Financial Statements (With Supplementary Information) and Independent Auditor's Report

June 30, 2023 and 2022



Index

	<u>Page</u>
Independent Auditor's Report	2
Financial Statements	
Balance Sheets	4
Statements of Operations	6
Statements of Changes in Net Assets	7
Statements of Cash Flows	8
Notes to Financial Statements	9
Supplementary Information	
Selected Line Item Detail	17



Independent Auditor's Report

To Management Pooks Hill Development Corporation

Report on the Financial Statements

Opinion

We have audited the financial statements of Pooks Hill Development Corporation, which comprise the balance sheets as of June 30, 2023 and 2022, and the related statements of operations, changes in net assets, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Pooks Hill Development Corporation as of June 30, 2023 and 2022, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America ("GAAS"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Pooks Hill Development Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Pooks Hill Development Corporation's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.



In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Pooks Hill Development Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Pooks Hill Development Corporation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audits.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The selected line item detail is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Cohn Reznick LLP

Baltimore, Maryland May 7, 2024

Balance Sheets June 30, 2023 and 2022

<u>Assets</u>

	 2023	 2022
Current assets Cash and cash equivalents Intercompany receivable Accounts receivable and other assets, net	\$ 701,521 - 111,394	\$ 405,584 29,496 95,242
Total current assets	 812,915	 530,322
Restricted cash and cash equivalents Customer deposits - funded security deposits Restricted cash and cash equivalents Total restricted cash and cash equivalents	 63,335 1,625,140 1,688,475	 60,628 1,456,403 1,517,031
Noncurrent assets Rental property, net of accumulated depreciation	 13,514,341	 14,021,205
Total noncurrent assets	 13,514,341	 14,021,205
Total assets	\$ 16,015,731	\$ 16,068,558

Balance Sheets June 30, 2023 and 2022

Liabilities and Net Assets

	 2023	 2022
Current liabilities Accounts payable and accrued liabilities Mortgage payable - current Accrued interest payable Intercompany payable	\$ 180,987 511,789 36,936 61,122	\$ 144,058 495,568 38,268 -
Total current liabilities	 790,834	 677,894
Current liabilities payable from restricted cash and cash equivalents Customer deposits payable - tenant security deposits Noncurrent liabilities	 59,891	 57,352
Mortgage payable, net of unamortized debt issuance costs of \$35,903 and \$37,736 and net of current maturities, respectively	13,195,828	13,705,784
Total noncurrent liabilities	 13,195,828	13,705,784
Total liabilities	14,046,553	14,441,030
Net assets	 1,969,178	 1,627,528
Total liabilities and net assets	\$ 16,015,731	\$ 16,068,558

Statements of Operations Years Ended June 30, 2023 and 2022

	2023	2022
Operating revenue Rental income Other income	\$ 2,941,499 23,229	\$ 2,866,712 10,972
Total operating revenue	2,964,728	2,877,684
Operating expenses Administration Maintenance Bad debt Depreciation Utilities Fringe benefits Interest expense Other	317,353 527,683 35,590 528,964 180,985 44,260 452,430 888,009	324,725 457,533 7,106 527,843 171,018 64,556 468,178 813,231
Total operating expenses	2,975,274	2,834,190
Operating income (loss)	(10,546)	43,494
Nonoperating revenues Investment income Insurance recovery	2,999 349,197	
Net income	\$ 341,650	\$ 43,542

Statements of Changes in Net Assets Years Ended June 30, 2023 and 2022

Balance, July 1, 2021	\$ 1,583,986
Net income	 43,542
Balance, June 30, 2022	1,627,528
Net income	 341,650
Balance, June 30, 2023	\$ 1,969,178

