101	Income	Revenue from sale of monthly, quarterly and annual advertising and sponsorships in the Montage newsletter and/or website.
4180	Security Assessments	101	Income	Revenues collected from Homeowners for special security related assessments such as for the provision of CCTV monitoring or security patrol services.
4190	Sales - Gate Clickers/Keys	101	Income	Revenue from the sale to Homeowners of replacement and additional gate/garage controllers and access cards.
4195	Fee - Transfer - new Jan 2011	101	Income	Revenue collected in association with services rendered by HOA or property manager during escrow and/or sales of property. May include some escrow fees.

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TRANSFERS

5000	Reserve Loan	102	Transfers	Transfer of funds loaned from/to the Operations Aaccount to/from Rreserve Aaccount for capital repair and replacement. Funds transferred must to be returned to the Operations Aaccount within one year.
5010	Less Reserves	102	Transfers	Transfer of funds to the Reserve Account. Transfers may take place on a monthly or annually basis.
5011	Excess Funds Transfer	102	Transfers	Transfer of surplus annual Operating Account funds to Reserve Account. Requires approval by a vote of the Homeowners.
5015	Less Reserves Interest	102	Transfers	Transfer of interest earned in the Reserve Account to the Reserve Account deposits.

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EXPENSES

UTILITIES

5020	Electricity	210	Utilities	Expense for electrical services from on two electric meters supplying perimeter landscape lighting, five monument signs, gate and fountain operations.
5021	Mailbox Lighting Electricity	210	Utilities	Expense for annual reimbursement to eight homeowners for mailbox lights connected to their front yard landscape lights.
5040	Gate Telephones	210	Utilities	Expense for telephone intercom service at two gate kiosks.
5050	Water	210	Utilities	Expense for water service to three meters to two gate entrance fountains and plant perimeter parkway and detention basin landscaping including water for Gerald Ford and Da Vall median landscaping - reimbursed by the City of Cathedral City.

LANDSCAPE MAINTENANCE

5110	Landscape Maintenance Contract	220	Land Maintenance	Expense for all labor, equipment, materials and supplies necessary to meet the specifications set out in the landscape maintenance contract for XXX acres of common areas including perimeter parkways, gate entrances and detention basin landscape.
5120	Landscape Maintenance Contract Extras	220	Land Maintenance	Expense for labor, equipment, materials and supplies for additional approved landscape and other services beyond those included in the landscape maintenance contract. including grading, drainage, cleaning, spraying, fertilizing, and general repairs and replacement.

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5130	Irrigation Maintenance and Repair	220	Land Maintenance	Expense for labor, equipment, materials and supplies for maintenance and repair of the approved irrigation system components including backflows, clocks, gauges, controllers, valves, supply lines, risers, heads, emitters, and related equipment.
5140	Tree Trimming	220	Land Maintenance	Expense for all labor and equipment, traffic control and debris disposal associated with annual summer pruning of trees within the landscape perimeter parkways, gate entrances and detention basin. trees including palms, palos verdes and acacia trees.
5145	Tree Removal	220	Land Maintenance	Expense for labor, equipment and materials disposal associated with periodic removal of damaged, diseased, or aged palms and canopy trees to reduce risk and avert potential property damage.
5150	Annual Color Installation	220	Land Maintenance	Expense for all labor, equipment and materials to install spring and fall planting of ornamental annual flowers in gate, entrance, corner and monument signs planters per the approved landscape plan.
5160	Seasonal Turf Conversion	220	Land Maintenance	Expense for labor, equipment and materials for annual scalping, overseeding and fertilization to establish annual winter rye grass cover at Gerald Ford/DaVall corner in front of corner monument sign.
5170	Plant Installation	220	Land Maintenance	Expense for plant materials, labor and equipment to install new and replacement plants per the current approved landscape plans.

ENTRANCE FOUNTAIN

5210	Fountain Maintenance Contract	230	Entrance Fountains	Expense for contractual services to provide weekly preventative maintenance and servicing of two gate fountains including cleaning fountains filters, fountain debris removal, checking and adjusting pool chemistry to meet current health standards.
5220	Fountain Equipment Repair	230	Entrance Fountains	Expense for labor, equipment and materials to repair of pumps, filters, plumbing, electrical, lighting, controllers, sensors and basins for two entrance gate fountains.

HARDSCAPE MAINTENANCE

5320	Painting - Block Wall/Gate Touch Up	240	Buildings & Grounds	Expense for contractual services to provide all labor, equipment, materials and supplies for periodic and as-needed graffiti removal, painting and touch up of block walls, concrete aprons and surfaces to maintain appearance between scheduled painting projects.
5341	Grounds Misc	240	Buildings & Grounds	Expense for miscellaneous costs related to HOA, contractor or volunteer related maintenance including labor, equipment, materials and supplies related to the continued preventative and ongoing maintenance and minor repairs of Montage capital assets not otherwise contained in another hardscape maintenance line item.

