

Website Instructions for ABSENTEE BALLOT
REQUIRES TWO ENVELOPES
2018 Budget and Fully Funded Reserves

1. Mark the ballot "for" or "against" and enclose it in an envelope (Envelope 1) and mark the word "Ballot" on outside of envelope.
2. Sign and date the "Signature sheet", place the "Signature sheet" and a copy of the photo ID of the Brookridge property owner and the sealed ballot envelope (envelope 1) in another return envelope (envelope 2). This may require you to fold the ballot envelope (envelope 1)
3. Seal, address and mail to:
Brookridge Community Property Owners (BCPO)
7300 Brookridge Central Blvd,
Brooksville, FL 34613.

For questions, email Office@brookridge.com or call 352-596-0696.

All ballots must be received in the BCPO Office by 4:00 p.m. on Tuesday, November 14, in order to be counted.

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BROOKRIDGE COMMUNITY PROPERTY OWNERS, INC.
BALLOT
2018 BUDGET & FULLY FUNDED RESERVES

November 14, 2017

- 2018 BUDGET
- FOR THE 2018 BUDGET & FULLY FUNDED RESERVES**
- AGAINST THE 2018 BUDGET & FULLY FUNDED RESERVES**

NO ERASING OR CORRECTING

Seal this ballot in a smaller envelope with the word "BALLOT" on the front

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SIGNATURE SHEET

Print Owners Name: _____

Brookridge Property Address: _____

Signature _____ Date _____

Must be accompanied by copy of photo ID of Brookridge owner

Brookridge Community Property Owners (BCPO)
7300 Brookridge Central Blvd,
Brooksville, FL 34613.

For questions, email Office@brookridge.com or call 352-596-0696.

2018 BUDGET OPERATING EXPENSES AND OTHER INCOME

Operating expenses are for the day to day operations of the community and its properties including payroll, electricity, water & sewer, vehicle gasoline, paper clips & binders, scotch tape & ink pens.

We have four departments;

Administration; here we process new owners, title changes, monthly check payments and billing, company banking, mailings, notices, agendas, webpage, newsletter, CCTV, meeting postings, training, safety, research and data entry. We have a General Manager, Bookkeeper, Residential Coordinator, Administrative Assistant and a Recording Secretary

Facilities/Clubhouse; All the activities require personnel to setup the clubhouse rooms, maintain a clean environment subject to county health dept. inspections, equipment setup of tables and chairs, restrooms, floor waxing and cleaning, windows maintenance and grounds keeping. Minor equipment repairs and inventory control.

Public Works Dept; has three full time public works employees that mow all the common grounds, medians, clubhouse, drainage ponds and vacant lots. Tree trimming, road patching & crack filling, property clean up, rodent control, road sweeping, sign maintenance and many other special projects.

Security/Guard House and Code Enforcement; All visitors are registered into the company database, update members vehicle barcodes, violation notices, homeowner improvement applications, we have a Security Captain and two code enforcement officers, two person guardhouse manned 24 hours a day with digital recording devices.

Operating Funds remains unchanged for 2018

Administration office -	\$430,800
Facilities/Clubhouse -	\$271,500
Public Works -	\$236,900
Security -	\$329,325

Budget Carry over is projected at \$60,000, ***\$16,000 from 2017 expenses and \$44,000 from the audit excess cash***

Other Income sources are projected at \$124,000 down from \$150,000 in 2017, they include landscaping income, fines/collections, admin income, interest and Bingo rent.

These operating expenses and other income credits will calculate to \$31.94 per lot, per month for 2018

2018 BUDGET RESERVE FUNDING AND EXPENSES

Site Elements – Roads

In 2015 we anticipated road milling was going to be performed in 2017 due to the amount of overlays previously performed to Brookridge Blvd. In 2016 the Board asked our public works manager to perform bore samples from Brookridge Blvd to help determine the needed repairs. As a result Brookridge Blvd from Fontaine to Weatherford and Unit 6 Brookridge Blvd received another 1” overlay and striping at \$4.85 a square yard.

We had been funding for road milling and the anticipated costs of \$10-\$15 per square yard. The funding plan had an extra \$78,000 added each year from 2016-2021 or a total of \$1,196,000

The boulevard milling from Weatherford Ave up to Brookridge Central Blvd is now scheduled for 2022 in our 10 year paving plan.