Statements of Cash Flows Years Ended June 30, 2023 and 2022

		2023		2022
Cash flows from operating activities	\$	244 650	¢	40 540
Net income Adjustments to reconcile net income to net cash	Ф	341,650	\$	43,542
provided by operating activities				
Depreciation		528,964		527,843
Amortization of debt issuance costs		1,833		1,833
(Increase) decrease in assets		1,000		1,000
Accounts receivable and other assets		(16,152)		43,749
Increase (decrease) in liabilities		(,)		,
Accounts payable and accrued liabilities		36,929		31,094
Accrued interest payable		(1,332)		(1,289)
Customer deposits payable		2,539		(3,527)
Net cash provided by operating activities		894,431		643,245
Cash flows from investing activities				
Decrease (increase) in intercompany receivable		29,496		(10,522)
Purchase of fixed asset property		(22,100)		(10,022)
		(22,100)		
Net cash used in investing activities		7,396		(10,522)
Cash flows from financing activities				
Payments on mortgage payable		(495,568)		(479,862)
Increase in intercompany payable		61,122		(+70,002)
		01,122		
Net cash used in financing activities		(434,446)		(479,862)
Net increase (decrease) in cash, cash equivalents, and				
restricted cash		467,381		152,861
Cash, cash equivalents, and restricted cash, beginning		1,922,615		1,769,754
Cash, cash equivalents, and restricted cash, beginning		1,922,015		1,709,734
Cash, cash equivalents, and restricted cash, end	\$	2,389,996	\$	1,922,615
Supplemental disclosure of cash flow information				
Cash paid during the year for interest	\$	451,929	\$	467,634
		,		,

Note 1 - Organization

Pooks Hill Development Corporation (the "Corporation") was formed as a nonstock corporation under the laws of the State of Maryland on October 4, 2012. The Corporation is a component unit of the Housing Opportunities Commission of Montgomery County, Maryland (the "Commission"). It was formed for the purpose of acquiring a 190-unit apartment complex to provide rental housing to persons of low and moderate income and is located in Bethesda, Maryland operating under the name Pooks Hill Apartment Tower (the "Project").

Note 2 - Summary of significant accounting policies

Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Accounts receivable and bad debts

Tenant receivables are reported net of an allowance for doubtful accounts. Management's estimate of the allowance is based on historical collection experience and a review of the current status of tenant accounts receivable. It is reasonably possible that management's estimate of the allowance will change. As of June 30, 2023 and 2022, the allowance was \$35,312 and \$7,335, respectively.

Rental property

Rental property is carried at cost. Depreciation is provided for in amounts sufficient to relate the cost of depreciable assets to operations over their estimated service lives by use of the straight-line method for financial reporting purposes. For income tax purposes, accelerated lives and methods are used:

	Method	Estimated useful lives
	Method	uselul lives
Buildings and improvements	Straight-line	40 years
Site improvements	Straight-line	15 years
Furniture and equipment	Straight-line	10 years

Impairment of long-lived assets

The Corporation reviews its rental property for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. When recovery is reviewed, if the undiscounted cash flows estimated to be generated by the property are less than its carrying amount, management compares the carrying amount of the property to its fair value in order to determine whether an impairment loss has occurred. The amount of the impairment loss is equal to the excess of the asset's carrying value over its estimated fair value. No impairment loss has been recognized during the years ended June 30, 2023 and 2022.

Debt issuance costs

Debt issuance costs, net of accumulated amortization, are reported as a direct deduction from the face amount of the mortgage payable to which such costs relate. Amortization of debt issuance costs is reported as a component of interest expense and is computed using an imputed interest rate on the related mortgage.

Income taxes

The Corporation is a component unit of the Commission and is therefore exempt from income taxation. Accordingly, the financial statements do not include a provision for income taxes.

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires the Corporation to report information regarding its exposure to various tax positions taken by the Corporation. Management has determined whether any tax positions have met the recognition threshold and has measured the Corporation's exposure to those tax positions. Management believes that the Corporation has adequately addressed all relevant tax positions and that there are no unrecorded tax liabilities. As of June 30, 2023, returns for the tax years 2020 through 2022 generally remain subject to examination by taxing authorities.

Rental income

Residential lease income is recognized as rentals become due. Rental payments received in advance are deferred until earned. All leases between the Corporation and the residential tenants of the property are operating leases.

