

ANNUAL HOA BUDGET

SUHRCO Residential Properties LLC

Association: Kirkland Central Effective Date: From: 01/08 To: 12/08 Prepared by: Jean Norberg
 Budget Year: 2009 Approved/Ratified: 11/7/2007

COA No		2008			2009	%	Comments
		Budget	Jan - Sept	Proj. Actual			
INCOME							
4140	Assessments	399,223	265,593	398,390	415,192	4.00%	
4160	Special Assessment	0	0	0		0.00%	
Other Income							
4575	Legal Fees	0	5,595	8,393	0	0.00%	
4580	Move in Fees	2,400	6,300	9,450	6,000	150.00%	
4605	Late Charges	0	2,760	4,140	0	0.00%	
4610	Gas Meter Charges	0	0	0	0	0.00%	
4615	Water & Sewer Billing	35,000	33,045	49,567	39,458	12.74%	Included in 4615 75% of budget for w/s
4620	NSF fees	0	100	150	0	0.00%	
4652	Remote Control/Key	0	130	195	0	0.00%	
4665	Violations/Fines	0	700	1,050	0	0.00%	
4698	Other/Misc Income	2,996	5,554	6,554	2,760	0.00%	Includes 2007 garbage
4705	Interest Income	3,000	4,984	4,984	5,000	0.00%	
	Construction Easement Inc	0	15,000	15,000	0		
	TOTAL INCOME	442,619	339,761	500,365	468,410	5.83%	
EXPENSES							
Payroll Expense							
5010	Manager/Office	54,768	43,433	57,911	59,648	8.91%	
5052	Taxes	7,196	5,751	7,668	7,898	9.76%	
5053	Health Insurance	2,940	0	0	2,940	0.00%	
	TOTAL PAYROLL	64,903	49,184	65,579	70,486	8.60%	
Administrative							
5070	Telephone	6,866	5,516	6,620	6,951	1.23%	5% increase
5073	Management Contract	30,455	23,289	31,239	34,272	12.53%	includes \$112/mo for v
5071	Payroll Processing Charge	100	52	78	100	0.00%	
5076	Postage	1,000	436	546	800	-20.00%	
5077	Office Supplies	2,300	1,472	1,600	1,500	-34.78%	
5081	Homeowners Hospitality	1,000	554	900	1,000	0.00%	
5087	Printing/Photocopy	1,500	587	800	1,000	-33.33%	
5090	Licenses	900	10	900	900	0.00%	
5092	Dues & Subscriptions	1,200	1,062	1,062	1,200	0.00%	
	TOTAL ADMIN.	45,321	32,978	43,745	47,723	5.30%	
Utilities							
5110	Electric	22,806	15,600	25,475	27,895	22.31%	9.5% increase
5130	Gas	16,454	3,984	7,908	8,327	-49.39%	5.3% increase
5140	Water	18,880	13,339	19,903	21,893	15.96%	10% increase
5142	Sewer	23,346	18,926	27,925	30,718	31.58%	10% increase
5143	Sewer/Metro	28,520	28,520	28,520	28,520	0.00%	
5156	Cable	1,555	1,469	1,959	2,155	38.62%	10% increase
5170	Garbage	14,980	8,343	12,543	13,797	-7.90%	10% increase
	TOTAL UTILITIES	126,541	90,180	124,233	133,306	5.35%	
Maintenance							
5310	Janitorial Service/Supplies	18,107	11,781	17,641	18,107	0.00%	Allows for 3% incr
5340	HVAC	3,450	1,956	3,116	3,450	0.00%	
5390	Pest Control	250	0	0	250	0.00%	
5400	Carpet Cleaning/Repair	3,500	1,700	3,400	3,502	0.06%	Allows for 3% incr
5420	Building Exterior Clean/rep	3,000	1,793	2,043	3,000	0.00%	
5430	Parking Area Repair/Maint	1,550	0	950	1,550	0.00%	
5450	Window & Glass/Wash/Rpr	8,000	3,973	8,065	8,325	4.06%	
5490	Elevator	7,536	4,537	6,040	8,350	10.81%	
5495	General Repairs & Supplies	2,500	1,919	2,559	2,500	0.00%	
5500	General Maintenance	12,000	6,390	9,585	12,000	0.00%	
5510	Life Safety System	1,800	1,335	2,000	2,000	25.00%	
5610	Landscape Contract - Comn	7,500	4,982	5,505	7,500	0.00%	Includes allowance for
5660	Landscape Contract - Resid	960	639	965	1,013	5.47%	
5855	Alarm Monitoring	500	315	420	500	0.00%	
5930	Furniture/Equipment	800	108	108	500	-37.50%	
	Contingency	5,000	0	0	12,301	0.00%	allowance for bad debt
	TOTAL MAINT.	76,254	41,429	62,398	84,848	11.27%	
Professional Fees							
6319	Legal	5,000	12,718	14,118	5,000	0.00%	
6330	Audit	1,800	1,950	1,950	2,100	16.67%	
6398	Other Professional	6,000	6,000	6,000	6,000	0.00%	envelope investigation.
	TOTAL PROFESSIONAL	12,800	20,668	22,068	13,100	2.34%	
Taxes and Insurance							
7136	Federal Income Tax	100	1,500	1,500	6,000	5900.00%	
7142	Insurance - Property	56,700	30,949	50,425	52,947	-6.62%	
7144	Insurance - Liability	0	0	0	0	#DIV/0!	
7150	Insurance Other	0	0	0	0	#DIV/0!	
	TOTAL TAXES & INS.	56,800	32,449	51,926	58,947	3.78%	
	TOTAL EXPENSES	382,619	266,888	369,949	408,410	6.74%	
	NET TO RESERVES	60,000	40,000	60,000	60,000	0.00%	
CAPITAL EXPENDITURES							
Decks							
9156	Carpet						
9172	Painting						
9180	Total Capital Exp	0	0	0	0	#DIV/0!	
	NET TO RESERVES	60,000	72,874	130,416	60,000		

