Windsor Lakes Homeowners' Association

Proposed 2022 Budget

09 November 2021

Janet Tooman



2022 Budget Build Goal

Produce a Windsor Lakes budget for the calendar year 2022 that maintains and, if possible, improves the quality and value of Windsor Lakes facilities and services and ensures financial stability.



2022 Budget Presentation

Thanks to:

Board of Directors:

Mike Miller President

Michael Dalke Vice President

Patrick Cleary Secretary

Jim Cherry Property Manager

Janet Tooman Treasurer

Participating Finance Committee Members:

Stanley Everett Mike Miller Pete Terminie



2022 Budget Presentation Agenda

- Key Terms: Operational and Reserve
- Replacement Reserve Report
- Townhouse Roof Update
- Townhouse Assessment
- Homeowners' Summary
- 2022 Budget Assumptions
- Proposed 2022 Assessment
- Replacement Reserve Fund
- Common and Townhouse Expenditures
- Assessment Worksheet
- Monthly Homeowner Assessment Breakdown
- Board Actions for 2022
- Questions/Answers
- What's Next?



2022 Budget Key Terms

Operational Budget: Similar to a checking account. An operating budget is a combination of known expenses, expected future costs, and forecasted income over the course of a year. Operating budgets are completed in advance of the accounting period.

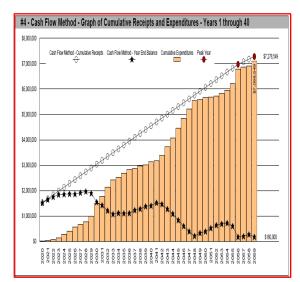
Replacement Reserve Budget: Similar to a savings account. A fund set aside to meet the future costs of major repairs and replacements.

Replacement Reserve Report: Provides WLHOA with an inventory of the common community facilities and infrastructure components that require periodic replacement. The Study includes a general view of the condition of these items and an effective financial plan to fund projected periodic replacements. This was last revised during 2019 for 2020 through 2024.

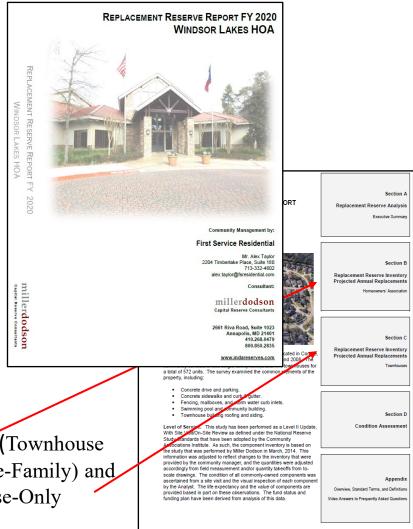


The Replacement Reserve Report

- **Guides Windsor Lakes Planning**
- Specific to Windsor Lakes
- **Inventory of Community Assets**
- Provides Methodology for Cost Computation
- Estimates Replacement Times and Costs
- **Updated 2019 for 2020-2024 planning.**



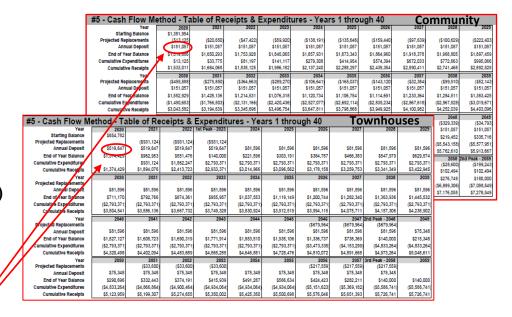
Common (Townhouse and Single-Family) and Townhouse-Only Sections





The Replacement Reserve Report

- Replacement Schedule for WLHOA Property
- Costs by Year
- Suggests Minimum
 Contributions to WLHOA
 Reserve by Year (Uninflated)
- Windsor Lakes is Contributing **Less** Than the Minimum Recommended: \$495,805 vs. \$670,704, or \$174,899 (26%) less.





