

Leisure Knoll at Manchester Association

4 Buckingham Drive North, Manchester, NJ 08759

Phone: 732-657-6661 Fax: 732-657-7433

**FINAL
BUDGET FOR
FISCAL YEAR**

**OCTOBER 1, 2021
THROUGH
SEPTEMBER 30, 2022**

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FINAL BUDGET FOR FISCAL YEAR
OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022
MONTHLY ASSOCIATION FEE RATE SCHEDULE
EFFECTIVE OCTOBER 1, 2021

Monthly Operating Fund Fee	\$ 122.00
Monthly Reserve Fund Fee	\$ 42.00
Monthly Optional Lawn & Snow Service Fee	\$ 43.00
Monthly Additional Resident Fee (each)	\$ 3.00

ALL HOMES w/ONE RESIDENT
MONTHLY TOTAL

\$ 164.00

ALL HOMES w/TWO RESIDENTS
MONTHLY TOTAL

\$ 167.00

ALL HOMES w/THREE RESIDENTS
MONTHLY TOTAL

\$ 170.00

HOMES w/ONE RESIDENT w/LAWN & SNOW OPTION
MONTHLY TOTAL

\$ 207.00

HOMES w/TWO RESIDENTS w/LAWN & SNOW OPTION
MONTHLY TOTAL

\$ 210.00

HOMES w/THREE RESIDENTS w/LAWN & SNOW OPTION
MONTHLY TOTAL

\$ 213.00

The Membership Fees charged for new Members, payable at closing of their new homes remains unchanged for a total of \$ 1,450.00.
\$ 450.00 continues to be allocated to the Operating Fund Budget and \$ 1,000.00 allocated to the Reserve Fund Budget.

These fees do not affect current Members, only new Members joining the Association.

FINAL BUDGET FOR FISCAL YEAR OCTOBER 1, 2021 - SEPTEMBER 30, 2022			\$ 122. per home per month	10 Month Actuals (7/31/21)	\$ 122. per home per month
OPERATING	Acct #		CORRECTED 2020 - 2021 Budget		2021 - 2022 Budget
REVENUE					
Monthly Assessment	5101		2,380,464	2,691,563	2,380,464
Advertising Income	5103		20,400	15,300	20,400
Misc Income	5107		1,000	8,571	1,000
Compliance Fees	5108		2,500	3,398	2,750
Late Fee Income	5109		5,000	9,978	7,000
Real Estate Tax Reimb	5112		4,623	-	-
Lawn & Snow Office Reimb	5115		17,500	-	-
Membership Fee	5121		54,000	48,600	54,000
Town Reimb. Street Lights	5116		22,000	-	18,735
Town Reimb. Snow	5117		7,127	-	5,500
Interest Income MS	5127		100	28	50
Interest Income Oper CIT	5134		325	204	325
Interest Income MM CIT	5135		-	0	-
Document Request Income	5136		20,000	19,351	20,000
Interest Income Rsve CIT	5137		750	229	350
Deferred Revenue (Prior Years Surplus)	5300		123,937	61,969	380,590
Interest Income MM WF	5301		5,000	544	4,500
US Treasury - Undefined			-	6,706	-
TOTAL REVENUE			2,664,726	2,866,440	2,895,664
EXPENSE					
Community Manager Salary	6011		100,198	79,343	102,202
Office Staff Salary - Bookkeeping	6012		47,924	36,748	50,960
Office Manager Salary	6016		60,740	46,696	63,440
Maintenance Manager Salary	6017		95,697	74,673	97,611
Office Staff Salary - Reception	6021		36,779	22,846	40,560
Bldgs & Grounds/Janitorial Salary - Level 1 (2)	6022		93,600	96,376	95,680
Bldgs & Grounds/Janitorial Salary - Level 2 (2)	6023		101,920	67,423	104,000
Total Payroll			536,858	424,104	554,453
FICA Expense	6101		43,081	31,453	45,000
State Unemployment/Disability Insurance	6102		20,000	5,876	25,000
Federal Unemployment Insurance	6103		120	77	120
Health & Life Insurance	6104		70,000	38,680	80,000
Workers Compensation Insurance	6105		33,780	22,520	32,000
Employee Pension Fund	6108		52,060	31,844	55,000
Total Taxes & Benefits			219,041	130,452	237,120

