

Brookwood Homeowners Association, Inc.
2022 Adopted Operating Budget

Acct	Description	Adopted 2021	Paid thru 7/31/21	Projected 2021	2022 Adopted Budget
INCOME					
4110	Assessments	55,105.00	32,144.56	55,104.96	55,105.00
4310	Capital Contribution	0.00	85.83	147.14	0.00
4410	Interest Income -Operating	0.00	2.68	4.59	0.00
4415	Interest Income- Reserves	0.00	2.68	4.59	0.00
4416	Allocate Interest to Res	0.00	(2.68)	(4.59)	0.00
4420	Interest Income - Owners	0.00	170.21	291.79	0.00
4425	Violation Fine	0.00	0.00	0.00	0.00
	TOTAL INCOME	55,105.00	32,403.28	55,548.48	55,105.00
EXPENSES General & Administrative					
5120	Insurance Expense	2,650.00	1,600.90	2,744.49	2,882.00
5130	Legal & Professional	500.00	175.00	175.00	500.00
5135	Annual Corporate Report	61.25	61.25	61.25	61.25
5140	Management Contract	8,400.00	4,900.00	8,400.00	8,652.00
5150	Miscellaneous	316.23	216.50	316.23	332.23
5160	Office Supply/Postage/Copies	1,500.00	789.56	1,353.53	1,500.00
	General & Administrative	13,427.48	7,743.21	13,050.50	13,927.48
Grounds Maintenance					
6010	Landscape Contract	18,317.52	10,374.00	17,784.00	18,317.52
6020	Landscape Remediation	3,000.00	2,970.77	3,000.00	3,000.00
6050	Irrigation Repairs	2,500.00	2,486.95	3,000.00	3,000.00
6060	Lake Maintenance	1,960.00	1,085.00	1,860.00	1,960.00
	Grounds Maintenance	25,777.52	16,916.72	25,644.00	26,277.52
General Maintenance					
6515	Repairs & Maint. - General	1,200.00	0.00	1,000.00	1,200.00
	General Maintenance	1,200.00	0.00	1,000.00	1,200.00
Utilities					
7040	Electricity	500.00	273.54	468.93	500.00
7090	Water/Irrigation	13,000.00	5,734.87	9,831.21	12,000.00
	Utilities	13,500.00	6,008.41	10,300.13	12,500.00
Contingency Reserve					
8110	Contingency	1,200.00	700.00	1,200.00	1,200.00
	Reserve Expense	1,200.00	700.00	1,200.00	1,200.00
	TOTAL EXPENSES	55,105.00	31,368.34	51,194.63	55,105.00
CURRENT YEAR NET INC/(LOSS)		0.00	1,034.94	4,353.85	0.00

515.00

515.00

The 2022 budget as adopted requires an annual assessment of \$515.00 per member which reflects no change in fee from 2021.

**Brookwood Homeowners Association, Inc
2022 Adopted Budget Assumptions**

INCOME

Assessments

<u>2021</u>	<u>Thru</u>	<u>2022</u>
<u>Budget</u>	<u>7/31/21</u>	<u>Budget</u>
\$55,105.00	\$32,144.56	\$55,105.00

Assessments are based upon the total operating expenses. It is estimated that the annual operating expense for the development will be \$55,105.00 divided by number of lot owners contributing (107) for an annual assessment of \$515.00. per lot per year paid annually.

EXPENSES

Administration Expenses

Insurance

<u>2021</u>	<u>Thru</u>	<u>2022</u>
<u>Budget</u>	<u>7/31/21</u>	<u>Budget</u>
\$2,650.00	\$1,600.90	\$2,882.00

Package policy including General Liability and Property Insurance with Tower Hill at \$1,498.49, Directors & Officers Insurance with USLIC at \$1,116.00, Fidelity Bond Insurance with Philadelphia at \$130.00. TOTAL \$2,744.49. All policies run from November 11, 2020 thru November 11, 2021. A 5% inflationary allowance is included for anticipated increase at renewal.

Legal & Professional

<u>2021</u>	<u>Thru</u>	<u>2022</u>
<u>Budget</u>	<u>7/31/21</u>	<u>Budget</u>
\$500.00	\$175.00	\$500.00

Legal services as may be required to pursue past due collection accounts and review documents as needed and enforce covenant violations as needed. Additional funds budgeted to cover expenses of income tax preparation by an independent CPA at estimated cost of \$175.00.

Annual Corporate Report

<u>2021 Budget</u>	<u>Thru 7/31/21</u>	<u>2022 Budget</u>
\$61.25	\$61.25	\$61.25

The expense associated with filing the Annual Corporate Report with the state of Florida \$61.25.

Management Contract

<u>2021 Budget</u>	<u>Thru 7/31/21</u>	<u>2022 Budget</u>
\$8,400.00	\$4,900.00	\$8,652.00

Management services include financial reporting, assessment collection, covenant and restriction enforcement, supervision of contracts, etc. A 3 % inflationary increase is budgeted for 2022 per terms of contracts. Management fee at rate of \$721.00 per month. ($\$721.00 \times 12 = \$8,652.00$)

Miscellaneous Contingency

<u>2021 Budget</u>	<u>Thru 7/31/21</u>	<u>2022 Budget</u>
\$316.23	\$216.50	\$332.23

Miscellaneous expenses not covered by another category for fees in conjunction with community sponsored social activities, Yard of the Month gift cards, holiday decorations, etc.