Townhouse Roof Update

- 2020 Reserve Study shows over double the cost (133%) of the 2015 Reserve Study, including replacement of 100% of soffit and fascia which are Hardieplank and replaced infrequently in Texas
- Roofing committee was formed in 2020 to prepare contractor proposal specifications as well as evaluate and make recommendation to the Board
- The Board approved the roofing committee recommendation of Home Quality Roofing at the cost of \$1,428,000 which excludes material price increases
- Roofing material costs have risen 22% over the last 12 months
- Current total replacement cost is estimated to be \$1,604,422 which is \$176,422 (12.35%) over original contract. Quantity/materials are \$151,224 (10.59%) and screens add-ons are \$25,198 (1.76%)
- Any excess of townhouse specific operating costs will be reclassified to roof reserve



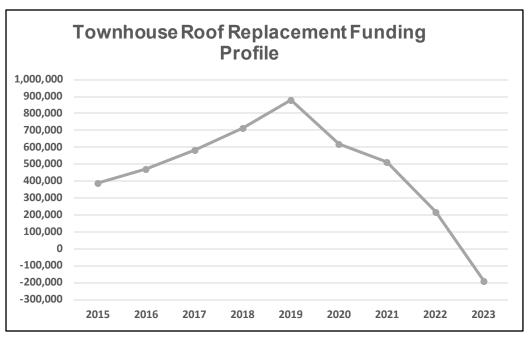
Townhouse Assessment: Shortfall in 2023									
	2015	2016	2017	2018	2019	2020	2021	2022	2023
Starting Balance	286,641								
Yearly Costs	-	(13,886)	-	_	_	(402,640)	(235,632)	(428,040)	(538,110)
Yearly Reserve Contribution*	100,224	100,224	108,957	128,972	167,778	143,073	130,732	131,013	131,013
End of Year Balance	386,865	473,203	582,160	711,132	878,910	619,343	514,443	217,416	(189,681)
Cumulative Costs	-	(13,886)	(13,886)	(13,886)	(13,886)	(416,526)	(652,158)	(1,080,198)	(1,618,308)
Cumulative Contributions	386,865	487,089	596,046	725,018	892,796	1,035,869	1,166,601	1,297,614	1,428,627

^{*} includes estimated interest income allocation

Planning	Parameters

Townhouses	174
Roofs to be Replaced	87
Replacement Span (Years)	3
Roof Lifetime (Years)	15
Total Replacement Cost	1,604,422
Cost/Year during Replacement	534,807
Townhouse Cost/Roof	9,221
Building Cost/Roof	18,442

Begin Roof Replacements	2020
Complete Roof Replacements	2023





Homeowners' Summary 2022 Budget

- Reserve Report used as guideline
- All operating costs for 2022 were revaluated and updated where necessary
- Townhouse roof reserve has been increased by \$5.00/month per homeowner
- Lawn maintenance contract comprises 49% of our total net operating budget
- Payroll and benefits amounts to approximately 16% of our total net operating budget
- Insurance amounts to approximately 12% of our total net operating budget



2022 Budget Assumptions

- Initiation fee income budget remains the same as 2021 budget
- Parties, travel, and clubhouse functions will be breakeven
- 5.9% COLA for lawn maintenance contract
- Increase of \$9,000 for clubhouse/outdoor activities area landscaping
- WLHOA website update at a one-time cost of \$6,000
- Door refinishing based on original schedule
- 10% increase in insurance premiums
- Personnel headcount remains the same as 2021
- Any residual operating budget surplus will be rolled into respective reserves
- Painting may be included in the Reserve Fund if tax preparer is notified
- Inflation will be reassessed on a yearly basis

Cost Increases FY 2022					
% Increase					
COLA	5.9				
Personnel	7				
Insurance	10				
Management Fee	0				

Windsor Lakes Homes					
398					
174					
572					

Maintenance/Replacement Cycle							
Item	Years						
Reserve Study	5						
Paint	8						
Wood Fence	12						
Townhouse Roof	15						
Iron Fence	40						



Proposed 2022 Budget Assessments

Proposed 2022 Assessments								
	Proposed 2021 2022 Increase Assessment Assessment %							
Common (Single Family)	198.00	208.00	5.05%					
Townhouse	311.00	328.00	5.47%					

Common: Items that apply to both single-family homes and townhouses



Replacement Reserve Fund (1 of 2)

