

**Website Instructions for ABSENTEE BALLOT**  
**\*REQUIRES TWO ENVELOPES\***  
**2019 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](mailto: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 13 in order to be counted.**

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**BROOKRIDGE COMMUNITY PROPERTY OWNERS, INC.**  
**BALLOT**  
**2019 BUDGET & FULLY FUNDED RESERVES**

**November 13 2018**

2019 BUDGET

***FOR THE 2019 BUDGET & FULLY FUNDED RESERVES***

***AGAINST THE 2019 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](mailto:Office@brookridge.com) or call 352-596-0696.

**2019 BROOKRIDGE BUDGET**  
**Operating Expenses & Reserve Funding**

**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, etc. 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, road patching, crack filling, property clean up, rodent control, road sweeping, traffic 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 2019**

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

Budget Carry over is projected at \$41,000 from 2018 expenses

**Other Income sources** are projected at \$132,300 up from \$124,000 in 2018, they include landscaping income, fines/collections, admin income and Bingo rent.

These operating expenses and other income credits will calculate to \$32.25 per lot, per month for 2019

**Reserve funding** is \$398,900 or \$11.75 per lot, per month for reserves, \$32.25 for operations = **\$44.00 per lot, per month for 2019**

**BROOKRIDGE COMMUNITY PROPERTY OWNERS, INC**

**2019 PROPOSED BUDGET & RESERVE FUNDING**

**\$44.00 per lot, per month or \$528.00 per lot, per year**

<b><u>Departmental Requirements</u></b>	<b><u>2019</u></b>		<b><u>2018</u></b>	
Administration	\$430,900		\$430,900	
Facilities	\$271,500		\$271,500	
Public Works	\$236,900		\$236,900	
Security	<u>\$329,325</u>		<u>\$329,325</u>	
<b><u>Sub Total of Operations</u></b>	<b>\$1,268,625.00</b>		<b>\$1,268,625.00</b>	
<b><u>Estimated Other Income Sources</u></b>				
Landscaping Income	-\$20,100		-\$20,600	
Collections/Fines Income	-\$54,900		-\$54,900	
Admin Income	-\$30,300		-\$21,500	
Bingo Income	<u>-\$27,000</u>		<u>-\$27,000</u>	
	<b>(\$132,300.00)</b>		<b>(\$124,000.00)</b>	
Projected Budget Carry Over Funds	<b>(\$41,000.00)</b>		<b>(\$60,000.00)</b>	
<b>Total Operating Expense &gt;&gt;&gt;</b>	<b>\$1,099,225.00</b>	<b>\$32.25</b>	<b>\$1,084,525.00</b>	<b>\$31.94</b>
<b><u>Reserve Funding</u></b>				
<b>2019 Reserves</b>	<b>\$398,900.00</b>	<b>\$11.75</b>	<b>\$375,900.00</b>	<b>\$11.07</b>
<b>Total Association Requirements</b>	<b>\$1,494,225.00</b>	<b>\$44.00</b>	<b>\$1,460,425.00</b>	<b>\$43.00</b>

**BROOKRIDGE COMMUNITY PROPERTY OWNERS, INC.**

7300 Brookridge Central Blvd.

Brooksville, FL 34613

Office@brookridge.com Email

**VOTING:** In accordance with the BCPO Bylaws, Article XII: Assessments, which states, “Budget approval shall be by simple majority of ballot votes cast in the Community Building between the hours of 8:00 AM and 7:00 PM on the Tuesday preceding the November Wednesday evening Board Meeting or received at the administration office by 4 P.M. in person, by mail, fax, scan or an online voting system that complies with Florida Statues 720.317 on Monday preceding the November Wednesday evening Board Meeting.”