Exterminator	6153	3,500	3,237	3,500
HVAC Contract & Repairs	6154	7,000	6,655	7,000
Goose Patrol	6155	20,000	14,350	20,000
Bus Service	6166	86,100	67,500	90,000
Street Lighting (Elec Svce)	6201	60,000	43,821	60,000
Natural Gas	6202	20,000	15,220	20,000
Electric (Commun Bldgs & Common Prop)	6203	65,000	33,234	65,000
Water & Sewer	6204	4,000	2,622	4,000
Gatehouse Attendants	6206	170,217	142,714	175,000
Refuse Removal	6207	166,600	151,761	166,600
Insurance	6208	170,000	112,648	175,000
TV Service Contract	6209	675,115	618,614	737,100
Service & Utilities		1,447,532	1,212,376	1,523,200
Salting Roads	6303	10,000	2,214	10,000
Road Plowing	6304	25,000	32,941	25,000
Aprons	6305	25,000	41,609	25,000
Total Snow Removal		60,000	76,764	60,000
Lawn/Snow Equip. Repair & Maint.	6321	5,000	1,628	5,000
Front Entrance Restoration	6323	-	-	-
In-House Grounds Maintenance	6326	2,000	216	2,000
Holiday Lighting	6327	5,000	4,425	5,000
In-House Irrigation Repair	6328	750	537	750
Total Lawn Maintenance		12,750	6,806	12,750
Tree Replacement/Removal	6341	57,700	40,893	65,000
Irrigation System Repairs	6346	1,000	1,000	1,000
Common Landscaping Services	6348	18,000	16,499	18,000
Total Landscaping Services		76,700	58,391	84,000
Road Minor Repair/Supplies	6361	2,500	1,041	2,500
Road Repair & Maintenance		2,500	1,041	2,500
Vehicle Repair & Maint.	6401	1,500	1,266	1,500
Fuel & Lube	6402	3,000	3,698	5,000
Registration/License	6403	700	355	700
Total Truck & Equipment		5,200	5,319	7,200
Attorney Fees	6421	30,000	11,148	30,000
Auditor/Accounting	6423	15,000	1,832	15,000
Engineering	6424	15,000	-	15,000
ADP Payroll Accounting/401 admin	6427	5,000	3,992	5,000
Return Check Fee	6428	1,275	1,178	-
Total Professional Fees		66,275	18,150	65,000
Bank/Paper/Wire Fees	6430	350	284	350

OperFinal

Office Supplies	6451	10,000	5,982	10,000
Postage	6452	4,000	2,781	4,000
Telephone	6453	20,000	15,556	20,000
Office Equipment Lease	6454	10,000	9,773	10,000
Computer Maintenance & Software	6455	20,000	24,797	20,000
Temp Services	6458	-	7,424	-
Assessment - Coupon Books	6459	5,000	604	5,000
Badges/Bar Codes/Fobs	6460	1,100	-	-
Education	6464	3,000	534	3,000
Misc. Admin/Assoc. Events	6466	3,000	508	3,000
Total Administrative		76,450	68,242	75,350
Lake Maintenance & Supplies	6470	1,500	1,178	1,500
Recreation Repairs/Supplies	6471	7,500	14,794	7,500
Pool Management Contract	6475	71,120	56,482	86,291
Pool Supplies	6476	7,000	8,204	7,000
Total Recreational Expense		87,120	80,658	102,291
Building Repairs/Supplies	6491	15,000	11,894	15,000
Janitorial Supplies	6492	15,000	4,717	15,000
Furniture & Fixtures	6502	500	-	500
Gate Repair	6505	10,000	11,568	10,000
Café	6507	-	357	-
Contingency Fund		40,500	28,535	40,500
Federal Income Taxes	6600	3,800	-	3,800
Bad Debt Allowance	6650	25,000	24,906	25,000
Real Estate Taxes	6700	2,500	4,927	-
Insurance Deductible	6760	5,000	-	5,000
Contingency Fund	6802	-	-	100,000
TOTAL EXPENSE		2,664,726	2,140,671	2,895,664

FINAL BUDGET FOR FISCAL YEAR
OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022