Proposed 2022 Replacement Reserve Common Items								
	2020 Year-End Balance	2021 Annual Income	2021 Expenses 1/1 - 8/31	Est 2021 Year-End Balance	2022 Annual Income	Estimated 2022 Expenses	Est 2022 Balance Year-End	
Clubhouse Exterior/Interior	333,083	24,047	(134,037)	178,983	22,810		201,793	
Exterior Home Painting	198,853	151,480	(174,320)	166,014	150,641	(193,800)	122,855	
Iron Fence Painting	3,885	14,909	(7,838)	219	12,001	-	12,220	
Fences: Perimeter, Home	104,681	115,334	(6,186)	207,708	115,331	(10,000)	313,039	
Iron Fences	4,031	17,569	(8,398)	4,805	11,718	(11,700)	4,823	
Insurance Deductible	35,261	-		35,261	-		35,261	
Private Streets	88,297	5,657		93,954	5,342		99,296	
Side Walk Repairs	101,837	5,728		86,565	5,355	(10,000)	81,920	
Site Improvements	351,085	12,605	(68,539)	258,548	15,778		274,326	
Storm Water Drainage	153,379	6,104	(5,725)	107,918	5,451		113,369	
Swimming Pool	39,927	16,246		125,225	20,365	(3,100)	142,490	
Totals	\$1,414,319	\$ 369,679	\$ (405,041)	\$ 1,265,199	\$ 364,792	\$ (228,600)	\$ 1,401,391	



Replacement Reserve Fund (2 of 2)

Proposed 2022 Replacement Reserve Townhouse Items								
	2020 Year-End Balance	2021 Annual Income	2021 Expenses 1/1 - 8/31	Est 2021 Year-End Balance	2022 Annual Income	Estimated 2022 Expenses	Est 2022 Balance Year-End	
Townhouse Roofs	619,344	130,732	(128,622)	514,444	131,013	(428,040)	217,417	
Totals	\$ 619,344	\$ 130,732	\$ (128,622)	\$ 514,444	\$ 131,013	\$ (428,040)	\$ 217,417	

Proposed 2022 Replacement Reserve Totals							
	2020 Year-End Balance	2021 Annual Income	2021 Expenses 1/1 - 8/31	Est 2021 Year-End Balance	2022 Annual Income	Estimated 2022 Expenses	Est 2022 Balance Year-End
Totals	\$2,033,663	\$ 500,411	\$ (533,663)	\$ 1,779,643	\$ 495,805	\$ (656,640)	\$ 1,618,808

Replacement Reserve: Essentially a savings account that includes funds for the common areas and infrastructure of Windsor Lakes. Annual income includes an estimate for interest income.

Estimated 2021 year-end balance includes a reallocation of line items to the swimming pool to cover anticipated shortfall in 2023.



Common Expenses Summary

			2021 YE	
Item Category	2021 Budget	2021 YTD	Projected	2022 Budget
Audit & Tax	11,800	375	10,718	10,705
Clubhouse Activities	25,500	11,288	21,703	37,800
Community Maintenance	155,048	108,737	164,398	165,516
Individual Home Maintenance	458,000	302,037	453,886	486,964
Insurance	128,414	86,664	129,996	142,996
Legal Expenses	8,000	4,072	11,677	9,000
Office/Administrative	57,783	38,395	57,343	61,747
Other Expenses	4,000	-	-	4,000
Payroll & Related Cost	181,000	120,413	183,100	194,350
Pool/Clubhouse Expenses	68,339	39,478	56,097	55,445
Utilities	68,000	42,028	66,300	69,000
Total Common Expenses	1,165,884	753,487	1,155,218	1,237,523
Less Other Income	(53,075)	(45,606)	(59,488)	(52,565)
Net Common Expenses	1,112,809	707,881	1,095,730	1,184,958



Common Expenses Detail (1 of 4)

