

**Sunflower Gardens Homeowners Association  
Proposed 2018 Budget**

|                                          | 2016<br>BUDGET<br>Unit Fee<br>\$691.45 | 2016<br>ACTUAL<br>12/31/2016<br>\$691.45 | 2017<br>BUDGET<br>Approved<br>\$696.45 | 2017<br>FEE SCHEDULE<br>Unit Fee<br>\$696.45 | 2017<br>ACTUAL<br>1/1-4/1/17 | #<br>Units<br>45 | 2018<br>BUDGET<br>Proposed<br>\$800.45 | 2018<br>Proposed<br>Unit Fee<br>\$800.45 | 2018 Comments                   |
|------------------------------------------|----------------------------------------|------------------------------------------|----------------------------------------|----------------------------------------------|------------------------------|------------------|----------------------------------------|------------------------------------------|---------------------------------|
| <b>INCOME</b>                            |                                        |                                          |                                        |                                              |                              |                  |                                        |                                          |                                 |
| Homeowners Fees (45 units)               | \$31,095.00                            | \$29,188.28                              |                                        |                                              | \$27,203.53                  |                  | \$36,000.00                            |                                          |                                 |
| HO Insurance (billed separately)         | \$10,681.25                            | \$10,681.25                              |                                        |                                              | \$11,642.44                  |                  | \$16,197.50                            |                                          | 15% increase, average           |
| <b>TOTAL INCOME</b>                      | <b>\$41,776.25</b>                     | <b>\$39,869.53</b>                       | <b>\$41,603.44</b>                     | <b>\$696.45</b>                              | <b>\$38,845.97</b>           |                  | <b>\$52,197.50</b>                     |                                          |                                 |
| <b>OPERATING EXPENSES</b>                |                                        |                                          |                                        |                                              |                              |                  |                                        |                                          |                                 |
| HO Insurance (separate from dues)        | \$10,681.25                            | \$10,681.25                              | \$12,233.44                            | \$12,233.44                                  | \$12,233.44                  | 45               | \$16,197.50                            |                                          | pass-through expense            |
| <b>1. Landscaping Maintenance</b>        |                                        |                                          |                                        |                                              |                              |                  |                                        |                                          |                                 |
| a Mowing (12 times per season)           | \$17,875.00                            | \$10,041.00                              | \$27,875.00                            | \$621.67                                     | \$20,863.50                  |                  | \$31,725.00                            | \$ 705.00                                | Sum of below                    |
| b Mulch (1 time per season)              | \$6,210.00                             | \$6,300.00                               | \$17,640.00                            | \$392.00                                     | \$10,200.00                  |                  | \$19,600.00                            | \$ 435.56                                | 28 mowings                      |
| c Edging                                 | Included                               | Included                                 | \$6,210.00                             | \$138.00                                     | \$8,185.50                   |                  | \$8,000.00                             | \$ 177.78                                | Color, Dark Hardwood x 1 time   |
| d Lawn Appl/Fertilizing (4 X per season) | \$4,125.00                             | \$4,130.00                               | Included                               |                                              | Included                     |                  | Included                               |                                          | sidewalks edged each time       |
| e Grub Control/Fertilizer                | \$0.00                                 | \$0.00                                   | \$4,125.00                             | \$91.67                                      | \$2,478.00                   |                  | \$4,125.00                             | \$ 91.67                                 | \$18.33/unit-\$825/treatment x5 |
| f Entrance Sign/Flowers                  | \$50.00                                | \$50.00                                  |                                        |                                              |                              |                  |                                        |                                          |                                 |
| 2 Income Tax Filing                      | \$250.00                               | \$275.00                                 | \$250.00                               | \$5.56                                       | \$285.00                     |                  | \$250.00                               | \$ 5.56                                  | flat fee                        |
| 3 Management Fees                        | \$1,890.00                             | \$1,896.00                               | \$1,890.00                             | \$42.00                                      | \$1,264.00                   |                  | \$2,160.00                             | \$ 48.00                                 | \$4.00/unit x 12                |
| 4 Other Professional (Legal)             | \$475.00                               | \$1,117.50                               | \$475.00                               | \$10.56                                      | \$477.50                     |                  | \$475.00                               | \$ 10.56                                 | based on last 2 yrs             |
| 5 QuickBooks Online                      | \$465.00                               | \$461.64                                 | \$465.00                               | \$10.33                                      | \$487.76                     |                  | \$465.00                               | \$ 10.33                                 |                                 |
| 6 Office Supplies/Postage                | \$100.00                               | \$203.65                                 | \$100.00                               | \$2.22                                       | \$0.00                       |                  | \$100.00                               | \$ 2.22                                  |                                 |
| 7 Sign Repair & Maintenance              | \$100.00                               | \$60.00                                  | \$100.00                               | \$2.22                                       | \$1,049.71                   |                  | \$100.00                               | \$ 2.22                                  |                                 |
| 8 Annual Meeting Supplies                | \$50.00                                | \$178.91                                 | \$50.00                                | \$1.11                                       | \$0.00                       |                  | \$50.00                                | \$ 1.11                                  |                                 |
| 9 Miscellaneous                          |                                        | \$714.39                                 |                                        |                                              | \$237.00                     |                  | \$675.00                               | \$ 15.00                                 | calculated                      |
| 10 Reserves                              |                                        |                                          |                                        |                                              |                              |                  | \$36,000.00                            | \$ 800.00                                |                                 |
| <b>TOTAL OPERATING EXPENSES</b>          | <b>\$31,305.00</b>                     | <b>\$34,948.00</b>                       | <b>\$31,305.00</b>                     | <b>\$696.47</b>                              | <b>\$24,664.47</b>           |                  |                                        |                                          |                                 |
| <b>Net Income:</b>                       | <b>\$10.25</b>                         | <b>\$5,759.81</b>                        | <b>\$10.44</b>                         |                                              | <b>\$14,181.50</b>           |                  |                                        |                                          |                                 |
| <b>Projected Net Income</b>              |                                        |                                          |                                        |                                              | <b>\$2,517.06</b>            |                  |                                        |                                          |                                 |