Commercial lease income is recognized in accordance with the respective lease terms, on a straight-line basis over the terms of the respective leases. Rental income recorded on the straight-line method in excess of the rents billed is recognized as deferred rent asset. The Corporation begins recognizing rental revenue when the tenant has the right to take possession of or controls the physical use of the property under lease. The Corporation includes a renewal period in the lease term only if it appears at lease inception that the renewal is reasonably certain. If the collectability of future lease payments from non-residential tenants is not probable, the Corporation recognizes revenue at the lesser of (a) straight-line lease income, plus variable lease payments, or (b) lease payments, including variable lease payments collected. All leases between the Corporation and the commercial tenants of the property are operating leases.

Advertising costs

The Corporation's policy is to expense advertising costs when incurred.

Cash equivalents

Short-term liquid investments with original maturities of less than three months are considered to be cash equivalents. As of June 30, 2023 and 2022, there were no cash equivalents.

Statement reclassifications

Certain reclassifications may have been made in the prior year's amounts to conform with current year statement presentation.

Notes to Financial Statements June 30, 2023 and 2022

New accounting pronouncements

The Company adopted Accounting Standards Update 2016-02 (as amended), *Leases* ("Topic 842") on July 1, 2022 ("Adoption Date"). Additionally, the Company elected and applied the following practical expedients on the Adoption Date:

• The package of practical expedients permitting the Company to not reassess (i) the lease classification of existing leases; (ii) whether existing and expired contracts are or contain leases; and (iii) initial direct costs for existing leases.

The Company accounted for its existing operating leases with tenants of the property as operating leases. Adopting Topic 842 in accounting for tenant leases did not result in adjustments to the financial statements.

Leases with commercial tenants not classified as sales-type or direct financing leases are classified as operating leases.

Note 3 - Restricted cash and cash equivalents

Replacement reserve

In accordance with the Regulatory Agreement with the Commission, disbursements from the reserve for replacement for the purpose of maintenance, improvements, or renovations of the Project cannot be made without prior consent of the Commission. The reserve for replacement is pooled with other properties that are controlled by the Commission and deposited with Montgomery County, Maryland. Monthly deposits of \$65 per unit commenced on the date of the first installment of principal and interest on the mortgage payable. This amount shall be adjusted annually by 3%. As of June 30, 2023 and 2022, the balance in the reserve was \$1,287,389 and \$1,121,905, respectively.

Renovation reserve

The Corporation has an additional renovation reserve to be used to fund capital improvements or major repairs. As of June 30, 2023 and 2022, the balance in the reserve was \$285,063 and \$285,063, respectively.

Mortgage escrow

Under the agreements with the affiliate of the Commission, the Corporation is required to make monthly escrow deposits for mortgage insurance. As of June 30, 2023 and 2022, the escrow was \$52,688 and \$49,435, respectively.

Note 4 - Statements of cash flows

The following table provides a reconciliation of cash, cash equivalents, and restricted cash reported within the balance sheets that sum to the total of the same such amounts in the statements of cash flows:

	 2023	 2022
Cash and cash equivalents Customer deposits - funded security deposits Replacement reserve Renovation escrow Mortgage escrow	\$ 701,521 63,335 1,287,389 285,063 52,688	\$ 405,584 60,628 1,121,905 285,063 49,435
Total cash, cash equivalents, and restricted cash shown in statements of cash flows	\$ 2,389,996	\$ 1,922,615

Amounts included in restricted cash are comprised of security deposits held in trust for the future benefit of tenants upon moving out of the property, the replacement reserve used for paying the cost of any major repair and replacement to the property, a renovation reserve used to fund capital improvements, and an escrow for mortgage insurance deposits.

Note 5 - Rental property

Property held by the Corporation at June 30, 2023 and 2022 consists of the following:

	 2023	 2022
Land Buildings and improvements Site improvements Furniture and equipment Accumulated depreciation	\$ 3,726,400 19,427,285 426,732 337,162 (10,403,238)	\$ 3,726,400 19,405,185 426,732 337,162 (9,874,274)
	\$ 13,514,341	\$ 14,021,205

Note 6 - Mortgage payable

The Corporation obtained financing from the Commission through the issuance of multi-family housing development bonds, in an aggregate amount not to exceed \$18,200,000. The loan converted to permanent financing on December 18, 2012, at which time monthly payments of principal and interest in the amount of \$78,958 commenced. The loan bears interest at 3.225% and matures on January 1, 2043. The Project serves as collateral for the loan. As of June 30, 2023 and 2022, the outstanding principal and accrued interest payable was \$13,743,520 and \$14,239,088, and \$36,936 and \$38,268, respectively.