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Account #	Description	Class	Class Description	Line Item Description
5343	Street Repairs	240	Buildings & Grounds	Expense for contractual services providing all labor, equipment, materials and supplies for periodic and as-needed patching and repairs to concrete curbs, gutters, manhole collars, concrete aprons, spandrels and the grinding and patching asphalt pavement to stop deterioration and to maintain an attractive appearance between scheduled pavement renovation and replacement projects.
5345	Street Sweeping	240	Buildings & Grounds	Expense for contracted services to provide all labor, equipment and debris disposal associated with weekly street sweeping of pavement, street curbs and gutters and gate entrance areas per the contract specifications.
5350	Retention Basin Well Pumping	240	Buildings & Grounds	Expense for all permits, labor, equipment and debris disposal related to contractual services to provide periodic and as-need pumping out, cleaning and debris disposal for two street catch basins and one detention basin drywell system .
5363	Holiday Décor (New 10/19/07)	240	Buildings & Grounds	Expense for all labor, equipment, materials and supplies including lights and seasonal decorations associated with contractual services for annual (November to January) holiday lighting decoration at two entrance areas.
5365	Electrical/Lighting Repair/Relamping	240	Buildings & Grounds	Expense for labor, equipment, materials and supplies related to contractual services to replacement of fixtures lamps and maintain and repair perimeter landscape, detention al basin, entrance, monument signs, mailbox lights and homeonwer front yard lights. per the contract.
5370	Pest Control Services	240	Buildings & Grounds	Expense for labor, materials and supplies associated with contruactual services to provide monthly and seasonal control of pests in common areas including eradication of rodents and insects, reptiles.
5380	Sign Repair and Maintenance	240	Buildings & Grounds	Expense for labor, equipment, materials and supplies related to contractual services to provide maintenace and replacement of all Montage signage including monument signs, stop signs, street name signs, entrance rules signs, and official bulletin boards.
5385	Block Wall Repair and Maintenance	240	Buildings & Grounds	Expense for labor, equipment, materials and supplies related to contractual services to complete periodic and as-needed perventive maintenance and small repairs to perimeter concrete block walls.
5390	Security	240	Buildings & Grounds	Expense for labor and equipment related to contractual services to provide evening security checks and issuance of parking violation notices per the contract specifications.
5395	Gate Maintenance and Repair	240	Buildings & Grounds	Expense for labor, equipment, materials and supplies associated with contractual services to maintain and repair of entrance ond exit gate operators, electric eyes, and pavement sensor loops at four vehicle gates and two pedestrian gates.
5399	Gate Phone Maintenance and Repair	240	Buildings & Grounds	Expense for labor, equipment, materials and supplies included for contractual services to maintain and repair intercom and gate controller equipment at two entrance gate kiosks.

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Account #	Description	Class	Class Description	Line Item Description
ADMINISTRATION				
5455	Permits	250	Administration Costs	Expense for securing necessary city, county, state and local permits associated with Montage planning, design, construction, maintenance or administrative work.
5460	Licenses	250	Administration Costs	Expense for securing necessary single use or annual city, county, state and local software licenses associated with Montage operations.
5465	Reserve Study Services	250	Administration Costs	Expense for all labor, materials and supplies associated with contractual services to prepare the Montage Reserve Study every three years and to provide periodic updates or special reports as requested.
5468	Professional Fee	250	Administration Costs	Expense for professional consultant or contractor services not provided for otherwise in the budget. May include additional services in existing professional services contracts. May be small incidental fees.
5470	Audit Services	250	Administration Costs	Expense for all labor, materials and supplies associated with the annual professional services contract to prepare the Montage annual financial review and preparation of required tax returns.
5480	Franchise Tax	250	Administration Costs	Expense for annual tax paid to Franchise Tax Board.
5481	State Required Forms	250	Administration Costs	Expense associated with the production and filing of State required EDD forms, Civil Code 4041 Homeowner address survey and other state mandated forms.
5490	Internal Revenue Service	250	Administration Costs	Expense for payment of annual Federal taxes.
5503	Property Taxes	250	Administration Costs	Expense for payment of property taxes on land or improvements owned or aquired by the HOA.
5505	Legal Services	250	Administration Costs	Expense for all labor, materials and supplies associated with the professinoal services contract to provide legal services and representation as needed and requested and other legal expenses.
5508	Member Assessment Refunds	250	Administration Costs	Expense to reimbursement of homeowner prepaid assessments when assessment costs were less than anticipated upon request or at close of escrow.
5509	Architectural Deposit Refunds	250	Administration Costs	Expense to reimburse homeowner the remainder of the architectural damage deposit when all charges, if any, have been deducted at the conclusion of the project.
5510	Assessment Collection Fees	250	Administration Costs	Expense associated with professional collections services and other administrative costs related to the collection and remittance of past due homeoner assessments.
5511	CAI Memberships and Training meeting attenda	250	Administration Costs	Expense for Board approved member training, organization and individual association related memberships to local, regional, state and national organizations including payment for membership dues, tuitions and fees, publications and educational materials, travel and per deim costs. Includes CAI Membership and meeting attendance reimbursement for Board members and homeowners.