1			,	
			2021 YE	
Item Category	2021 Budget	2021 YTD	Projected	2022 Budget
Audit & Taxes				
Audit & Tax Preparation	3,850	375	3,900	3,905
Property Tax	7,950	-	6,818	6,800
Subtotal Audit & Tax	11,800	375	10,718	10,705
Clubhouse Activities				
Clubhouse Classes	8,500	9,665	16,722	19,000
Clubhouse Functions	1,000	787	1,067	1,000
Committees Trips	5,000	-	-	5,000
Entertainment Cost	7,500	-	40	7,500
Clubhouse Office Supplies	2,500	796	1,021	1,500
Social Events Expense	1,000	40	2,853	3,800
Subtotal Clubhouse Activities	25,500	11,288	21,703	37,800
Community Maintenance				
Community Maintenance	70.000	50.400	70.000	00.070
Landscape Maintenance	79,000	52,422	78,632	83,272
Landscape Improvements	10,000	15,331	18,559	20,314
Lake Management	6,000	3,403	5,176	7,142
Tree Removal/Replacement	5,000	3,855	6,061	6,000
Gates Access Control	4,000	2,395	2,755	3,000
Gates Surveillance	-	5,871	5,871	5,413
Gates Maintenance/Repairs	6,000	4,913	7,160	6,000
Common Area Maintenance & Repairs	2,000	750	3,288	2,000
Bocce Ball Court Maintenance & Repairs	450	260	359	525
Pickleball Court Maintenance & Repairs	-	-	-	1,000
Sidewalk Maintenance & Repairs	500	-	-	500
Sprinklers Maintenance & Repairs	3,250	-	500	1,000
Streets Maintenance & Repairs	10,348	7,536	7,536	1,000
Painting Doors	28,500	12,000	28,500	28,350
Subtotal Community Maintenance	155,048	108,737	164,398	165,516



Common Expenses Detail (2 of 4)

			2021 YE	
Item Category	2021 Budget	2021 YTD	Projected	2022 Budget
Individual Home Maintenance				
Landscape Front Yards	446,000	297,334	446,000	477,964
Maintenance & Repairs	1,000	600	850	1,000
Irrigation Maintenance & Repairs	1,000	304	986	1,000
Townhouse Roof Maintenance	6,000	3,150	5,400	6,000
Townhouse Exterior Maintenance & Repairs	4,000	650	650	1,000
Subtotal Individual Home Maintenance	458,000	302,037	453,886	486,964
Insurance				
Directors & Officers	1,135	1,154	1,731	1,904
1	•	•	•	•
Property	21,714	17,204	25,806	28,387
Townhouse Property & Casualty	105,565	68,306	102,459	112,705
Subtotal Insurance	128,414	86,664	129,996	142,996
Legal Expenses				
Legal Collections	4,000	3,261	6,246	5,000
Legal Corporate	4,000	[,] 811	5,431	4,000
Subtotal Legal Expenses	8,000	4,072	11,677	9,000



Common Expenses Detail (3 of 4)

			2021 YE	
Item Category	2021 Budget	2021 YTD	Projected	2022 Budget
Office/Administrative				
Auto Expense	-	-	-	-
Management Services	40,542	26,498	39,747	39,747
Administrative Expense	1,000	97	97	500
Bank Charges	400	1,565	2,765	900
Copies & Printing	4,000	568	939	1,500
Mailouts/Coupon Books	4,250	2,110	3,892	4,000
Misc Office Expense	2,580	3,164	4,024	3,500
Office Supplies	500	800	1,288	1,300
Postage	2,500	1,695	2,094	2,500
Reserve Study	-	-	-	-
Website Expenses	2,011	1,896	2,496	7,800
Subtotal Office/Administrative	57,783	38,395	57,343	61,747
Other Expenses				
Bad Debt	4,000	-	-	4,000
Subtotal Other Expenses	4,000	-	-	4,000
Payroll & Related Cost				
Payroll Office	136,000	89,734	136,700	144,000
Payroll Health Insurance	20,000	13,937	21,950	24,350
Payroll Processing Expense	13,000	7,990	12,000	13,000
Payroll Taxes	12,000	8,753	12,450	13,000
Subtotal Payroll & Related Cost	181,000	120,413	183,100	194,350



Common Expenses Detail (4 of 4)

2021 YE				
Item Category	2021 Budget	2021 YTD	Projected	2022 Budget
Pool/Clubhouse Expenses				
Cable TV/Internet Clubhouse	13,000	6,304	9,350	9,431
Janitorial Expense	4,340	841	1,314	1,300
Clubhouse Maintenance & Repairs/Tools	5,000	1,559	2,143	2,500
Fitness Center	2,909	597	1,279	2,909
Clubhouse Office Furniture & Equipment	2,000	90	540	500
Clubhouse Pest Control	525	259	518	525
Trash Removal Contract	6,000	4,277	6,022	4,860
Pool Management Contract	17,500	7,666	10,800	12,665
Pool Equipment & Furniture	500	2,615	2,615	2,700
Misc Maintenance & Repairs	2,000	2,324	3,240	3,500
Landscape Maintenance Pool Area	2,000	-	3,072	1,500
Building Maintenance & Repairs	5,000	4,368	5,368	5,000
Clubhouse Monitoring Service	3,150	752	1,142	2,000
Lighting Maintenance & Repairs	1,000	4,896	5,027	2,500
Clubhouse Repairs/Supplies	250	225	225	250
Permits & Licenses	3,165	2,704	3,442	3,305
Subtotal Pool/Clubhouse Expenses	68,339	39,478	56,097	55,445
Utilities				1
Electric Common Areas	49,000	33,368	50,660	50,000
Water/Sewer	16,000	6,287	12,683	16,000
Gas Common Area	3,000	2,373	2,957	3,000
Subtotal Utilities	68,000	42,028	66,300	69,000
Total Common Expenses	1,165,884	753,487	1,155,218	1,237,523