Reserve Spreadsheet Summary		2018 Starting Funds	2018 Funding	Minus 2018 Expenditures & Planned	18 ending/2019 Starting Funds	2019 Reserve Funding
<b>Administration</b>	<b>3101-12</b>	\$49,449.56	\$4,000.00	\$34,900.00	\$18,549.56	\$14,000.00
Ceilings, Acoustical Tiles & Grids						
Light fixtures-2014,						
Server 2014, Software						
Rest Rooms - Kitchen				\$ 30,000.00		
Floor Carpet 2008, Tile, Furniture						
AC South=12/2015 \$5140						
AC North				\$ 4,900.00		
Roof, EPDM, Doors, siding walls						
<b>Clubhouse Elements</b>	<b>3210-12</b>	\$298,082.39	\$14,000.00	\$99,816.84	\$212,265.55	\$27,000.00
Rest Rooms, Renovation Main Hall Mens & Ladies				\$82,226.85		
Furniture - 36x96 Tables=32 of 64 (50%) 2018		\$0.00		\$8,500.00		
Floor Coverings - East Wing Rooms						
Floor Coverings - Main Hall -Phase II						
Audio, Visual Equipment, Bingo, Cabinets				\$0.00		
Ceilings, Acoustical Tiles & Grids, Light fixtures done 2011 \$65k						
Floor Coverings, Vinyl, Wood, Ceramic Tile, Folding Partitions						
Kitchen Equipment - Stove/Oven				\$9,089.99		
Furniture, Kitchen EQ., Maintenance EQ. Floor Burnisher & Washer						
AC System Units #1 #2 & 3 - Repl 7/2009 Direct Aire \$9000 each						
AC System Units #4 Stage repaired 6/2013 \$1500						
AC System Units #5 #6 - Rep 7/2013 Shore AC \$9250 each						
AC System Units #7 Kitchen 11/2015 \$5194						
AC System Units #8 SouthHall 8/2016 \$4540						
AC System Units #9 AB Gym						
AC System Units #11 C-Room Split 7.5 ton 9/2016						
Rest Rooms, Renovation, 2009/11 Hallway						
2 Saunas						
Roof, EPDM 1995, Mansard, Metal Doors						
Walls, Metal Siding, Windows (10) 2015						
Automatic Doors Stanley - 4 sets						
<b>Clubhouse Pool &amp; Rec Areas</b>	<b>3220-12</b>	\$68,447.56	\$10,500.00	\$0.00	\$78,947.56	\$10,500.00
Heating System, Geo Thermal 3 Units \$31,905 2017		\$0.00		\$0.00		
Tennis Courts, Resurface & Color Coat and Fence						
Pool Top - Bull Nose area only						
Entrance Canopies - 6						
Concrete Deck-Rubber Surfaced-Railings-Pool Area- 2013						
Fence, Chain Link (Vinyl Coated) Furniture (Phased), Railings						
Mechanical Equipment, Pool Pumps, Motors, Heating System, Geo Thermal						
Pool Structure & Finish Replacement & Tile Repairs						
Tennis Courts, Light Fixtures, Surface Replacement, Fence						
Shuffleboard, Bocce, Horseshoe Courts, Covered Canopies						
Shuffleboard Courts, Color Coat, Fence						
Pavillion, Gym Eq						
<b>Maintenance &amp; RV Storage</b>	<b>3230-12</b>	\$34,163.65	\$2,500.00	\$4,000.00	\$32,663.65	\$2,500.00
Building Replacement						
Split System, AC				\$ 4,000.00		
Fence, Metal						
<b>Maintenance Equipment</b>	<b>3240-12</b>	\$132,341.13	\$11,000.00	\$4,500.00	\$138,841.13	\$11,000.00
Gator Utility Vehicle, 2004 \$11000. 2018 Quotes						
Gators-2, Phased 11k each						
Generator, Drainage Pumps-5, Panel 6/2015 3k 12th Hole						
60 JD Rotary Broom 2004				\$ 4,500.00		
Mower, 3/2008 JD 1565 20k						
Mower, 7/2012 JD 1565 26k						
Mower, 4/2015 JD 1580 25k						
Mower Decks, Phased Replacements 3						
Tractor, John Deere 3200, 1/2013						
<b>Security</b>	<b>3250-12</b>	\$59,488.22	\$14,000.00	\$23,926.60	\$49,561.62	\$14,000.00
Inbound Gates & Booms				\$ 13,975.61		
Pedestrian Gate Lock and Fencing				\$9,950.99		
Entrance Canopy - 16 Foot Capital Item Wish List						
Interior Renovations, Guard House with Windows and Doors						
Monitoring Equipment						
Roof, Split System						
AC System Repl 8/2014 \$3100 Krueger AC						
<b>Site Elements</b>	<b>3260-12</b>	\$926,100.60	\$309,900.00	\$264,775.25	\$971,225.35	\$309,900.00
Asphalt Pavement - 10 Year Plan, 2019 is year 5 of 10		\$0.00		\$264,775.25		
Sealcoating - Clubhouse Crack Fill-Seal Coat- Re-Stripe						
2 FLOOD PUMPS ON 12TH HOLE				\$0.00		
Asphalt Pavement, Repaving, Phased						
Monument Entrance Sign						
Concrete Curbs, Partial Replacement						
Irrigation System, Phased Replacement						
Fence Perimeter (7,775 Linear Feet),						
Drainage, Catch Basins, Storm Damage - CAPITAL IMPROVEMENTS				\$ 20,000.00		
<b>Vehicles-5</b>	<b>3270-12</b>	\$79,042.07	\$10,000.00	\$35,000.00	\$54,042.07	\$10,000.00
2017 Chevy Sonic Capretta Chevrolet - Net						
2016 Chevy Sonic-Security Register Chevrolet (18K)						
2001-Chevrolet Pickup- Facilities						
2007 GMC- Public Works (25k)				\$ 35,000.00		
2008 Loudon Lift Trailer						
Unallocated Interest		\$ 6,629.95	\$ -			
<b>Total</b>		\$1,653,745.13	\$375,900.00	\$466,918.69	\$1,562,726.44	\$398,900.00