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Account #	Description	Class	Class Description	Line Item Description
5512	Bad Debits Expenses	250	Administration Costs	Expense associated with cost of "writing off" uncollectable homeowner assessments. Budgeted expense has the effect of increasing the annual assessments but allows the association to pay its operating expenses without imposing a special assessments.
5513	Meeting & Board Expenses	250	Administration Costs	Expense for board meeting and board special event related support including meeting room and equipment rentals, meeting materials and supplies including office supplies, small equipment purchases and food. No alcohol purchases to be made from this account.
5515	Mission Hills CC Membership Dues Expense	250	Administration Costs	Expense related to the payment of the Montage monthly Mission Hills Sports Social Membership fee to the Mission Hills County Club for each homeowner.
5516	Late Administration Fee - new Jan 2011	250	Administration Costs	Expense associated with PPM charges for processing of related to property managers services pursuit of late homeowner monthly dues assessments.
5517	Transfer Fee - new Jan 2011	250	Administration Costs	Expense related to PPM chages for completing change of ownership paperwork on sale of property.
5520	Insurance	250	Administration Costs	Expense associated with the payment of HOA annual insurance premiums for propety and general liability and specialty insurances as well a directors errors and ommissions insurance.
5525	Insurance Claims	250	Administration Costs	Expense for payment of the deductible portion of any insurance claim settlement.
5530	Association Management Services	250	Administration Costs	Expense for all labor, materials and supplies associated with the professsional services contract to provide association management services including assessment collection, bookkeeping, meeting facilitation and reporting, records management an other services as set out in the contract or mutually amended.
5531	PPM Property Manager Internet (New 10/19/07)	250	Administration Costs	Expense to pay PPM for access to their internet services reimburse the property manager for costs assocaited with internet related expenses like website development and hosting, cctv monitoring, VOIP and related fees.
5535	End of Year Closing	250	Administration Costs	Expenses related to PPM preparation of information and documents related to the annual financial review by auditor including production and filing of HOA taxes and annual report to the State.
5540	Printing/Postage Expense	250	Administration Costs	Expense for printing and copying services, USPS postage and private delivery services, and office materials and supplies associated with the printing and distribution of official Montage business correspondnce and communications including budgets, resports, welcome packages, agendas and minutes and other similar expenses.
5545	Bank Charges	250	Administration Costs	Expenses incurred from bank(s) for extraordinary services.related to banking services associated with maintenance and use of Montage savings, checking and investment accounts. Merchant account fees.
5550	Miscellaneous Expenses	250	Administration Costs	Expenses related to the acquisition of labor, equipment, materials and supplies not otherwise provided for in the other line items in this class of expenditures.

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Account #	Description	Class	Class Description	Line Item Description
3990	Net Income Profit/Loss	399	Earnings	Expenses related to Net revenue gain/loss in a successive fiscal year. Net revenues in excess of expenditures.
1100	Checking Account Fees	401	Current Assets	Expenses related to maintenance of a checking account including funds to cover payment for bank NSF fines associated with homeowner monthly and assessment payments.
1150	Due to Reserves	401	Current Assets	Expenses related to payment of inter-fund loanst. Expenses charged back from another account. Inter Fund Loan.
1200	Savings T Bills	401	Current Assets	Funds transferred from T-Bill and savings account interest earned.
1205	Savings	401	Current Assets	Funds surplus to current operating needs received from all revenue sources and placed into a bank savings account to provide liquid assest for reappropriation and allocations as deemed appropriate by the Board.
1250	Due/from Operations	401	Current Assets	Funds receiveable from and Interfund loan.
1300	Petty Cash	401	Current Assets	Funds for paying expenses too small to merit writing a check used for paying expenses too small to merit writing a check.
1800	Accounts Receivable	401	Current Assets	Funds owed to Montage by a contractor, consultant, supplier, vendor, other organization or private individual.
2000	Accounts Payable	501	Liabilities	Funds to pay short-term debt, credit cards or money owed to contractors, consultants, suppliers, vendors other organizations and private individuals.
2010	Prepaid Assessments	501	Liabilities	Funds related to monthly dues and/or assessments paid by the homeowner in advance. Funds will be used to make regularly schedule payments on the actual due date.
2012	Architectural Deposit	501	Liabilities	Funds held on account for return to homeowners on completion of of reimburseable damage deposits required for ARC approved homeowner swimming pool or home exterior construction project upon successful completion and clean-up.
2015	Income Tax Payable	501	Liabilities	Expense to pay Federal and State income taxes.