As discussed in Note 2, debt issuance costs, net of accumulated amortization, totaled \$35,903 and \$37,736 as of June 30, 2023 and 2022, respectively, and are related to the mortgage payable. Debt issuance costs on the above mortgage are being amortized using an imputed rate of 3.249%. For the years ended June 30, 2023 and 2022, amortization expense related to debt issuance costs was \$1,833 and \$1,833, respectively, and is included in interest expense in the statements of operations.

Aggregate maturities of the mortgage payable for the five years following June 30, 2023 and every five years thereafter are as follows:

\$ 511,789
528,540
545,840
563,706
582,156
3,209,384
3,770,143
 4,031,962
\$ 13,743,520
\$

Note 7 - Related party transactions

Development corporation fee payable

The Commission earns an annual noncumulative development corporation fee. The fee is based off of the property's annual budget and is payable from available cash flow. For the years ended June 30, 2023 and 2022, development corporation fees of \$412,912 and \$406,353, respectively, were incurred and are included in other expenses on the statements of operations.

Intercompany receivable

The Corporation made advances to affiliates which do not bear interest and are due on demand. Management closely monitors outstanding balances and provides for probable uncollectible amounts through a charge to earnings and a credit to a valuation allowance based on its assessment of the current status of individual accounts. As of June 30, 2023 and 2022, \$0 and \$29,496, respectively, were due to the Corporation.

Intercompany payable

The Corporation was advanced funds from an affiliate which do not bear interest and are due on demand. As of June 30, 2023 and 2022, \$61,122 and \$0, respectively, were due to the Corporation.

Asset management fee

Pursuant to Section 7 of the Asset Management Fee Agreement (the "Agreement"), the Corporation agreed to pay an annual asset management fee to the Commission equal to the proportionate share of the asset management agent's indirect overhead expense attributable to the Project for the preceding year as determined annually as part of the asset management agent's annual budget. The Agreement renews automatically without notice. For the years ended June 30, 2023 and 2022, asset management fees of \$260,570 and \$202,210, respectively, were incurred and paid and are included in other expenses on the statements of operations.

Loan management fees

In accordance with the Regulatory Agreement with the Commission, the Corporation is required to pay the Commission an annual monitoring fee of 0.25% of the original principal balance of the loan. For the years ended June 30, 2023 and 2022, loan management fees of \$45,500, respectively, were incurred and paid and are included in other expenses on the statements of operations.

Shared expenses

The Corporation shares certain operating costs with affiliated projects within its geographical region. As of June 30, 2023 and 2022, the Organization has no amounts due to or from related parties for shared costs with affiliated projects.

Note 8 - Property management fee

The Corporation has an agreement with Vantage Management Inc., an unrelated party, to provide property management services, effective September 1, 2013 through September 30, 2016. After that date the agreement automatically renews annually unless terminated by the parties. The agreement provides for a fee of \$44.10 per month per occupied unit. Management fees charged to operations under this agreement for the years ended June 30, 2023 and 2022 were \$93,713 and \$95,477, respectively. As of June 30, 2022 and 2021, \$7,629 and \$8,070, respectively, remained payable and are included in accounts payable and other accrued liabilities on the balance sheets.

Note 9 - Payment in lieu of taxes ("PILOT")

The Corporation entered into an agreement with Montgomery County, Maryland for a PILOT. Under the agreement, the Corporation received a 100% reduction of the county and special area real property taxes. The agreement may be terminated by the county as of June 30 of any tax year upon 30 days' written notice to the Corporation, as defined. During the years ended June 30, 2023 and 2022, the Corporation did not incur or pay property taxes to Montgomery County, Maryland under this agreement.