# BUDGET COMPARISON

## Administration

Acct. #	Item Description	2017 Budget	2018 Budget	2019 Budget
5110-01	<b>Wages &amp; Salaries</b>	\$ 193,000.00	\$ 198,000.00	\$ 204,000.00
5111-01	<b>Social Security</b>	\$ 16,000.00	\$ 16,500.00	\$ 16,500.00
5112-01	<b>Unemploy. Compensation</b>	\$ 2,000.00	\$ 1,600.00	\$ 1,600.00
5113-01	<b>Workers Compensation</b>	\$ 3,200.00	\$ 2,400.00	\$ 2,400.00
5114-01	<b>Health Insurance</b>	\$ 14,000.00	\$ 15,500.00	\$ 16,000.00
<b>Labor Sub Total</b>		\$ 228,200.00	\$ 234,000.00	\$ 240,500.00
5210-01	Electricity	\$ 4,500.00	\$ 3,800.00	\$ 3,950.00
5211-01	Water/Sewer	\$ 1,750.00	\$ 2,200.00	\$ 2,700.00
5212-01	Postage	\$ 7,000.00	\$ 6,500.00	\$ 9,600.00
5214-01	Printing	\$ 5,500.00	\$ 5,500.00	\$ 6,000.00
5215-01	Telephone/Fax/Internet	\$ 5,000.00	\$ 6,600.00	\$ 6,900.00
5216-01	Misc. Board Expense	\$ 1,400.00	\$ 1,400.00	\$ 1,600.00
5217-01	BCPO Equip & Expense	\$ 10,000.00	\$ 10,000.00	\$ 13,000.00
5218-01	Mileage	\$ 150.00	\$ 150.00	\$ 150.00
5219-01	Insurance	\$ 58,000.00	\$ 55,000.00	\$ 57,000.00
5220-01	General Manager Exp.	\$ 300.00	\$ 400.00	\$ 400.00
5223-01	Bank Fee	\$ 400.00	\$ 400.00	\$ 400.00
5227-01	Building Supplies	\$ 500.00	\$ 500.00	\$ -
5233-01	Building Maintenance	\$ 1,000.00	\$ 1,300.00	\$ 2,500.00
5238-01	Small Equipment	\$ -	\$ -	\$ -
5237-01	Computer Expense	\$ 3,000.00	\$ 3,000.00	\$ 3,200.00
5238-01	Equipment Maintenance			
5239-01	Computer Consultant	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5240-01	Unforeseen Emergency Exp.	\$ -	\$ -	\$ -
5241-01	Insurance Claims	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5243-01	Licensing & Licenses Fees	\$ -	\$ -	\$ -
5244-01	Licenses	\$ 4,600.00	\$ 4,500.00	\$ 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	\$ 15,000.00
5312-01	Atty - Litigation & Admin.	\$ 25,000.00	\$ 25,000.00	\$ 20,000.00
5315-01	County Tax & Fire	\$ 8,500.00	\$ 8,500.00	\$ 8,000.00
5321-01	Bad Debt	\$ 25,000.00	\$ 23,000.00	\$ 15,000.00
5419-01	Office Supplies	\$ 6,500.00	\$ 6,550.00	\$ 8,000.00
5502-01	Enforcement of Action (EOA)	\$ -	\$ -	\$ -
5501-01	Screening Fees	\$ -	\$ -	\$ -
5701-01	Reserve Study	\$ -	\$ -	\$ -
6001-02	Equipment Replacement	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
9310-00	Tax	\$ 500.00	\$ 500.00	\$ 500.00
<b>Operations Sub Total</b>		\$ 202,600.00	\$ 196,800.00	\$ 190,400.00
<b>Grand Total (All)</b>		\$ 430,800.00	\$ 430,800.00	\$ 430,900.00

