

**Sunset Trace HOA
Proposed Operating Budget
January 1, 2018 -December 31, 2018**

APPROVED
12-13-17

DESCRIPTION	PREVIOUS YEAR		PROPOSED	
	2017 MONTHLY BUDGET	2017 ANNUAL BUDGET	2018 MONTHLY BUDGET	2018 ANNUAL BUDGET
REVENUE				
Owner Assessments	174864	2098372	187431	2249173
Reserve Income	13734	164808	13734	164808
**TOTAL REVENUE	188598	2263180	201165	2413981
PER MONTH	\$316		\$338	
EXPENSES				
**ADMINISTRATIVE				
Bad Debt Expense	2917	35000	1667	20000
Accounting Fees CPA	500	6000	500	6000
Bookkeeping Fees	1833	22000	1833	22000
Payroll Taxes	1458	17500	1458	17500
Payroll Processing	225	2700	225	2700
Legal Fees Association Matters	417	5000	667	8000
Legal Fees Collections	833	10000	833	10000
MDPOA	31076	372916	33598	403173
Bonus	104	1250	104	1250
Fees, Dues & Taxes	8	100	15	185
Mileage	67	800	67	800
Insurance	30298	363576	33065	396785
Maintenance Coupons	142	1700	167	2000
Office Supplies	417	5000	417	5000
Computers, Supplies	167	2000	167	2000
Bank Charges	21	250	21	250
Copier Expense	208	2500	208	2500
Postage	208	2500	125	1500
Annual Meeting	208	2500	208	2500
Website Maintenance	83	1000	83	1000
Management Services	6667	80000	7500	90000
**TOTAL ADMINISTRATIVE	77858	934292	82929	995143

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**UTILITIES				
Cable Television	23083	277000	24083	289000
Electric	5833	70000	6667	80000
Water & Sewer	583	7000	583	7000
Telephone	625	7500	625	7500
Trash	13346	160150	13792	165500
**TOTAL UTILITIES	43471	521650	45750	549000
**REPAIRS & MAINTENANCE				
Maintenance Payroll	6250	75000	6250	75000
Road Sign	8	100	8	100
Maintenance Supplies	1667	20000	1667	20000
R & M Air Conditioning	83	1000	83	1000
R & M Buildings	1917	23000	2083	25000
Vehicle Maintenance	125	1500	42	500
Entry Sign Maintenance	17	200	17	200
Roof Repair & Maintenance	4583	55000	4167	50000
Janitorial	1208	14500	1667	20000
Pressure Cleaning	417	5000	3750	45000
Parking Lots	0	0	4167	50000
**TOTAL REPAIRS/MAINTENANCE	16275	195300	23900	286800

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**LANDSCAPING				
Landscaping Contract	20300	243600	20300	243600
Sod Replacement	583	7000	167	2000
Pest Control	1250	15000	583	7000
Tree Trimming	4167	50000	3583	43000
Palms, Oaks, etc				
Irrigation Supplies	250	3000	0	0
Irrigation Contract	1215	14580	1215	14580
Irrigation Repairs	4167	50000	3333	40000
Mulch	83	1000	83	1000
Shrub & Tree Replacement	2500	30000	1250	15000
Tree Removal	833	10000	2500	30000
Fountain Maintenance	167	2000	167	2000
**TOTAL LANDSCAPING	35515	426180	33182	398180
**POOLS AND RECREATION				
Pool Maintenance	917	11000	583	7000
Pool Repairs	208	2500	292	3500
Pool License Fees	79	950	79	950
Recreational Supplies	83	1000	250	3000
**TOTAL POOLS & RECREATION	1288	15450	1204	14450
**SECURITY				
Gate House Supplies	275	3300	333	4000
Security Camera Contract	50	600	50	600
Misc Security & Gate Repairs	133	1600	83	1000
**TOTAL SECURITY	408	5500	417	5600
**RESERVE TRANSFERS				
Reserve Transfers	13734	164808	13734	164808
**TOTAL RESERVE TRANSFERS	13734	164808	13734	164808
**TOTAL EXPENSES	188548	2263180	201115	2413981