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Account #	Description	Class	Class Description	Line Item Description
RESERVE ACCOUNTS -(The only restricted Reserve account is the Palm Tree Plan account)				
Account #	Description	Class	Class Description	Line Item Description
2224	Block Wall Major Repairs/Replacement	601	Restricted Reserves	Funds for labor, equipment and materials to complete major repairs and/or scheduled replacement of common area concrete footings, masonry block walls and caps as set out in the capital replacement plan.
2242	Wall Signs Replacement	601	Restricted Reserves	Funds for labor, equipment and materials to complete major repairs and/or scheduled replacement of five Montage wall signs including sign fabrications and installation as set out in the capital replacement plan.
2248	Mailbox Replacement	601	Restricted Reserves	Funds for labor, equipment and materials to complete major repairs and/or scheduled replacement of 10 mailboxes including mailboxes and concrete aprons as set out in the capital replacement plan.
2300	Landscape Controllers/Clocks Replacement	601	Restricted Reserves	Funds for labor, equipment and materials to complete major repairs and/or scheduled replacement of five Montage wall signs as set out in the capital replacement plan.
2301	Landscape Backflow Valve Replacement	601	Restricted Reserves	Funds for labor, equipment and materials to complete major repairs, scheduled replacement or replacement due to theft of irrigation backflow devices wall as set out in the capital replacement plan.
2303	Lighting Systems/Meter Cabinet Replacement	601	Restricted Reserves	Funds for labor, equipment and materials to complete major repairs and/or scheduled replacement of homeowner front yard lighting and Montagelandscape lighting system including controllers, electric eyes, conduit, wiring, lighting fixtures and lamps as set out in the capital replacement plan.
2304	Painting Block Walls/Gates	601	Restricted Reserves	Funds for labor, equipment, materials and supplies to complete major repainting projects and/or scheduled repainting of public facing masonry, block walls, pilasters, metal gates and visible landscape structures as set out in the capital replacement plan.
2307	Curb Replacement	600	Restricted Reserves	Funds for labor, equipment and materials to complete major repairs and/or scheduled replacement of Montage curbs and gutters as set out in the capital replacement plan.
2308	Streets Sealing/Replacement	601	Restricted Reserves	Funds for labor, equipment and materials to complete periodic as-needed sealing of asphalt roadways and major repairs and/or scheduled replacement of asphate street paving and XXX sf concrete gate aprons as set out in the capital replacement plan.
2309	Fountain Replaster/Refurbish	601	Restricted Reserves	Funds for labor, equipment and materials to complete major repairs and/or scheduled replacement of basin surface plaster at two entry fountains as set out in the capital replacement plan.
2312	Fountain Equipment Replacement	601	Restricted Reserves	Funds for labor, equipment and materials to complete major repairs and/or scheduled replacement of two fountain controllers, telemetry, valves, electrical, fountain pump, filter and recirculation system plumbings as set out in the capital replacement plan.

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Account #	Description	Class	Class Description	Line Item Description
2317	Entry Gates/Operator/Loop Replacement	601	Restricted Reserves	Funds for labor, equipment and materials to complete major repairs and/or scheduled replacement of eight vehicles gates, two pedestrian gates, gate locking devices, gate mechanical operators, gate loop and electric eye sensors as set out in the capital replacement plan.
2318	Entry Gate Phone Replacement	602	Restricted Reserves	Funds for labor, equipment, materials and supplies to complete major repairs and/or scheduled replacement of intercom equipment, surveillance videos equipment and electronic gate controls at two gate kiosks as set out in the capital replacement plan.
2320	Unallocated Reserves	601	Unallocated Reserves	Reserve funds not yet allocated.
2330	CY Reserve Interest	601	Restricted Reserves	Current Year Interest received from reserve.
3100	Equity/Previous FY	602	Capital	Funds carried forward from previous fiscal year after all expenses have been paid. Transfer approved by the HOA membership in concert with the annual election.
3120	Excess Recovery (Disbursement)	602	Capital	Funds received from settlement of a construction defect or excess recovery of a bad debt previously written off. Reclassification account.
3300	Capital	602	Capital	Expenses related to completion of capital improvements

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