

# Sunset Trace HOA Proposed Operating Budget January 1, 2017 -December 31, 2017

DESCRIPTION	PREVIOUS YEAR		PROPOSED	
	2016 ANNUAL BUDGET	2017 MONTHLY BUDGET	2016 ANNUAL BUDGET	2017 ANNUAL BUDGET
<b>REVENUE</b>				
Owner Assessments	170430	174864	2045156	2098372
Reserve Income	13734	13734	164808	164808
<b>**TOTAL REVENUE</b>	<b>184164</b>	<b>188598</b>	<b>2209964</b>	<b>2263180</b>
<b>PER MONTH</b>	<b>\$309</b>	<b>\$316</b>		
<b>EXPENSES</b>				
<b>**ADMINISTRATIVE</b>				
Bad Debt Expense	4167	2917	50000	35000
Accounting Fees CPA	500	500	6000	6000
Bookkeeping Fees	1833	1833	22000	22000
Payroll Taxes	1458	1458	17500	17500
Payroll Processing	225	225	2700	2700
Legal Fees Association Matters	833	417	10000	5000
Legal Fees Collections	833	833	10000	10000
MIDPOA	30708	31076	368500	372916
Bonus	104	104	1250	1250
Fees, Dues & Taxes	8	8	100	100
Mileage	42	67	500	800
Insurance	30298	30298	363576	363576
Maintenance Coupons	142	142	1700	1700
Office Supplies	417	417	5000	5000
Computers, Supplies	375	167	4500	2000
Bank Charges	21	21	250	250
Copier Expense	208	208	2500	2500
Postage	167	208	2000	2500
Annual Meeting	150	208	1800	2500
Website Maintenance	0	83	0	1000
Management Services	6500	6667	78000	80000
<b>**TOTAL ADMINISTRATIVE</b>	<b>78990</b>	<b>77858</b>	<b>947876</b>	<b>934292</b>

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	2016 ANNUAL BUDGET	2017 MONTHLY BUDGET	2016 ANNUAL BUDGET	2017 MONTHLY BUDGET
<b>**UTILITIES</b>				
Cable Television	27083	23083	277000	23083
Electric	5833	5833	70000	5833
Water & Sewer	583	583	7000	583
Telephone	63	625	7500	625
Trash	13346	13346	7500	13346
<b>**TOTAL UTILITIES</b>	46908	43471	160150	43471
<b>**REPAIRS &amp; MAINTENANCE</b>				
Maintenance Payroll	6250	6250	75000	6250
Road Sign	8	8	100	8
Maintenance Supplies	1208	1667	20000	1667
R & M Air Conditioning	83	83	1000	83
R & M Buildings	133	1917	23000	1917
Vehicle Maintenance	125	125	1500	125
Entry Sign Maintenance	17	17	200	17
Roof Repair & Maintenance	5417	4583	55000	4583
Roof Cleaning	2500	0	0	0
Janitorial	1208	1208	14500	1208
Pressure Cleaning	0	417	5000	417
<b>**TOTAL REPAIRS/MAINTENANCE</b>	16950	16275	195300	16275

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<b>**LANDSCAPING</b>				
Landscaping Contract	20300	20300	243600	20300
Sod Replacement	83	583	7000	583
Pest Control	667	1250	15000	1250
Tree Trimming	1417	4167	50000	4167
Irrigation Supplies	0	250	3000	250
Irrigation Contract	0	1215	14580	1215
Irrigation Repairs	2083	4167	50000	4167
Mulch	7	83	1000	83
Shrub & Tree Replacement	833	2500	30000	2500
Tree Removal	42	833	10000	833
Fountain Maintenance	167	167	2000	167
<b>**TOTAL LANDSCAPING</b>	<b>25598</b>	<b>35515</b>	<b>426180</b>	<b>35515</b>
<b>**POOLS AND RECREATION</b>				
Pool Maintenance	1000	917	11000	917
Pool Repairs	375	208	2500	208
Pool License Fees	67	79	950	67
Recreational Supplies	167	83	1000	167
<b>**TOTAL POOLS &amp; RECREATION</b>	<b>1608</b>	<b>1288</b>	<b>15450</b>	<b>1288</b>
<b>**SECURITY</b>				
Gate House Supplies	125	275	3300	275
Security Camera Contract	250	50	600	250
Misc Security	0	133	1600	133
<b>**TOTAL SECURITY</b>	<b>125</b>	<b>408</b>	<b>5500</b>	<b>408</b>
<b>**RESERVE TRANSFERS</b>				
Reserve Transfers	13734	13734	164808	13734
<b>**TOTAL RESERVE TRANSFERS</b>	<b>13734</b>	<b>13734</b>	<b>164808</b>	<b>13734</b>
<b>**TOTAL EXPENSES</b>	<b>183914</b>	<b>188548</b>	<b>2263180</b>	<b>183914</b>