

2024-2025 PFSPOA Budget Package



Penn Forest Streams Property Owners' Association
11 Clubhouse Road
Jim Thorpe, PA 18229

Approved by:

Executive Board Members

President:	Robert Renode
Vice President:	Matt Sulock
Treasurer:	Dawn Wolset
Secretary:	Jessica Knoll

Directors

Communications & Marketing:	Colleen Rini
Pools:	Seth Napoli
Enforcement & Roads:	Adam Kochanski
Building & Planning:	Kathy Plebani
Recreation & Events:	Julie Renode
Maintenance:	John Wolset
Compliance & Controls:	Unnamed
Asset & Project Management:	Unnamed
General Director role	Danielle Wojcik
General Director role	Robin Wright

Notice of:

**Fiscal Year 2024/2025 Annual Dues Raise of \$25
(from \$575 to 600)**

**Fiscal Year 2024/2025 Assessment (Roads) Raise of \$25
(from \$25 to \$50)**

\$0 Special Assessment

\$0 Planned Capital Improvement spend

Attention Community Members,

We are notifying you about dues increase of \$25 and a “other assessment” increase of \$25 per property for the fiscal year 2024/2025. The “other assessment” will cover planned roadwork beyond that already budgeted.

In total, your invoice per property will be for **\$650.00** for the 2024/2025 fiscal year. The budget is attached to this package and provides a summary, a detailed view, and explanation of how to read the budget along with Title 68 excerpts to support the assembly of this budget.

Sincerely,
Rob Renode,
PFSPOA President

2024-2025 Budget Summary

This year, the budget process consisted of 5 weekly and scheduled meetings between November of 2023 and December of 2023. Following meeting 5, the 2023-2024 budget was voted on and approved at the December monthly board meeting. The outcome of this years budget assembly resulted in the following, for 732 property owners:

Dues Assessment (\$25 increase from last year's assessment)	\$600.00
Other Assessment - Reserves (Roads) - (\$25 increase from last year's assessment)	\$50.00
Special Assessment (Not Assessed)	\$0.00

2024-2025 Total Dues & Assessments: **\$650.00**

Completed Activities (from 2023-2024):

- Obtain judgements on delinquent accounts & begin filing for Liens
- Approximately 90% members in good standing as of this budget assembly
- Demolish the abandoned clubhouse pool area and restore all walkways, stairs and surrounding landscape
- Replace old playset with a complete commercial playground
- Complete the repair and replacement of the fence surrounding the clubhouse pool
- Significant road repairs throughout the association
- Repair Potholes & Crack Seal
- Tree Limbing throughout the community
- Clubhouse Kiddie Pool (Skimmers, filters, plumbing, apron repair)
- Clubhouse Main Pool (Tile, caulk cracks, stair acrylic paint)
- Rebranding - Replace the entrance signage at each development access point, clubhouse sign and vehicle identification
- Relocate the Leslie Lane Bus Stop to the common parking area
- Obtain speed recording devices
- Advance the clubhouse (IN Person) Zoom meeting / conferencing Technology & Equipment

Planned Activities (2024-2025):

- Scheduled completion of construction of the new Leslie Lane Pool
- Leslie lane pool area landscaping and furnishings
- Leslie lane bathhouse renovations
- Relocate the Leslie Lane mail boxes to eliminate ponding water
- Install speed bumps, speed limit & stop signs and paint markings on the roads
- Complete repave efforts on Yellow Run Rd
- Repair Potholes & Crack Seal
- Clubhouse boiler repair & water system
- Clubhouse carpet and paint in remote offices & flooring and paint in Ladies room
- Leslie Lane Pool Vacuum (Dolphin)
- Ride on lawnmower
- Leslie Lane mailbox area relocation & renovations

Staff:

- Employee count
 - Office Administration - 1 part time
 - Maintenance - 1 full time & 1 part time
 - Enforcement - 1 part time

Budget / Account Notes:

- Operating Income Summary projects a \$791,423 Loss which reflects deficient funding for common element repairs
- Reserve Summary projects a \$6,353.39 remaining account balance after the fiscal year closes
 - Noting: \$541,423 of unfunded improvements beyond the \$250,000.00 future reserve need
- Capital Improvements Summary projects a \$32,282.98 remaining account balance after the fiscal year closes

Notice:

- No Capital Improvements expenditures are planned as part of this budget.