The milling for the other two thirds of the Brookridge Blvd will NOT be needed for the next 10-15 years, excluding pot holes or crack filling maintenance.

We have also added a full engineer road study expense for 2027 to order an Engineer Study of all the Brookridge roads.

Other Reserve Updates

The two security vehicles were reserved scheduled for 10 years but due to the miles driven per year, 30000-34000, we have changed that to 5 years in order to receive a better trade-in value.

We replaced one 2012 GMC Canyon with a 2016 Chevy Sonic Car in January 2016 because of an accident and we replaced the 2012 Chevy Colorado truck with 154,000 miles for another Chevrolet Sonic in June 2017.

All current projects such as the pool Geo Thermal heaters, the AC units replaced in the clubhouse, office and guardhouse have also been updated in this reserve study.

The gym equipment value was reduced and the maximum replacement cost of \$16,000 is closer to the actual costs of the units.

The new reserve spreadsheets are available online and in the administration office.

Of course all these items are best forecasts and subject to changes based on events such as economy, climate and current needs of the community.

Before this update Brookridge Reserve Funding was \$474,900 or \$13.98 per lot, per month. The new study funding plan is \$358,900 with another \$17,000 added for site elements, \$378,900 or \$11.07 per lot, per month. **\$358,900 + \$17,000 voted on by finance committee to Site Elements**

\$11.07 for reserves and \$31.94 for operations will be \$43.00 per lot, per month for 2018.

BROOKRIDGE COMMUNITY PROPERTY OWNERS, INC

2018 PROPOSED BUDGET & RESERVE FUNDING

\$43.00 per lot, per month or \$516.00 per lot, per year

<u>Departmental Requirements</u>	<u>Total</u>		Change from Last Year
Administration	\$430,900		.
Facilities	\$271,500		.
Public Works	\$236,900		.
Security	\$329,325		.
<u>Sub Total of Operations</u>	\$1,268,625.00	\$37.56	\$00.00
<u>Estimated Other Income Sources</u>			
Landscaping Income	-\$20,600		\$00.00
Collections/Fines Income	-\$54,900		-\$27,050.00
Admin Income	-\$21,500		-\$3,200.00
Bingo Income	-\$27,000		\$00.00
	(\$124,000.00)	(\$3.65)	-\$0.77
<u>Projected Budget Carry Over Funds</u>	(\$60,000.00)	(\$1.77)	+\$0.44
Total Operating Expense >>>	\$1,084,525.00	\$31.94	+\$0.33
<u>Reserve Funding</u>			
2018 Reserves	\$375,900.00	\$11.07	+1.68
<u>Total Association Requirements</u>	\$1,460,425.00	\$43.00	+\$2.00

Assessment (2830 lots x \$43.00 per month x 12 months) or \$516.00 year:

Note: Assessment may be paid in one lump sum, quarterly, or 12 monthly payments as shown above.

BROOKRIDGE COMMUNITY PROPERTY OWNERS, INC.

Budget Vote online or at the Clubhouse 8 am – 7 pm on

Tuesday, November 14, 2017

BUDGET COMPARISON Security

Acct. #	Item	2016 Budget	2017 Budget	2018 Budget
5110-04	Wages	\$ 250,000.00	\$ 262,000.00	\$ 268,000.00
5111-04	Social Security	\$ 19,600.00	\$ 20,000.00	\$ 18,000.00
5112-04	Unemploy. Comp.	\$ 7,500.00	\$ 4,000.00	\$ 3,000.00
5113-04	Workers Comp.	\$ 17,000.00	\$ 11,000.00	\$ 11,000.00
5114-04	Health Insurance	\$ 2,400.00	\$ 2,400.00	\$ 3,000.00
Labor		\$ 296,500.00	\$ 299,400.00	\$ 303,000.00
5210-04	Electricity	\$ 3,500.00	\$ 2,800.00	\$ 2,500.00
5211-04	Water/Sewer	\$ 625.00	\$ 400.00	\$ 500.00
5213-04	Uniforms	\$ 1,500.00	\$ 1,000.00	\$ 700.00
5214-04	Printing	\$ 1,200.00	\$ 1,000.00	\$ 700.00
5215-04	Telephones/Cell	\$ 3,000.00	\$ 2,800.00	\$ 2,500.00
5217-04	Equipment & Expense	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00
5218-04	Brookridge Bar Codes	\$ 3,500.00	\$ 3,000.00	\$ 3,500.00
5220-04	Radio Maint.	\$ 500.00	\$ 425.00	\$ 425.00
5227-04	Building Supplies	\$ 500.00	\$ 500.00	\$ 500.00
5228-04	Car Fuel	\$ 10,000.00	\$ 6,000.00	\$ 5,000.00
5229-04	Car Maintenance	\$ 3,500.00	\$ 4,000.00	\$ 2,000.00
5233-04	Building Maintenance	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
5413-04	Gate Maintenance/Liability	\$ 1,500.00	\$ 500.00	\$ 500.00
6001-04	Equipment Replacement	\$ 500.00	\$ 3,000.00	\$ 3,000.00
Operations Sub Total		\$ 32,825.00	\$ 29,925.00	\$ 26,325.00
Grand Total		\$ 329,325.00	\$ 329,325.00	\$ 329,325.00

