

# J.A. Doran & Associates, Inc.

Certified Public Accountants

16600 Sprague Rd Ste 80  
Middleburg Heights, Oh 44130

Phone (440) 238-0313  
Fax (440) 238-6920

## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES FOR THE YEAR ENDED DECEMBER 31, 2024

March 31, 2024

The Board of Trustees  
**Westwood Farms Homeowners' Association, Inc.**  
P.O. Box 360301  
Strongsville, Oh 44136-0006

We have performed the procedures enumerated below on the accounting records and related fiscal policies of Westwood Farms Homeowners' Association, Inc., for the year ended December 31, 2024. Westwood Farms Homeowners' Association, Inc., Board of Trustees, is responsible for the accounting records and related fiscal policies.

The Board of Trustees of Westwood Farms Homeowners' Association, inc. has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of evaluating the thoroughness and accuracy of the Association's fiscal management for the year ended December 31, 2024, as required in the bylaws. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

### **Procedures and Findings**

1. **Procedures Performed:** We obtained a list of all officers, board members, and property managers as well as a list of their business transactions (including transactions with related parties) with the Association for the year. We inspected the transactions for appropriate authorization and noted any instances of noncompliance with Association policies.

**Findings:** There were no items noted except for approved minor expense reimbursements between two officers/board members.

To The Board of Trustees  
**Westwood Farms Homeowners' Association, Inc.**  
March 31, 2025  
Page 2

- 2. Procedures Performed:** We agreed all Association financial account general ledger balances at year end, and three other months chosen at random, to the related financial institution statements, and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

**Findings:** We found that for the four months selected, the bank reconciliations agree with the general ledger.

- 3. Procedures Performed:** We compared the Association reserve account balance with the reserve study's recommended funding schedule noting the actual funding level.

**Findings:** The funding level of the reserve account at December 31, 2024, was 215.85% of the ideal balance.

- 4. Procedures Performed:** We obtained the Association's annual financial report and budget and compared the actual revenues and expenditures noting and investigating any significant variances.

**Findings:** All variances were found to be properly supported.

- 5. Procedures Performed:** We obtained and inspected all significant contractual agreements in place during the year. We compared the actual expenditures to the agreements noting any differences.

**Findings:** All expenditures were found to be properly supported by the contracts.

- 6. Procedures Performed:** We obtained the check detail and scanned it for all checks over \$500, other than those for contractual agreements. We inspected all related invoices for proper account classification.

**Findings:** We found appropriate supporting documentation for all but two disbursements in excess of \$500. We did not find two invoices. One invoice for plumbing repairs and one invoice for texting service.

To The Board of Trustees

**Westwood Farms Homeowners' Association, Inc.**

March 31, 2025

Page 3

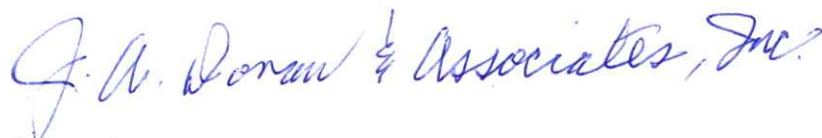
7. **Procedures Performed:** We obtained a listing of all Association's units and related annual assessments. We calculated the expected annual assessment revenue and compared it with the amount reported on the annual financial report noting any differences.

**Findings:** The expected 2024 revenue based on our calculation was \$5,220 more than the amount reported on the Association's books.

We were engaged by the Board of Trustees of Westwood Farms Homeowners' Association, Inc. to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not, conduct an examination or review engagement, the object of which would be the expression of an opinion or conclusion, respectively, on the accounting records and policies. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of Westwood Farms Homeowners' Association, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the use of the Board of Trustees of Westwood Farms Homeowners' Association, Inc., and is not intended to be used by anyone other than the specified party.



J.A. Doran & Associates, Inc.