Budget Outline & Summary

The structure and format of the budget has been modified to add clarity and simplification

***Instructions of how to follow along are below:

General Format:

The PFSPOA budget consists of 3 General Bank Account classifications, listed below

Account # 1: Operating Account

Account # 2: Reserves Account

Account # 3: Capital Improvements Account

Each Account is described and used in the following ways

Account # 1: Operating Account

The budget is detailed on the "OPERATING INCOME & ALLOCATIONS SUMMARY" sheet

Funding of this account:

Dues - Annual Dues, Other Assessments and Back Debt Collected

Other - Clubhouse rental, Permit Fees, Advertising, Interest, Late Fees, Citations etc.

***All income (except capital improvement fees) goes directly into the Operating Account

Use of this account:

Operating Costs - Wages, Supplies, Utilities & Overhead, Events, General Maintenance etc.

Reserve Contributions - Monies are allocated (or Transferred) each year to the "Reserves Account"

***The above items come out of this account, some as an actual spend and

others as a transfer (specifically, we transfer money to the reserve account)

Reconciliation of this account:

Year end reconciliation - occurs at the end of the fiscal year when all invoices are posted

and all checks have cleared. A negative value at the end of the year would

mean a special assessment is needed to collect the difference. A positive

or budget surplus would be evenly credited back to the members.

***NOTE: this year we are projecting a \$791,423 Loss (negative value) due to deficiencies in reserves,

which means that we are deferring the maintenance of our assets because

there is not enough revenue to cover the total expenses.

Account # 2: Reserves Account

The budget is detailed on the "RESERVE SUMMARY" sheet

Funding of this account:

Funding - source is the Operating Account and/or direct assessments. Each year, money must be set aside

for the repair and replacement of our common element assets (per title 68). This is executed by

transferring the budgeted values from the Operating Account into the Reserve

Account, which do not have to be used within this fiscal year budget.

Use of this account:

Expenses - are the planned or unplanned repairs or replacements of the common element assets,

all of which are listed within the reserve summary sheet. Every cost of this type gets

voted on, and listed in the Reserve Expense Log and subtracted from the appropriate GL-Code.

Reconciliation of this account:

Year end reconciliation - occurs differently than the Operations Account. The remaining funds of each

GL-Code within the reserves, remain in this account for use in future years and budgets.

***NOTE: this account SHALL NOT be used for anything other than prescribed above.

Account # 3: Capitol Improvements Account

The budget is detailed on the "CAPITAL IMPROVEMENTS SUMMARY" sheet

Funding of this account:

Funding - source is solely the Capital Improvements Fees generated by Real Estate Transactions

***NOTE: this Account must stand alone and not be comingled with other budgets.

Use of this account:

Expenses - are generally defined as being allowable for new common element assets or replacement

of assets that are beyond repair and /or end of life.

Reconciliation of this account:

Year end reconciliation - occurs differently than the Operations Account. The remaining funds within

Capital Improvements, remain in this account for use in future years and budgets.

***NOTE: this account SHALL NOT be used for anything other than prescribed above.

Title 68 Excerpts

§ 5307. Upkeep of planned community.

(a) General rule.--Except to the extent provided by the declaration, subsection (b) or section 5312 (relating to insurance), **the association is responsible for maintenance, repair and replacement of the common elements**, and each unit owner is responsible for maintenance, repair and replacement of his unit. Each unit owner shall afford to the association and the other unit owners and to their agents or employees access through the unit reasonably necessary for those purposes. **If damage is inflicted on the common elements** or on any unit through which access is taken, the unit owner responsible for the damage or **the association if it is responsible is liable for the prompt repair of the damage.**

***In other words, we cannot allow deteriorated or damaged assets to go unrepaired. **PROMPT** action is required and if funding is not readily available, a special assessment must be executed for this specific repair.