BUDGET COMPARISON Public Works

Acct. #	Item	2016 Budget	2017 Budget	2018 Budget
5110-03	Wages	\$ 97,000.00	\$ 94,000.00	\$ 96,800.00
5111-03	Social Security	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
5112-03	Unemployment Tax	\$ 1,700.00	\$ 1,200.00	\$ 1,200.00
5113-03	Workers Compensation	\$ 6,500.00	\$ 4,200.00	\$ 4,100.00
5114-03	Health Insurance	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
Labor		\$ 116,700.00	\$ 110,900.00	\$ 113,600.00
5210&19-03	Electricity/Street Lights	\$ 83,000.00	\$ 83,000.00	\$ 82,000.00
5211-03	Water/Sewer	\$ 500.00	\$ 500.00	\$ 500.00
5213-03	Uniforms & Rags	\$ 2,000.00	\$ 1,500.00	\$ 1,300.00
5215-03	Telephone/Cells (2)	\$ 500.00	\$ 400.00	\$ 400.00
5217-03	Equipment & Expense	\$ 7,500.00	\$ 8,000.00	\$ 7,000.00
5221-03	Signs, Stripes, Reflectors	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
5222-03	Drainage Maintenance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
5223-03	Median & Tree Maint.	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
5224-03	Berms & Sod, Landscape	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5225-03	Roads Patching	\$ 1,500.00	\$ 1,400.00	\$ 1,400.00
5227-03	Building Supplies	\$ 500.00	\$ 500.00	\$ 500.00
5228-03	Truck Fuel	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
5229-03	Truck Maintenance	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5230-03	Tractor Maintenance	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00
5231-03	Diesel Fuel	\$ 3,500.00	\$ 3,500.00	\$ 3,000.00
5232-03	Equipment Rental	\$ 700.00	\$ 2,000.00	\$ 2,000.00
5233-03	Building Maintence	\$ 800.00	\$ 800.00	\$ 800.00
5235-03	Pest Control	\$ 400.00	\$ 400.00	\$ 400.00
5236-03	Dumpster	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00
5238-03	Small Equip Maint	\$ 500.00	\$ 500.00	\$ 500.00
5239-03	Sprinkler Maintenance	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00
6001-03	Equip Replacement (small)	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00
Operations Sub Total		\$ 123,200.00	\$ 126,000.00	\$ 123,300.00
Grand Total		\$ 239,900.00	\$ 236,900.00	\$ 236,900.00
				\$ -

BUDGET COMPARISON

Facilities

Acct. #	Item Description	2016 Budget	2017 Budget	2018 Budget
5110-02	Wages	\$ 152,000.00	\$ 155,000.00	\$ 159,000.00
5111-02	Social Security	\$ 12,500.00	\$ 11,000.00	\$ 11,000.00
5112-02	Unemploy. Compensation	\$ 5,500.00	\$ 3,000.00	\$ 2,000.00
5113-02	Workers Compensation	\$ 10,000.00	\$ 7,000.00	\$ 6,500.00
5114-02	Health Insurance	\$ -	\$ 1,200.00	\$ 3,000.00
LABOR		\$ 180,000.00	\$ 177,200.00	\$ 181,500.00
5210-02	Electricity	\$ 39,000.00	\$ 37,000.00	\$ 32,000.00
5211-02	Water/Sewer	\$ 3,300.00	\$ 4,000.00	\$ 5,000.00
5213-02	Uniforms	\$ 1,000.00	\$ 1,000.00	\$ 800.00
5215-02	Telephone	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00
5217-02	Equipment & Expense	\$ 29,000.00	\$ 29,000.00	\$ 30,000.00
5227-02	Building Supplies	\$ 3,000.00	\$ 500.00	\$ 500.00
5228-02	Fuel	\$ 800.00	\$ 500.00	\$ 500.00
5229-02	Truck Maintenance	\$ 1,200.00	\$ 800.00	\$ 800.00
5233-02	Building Maintenance	\$ 8,000.00	\$ 15,500.00	\$ 17,400.00
5236-02	Dumpster	\$ 1,800.00	\$ 2,000.00	\$ 2,000.00
6001-02	Equipment Replacement	\$ 200.00	\$ 3,000.00	\$ -
	Operations Sub Total	\$ 88,500.00	\$ 94,300.00	\$ 90,000.00
	Grand Total	\$ 268,500.00	\$ 271,500.00	\$ 271,500.00