**Notes for Budget Proposal**

**Some goals:**

Maintain attractively low HOA dues for current and future members  
Provide for essential services of its members, including insurance for exteriors and lawn care  
Increase Reserves

**Background:**

Major Common Expense centers around lawn care. Some optional services might be desired, such as aeration and grub control. City owns the streets and regulates issues such as trash pickup, street trees, garage sales, Kunst Conservancy. Development is complete, there are 45 units in the association now. Home owner insurance is paid by HOA and reimbursed by home owners.

**Lawn treatments:**

Lawn care and landscaping are the biggest items HOA pays for. Costs are summarized in lump size as well as detailed line items. Mowings are based upon weather, the more rain we get, the more lawn mowings are needed. Budget has been based on 28 mowings, as it is better to have money left over than having to dip into surplus. Mulching happens once a year in the spring. Sidewalks edged each time. Fertilizing, along with lawn applications has happened 4 times a year. March - crabgrass control and pre-emergent, April - crabgrass and broadleaf, June - broadleaf, July - optional grub, September - broadleaf. Other costs are self-explanatory.

**Surplus:**

There is now a reserve account set aside. Surplus funds will be moved to the reserve account. It is in the best interest of the homeowners association to increase these reserves. The surplus is driven largely on how much mowing needs to be done to maintain aesthetics.

# Sunflower Gardens Homeowner's Association

## BALANCE SHEET

As of August 31, 2017

|                                     | TOTAL              |
|-------------------------------------|--------------------|
| <b>ASSETS</b>                       |                    |
| Current Assets                      |                    |
| Bank Accounts                       |                    |
| Checking Account                    | 6,607.09           |
| Savings Account                     | 5,000.00           |
| <b>Total Bank Accounts</b>          | <b>\$11,607.09</b> |
| Accounts Receivable                 | 0.00               |
| Accounts Receivable                 |                    |
| <b>Total Accounts Receivable</b>    | <b>\$0.00</b>      |
| Other Current Assets                | 0.00               |
| Undeposited Funds                   |                    |
| <b>Total Other Current Assets</b>   | <b>\$0.00</b>      |
| <b>Total Current Assets</b>         | <b>\$11,607.09</b> |
| <b>TOTAL ASSETS</b>                 | <b>\$11,607.09</b> |
| <b>LIABILITIES AND EQUITY</b>       |                    |
| Liabilities                         |                    |
| Current Liabilities                 |                    |
| Accounts Payable                    | 0.00               |
| Accounts Payable                    |                    |
| <b>Total Accounts Payable</b>       | <b>\$0.00</b>      |
| <b>Total Current Liabilities</b>    | <b>\$0.00</b>      |
| <b>Total Liabilities</b>            | <b>\$0.00</b>      |
| Equity                              |                    |
| Retained Earnings                   | 9,709.03           |
| Net Income                          | 1,898.06           |
| <b>Total Equity</b>                 | <b>\$11,607.09</b> |
| <b>TOTAL LIABILITIES AND EQUITY</b> | <b>\$11,607.09</b> |