NOTES TO OPERATING BUDGET

REVENUE

<u>Monthly Assessment</u>	<u>5101</u>
The Operating Fund Fee Revenue billed to Owners for Operating Expenses. The monthly fee remains the same at \$ 122. Every home with more than one resident pays an additional \$3.00 per month for the second resident and \$3.00 per month for the third resident	
<u>Membership Fee</u>	<u>5121</u>
A Membership Fee of \$1,450.00 is assessed to every new homeowner, payable at closing. \$ 450.00 of this fee is allocated to the Operating Fund Budget (see account # 5121) and \$ 1,000.00 is allocated to the Reserve Fund Budget (see account # 6902 in the Reserves Budget)	
<u>Advertising Income</u>	<u>5103</u>
The advertising fees paid to the Association by the publisher of the Knoll News	
<u>Misc Income/Fobs</u>	<u>5107</u>
Income from items of a minor nature. Also, fees collected for new or replacement fobs sold \$ 10. each. This line item is being renamed "Misc Income" and the income received from sold fobs will instead be used to offset expenses in line item # 6460 which is the expense line item to purchase Badges, Bar Codes & Fobs	
<u>Compliance Fees</u>	<u>5108</u>
Fines billed to Residents for violations of the Association documents	
<u>Late Fee Income</u>	<u>5109</u>
Late fees billed to Residents for late payments of the maintenance fees	
<u>Real Estate Tax Reimbursement</u>	<u>5112</u>
Reimbursement of Association-paid Real Estate Tax payments from the lessee of Lakeside Lodge (currently vacant)	
<u>Lawn & Snow Office Reimbursement</u>	<u>5115</u>
Payment by the Landscape & Snow Budget for use of the Association Office staff to handle lawn/snow calls from residents on Service and process their related work orders	
<u>Town Reimbursement Street Lights/Snow</u>	<u>5116/5117</u>
Reimbursement by the Township of Manchester for a portion of the street lighting and snow removal from the main streets, in accordance with the Municipal Services Act	
<u>Interest Income</u>	<u>5127/5134/5135/5137/5301</u>
Interest income from various investment accounts.	
<u>Document Request Income</u>	<u>5136</u>
Fees collected for documents provided for refinancing/resales.	

Deferred Revenue from Prior Year 5300

Any remaining money not spent from previous year's budget as verified by the FYE Audit.

EXPENSE

Salaries, Payroll Taxes & Related Benefits 6011/6012/6016/6017/6021/6022/6023
6101/6102/6103/6104/6105/6108

- Administrative Salaries

- Community Manager

- Salary for one full time Community Manager

- Office Staff - Bookkeeping

- Salary for one full-time Bookkeeper

- Office Staff - Reception

- Salary for one part-time Receptionist

- Office Manager

- Salary for one full-time Office Manager

- Maintenance Salaries

- Maintenance Manager

- Salary for one full-time Maintenance Manager

- Building & Grounds Maintenance & Janitorial

- Salary for two full-time persons at a Level 1 rate (based on Union Agreement)

- Salary for two full-time persons at a Level 2 rate (based on Union Agreement)

- Payroll Taxes & Related Benefits

- Employer's share of Social Security Tax, State Unemployment Insurance, State Disability Insurance, Workers' Compensation Insurance, Employee Health and Life Insurance, and Pension Plans

Exterminator 6153

Termite and insect control for the Community buildings and common recreational areas

HVAC Contractor & Repairs 6154

Repairs/maintenance to the heating and cooling systems for all Community buildings

Goose Patrol 6155

Service w/trained dog to keep geese away from the lake, its environs and the common areas

