

Sunset Trace HOA
Adopted Operating Budget
January 1, 2020-December 31, 2020

DESCRIPTION	PREVIOUS YEAR		Adopted	
	2019 MONTHLY BUDGET	2019 ANNUAL BUDGET	2020 MONTHLY BUDGET	2020 ANNUAL BUDGET
REVENUE				
Owner Assessments	191970	2303634	203919	2447026
Reserve Income	13734	164808	13734	164808
**TOTAL REVENUE	205704	2468442	217653	2611834
PER MONTH	\$345		\$365	
EXPENSES				
**ADMINISTRATIVE				
Bad Debt Expense	833	10000	1725	20700
Accounting Fees CPA	417	5000	450	5400
Bookkeeping Fees	1833	22000	1750	21000
Payroll Taxes	1458	17500	0	0
Payroll Processing	167	2000	0	0
Legal Fees Association Matters	1250	15000	1000	12000
Legal Fees Collections	833	10000	833	10000
MDPOA	34956	419476	36346	436149
Bonus	104	1250	104	1250
Fees, Dues & Taxes	17	200	17	200
Mileage	67	800	67	800
Reserve Pay Back	2980	35760	2980	35760
Insurance	33184	398208	35724	428692
Maintenance Coupons	167	2000	167	2000
Office Supplies	417	5000	417	5000
Computers, Supplies	133	1600	133	1600
Bank Charges	4	50	42	500
Copier Expense	208	2500	167	2000
Postage	125	1500	125	1500
Annual Meeting	83	1000	83	1000
Website Maintenance	108	1300	75	900
Management Services	7917	95000	11744	140928
**TOTAL ADMINISTRATIVE	87262	1047144	93948	1127379

DESCRIPTION	PREVIOUS YEAR		Adopted	
	2019 MONTHLY BUDGET	2019 ANNUAL BUDGET	2020 MONTHLY BUDGET	2020 ANNUAL BUDGET
**UTILITIES				
Cable Television	25047	300560	26299	315588
Electric	6250	75000	6250	75000
Water & Sewer	458	5500	500	6000
Telephone	625	7500	750	9000
Trash	13333	160000	14247	170969
**TOTAL UTILITIES	45713	548560	48046	576557
**REPAIRS & MAINTENANCE				
Maintenance Payroll	5833	70000	9258	111096
Road Sign	8	100	8	100
Maintenance Supplies	1667	20000	1667	20000
R & M Air Conditioning	167	2000	83	1000
R & M Buildings	1875	22500	2500	30000
Vehicle Maintenance	42	500	83	1000
Entry Sign Maintenance	8	100	8	100
Roof Repair & Maintenance	4167	50000	4167	50000
Janitorial	1667	20000	1580	18954
Janitorial Supplies	0	0	83	1000
Pressure Cleaning	3750	45000	1875	22500
Parking Lots	4167	50000	4167	50000
**TOTAL REPAIRS/MAINTENANCE	23350	280200	25479	305750

DESCRIPTION	PREVIOUS YEAR		Adopted	
	2019 MONTHLY BUDGET	2019 ANNUAL BUDGET	2020 MONTHLY BUDGET	2020 ANNUAL BUDGET
**LANDSCAPING				
Landscaping Contract	20300	243600	21667	260000
Sod Replacement	167	2000	167	2000
Pest Control	583	7000	3083	37000
Tree Trimming Palms	2333	28000	2333	28000
Irrigation Wet Checks	1215	14580	608	7290
Irrigation Repairs	2917	35000	1458	17500
Mulch	83	1000	83	1000
Tree Trimming Oaks/BB	1250	15000	1250	15000
Shrub & Tree Replacement	1250	15000	1250	15000
Tree Removal	2500	30000	1250	15000
Fountain Maintenance	167	2000	83	1000
**TOTAL LANDSCAPING	32765	393180	33233	398790
**POOLS AND RECREATION				
Pool Maintenance	2083	25000	2083	25000
Pool Repairs	250	3000	833	10000
Pool License Fees	79	950	79	950
Recreational Supplies	250	3000	42	500
**TOTAL POOLS & RECREATION	2663	31950	3038	36450
**SECURITY				
Gate House Supplies	83	1000	42	500
Security Camera Contract	50	600	50	600
Misc Security & Gate Repairs	83	1000	83	1000
**TOTAL SECURITY	217	2600	175	2100
**RESERVE TRANSFERS				
Reserve Transfers	13734	164808	13734	164808
**TOTAL RESERVE TRANSFERS	13734	164808	13734	164808
**TOTAL EXPENSES	205704	2468442	217653	2611834