§ 5313. Surplus funds.

Any amounts accumulated from assessments for limited common expenses and income from the operation of limited common elements to which those limited common expenses pertain in **excess of the amount required for actual limited common expenses and reserves for future limited common expenses shall be credited to each unit assessed for a share of those limited common expenses in proportion to the share of those limited common expenses so assessed.** These credits shall be applied, unless the declaration provides otherwise, to the next monthly assessments of limited common expenses against that unit under the current fiscal year's budget and thereafter until exhausted. Any amounts accumulated from assessments for general common expenses and income from the operation of the common elements, other than limited common elements with regard to which limited common expenses are assessed, in excess of the amount required for actual general common expenses and reserves for future general common expenses shall be credited to each unit in accordance with that unit's interests in common elements. These credits shall be applied, unless the declaration provides otherwise, to the next monthly assessments of general common expenses against the unit under the current fiscal year's budget and thereafter until exhausted.

§ 5314. Assessments for common expenses.

(a) General rule.--Until the association makes a common expense assessment, the declarant shall pay all the expenses of the planned community. After any assessment has been made by the association, **assessments shall be made at least annually, based on a budget adopted at least annually by the association. The budgets of the association shall segregate limited common expenses from general common expenses if and to the extent appropriate.**

(b) Allocation and interest.--Except for assessments under subsection (c), all common expenses shall be assessed against all the units in accordance with the common expense liability allocated to each unit in the case of general common expenses and in accordance with subsection (c) in the case of special allocation of expenses. Any past due assessment or installment thereof shall bear interest at the rate established by the association at not more than 15% per year.

(c) Special allocations of expenses.--Except as provided by the declaration:

- (1) Any common expense associated with the maintenance, repair or replacement of a limited common element shall be assessed in equal shares against the units to which that limited common element was assigned at the time the expense was incurred.**
- (2) Any common expense benefiting fewer than all of the units shall be assessed exclusively against the units benefited.
- (3) The costs of insurance shall be assessed in proportion to risk, and the costs of utilities that are separately metered to each unit shall be assessed in proportion to usage.
- (4) If a common expense is caused by the negligence or misconduct of any unit owner, the association may assess that expense exclusively against his unit.

(d) Reallocation.--If common expense liabilities are reallocated, common expense assessments and any installment thereof not yet due shall be recalculated in accordance with the reallocated common expense liabilities.

§ 5318. Conveyance or encumbrance of common facilities.

(a) General rule.--Portions of the common facilities may be conveyed or subjected to a security interest by the association if the persons entitled to cast at least 80% of the votes in the association, including 80% of the votes allocated to units not owned by a declarant, or any larger percentage the declaration specifies agree to that action; but the owners of units to which any limited common facility is allocated must agree in order to convey that limited common facility or subject it to a security interest. The declaration may specify a smaller percentage only if all of the units are restricted exclusively to nonresidential uses. Proceeds of the sale are an asset of the association.

(b) Required agreement.--An agreement to convey common facilities or subject them to a security interest shall be evidenced by the execution of an agreement or ratifications of the agreement, in the same manner as a deed, by the requisite number of unit owners. The agreement must specify a date after which the agreement will be void unless recorded before that date. The agreement and all ratifications shall be recorded in every county in which a portion of the planned community is situated and is effective only upon recording.