BUDGET COMPARISON

Administration

Acct. #	Item Description	2016 Budget	2017 Budget	2018 Budget
5110-01	Wages & Salaries	\$ 186,000.00	\$ 193,000.00	\$ 198,000.00
5111-01	Social Security	\$ 14,000.00	\$ 16,000.00	\$ 16,500.00
5112-01	Unemploy. Compensation	\$ 2,900.00	\$ 2,000.00	\$ 1,600.00
5113-01	Workers Compensation	\$ 13,000.00	\$ 3,200.00	\$ 2,400.00
5114-01	Health Insurance	\$ 8,000.00	\$ 14,000.00	\$ 15,500.00
Labor Sub Total		\$ 223,900.00	\$ 228,200.00	\$ 234,000.00
5210-01	Electricity	\$ 4,400.00	\$ 4,500.00	\$ 3,800.00
5211-01	Water/Sewer	\$ 1,200.00	\$ 1,750.00	\$ 2,200.00
5212-01	Postage	\$ 7,000.00	\$ 7,000.00	\$ 6,500.00
5214-01	Printing	\$ 8,000.00	\$ 5,500.00	\$ 5,500.00
5215-01	Telephone/Fax/Internet	\$ 4,000.00	\$ 5,000.00	\$ 6,600.00
5216-01	Misc. Board Expense	\$ 1,500.00	\$ 1,400.00	\$ 1,400.00
5217-01	BCPO Equip & Expense	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
5218-01	Mileage	\$ 150.00	\$ 150.00	\$ 150.00
5219-01	Insurance	\$ 62,000.00	\$ 58,000.00	\$ 55,000.00
5220-01	General Manager Exp.	\$ 350.00	\$ 300.00	\$ 400.00
5223-01	Bank Fee	\$ 600.00	\$ 400.00	\$ 400.00
5227-01	Building Supplies	\$ 500.00	\$ 500.00	\$ 500.00
5233-01	Building Maintenance	\$ 700.00	\$ 1,000.00	\$ 1,300.00
5237-01	Computer Expense	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
5239-01	Computer Consultant	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5243-01	Licensing & Licenses Fees	\$ 2,500.00	\$ -	\$ -
5244-01	Licenses	\$ 3,000.00	\$ 4,600.00	\$ 4,500.00
5310-01	Accounting Fees	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
5311-01	Atty - All Collections	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
5312-01	Atty - Litigation & Admin.	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00
5313-01	Coupons - Assessment	\$ 2,500.00	\$ 2,000.00	\$ -
5315-01	County Tax & Fire	\$ 7,500.00	\$ 8,500.00	\$ 8,500.00
5321-01	Bad Debt	\$ 30,500.00	\$ 25,000.00	\$ 23,000.00
5419-01	Office Supplies	\$ 6,500.00	\$ 6,500.00	\$ 6,550.00
5502-01	Enforcement of Action (EOA)	\$ -	\$ -	\$ -
5501-01	Screening Fees	\$ -	\$ -	\$ -
5701-01	Reserve Study	\$ -	\$ -	\$ -
6001-02	Equipment Replacement		\$ 3,000.00	\$ 3,000.00
9310-00	Tax	\$ 500.00	\$ 500.00	\$ 500.00
Operations Sub Total		\$ 206,900.00	\$ 202,600.00	\$ 196,800.00
Grand Total (All)		\$ 430,800.00	\$ 430,800.00	\$ 430,800.00