Office Supply/Postage/Copies

<u>2021 Budget</u>	<u>Thru 7/31/21</u>	<u>2022 Budget</u>
\$1,500.00	\$789.56	\$1,500.00

Funds budgeted to cover cost of mailing statements, accounts payable, letters to owners, membership mail outs to include annual meeting notices, copies, postage etc. Includes allowance for any cost associated with community website. Postage for the Budget and Annual meetings to be expensed during the fourth quarter.

Grounds Maintenance

Landscape Contract

<u>2021 Budget</u>	<u>Thru 7/31/21</u>	<u>2022 Budget</u>
\$18,317.52	\$10,374.00	\$18,317.52

Routine weekly maintenance of turf and plant beds, to include fertilization and insect control. Contract includes 150 bales of pine straw OR 13 yards of bine park mulch installed one time per year and trimming of 47 palm trees one time per year. Contract is with Down to Earth at \$1,482.00 per month. ($\$1,482 \times 12 = \$17,784.00$). A 3% inflationary increase is budgeted for 2022. *(A 3 % inflationary increase was budgeted for 2021 that the vendor did not take but is anticipated to take in 2022 due to rising labor and material cost. Additionally, the vendors performance is being monitored and the Association may need to seek a new landscaper vendor in 2022. Based on market conditions and current contract being under market rate any change in vendor would like result in a higher monthly rate.)*

Landscape Remediation

<u>2021 Budget</u>	<u>Thru 7/31/21</u>	<u>2022 Budget</u>
\$3,000.00	\$2,970.77	\$3,000.00

Extra plant additions or replacements, sod replacement, tree trimming, seasonal annuals, and playground mulch as needed. All items not included in landscape contract. YTD expenses includes \$1,200 to fell trees in preserve and \$1,600.00 for playground mulch. Playground mulch having been installed in 2021 will likely not be required in 2022.

Irrigation – Repairs/Maintenance

<u>2021 Budget</u>	<u>Thru 7/31/21</u>	<u>2022 Budget</u>
\$2,500.00	\$2,486.95	\$3,000.00

Irrigation system maintenance to include replacement of irrigation heads as required, repair of valves, broken lines, pump repairs etc. Irrigation repair and maintenance cost fluctuates seasonally. With most expenses being in Spring and Summer. In the dormant season the irrigation repair cost is expected to decrease but as the system is aging overall repair cost have increased.

Lake Maintenance

<u>2021 Budget</u>	<u>Thru 7/31/21</u>	<u>2022 Budget</u>
\$1,960.00	\$1,085.00	\$1,960.00

The contractual expense of maintaining three retention ponds in the community. Contract with Solitude Lake Management at current rate of \$155.00 per month. Contract runs from January 1, 2021 thru December 31, 2021. Per vendor contract rate will increase by 5 % in January 2022 to \$162.75 per month. ($\$162.75 \times 12 = \$1,953.00$). Last increase was January 2019.

General Maintenance

Repairs & Maintenance - General

<u>2021 Budget</u>	<u>Thru 7/31/21</u>	<u>2022 Budget</u>
\$1,200.00	\$0.00	\$1,200.00

Funds have been budgeted for the repair/maintenance of signage, landscape lighting, dog waste station bags and playground, includes maintenance of all common property within the community. Due to maintenance and pressure washing work having been completed fourth quarter of 2020 additional maintenance has not been required year to date in 2021. Proposal being obtained for community common property pressure washing needs for consideration.

Utilities

Electric

<u>2021 Budget</u>	<u>Thru 7/31/21</u>	<u>2022 Budget</u>
\$500.00	\$273.54	\$500.00

Electric consumption for landscape lighting, irrigation. Average monthly expense at rate of \$40.00 per month. Allowance included for any inflationary increase.

Water/Irrigation

<u>2021</u> <u>Budget</u>	<u>Thru</u> <u>7/31/21</u>	<u>2022</u> <u>Budget</u>
\$13,000.00	\$5,734.87	\$12,000.00

Water consumption for landscape irrigation. Water expense in 2021 was less than anticipated due to significant rain in 2021 reducing the need for use of metered water for irrigation as well as the continued monitoring by board and management company related to usage. *(Weather conditions impact this line item. Typical year average cost \$1,000.00 per month with seasonal fluctuations)*

GENERAL CONTINGENCY

General Contingency

<u>2021</u> <u>Budget</u>	<u>Thru</u> <u>7/31/21</u>	<u>2022</u> <u>Budget</u>
\$1,200.00	\$700.00	\$1,200.00

The budget includes an allocation to a general contingency account to fund unforeseen contingencies and for future repairs and replacement of the community common property infra monument signs, tot lot, tot lot fencing, irrigation pump and components etc. of the Association.