Dated: 1/8/2024

**Penn Forrest Streams Property Owners Association
2024-2025 Budget Summary**

OPERATING INCOME & ALLOCATIONS SUMMARY

	2024-2025 Proposed Budget	2023-2024 Approved Budget
Assets (INCOME)		
INCOME - Annual Dues & Assessments	\$529,300.00	\$490,700.00
INCOME - Other	\$16,115.00	\$11,225.00
Total Income	\$545,415.00	\$501,925.00
Liabilities (EXPENSES & ALLOCATIONS)		
GENERAL EXPENSE: 5000-5399	\$136,473.00	\$137,223.00
LEGAL / COLLECTION EXPENSE: 5400-5499	\$19,200.00	\$18,375.00
IT / TECHNOLOGY EXPENSE : 5500-5599	\$4,760.00	\$6,260.00
UTILITIES EXPENSE: 5600-5699	\$21,646.36	\$16,995.00
COMMUNICATIONS & MARKETING EXPENSE: 5700-5799	\$5,250.00	\$4,400.00
ADMINISTRATIVE EXPENSE: 6000-6199	\$58,437.50	\$56,767.25
ENFORCEMENT EXPENSE: 6500-6699	\$20,745.75	\$16,975.50
MAINTENANCE EXPENSE: 7000-7499	\$112,905.00	\$107,701.00
SNOW REMOVAL EXPENSE: 7600-7699	\$56,635.40	\$56,635.40
POOL EXPENSE: 8000-8499	\$26,625.00	\$21,230.00
RECREATIONS EXPENSE: 8500-8599	\$6,000.00	\$6,000.00
RESERVE EXPENSE: 9000-9399	\$868,159.99	\$757,442.85
Sub Total Expense	\$1,336,838.00	\$1,206,005.00
Budget Net Loss/Gain	(\$791,423.00)	(\$704,080.00)

2024-2025 RESERVE SUMMARY

9000 GL-Code	RESERVE DESCRIPTION	2023-2024	2024-2025	2024-2025	2024-2025	2024-2025	2024-2025	Notes
		Projected Reserve Balance	Interest	Reserve Contributions from Operating Income	Deferred Maintenance Contributions (2023-2024)	Planned and/or Unplanned Expenses	Year End Account Balance	Asset total value
9010	Access Control & Surveillance Systems	\$ -		\$ -	\$ -	\$ -	\$ -	100,000.00
9020	Clubhouse Basketball /Tennis Court Equipment	\$ -		\$ -	\$ -	\$ -	\$ -	10,000.00
9030	Clubhouse Exterior Restroom	\$ -		\$ -	\$ -	\$ -	\$ -	85,000.00
9040	Clubhouse Pool	\$ -		\$ -	\$ -	\$ -	\$ -	300,000.00
9050	Clubhouse Pump Room	\$ -		\$ -	\$ -	\$ -	\$ -	35,000.00
9060	Clubhouse Structure	\$ -		\$ 11,000.00	\$ -	\$ 11,000.00	\$ -	250,000.00
9070	Enforcement Vehicle	\$ 1,087.85		\$ -	\$ -	\$ -	\$ 1,087.85	20,000.00
9080	Entrance Signage	\$ -		\$ -	\$ -	\$ -	\$ -	5,000.00
9090	Fence and Guiderail	\$ -		\$ -	\$ -	\$ -	\$ -	80,000.00
9100	Leslie Lane Basketball /Tennis Court equipment	\$ -		\$ -	\$ -	\$ -	\$ -	10,000.00
9110	Leslie Lane Pool	\$ 142,000.00		\$ 17,000.00	\$ -	\$ 159,000.00	\$ -	250,000.00
9120	Leslie Lane Restroom & Pump Room	\$ 5,000.00		\$ -	\$ -	\$ 5,000.00	\$ -	120,000.00
9130	Mail Box Areas	\$ 8,000.00		\$ -	\$ -	\$ 8,000.00	\$ -	20,000.00
9140	Maintenance Equipment	\$ -		\$ 5,000.00	\$ -	\$ 5,000.00	\$ -	60,000.00
9150	Maintenance Garage	\$ -		\$ -	\$ -	\$ -	\$ -	100,000.00
9160	Maintenance Shed	\$ -		\$ -	\$ -	\$ -	\$ -	85,000.00
9170	Maintenance Vehicles 1	\$ 5,265.54		\$ -	\$ -	\$ -	\$ 5,265.54	35,000.00
9180	Maintenance Vehicles 2	\$ -		\$ -	\$ -	\$ -	\$ -	35,000.00
9200	Roads	\$ 33,847.47		\$ 43,736.99	\$ -	\$ 77,584.46	\$ -	3,400,000.00
TBD	Clubhouse Playground Area	\$ -		\$ -	\$ -	\$ -	\$ -	100,000.00
	Totals:	\$ 195,200.86		\$ 76,736.99	\$ -	\$ 265,584.46	\$ 6,353.39	\$5,100,000.00