Bus Service 6166

Six days a week bus service to various shopping and other destinations

Street Lighting (Elec Svce) 6201

Pole lighting in the streets and parking lots of the Community

Natural Gas 6202

Gas supply charges for all Community Buildings and barbeques

Electric 6203

Electric service for all Community buildings and common property

Water & Sewer 6204

Water & sewer service for all Community buildings

Gatehouse Attendants	6206
Contracted entrance monitoring service for the front entrance (Route 70) for twenty-four hours a day, seven days a week, and for 3-4 times weekly overnight roving patrol	
Refuse Removal	6207
Contracted trash removal from the homes and Community buildings two times per week	
Insurance	6208
Property and General Liability Insurance, Commercial Auto Insurance, Boiler & Machinery, Directors & Officers Liability, and Umbrella Liability Insurance	
TV Service Contract	6209
Contracted basic television service to all homes in the Community	
Salting Roads	6303
The application of road salt for the removal of ice from Community roads and parking lots by the Maintenance Staff.	
Road Plowing/Aprons	6304/6305
Contracted snow removal from the streets of the Community and from the aprons of the homes	
Lawn/Snow Equip Repair and Maint	6321
Repairs and maintenance of Association-owned equipment. Costs for small mechanical equipment repairs such as power saws, routers used by Maintenance Staff.	
Island Restoration	6322
Rehab and maintenance of the common area landscaped islands	
Front Entrance Restoration	6323
Rehab and maintenance of the front entrance	
Bed Maintenance	6326
Materials for fertilizing, weeding, etc, of the beds on the common property by the Maintenance Staff	
Holiday Lighting	6327
Installation, maintenance, off-season storage of interior & exterior Holiday decorations for Lakeside Lodge, Timberland Hall, Front & Back Gatehouses & Knoll Circle	
In-House Irrigation Repairs	6328
Repairs to the common area irrigation systems performed by the Maintenance Staff	
Tree Replacement/Removal	6341
Contracted services for the replacement of trees on the city strip in front of homes and the removal of dead or diseased trees, as needed, from the common property by contract service and the Maintenance Staff.	
Irrigation System Repairs	6346
Repairs to the irrigation systems on common property	
Common Landscaping Services	6348
Contracted services lawn care of the Community buildings and common property, including leaf cleanup and the treatment of road weeds on the streets	
Road Minor Repair/Supplies	6361
Minor repairs to the roads performed by the Maintenance Staff	
Vehicle Repair & Maint/Fuel & Lube/Registration License	6401/6402/6403
Repairs, fuel, and maintenance for three maintenance trucks & other mechanical equipment	

<u>Attorney Fees</u>	6421
Legal fee retainer for the Association's attorney to attend Annual Meeting and provide legal opinions on day-to-day operations, plus additional legal services, as needed	
<u>Auditor</u>	6423
The preparation of the annual Certified Financial Statements and filing of the Federal Corporate Tax Return by an independent Auditing firm	
<u>Engineering</u>	6424
An allowance for an Engineer to provide services, as needed	
<u>ADP Payroll Accounting/401 Admin</u>	6427
Contracted services for the preparation of payroll and the payment of payroll taxes	
<u>Return Check Fee</u>	6428
Bank charges for maintenance fee payments that are returned unpaid	
<u>Bank/Paper/Wire Fees</u>	6430
Fees for paper billing, interbank transfers	
<u>Office Supplies</u>	6451
Stationery supplies, computer and copier expenses, and repairs to office equipment for all Community buildings	
<u>Postage</u>	6452
Postage for all mailings except the Knoll News	
<u>Telephone</u>	6453
Telephone expenses for all Community buildings	
<u>Office Equipment Lease</u>	6454
Cost for office copier lease	
<u>Computer Maintenance & Software</u>	6455
Costs for Admin office computers & server updates, troubleshooting, repairs, as needed	
<u>Temp Services</u>	6458
Costs for administrative support staff due to either vacant position or seasonal demands	
<u>Assessment Coupon Books</u>	6459
Costs for annual maintenance fee payment coupon booklets for current residents as well as periodic orders for new residents	
<u>Badges/Bar Codes/Fobs</u>	6460
Purchase of new & replacement badges, bar codes & fobs (see notes # 5118 & # 5107)	
<u>Education</u>	6464
Fees to attend Community relevant seminars & the like	
<u>Misc Admin/Assoc Events</u>	6466
Costs for various items that are not specifically provided for in the Budget	
<u>Lake Maintenance & Supplies</u>	6470
Costs for fish stocking & associated permits	
<u>Recreational Repairs & Supplies</u>	6471
Small items for recreation such as scoreboards, horseshoes and the like	
<u>Pool Management Contract</u>	6475
Contracted services for the operating of the pool, including lifeguards, chemicals, opening and winterizing of swimming pool	

<u>Pool Supplies</u>	<u>6476</u>
Costs for items required for the seasonal operation of the pool including shepherd's hooks, brushes and the like	
<u>Building Repairs/Supplies</u>	<u>6491</u>
Repairs of a minor to moderate nature & associated supplies for all Community buildings	
<u>Janitorial Supplies</u>	<u>6492</u>
Costs for janitorial supplies for all Community buildings, such as, toilet tissue, paper towels, cleaning supplies and the like	
<u>Furniture & Fixtures</u>	<u>6502</u>
Minor items requiring replacement in all Community buildings	
<u>Gate Repair</u>	<u>6505</u>
Repairs of a minor/moderate nature & associated supplies for Route 70 & Colonial Dr gates	
<u>Café</u>	<u>6507</u>
Costs for the purchase of non-durable goods for the coffee machine such as coffee beans, cups, sweeteners & the like	
<u>Federal Income Tax</u>	<u>6600</u>
Estimated Federal Income Taxes on miscellaneous income such as rental income, replacement badges, coin-operated copiers, and interest earned on all Association bank accounts	
<u>Bad Debt Allowance</u>	<u>6650</u>
Potential amount of delinquent balance(s) that Association could "write-off" as uncollectable	
<u>Real Estate Taxes</u>	<u>6700</u>
Real estate taxes chargeable due to the rental properties within the Clubhouses, payable in full by the lessee	
<u>Insurance Deductible</u>	<u>6760</u>
The amount of the standard deductible the Association would pay out of pocket for a claim	
<u>Contingency Expense</u>	<u>6802</u>
Allowance for unexpected and unbudgeted expenses. Requires Board approval	

