

Robert D. Goldstein, CPA

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Member of the AICPA and TSCPA

August 23, 2016

BellaVita at Green Tee Homeowners' Association, Inc.
c/o David Dommert, Treasurer
1548 N. Riviera Circle
Pearland, TX 77581

To the Board of Directors:

This letter is to confirm our understanding of the terms and objectives of my engagement to review the financial statements of BellaVita at Green Tee Homeowners' Association, Inc. and the nature and limitations of the services I will provide.

You have requested that I prepare the financial statements of BellaVita at Green Tee Homeowners' Association, Inc., which comprise the balance sheet of as of December 31, 2015, and the related statements of revenues and expenditures and changes in fund balances and of cash flows for the year then ended, and the related notes to the financial statements and to perform a review engagement with respect to those financial statements.

My Responsibilities

The objective of the engagement is to:

- a. prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you and
- b. obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements in order for the statements to be in accordance with accounting principles generally accepted in the United States of America.

I will conduct the engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including ethical principles of integrity, objectivity, professional competence, and due care.

A review engagement includes primarily applying analytical procedures to your financial data and making inquiries of company management. A review engagement is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. A review engagement does not contemplate obtaining an understanding of the entity's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit engagement. Accordingly, I will not express an opinion regarding the financial statements.

Required supplementary information about future repairs and replacements of common property will accompany the financial statements as required by the financial Accounting Standards Board, who considers it to be an essential part of financial reporting. The required supplementary information will not be subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, but will be compiled from information that will be your representation, without audit or review. I will not express an opinion or provide any assurance on such required information.

My engagement cannot be relied upon to identify any financial statement misstatements, including those caused by error or fraud, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, I will inform the appropriate level of management of any material errors and of any evidence or information that comes to my attention during the performance of my review procedures that indicates fraud may have occurred. In addition, I will report to you any evidence or information that comes to my attention during the performance of my review procedures regarding noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential. I have no responsibility, however, to identify and communicate deficiencies in your internal control as part of this engagement.

Your Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that my role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you and to obtain limited assurance as a basis for reporting whether I am aware of any material modifications that should be made to the financial statements in order for the statements to be in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are fundamental to my undertaking the engagement in accordance with SSARS:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements.
- b. The preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
- c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
- d. The prevention and detection of fraud.
- e. To ensure that the entity complies with the laws and regulations applicable to its activities.
- f. To make all financial records and related information available to me.
- g. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to me for the engagement.
- h. To provide me with unrestricted access to persons within the entity of whom I determine it necessary to make inquiries.
- i. To provide me, at the conclusion of the engagement, with a letter that confirms certain representations made during the review and that all responses to inquiries and representations were made fully and truthfully.

You are also responsible for all management decisions and responsibilities, and for designating an individual with suitable skills, knowledge and experience to oversee my preparation of your financial statements. You are responsible for evaluating the adequacy and results of services performed and accepting responsibility for such services.

My Report

I will issue a written report upon my completion of my review of BellaVita at Green Tee Homeowners' Association, Inc.'s financial statements. My report will be addressed to the Board of Directors of BellaVita at Green Tee Homeowners' Association, Inc. I cannot provide assurance that an unmodified accountant's review report will be issued. Circumstances may arise in which it is necessary for me to report known departures from accounting principles generally accepted in the United States of America, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If, for any reason, I am unable to complete my review of your financial statements, I will not issue a report on such statements as a result of this engagement.

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Other Relevant Information

This engagement does not include any services other than those that are specifically described in this letter. This engagement does not include tax return preparation or bookkeeping services. Any additional services would be billed separately as an addendum to this engagement.

The estimated fee for the review services described above is \$9,400. This fee includes all normal and reasonable out-of-pocket costs such as word processing, postage, local travel, etc. The fee estimate is based on anticipated timely and accurate cooperation from your personnel or designates (*including FirstService Residential*) and the assumption that unexpected circumstances will not be encountered during the work performed. **The fee is predicated upon receiving the items described in Exhibit A to this letter. Fees will be higher if requested documents and information are not provided in a timely, complete and accurate manner.** If significant additional time is necessary, I will discuss it with you and arrive at an additional fee estimate.

My invoices will be rendered as work progresses and are due within 15 days of presentation. Any past-due fees under this agreement shall bear interest at the rate of 1.5 percent per month (18.00 annual percentage rate) on any unpaid balance 30 days or older. I reserve the right to suspend or terminate services if my invoices are not paid in a timely manner. If I elect to terminate my services for nonpayment, my engagement will be deemed complete, even if I have not concluded my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket expenditures through the date of termination. In the event it should become necessary to retain an attorney or collection agency to collect any fee under this agreement, you agree to pay any attorneys' fees or collection and costs regardless of whether suit is filed. I will not be liable for any claim for damages arising out of or in connection with this engagement in an amount greater than the amount of fees actually paid to me with respect to the services directly relating to and forming the basis of such claim.

I appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of my engagement. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,

A handwritten signature in blue ink that reads "Robert D. Goldstein, CPA". The signature is written in a cursive style.

Robert D. Goldstein, CPA

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ACCEPTED BY BellaVita at Green Tee Homeowners' Association, Inc., by:

David Dommert

David Dommert, Treasurer

8/24/16

Date

Ronald H. Gerlach

Ronald H. Gerlach, President

8/24/16

Date

Exhibit A

Documents to be provided by BellaVita at Green Tee Homeowners' Association, Inc.

1. Final December 31, 2015 year-to-date detailed General Ledger including postings of all interest income for 2015.
2. Final December 31, 2015 Trial Balance summarizing the General Ledger
3. Final internally prepared December 31, 2015 Balance Sheet and "Statement of Income and Expenses" prepared from and in agreement with the aforementioned Trial Balance
4. Summarization of the "Statement of Income and Expenses" into a draft using the funds format that was previously used for the December 31, 2014 audited "Statement of Revenues and Expenses and Changes in Fund Balances
5. Reconciliation of ending 2014 fund balances to ending 2015 fund balances.
6. Copies of all December 31, 2015 bank statements (including C/Ds)
7. Copies of all December 31, 2015 bank reconciliations for checking and money market accounts
8. 2015 payroll summaries and reconciliation of total 2015 payroll to the postings in the General ledger
9. Supplementary information regarding Future Major Repairs and Replacements such as the information included in the 2014 financial statements
10. Analyses of unusual transactions (if any) or unusual changes in account balances since 2014 (if any)
11. Completion of a one-page Accounting System information form that I will provide to you.
12. Assist me (via a detailed interview) in the completion of a form summarizing certain inquiries I will be required to make
13. Provide additional documents (if any) that I may need to request