Reserve Expense Log:

\$ 5,000.00	9060	Carpet and Paint in remaining clubhouse rooms plus ladies room flooring
\$ 3,500.00	9060	Water System
\$ 2,500.00	9060	Clubhouse Boiler coil replacement
\$ 110,000.00	9110	Leslie Lane Pool (2nd half of scope)
\$ 28,000.00	9110	Leslie Lane Pool Engineering plan changes
\$ 4,000.00	9110	Leslie lane landscaping
\$ 17,000.00	9110	Leslie Lane sun shades and chairs
\$ 5,000.00	9120	Leslie Lane Pool bathroom upgrades (siding, roof, paint, fixtures)
\$ 8,000.00	9130	Mail Box Area - Concrete Pads & Structure relocation
\$ 2,500.00	9140	Ride on Lawn Mower
\$ 2,500.00	9140	Pool vacuum for leslie lane (Dolphin)
\$ 3,000.00	9200	Speed limit, stop, signs and paint on roads
\$ 6,000.00	9200	Speed bumps
\$ 62,084.46	9200	Yellow Run Rd - subgrade repairs and resurfacing
\$ 6,500.00	9200	PotHoles, line striping
Planned Expense Subtotal: \$ 265,584.46		
Current Reserve balance \$ 195,200.86		
In year reserve contributions \$ 76,736.99		
Projected Year End Account Balance: \$ 6,353.39		
UNFUNDED RESERVE EXPENSES		
\$ 7,000.00	9200	PotHoles, line striping
\$ 5,000.00	9100	Leslie Lane SHED - IF NOT FUNDED by capital improvement
\$ 50,376.00	9200	Clubhouse asphalt resurfacing and crack repair
\$ 3,000.00	9060	Clubhouse lighting
\$ 5,000.00	9020	Clubhouse basketball and park benches and trash cans
\$ 5,000.00	9100	Leslie Lane basketball and park benches and trash cans
\$ 61,047.00	9200	Cardinal Lane - subgrade repairs and resurfacing
\$ 25,000.00	9200	2025/2026 misc. pothole and crack seal
\$ 100,000.00	9200	Wild Creek crossing pipe repair & resurfacing damaged areas
\$ 60,000.00	9200	Cross Run Road Installation (Clearing & Stumping, Grading, 12" shale / 3A modified 20' wide)
\$ 15,000.00	9200	Cross Run Rd - Surveying, plans and Permits
\$ 75,000.00	9200	Cross Run Rd - Pave
\$ 60,000.00	9200	Major tree trimming effort and/or purchase of chipper
\$ 50,000.00	9040	Clubhouse Main Pool (Plaster) - Cost over 5 years
\$ 20,000.00	TBD	Ice Skating Rink
UNFUNDED RESERVE EXPENSES \$ 541,423.00		Prioritized by need & potential for funding

Penn Forrest Streams Property Owners Association

2024-2025 CAPITAL IMPROVEMENTS SUMMARY

0000 GL-Code	DESCRIPTION	2023-2024	2024-2025	2024-2025	2024-2025	2024-2025
		Account Balance	Interest	Capital Improvement Fees	Planned and/or Unplanned Expenses (Actuals)	Year End Account Balance
	Capital Improvements	\$ 26,282.98	\$ -	\$ 6,000.00	\$ -	\$ 32,282.98
	Totals:	\$ 26,282.98		\$ 6,000.00	\$ -	\$ 32,282.98

Current Reserve Account Total: \$ 26,282.98

Contributions / Additions: \$ 6,000.00

Capital Improvements Expense Log:

Planned Expense Subtotal: \$ -

Projected Year End Account Balance: \$ 32,282.98

ITEMIZED BREAKDOWN BEYOND THIS PAGE

Penn Forrest Streams Property Owners Association

2024-2025 Itemized Budget

Based on 732 property owners

Assets (Income)

4000 GL-Code	INCOME - Annual Dues & Assessments	PROPOSED BUDGET	CURRENT	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
4005	Annuals Dues FP - 2024-2025	439,200.00	0.00	420,900.00	420,900.00	
4010	2023 & Prior Assessments	53,500.00	0.00	51,500.00	51,500.00	
4015	Other Assessment - Reserve (Roads)	36,600.00	0.00	18,300.00	18,300.00	
	TOTAL Annual Dues INCOME	\$ 529,300.00	\$ -	\$ 490,700.00	\$ 490,700.00	

4000 GL-Code	INCOME - Other	PROPOSED BUDGET	CURRENT	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
4020	Late Fees	2,000.00		2,000.00	2,000.00	
4025	Owner Interest Income	0.00		0.00	0.00	
4030	Resale Certificate Income	6,000.00		3,000.00	3,000.00	
4035	Interest Income Bank	2,000.00		500.00	500.00	
4060	Homeowner's Renter Fee	0.00		0.00	0.00	
4100	Access control cards	100.00		100.00	100.00	
4150	Citation Income	100.00		100.00	100.00	
4155	Admin. Fee Income	200.00		200.00	200.00	
4200	Clubhouse Rental Income	2,000.00		2,000.00	2,000.00	
4220	Pavilion Rental Income	700.00		450.00	450.00	
4300	Building Permit Fees	0.00		500.00	500.00	
4301	New Construction Residential Building Permit Fee	225.00		0.00	0.00	
4302	New Construction Commerical Building Permit Fee	0.00		0.00	0.00	
4303	Shed Building Permit Fee	30.00		0.00	0.00	
4304	Detached Structure Permit Fee	30.00		0.00	0.00	
4305	Tree Cutting Permits	0.00		150.00	150.00	
4306	Maintenace Bush Removal Fee	0.00		0.00	0.00	
4310	Yard Sale Permits	0.00		25.00	25.00	
4500	Newsletter Advertising	2,400.00		2,200.00	2,200.00	
4505	NSF Fee	0.00		0.00	0.00	
4510	Capital Improvement	0.00		0.00	0.00	
4515	Legal Fee Income	130.00		0.00	0.00	
4900	Misc. Income	0.00		0.00	0.00	
4905	Lot Clearing Permit Fee	200.00		0.00	0.00	
4906	Additional Building Permit Fee	0.00		0.00	0.00	
	TOTAL REQUIRED INCOME	\$ 16,115.00	\$ -	\$ 11,225.00	\$ 11,225.00	

Liabilities (Expenses & Allocations)