	INCOME	
4140	Assessment Income	Equal to: Total Expenses + Reserve Contribution - Other Income
	Other Income	
4575	Legal Fees	Reimbursable expense for legal fees related to collection costs. Offsets expense in account #6310.
4580	Move in Fees	Currently \$500. Assumes 8 move-in's per year
4605	Late Charges	No budget for late payments. Assumes all payments are made on time.
4610	Gas Meter Charges	Reimbursable expense for natural gas used in unit fireplaces. Currently billed and collected by Ista
4615	Water & Sewer Billing	Reimbursable expense for actual water & sewer usage in units. Currently billed and collected by Ista
4620	NSF fees	No budget for NSF payments - Assumes all payments are made with collectible funds.
4652	Remote Control/Key	No budget for lost keys/remotes - Offsets cost.
4665	Violations/Fines	No budget for violations/fines - Assumes all owners follow governing documents.
4698	Other/Misc Income	Commercial garbage reimbursement @ 20% of budget - actual expense to be reconciled at year end.
4705	Interest Income	Interest on Maintenance Reserve and Insurance Reserve accounts - Currently held at Washington Mutual - Kirkland Branch
	EXPENSES	
	Payroll Expense	
5010	Manager/Office	Common Expense - Sally Barkley - increase of 3% over 2008 salary (to \$54,531) + bonus allowance of \$2,000.
5052	Taxes	Common Expense - Payroll taxes for Sally Barkley
5053	Health Insurance	Common Expense - Health Insurance for Sally Barkley - Current cost is \$245/ mo. Currently included in monthly salary
	Administrative	
5070	Telephone	Common Expense - Manager's office, Fire control monitoring lines(2), fax line, Ista line (6 lines at \$53.61 per line + long distance = approx \$411.74/ mo); Residential expense - Entry intercom, Elevator monitoring(2) (3 lines at \$53.61 per line= \$160.83/ mo)
5073	Management Contract	Common Expense - 3% CPI over 2007 fees.
5071	Payroll Processing Charge	Common Expense - Based on 2007 actual
5076	Postage	Common Expense - Based on 2007 actual
5077	Office Supplies	Common Expense - Based on 2007 actual
5081	Homeowners Hospitality	Common Expense - Holiday gifts - Based on 2007 expenditures
5087	Printing/Photocopy	Common Expense - Based on 2007 actual
5090	Licenses	Common Expense - Corporate renewal (\$10); Residential Expense - Elevator License - (\$530), Street use permit (\$65)
5092	Dues & Subscriptions	Common Expense - Cost for CAI Membership (\$465) and classes/seminars; Kirkland Downtown Association