# BUDGET COMPARISON

## Facilities

Acct. #	Item Description	2017 Budget	2018 Budget	2019 Budget
5110-02	<b>Wages</b>	\$ 155,000.00	\$ 159,000.00	\$ 162,000.00
5111-02	<b>Social Security</b>	\$ 11,000.00	\$ 11,000.00	\$ 12,000.00
5112-02	<b>Unemploy. Compensation</b>	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00
5113-02	<b>Workers Compensation</b>	\$ 7,000.00	\$ 6,500.00	\$ 6,000.00
5114-02	<b>Health Insurance</b>	\$ 1,200.00	\$ 3,000.00	\$ 3,600.00
<b>LABOR</b>		<b>\$ 177,200.00</b>	<b>\$ 181,500.00</b>	<b>\$ 185,600.00</b>
5210-02	Electricity	\$ 37,000.00	\$ 32,000.00	\$ 31,000.00
5211-02	Water/Sewer	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
5213-02	Uniforms	\$ 1,000.00	\$ 800.00	\$ 800.00
5215-02	Telephone	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5217-02	Equipment & Expense	\$ 29,000.00	\$ 30,000.00	\$ 30,000.00
5227-02	Building Supplies	\$ 500.00	\$ 500.00	\$ 500.00
5228-02	Fuel	\$ 500.00	\$ 500.00	\$ 500.00
5229-02	Truck Maintenance	\$ 800.00	\$ 800.00	\$ 1,000.00
5233-02	Building Maintenance	\$ 15,500.00	\$ 17,400.00	\$ 14,300.00
5236-02	Dumpster	\$ 2,000.00	\$ 2,000.00	\$ 1,800.00
6001-02	Equipment Replacement	\$ 3,000.00	\$ -	\$ -
<b>Operations Sub Total</b>		<b>\$ 94,300.00</b>	<b>\$ 90,000.00</b>	<b>\$ 85,900.00</b>
<b>Grand Total</b>		<b>\$ 271,500.00</b>	<b>\$ 271,500.00</b>	<b>\$ 271,500.00</b>