5000 GL-Code	GENERAL EXPENSE: 5000-5399	PROPOSED BUDGET	CURRENT	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
5005	Gen - Accounting - Audit	10,000.00		10,000.00	10,000.00	
5010	Gen - Accounting Fees - Tax Prep	4,500.00		4,500.00	4,500.00	
5015	Gen - Income Tax (Yearly)	2,500.00		2,500.00	2,500.00	
5030	Gen - Payroll Fee ADP	1,200.00		1,200.00	1,200.00	
5040	Bento	348.00		348.00	348.00	
5050	Deposit Bank Box Fee (Decommission)	0.00		0.00	0.00	
5100	Gen - Errors & Omissions Insurance	2,700.00		2,700.00	2,700.00	
5105	Gen - Liability Insurance	25,000.00		25,000.00	25,000.00	
5200	Call Center	1,500.00		1,500.00	1,500.00	
5205	Copier Lease	2,400.00		2,400.00	2,400.00	
5210	Postage (PFS and PM - NOT MAILERS)	2,000.00		2,000.00	2,000.00	
5211	Printing (PM - Invoices)	2,000.00		1,000.00	1,000.00	
5215	Shredding (To Decommission next year)	0.00		400.00	400.00	
5220	Trash Permit	175.00		175.00	175.00	
5225	General Supplies - Admin Supplies Exp	1,300.00		1,000.00	1,000.00	
5226	General Supplies -Other Supplies Exp	500.00		750.00	750.00	
5230	Annual Meetings Cost (Banquet Rental)	500.00		500.00	500.00	
5235	Annual Meetings Food	2,750.00		750.00	750.00	Includes 2000 for Leslie Ln Pool Opening
5236	Hospitality Supplies	750.00		2,300.00	2,300.00	
5240	BOD Expense (CAI)	150.00		150.00	150.00	
5250	Contributions Fire/Amb/Donation	100.00		100.00	100.00	
5260	Fire Prevention Equip & Life Safety Equipment	1,100.00		700.00	700.00	
5300	Resale Certificate Expense	6,000.00		6,500.00	6,500.00	
5380	Annual Assessment Bad Debt	63,000.00		66,125.00	66,125.00	
5385	Bad Debt Expense/Filling BD (DNB)	0.00		1,000.00	1,000.00	Accrual Accounting - do not budget spend
5390	Other Assessment Collection Filing Bad Debt (Reserve Roads)	5,250.00		2,875.00	2,875.00	
5395	Misc. Expense	750.00		750.00	750.00	
	TOTAL GENERAL EXPENSES	\$ 136,473.00	\$ -	\$ 137,223.00	\$ 137,223.00	

5400 GL-Code	LEGAL / COLLECTION EXPENSE: 5400-5499	PROPOSED BUDGET	CURRENT	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
5405	Administrative Legal Fees	200.00		200.00	200.00	
5410	Court Costs	0.00		1,500.00	1,500.00	
5415	Filing - Initial Fees	12,000.00		10,175.00	10,175.00	
5420	Legal Representation & Review	7,000.00		4,000.00	4,000.00	
5425	Mailings & Letters	0.00		1,000.00	1,000.00	
5430	Postage	0.00		1,500.00	1,500.00	
	TOTAL LEGAL/COLLECTION EXPENSES	\$ 19,200.00	\$ -	\$ 18,375.00	\$ 18,375.00	

5500 GL-Code	IT / TECHNOLOGY EXPENSE : 5500-5599	PROPOSED BUDGET	CURRENT	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
5510	IT Support	1000.00		1000.00	1000.00	
5515	Member Passes	100.00		100.00	100.00	
5520	Zoom	160.00		160.00	160.00	
5525	Software Expense	1500.00		2000.00	2000.00	
5530	Hardware Expense	2000.00		3000.00	3000.00	
	TOTAL IT / TECHNOLOGY EXPENSE:	\$ 4,760.00	\$ -	\$ 6,260.00	\$ 6,260.00	

5600 GL-Code	UTILITIES EXPENSE: 5600-5699	PROPOSED BUDGET	CURRENT	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
5605	Telephone Expense Verizon	2,646.36		2,520.00	2,520.00	
	Electric Utilities (All)	0.00		0.00	0.00	
5610	Leslie Lane - 41005	700.00		400.00	400.00	
5615	Porter Drive - 38003	500.00		400.00	400.00	
5620	Entrance Light - 88001	550.00		400.00	400.00	
5625	Clubhouse - 41006	7,500.00		4,500.00	4,500.00	
5630	Clubhouse 4 lights - 41002	1,500.00		1,075.00	1,075.00	
5635	Jean Drive - 81007	250.00		200.00	200.00	
5650	Heating Oil/ Propane	5,000.00		4,500.00	4,500.00	
5660	Internet/Cable	3,000.00		3,000.00	3,000.00	
	TOTAL UTILITIES EXPENSES	\$ 21,646.36	\$ -	\$ 16,995.00	\$ 16,995.00	