Utilities		
5110	Electric	Common Expense - 3% incr. 9/07 - allows for add'l 3% in 2008
5130	Gas	Residential Expense - 3% incr. 9/07 - allows for add'l 3% in 2008
5140	Water	Common Expense - 9.5% incr. Anticipated in 2008
5142	Sewer	Common Expense - 6% incr anticipated in 2008
5143	Sewer/Metro	Residential Expense - Metro Sewage Capacity charge
5156	Cable	Residential Expense - Cable television for exercise room and cable internet
5170	Garbage	Residential Expense - 6% incr anticipated in 2008
Maintenance		
5310	Janitorial Service/Supplies	Common Expense - Bali Building Maintenance - 3% increase anticipated.
5340	HVAC	Common Expense - Service Contract @ \$2,450/yr (incl WSST);
5390	Pest Control	Residential Expense - additional service charges. Common Expense - bees, ants, rodents, etc.
5400	Carpet Cleaning/Repair	Residential Expense - P1, P2, P3 carpet replace & hall cleaning
5420	Building Exterior Clean/repair	Common Expense - Pressure wash, building envelope repairs, etc. Common Expense - Cleaning at \$200/qtr. Maintenance of the separator drain in the parking garage - Based on 2007 budgeted expense.
5430	Parking Area Repair/Maint	
5450	Window & Glass/Wash/Rpr	Residential Expense - Window cleaning 2 times per year
5490	Elevator	Residential Expense - \$6350/ contract & \$2000 repairs
5495	General Repairs & Supplies	Residential Expense - light bulbs/ cleaning supply/ etc.
5500	General Maintenance	Residential Expense - Dryer vent cleaning, misc maintenance costs. Common Expense - Annual testing fire system, backflow, extinguishers, generator, fire pump; Quarterly testing of alarm system.
5510	Life Safety System	
5610	Landscape Contract - Common	Common Expense - Condo Commercial contract @ \$549.36/mo incl WSST + Irrigation start up/shut down @ \$364.56 incl WSST.
5660	Landscape Contract - Residential	Residential Expense - Landscapes indoor plant maintenance contract @ \$81.40/mo incl WSST
5855	Alarm Monitoring	Common Expense - Monitoring of the fire safety system
5930	Furniture/Equipment	Residential Expense - Maintenance/repair/replacement of the exercise equipment.
Professional Fees		
6310	Legal	Common Expense - Legal fees EXCLUDING collections
6330	Audit	Common Expense - Annual Audit
6398	Other Professional	Common Expense - Annual building engineering inspection (approx \$2500); Reserve Study (approx \$3500)
Taxes and Insurance		
7136	Federal Income Tax	Common Expense - Tax on non-Assessment income. Common Expense - Property Insurance including DIC insurance, Incl increase of property value.
7142	Insurance - Property	
7144	Insurance - Liability	Common Expense - Additional Liability policy (none budgeted)
7150	Insurance Other	Common Expense - Additional property coverage (none budgeted)