# Sunflower Gardens Homeowner's Association

## TRIAL BALANCE

As of August 31, 2017

|                                                | DEBIT              | CREDIT             |
|------------------------------------------------|--------------------|--------------------|
| Checking Account                               | 6,607.09           |                    |
| Savings Account                                | 5,000.00           |                    |
| Accounts Receivable                            | 0.00               |                    |
| Undeposited Funds                              | 0.00               |                    |
| Accounts Payable                               |                    | 0.00               |
| Retained Earnings                              |                    | 9,709.03           |
| Dues Income                                    |                    | 27,149.96          |
| Late Fees                                      |                    | 65.00              |
| Services                                       |                    | 336.57             |
| Unapplied Cash Payment Income                  | 348.00             |                    |
| Association Management:Income Taxes Paid       | 285.00             |                    |
| Association Management:Management              | 1,264.00           |                    |
| Association Management:QuickBooks              | 487.76             |                    |
| Insurance                                      | 641.00             |                    |
| Legal & Other Professional Fees                | 477.50             |                    |
| Miscellaneous                                  | 237.00             |                    |
| Repairs                                        | 1,049.71           |                    |
| Yard Maintenance:Lawn Application - Fertilizer | 2,478.00           |                    |
| Yard Maintenance:Mowing                        | 10,200.00          |                    |
| Yard Maintenance:Mulching                      | 8,185.50           |                    |
| <b>TOTAL</b>                                   | <b>\$37,260.56</b> | <b>\$37,260.56</b> |

# Sunflower Gardens Homeowner's Association

## PROFIT AND LOSS

August 2017

|                                     | TOTAL             |
|-------------------------------------|-------------------|
| INCOME                              |                   |
| Dues Income                         | 1,392.00          |
| Services                            | 26.57             |
| <b>Total Income</b>                 | <b>\$1,418.57</b> |
| GROSS PROFIT                        | <b>\$1,418.57</b> |
| EXPENSES                            |                   |
| Association Management              |                   |
| Management                          | 158.00            |
| QuickBooks                          | 38.47             |
| <b>Total Association Management</b> | <b>196.47</b>     |
| Insurance                           | -3,987.58         |
| Legal & Other Professional Fees     | 100.00            |
| Repairs                             | 934.71            |
| Yard Maintenance                    |                   |
| Mowing                              | 3,000.00          |
| <b>Total Yard Maintenance</b>       | <b>3,000.00</b>   |
| <b>Total Expenses</b>               | <b>\$243.60</b>   |
| NET OPERATING INCOME                | <b>\$1,174.97</b> |
| NET INCOME                          | <b>\$1,174.97</b> |

# Sunflower Gardens Homeowner's Association

## PROFIT AND LOSS

January - August, 2017

|                                     | TOTAL              |
|-------------------------------------|--------------------|
| INCOME                              |                    |
| Dues Income                         | 27,149.96          |
| Late Fees                           | 65.00              |
| Services                            | 336.57             |
| Unapplied Cash Payment Income       | -348.00            |
| <b>Total Income</b>                 | <b>\$27,203.53</b> |
| GROSS PROFIT                        | <b>\$27,203.53</b> |
| EXPENSES                            |                    |
| Association Management              |                    |
| Income Taxes Paid                   | 285.00             |
| Management                          | 1,264.00           |
| QuickBooks                          | 487.76             |
| <b>Total Association Management</b> | <b>2,036.76</b>    |
| Insurance                           | 641.00             |
| Legal & Other Professional Fees     | 477.50             |
| Miscellaneous                       | 237.00             |
| Repairs                             | 1,049.71           |
| Yard Maintenance                    |                    |
| Lawn Application - Fertilizer       | 2,478.00           |
| Mowing                              | 10,200.00          |
| Mulching                            | 8,185.50           |
| <b>Total Yard Maintenance</b>       | <b>20,863.50</b>   |
| <b>Total Expenses</b>               | <b>\$25,305.47</b> |
| NET OPERATING INCOME                | <b>\$1,898.06</b>  |
| NET INCOME                          | <b>\$1,898.06</b>  |