Townhouse Specific Budget Items

2022 Operational Budget					
	2021	2022			
Item Category	Budget	Budget			
Maintenance Roof Repairs	6,000	6,000			
Maintenance & Repairs Bldg Exterior	4,000	1,000			
Insurance-Townhouse Property & Casualty	105,565	112,705			
Total	115,565	119,705			
2022 Reserve Budget					
	2021	2022			
Item Category	Budget	Budget			
Townhouse Roof Reserve	120,573	131,013			
Total	120,573	131,013			



2022 Assessment Worksheet

Common Items	2021	2022
Operational Expenses Reserves	997,244 360,190	1,065,253 360,190
Common Assessment (Single Family) Round to	197.76 198.00	207.67 208.00
Townhouse Items		
Operational Expenses	115,565	119,705
Reserves	120,573	131,013
Total	236,138	250,718
Dedicated Townhouse Assessment	113.09	120.08
Townhouse Assessment	310.85	327.75
Round to	311.00	328.00
Total		
Operational Expenses	1,112,809	1,184,958
Reserves	480,763	491,203
Total	1,593,572	1,676,161



Monthly Homeowner Assessment Breakdown

2021	2022	Increase/Decrease	
			Management, tax filing fees, accounting, auditing, liability insurance, general
\$ 10.56	\$ 11.41	\$ 0.85	and administrative fees
			Community maintenance including streetlights, street landscaping and
			pathway maintenance, access control system maintenance, and private
\$ 20.51	\$ 20.93	\$ 0.42	street reserves
\$ -	\$ 0.79	\$ 0.79	Gate surveillance
\$ 64.98	\$ 69.63	\$ 4.65	Front yard landscape maintenance
			Reserve for refinishing your front door as needed but no more frequently
\$ 4.15	\$ 4.13	\$ (0.02)	than every 3 years
\$ 0.15	\$ 0.29	\$ 0.14	Reserve for sprinkler maintenance
			Reserve for painting the exterior of your home as needed but no more
\$ 22.00	\$ 22.00	\$ -	frequently than every 8 years
			Fence replacement no more frequently than every 12 years and fence repair
\$ 21.42	\$ 20.14	\$ (1.28)	as needed
			Windsor Lodge management, property insurance & taxes, maintenance &
\$ 54.23	\$ 58.68	\$ 4.45	reserves, swimming pool & outdoor activities area
\$ 198.00	\$208.00	\$ 10.00	Total Common Areas Assessment
		5.05%	
			-
\$ 50.87	\$ 53.98	\$ 3.11	Insurance on structure

\$ 50.87	\$ 53.98	\$ 3.11	Insurance on structure
\$ 57.34	\$ 62.76	\$ 5.42	Reserve for roof replacement
\$ 4.79	\$ 3.26	\$ (1.53)	Maintenance for painting/siding
\$ 113.00	\$120.00	\$ 7.00	Total Additional Townhome Assessment
\$ 311.00	\$328.00	\$ 17.00	Total Townhome Assessment
		5.47%	



Board Actions for 2022

- Year 3 of 5 of 8-year cycle of exterior home painting
- Year 3 of 3-year door refinishing
- Only replace as needed iron fences from reserves
- Year 2 of townhouse roof replacements to begin January, 2022 and conclude in 2023
- Swimming pool improvements and furniture replacement to be deferred to 2023
- Next phase of Pickleball and Bocce Ball Courts improvements to be deferred to 2023



Questions/Answers



What's Next?

• WLHOA Board Meeting: Tuesday, 14 December 2021 7 PM