## BUDGET COMPARISON

### Public Works

Acct. #	Item	2017 Budget	2018 Budget	2019 Budget
5110-03	<b>Wages</b>	\$ 94,000.00	\$ 96,800.00	\$ 99,800.00
5111-03	<b>Social Security</b>	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
5112-03	<b>Unemployment Tax</b>	\$ 1,200.00	\$ 1,000.00	\$ 1,000.00
5113-03	<b>Workers Compensation</b>	\$ 4,200.00	\$ 4,100.00	\$ 4,100.00
5114-03	<b>Health Insurance</b>	\$ 4,000.00	\$ 4,000.00	\$ 1,000.00
<b>Labor</b>		<b>\$ 110,900.00</b>	<b>\$ 113,400.00</b>	<b>\$ 113,400.00</b>
5210&19-03	Electricity/Street Lights	\$ 83,000.00	\$ 82,000.00	\$ 82,000.00
5211-03	Water/Sewer	\$ 500.00	\$ 500.00	\$ 500.00
5213-03	Uniforms & Rags	\$ 1,500.00	\$ 600.00	\$ 600.00
5215-03	Telephone/Cells (2)	\$ 400.00	\$ 600.00	\$ 600.00
5217-03	Equipment & Expense	\$ 8,000.00	\$ 7,500.00	\$ 7,500.00
5221-03	Signs, Stripes, Reflectors	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
5222-03	Drainage Maintenance	\$ 3,000.00	\$ 3,200.00	\$ 3,200.00
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	\$ 1,400.00	\$ 1,400.00	\$ 1,400.00
5227-03	Building Supplies	\$ 500.00	\$ 500.00	\$ 500.00
5228-03	Truck Fuel	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5229-03	Truck Maintenance	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
5230-03	Tractor Maintenance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
5231-03	Diesel Fuel	\$ 3,500.00	\$ 3,000.00	\$ 3,000.00
5232-03	Equipment Rental	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5233-03	Building Maintenance	\$ 800.00	\$ 800.00	\$ 800.00
5235-03	Pest Control	\$ 400.00	\$ 400.00	\$ 400.00
5236-03	Dumpster	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5238-03	Small Equip Maint	\$ 500.00	\$ 500.00	\$ 500.00
5239-03	Sprinkler Maintenance	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
5243-03	Contract Labor			
6001-03	Equip Replacement (small)	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
<b>Operations Sub Total</b>		<b>\$ 126,000.00</b>	<b>\$ 123,500.00</b>	<b>\$ 123,500.00</b>
<b>Grand Total</b>		<b>\$ 236,900.00</b>	<b>\$ 236,900.00</b>	<b>\$ 236,900.00</b>

## BUDGET COMPARISON

### Security

Acct. #	Item	2017 Budget	2018 Budget	2019 Budget
5110-04	<b>Wages</b>	\$ 262,000.00	\$ 268,000.00	\$ 268,000.00
5111-04	<b>Social Security</b>	\$ 20,000.00	\$ 18,000.00	\$ 18,000.00
5112-04	<b>Unemploy. Comp.</b>	\$ 4,000.00	\$ 3,000.00	\$ 3,000.00
5113-04	<b>Workers Comp.</b>	\$ 11,000.00	\$ 11,000.00	\$ 11,000.00
5114-04	<b>Health Insurance</b>	\$ 2,400.00	\$ 3,000.00	\$ 3,000.00
<b>Labor</b>		<b>\$ 299,400.00</b>	<b>\$ 303,000.00</b>	<b>\$ 303,000.00</b>
5210-04	Electricity	\$ 2,800.00	\$ 2,500.00	\$ 2,500.00
5211-04	Water/Sewer	\$ 400.00	\$ 500.00	\$ 500.00
5213-04	Uniforms	\$ 1,000.00	\$ 700.00	\$ 700.00
5214-04	Printing	\$ 1,000.00	\$ 700.00	\$ 700.00
5215-04	Telephones/Cell	\$ 2,800.00	\$ 2,500.00	\$ 2,500.00
5217-04	Equipment & Expense	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
5218-04	Brookridge Bar Codes	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00
5220-04	Radio Maint.	\$ 425.00	\$ 425.00	\$ 425.00
5227-04	Building Supplies	\$ 500.00	\$ 500.00	\$ 500.00
5228-04	Vehicle Fuel	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00
5229-04	Vehicle Maintenance	\$ 4,000.00	\$ 2,000.00	\$ 2,000.00
5233-04	Building Maintenance	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
5413-04	Gate Maintenance/Liability	\$ 500.00	\$ 500.00	\$ 500.00
6001-04	Equipment Replacement	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
<b>Operations Sub Total</b>		<b>\$ 29,925.00</b>	<b>\$ 26,325.00</b>	<b>\$ 26,325.00</b>
<b>Grand Total</b>		<b>\$ 329,325.00</b>	<b>\$ 329,325.00</b>	<b>\$ 329,325.00</b>