# Sunflower Gardens Homeowner's Association

## A/R AGING SUMMARY

As of September 11, 2017

|                                    | CURRENT       | 1 - 30        | 31 - 60       | 61 - 90         | 91 AND<br>OVER | TOTAL           |
|------------------------------------|---------------|---------------|---------------|-----------------|----------------|-----------------|
| 1401 Countryside Lane - Pearson    |               |               |               | 341.04          |                | \$341.04        |
| 1457 W Petal Court - Nichols       |               |               |               | 301.25          |                | \$301.25        |
| 1545 Countryside Lane - Sreedasyam |               |               |               |                 | 0.89           | \$0.89          |
| <b>TOTAL</b>                       | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$642.29</b> | <b>\$0.89</b>  | <b>\$643.18</b> |

# Sunflower Gardens Homeowner's Association Budget vs. Actuals: 2017 - FY17 P&L

January - August 2017

|                                 | Aug 2017    |             |              | Total       |              |              |
|---------------------------------|-------------|-------------|--------------|-------------|--------------|--------------|
|                                 | Actual      | Budget      | over Budget  | % of Budget | Actual       | over Budget  |
| Income                          |             |             |              |             |              |              |
| Dues Income                     | 1,392.00    | 0.00        | 1,392.00     |             | 27,149.96    | -4,170.04    |
| Late Fees                       |             |             |              |             | 65.00        | 65.00        |
| Services                        | 26.57       |             | 26.57        |             | 336.57       | 336.57       |
| Unapplied Cash Payment Income   |             |             |              |             | -348.00      | -348.00      |
| Total Income                    | \$ 1,418.57 | \$ 0.00     | \$ 1,418.57  |             | \$ 27,203.53 | \$ 4,116.47  |
| Gross Profit                    | \$ 1,418.57 | \$ 0.00     | \$ 1,418.57  |             | \$ 27,203.53 | \$ 4,116.47  |
| Expenses                        |             |             |              |             |              |              |
| Association Management          |             |             |              |             |              |              |
| Annual Meeting                  |             | 0.00        | 0.00         |             | 0.00         | 0.00         |
| Income Taxes Paid               |             | 0.00        | 0.00         |             | 50.00        | -50.00       |
| Management                      | 158.00      | 157.00      | 1.00         | 100.64%     | 286.00       | 35.00        |
| Office Supplies & Postage       | 4.00        | 4.00        | 0.00         | 0.00%       | 1,890.00     | -826.00      |
| QuickBooks                      | 38.47       | 38.00       | 0.47         | 101.24%     | 100.00       | -100.00      |
| Total Association Management    | \$ 196.47   | \$ 199.00   | \$ -2.53     | 98.73%      | \$ 1,856.76  | \$ 898.24    |
| Insurance                       | -3,987.58   | 0.00        | -3,987.58    |             | 641.00       | -11,642.00   |
| Legal & Other Professional Fees | 100.00      |             | 100.00       |             | 477.50       | 477.50       |
| Miscellaneous                   |             |             | 0.00         |             | 237.00       | 237.00       |
| Repairs                         | 934.71      |             | 934.71       |             | 1,049.71     | 1,049.71     |
| Yard Maintenance                |             |             | 0.00         |             | 0.00         | 0.00         |
| Entrance Sign & Flowers         |             | 0.00        | 0.00         |             | 100.00       | -100.00      |
| Lawn Application - Fertilizer   |             | 0.00        | 0.00         |             | 2,478.00     | -1,647.00    |
| Mowing                          | 3,000.00    | 2,520.00    | 480.00       | 119.05%     | 10,200.00    | -7,440.00    |
| Mulching                        |             | 0.00        | 0.00         |             | 8,185.50     | 1,975.50     |
| Total Yard Maintenance          | \$ 3,000.00 | \$ 2,520.00 | \$ 480.00    | 119.05%     | \$ 20,863.50 | \$ 7,211.50  |
| Total Expenses                  | \$ 243.60   | \$ 2,719.00 | \$ -2,475.40 | 8.96%       | \$ 25,125.47 | \$ 17,987.53 |
| Net Operating Income            | \$ 1,174.97 | \$ 2,719.00 | \$ 3,893.97  | -43.21%     | \$ 2,078.06  | \$ 13,871.06 |
| Net Income                      | \$ 1,174.97 | \$ 2,719.00 | \$ 3,893.97  | -43.21%     | \$ 2,078.06  | \$ 13,871.06 |

Monday, Sep 11, 2017 06:16:17 AM GMT-7 - Cash Basis