Note 10 - Net assets

The Commission, the Corporation's controlling entity, is required to report on a fund basis. The Corporation, therefore has reported net assets on a fund basis to conform to the Commission's presentation. This presentation does not conform with generally accepted accounting principles, but is not materially different. Below is a summary of the Corporation's net assets as of June 30, 2023 and 2022:

	 2023	 2022
Investment in capital assets, net Restricted net assets Unrestricted net assets	\$ (229,179) 1,628,584 569,773	\$ (217,883) 1,459,679 385,732
	\$ 1,969,178	\$ 1,627,528

Note 11 - Rental income under operating lease

The Project has a commercial lease that commenced on August 1, 2017 with the Cellco Partnership for a term of five years. The Agreement shall automatically be extended for three additional five-year terms through August 1, 2037, unless terminated by the lessee, as defined. For the years ended June 30, 2023 and 2022 commercial income was \$36,431 and \$35,543, respectively. The following is a schedule of minimum future rental income on noncancelable operating leases for the remainder of the lease:

2024 2025 2026	\$ 37,342 38,276 30,223
2028 2027	39,233 29,973
	\$ 144,824

Note 12 - Insurance recovery

The Corporation had an insurance claim related to a flooding that occurred in September 2020. The Corporation received \$349,197 in insurance proceeds included in the nonoperating revenue in the statements of operations.

Note 13 - Concentration of credit risk

The Corporation, at times, will have cash in banking institutions in excess of the \$250,000 insured by the Federal Deposit Insurance Corporation ("FDIC"). Cash balances in excess of the FDIC insured amounts are collateralized with the Federal Reserve Bank and, therefore, are not at risk.

Note 14 - Subsequent events

Events that occur after the balance sheet date but before the financial statements were available to be issued must be evaluated for recognition or disclosure. The effects of subsequent events that provide evidence about conditions that existed at the balance sheet date are recognized in the accompanying financial statements. Subsequent events which provide evidence about conditions that existed after the balance sheet date require disclosure in the accompanying notes. Management evaluated the activity of the Corporation through May 7, 2024 (the date the financial statements were available to be issued) and concluded that no subsequent events have occurred that would require recognition in the financial statements or disclosure in the notes to the financial statements.

Supplementary Information

Selected Line Item Detail Years Ended June 30, 2023 and 2022

	2023		2022	
Administration				
Marketing and lease-up	\$	23,609	\$	25,998
Contract administration salary		132,475		122,648
Professional association dues		664		401
Contract management fee		93,713		95,477
Postage		518		980
Printing/reproduction		2,834		1,926
Office supplies		2,491		2,136
Auditing services		12,753		14,373
Legal services		4,145		10,593
Food and beverages		402		495
Local Mileage and Travel		-		48
Appraisal services		-		9,775
Telephone		11,427		10,455
Software		18,175		17,403
Rental license fees		12,252		9,627
Bank fees		222		329
Security deposit interest		1,673		1,030
Resident service fees		-		1,031
Total administration expenses	\$	317,353	\$	324,725
Maintenance				
Contract maintenance salary	\$	119,772	\$	123,897
Supplies		35,578		25,280
Contracts		321,530		206,784
Employee uniforms		5,047		5,683
Doors		-		311
Windows and glass		58		989
Miscellaneous equipment		1,555		-
Appliance equipment		14,769		6,664
Flooring and carpeting		25,140		3,451
Miscellaneous operating expenses		4,234		84,474
Total maintenance expenses	\$	527,683	\$	457,533

Selected Line Item Detail Years Ended June 30, 2023 and 2022

	2023		2022	
Utilities Water Electric Natural gas Trash collection	\$	87,320 54,576 21,103 17,986	\$	77,239 39,279 36,823 17,677
Total utility expenses	\$	180,985	\$	171,018
Fringe benefits Contract managed benefits Contract other training Total fringe benefits	\$	44,116 144 44,260	\$	64,169 <u>387</u> 64,556
Other		, <u>, , , , , , , , , , , , , , , , </u>		
Mortgage insurance Other taxes Property insurance Security contracts Asset management fee Development corporation fee Coronavirus expense Loan management fee	\$	69,850 4,207 75,810 19,077 260,570 412,912 83 45,500	\$	72,292 4,126 59,059 10,314 202,210 406,353 13,377 45,500
Total other expenses	\$	888,009	\$	813,231



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