5700 GL-Code	COMMUNICATIONS & MARKETING EXPENSE: 5700-5799	PROPOSED BUDGET	CURRENT	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
5705	Newsletter Postage	1,150.00		1,100.00	1,100.00	
5710	Newsletter Printing	2,800.00		2,000.00	2,000.00	
5715	Special Project Expenses	500.00		500.00	500.00	
5720	Website Expense (Weebly)	800.00		800.00	800.00	
	TOTAL COMMUNICATIONS & MARKETING EXPENSE	\$ 5,250.00	\$ -	\$ 3,600.00	\$ 4,400.00	

6000 GL-Code	ADMINISTRATIVE EXPENSE: 6000-6199	PROPOSED BUDGET	CURRENT	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
6005	Admin - Wages	25,000.00		23,500.00	23,500.00	
6010	Admin - Employers Payroll Tax	1,912.50		1,797.75	1,797.75	
6015	Admin - Workers comp Insurance	925.00		869.50	869.50	
6100	Fiscal Management Service	30,600.00		30,600.00	30,600.00	
6110	Fiscal Management Misc. Fees	0.00			0.00	
	TOTAL ADMIN EXPENSES	\$ 58,437.50	\$ -	\$ 56,767.25	\$ 56,767.25	

8000 GL-Code	POOL EXPENSE: 8000-8499	PROPOSED BUDGET	CURRENT	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
8030	Pool - Electric Repair Expense	0.00		0.00	0.00	
8035	Pool - Electric Utilities	0.00		0.00	0.00	
8040	Pool - Repair	1,500.00		0.00	0.00	
8050	Pool - Service Contract	18,500.00		14,230.00	14,230.00	
8055	Pool - Supplies	4,000.00		4,000.00	4,000.00	
8060	Pool - Water Testing	2,625.00		3,000.00	3,000.00	
	TOTAL POOL EXPENSE	\$ 26,625.00	\$ -	\$ 21,230.00	\$ 21,230.00	

8500 GL-Code	RECREATIONS EXPENSE: 8500-8599	PROPOSED BUDGET	CURRENT	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
8505	Recreations Supplies	6000.00		6000.00	6000.00	
	TOTAL RECREATIONS EXPENSE	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 6,000.00	

9000 GL-Code	RESERVE EXPENSE: 9000-9399	PROPOSED BUDGET	Actuals	OVER UNDER	APPROVED BUDGET	Notes
		2024/2025	2023-2024	2023-2024	2023-2024	
9010	Access Control & Surveillance Systems		0.00	0.00	0.00	Asset's Total Replacement Value
9020	Clubhouse Basketball /Tennis Court equipment		0.00	0.00	0.00	
9030	Clubhouse Exterior Restroom		0.00	0.00	0.00	
9040	Clubhouse Pool		0.00	11924.75	11924.75	
9050	Clubhouse Pump Room		0.00	0.00	0.00	
9060	Clubhouse Structure	11000.00	0.00	3500.00	3500.00	
9070	Enforcement Vehicle		0.00	0.00	0.00	
9080	Entrance Signage		0.00	0.00	0.00	
9090	Fence and Guiderail		0.00	0.00	0.00	
9100	Leslie Lane Basketball /Tennis Court equipment		0.00	0.00	0.00	
9110	Leslie Lane Pool	17000.00	0.00	30000.00	30000.00	
9120	Leslie Lane Restroom & Pump Room		0.00	5000.00	5000.00	
9130	Mail box area - concrete pads		0.00	0.00	0.00	
9140	Maintenance Equipment	5000.00	0.00	0.00	0.00	
9150	Maintenance Garage		0.00	0.00	0.00	
9160	Maintenance Shed		0.00	0.00	0.00	
9170	Maintenance Vehicles 1		0.00	0.00	0.00	
9180	Maintenance Vehicles 2		0.00	0.00	0.00	
9200	Roads	\$ 43,736.99	0.00	2938.10	\$ 2,938.10	
9201	Asphalt surface	\$ 37,236.99	0.00	0.00	0.00	
9202	Crack repair		0.00	0.00	0.00	