FINAL BUDGET FOR FISCAL YEAR OCTOBER 1, 2021 - SEPTEMBER 30, 2022			\$ 42. per home per month	\$ 42. per home per month
RESERVES	Acct #	2020-2021 Budget	2021-2022 Budget	
FUND BALANCE AT OCTOBER 1	3100	1,400,000		1,383,701
REVENUE				
Fund Contributions	6900	819,504		819,504
Interest Income	6903	7,500		7,500
Membership Fees	6902	120,000		120,000
TOTAL REVENUE		947,004		947,004
EXPENSE				
Concrete Repairs & Replacements		126,647		150,000
Tree Removal for Concrete Work		145,231		145,000
Total Curb, Sidewalk & Apron	3110	271,878		295,000
Lake Mini-Dock		-		24,740
Tennis Courts Reno		100,000		-
Total Recreation Replacement	3120	100,000		24,740
Street Signs	3218	2,500		2,500
Paving Repairs & Resurfacing		251,000		250,000
Miscellaneous-Scoping of Sewers		4,000		4,000
Total Road, Paving/Infrastructure	3230	257,500		256,500
Total Community Vehicles & Equipment	3240	-		-
Total HVAC & Mechanical Systems	3250	-		-
Irrigation & Well Pumps (3)		-		3,000
Total Irrigation Systems	3251	-		3,000
Gate Replacements/Gate Systems Replacements		-		-
Repair/Replace Roofs-Timberland/PAC Flat Roof		-		-
Roof Maintenance Shop & Office Building		-		150,000
Post Lights		-		-
Gatehouse Reno		40,000		
Total Community Buildings - Exterior	3270	40,000		150,000
Electrical Upgrade		70,000		-
Total Community Buildings - Interior	3280	70,000		-

Lakeside Lodge Expansion				
Building			587,184	587,184
Insurance Bond			14,868	14,868
Contingency			60,000	60,000
Total Lakeside Lodge Expansion	3282		662,052	662,052
TOTAL EXPENSE			1,401,430	1,391,292
PROJECTED FUND BALANCE AT SEPTEMBER 30			945,574	939,413

FINAL BUDGET FOR FISCAL YEAR
OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022

NOTES TO RESERVES BUDGET

REVENUE

Fund Balance 3100

This is the amount of money the Reserve Fund is estimated to have at the beginning of the Fiscal Year

Fund Contributions 6900

Reserve Fund contributions paid by homeowners. The monthly Reserve Fund Fee remains at \$42.00 per home per month for this Fiscal Year

Interest Income 6903

Reserve Funds are invested in Certificates of Deposit and other interest bearing bank accounts. All investments are scheduled to be reinvested and are structured so that they reach maturity when the funds will be needed for Reserve Fund Expenditures. The scheduled expenditures are predicated on the Reserve Study prepared by the engineering firm of FWH Associates. An updated study completed in 2017 has been obtained which reflects changes based on capital replacements (large-scale projects) completed since the last full study (2013). A new study is planned for this year

Membership Fees 6902

A Membership Fee is charged for new Members, payable at closing of their new homes. This Fee is \$1,450 effective October 1, 2014. \$450 will be allocated to the Operating Fund Budget (# 5121) and \$1,000 will be allocated to the Reserve Fund Budget. An estimate of 120 closings for Fiscal Year 2021-2022 has been budgeted, for a total contribution of \$120,000

EXPENSE

Curb, Sidewalk & Apron 3110

The raised pavement will be replaced on the streets anticipated to be paved each Fall and Spring, and it is anticipated that additional areas will be replaced following those streets. Trees will be removed abutting raised pavement on these streets and other areas throughout the Community, as needed.

The replacement of the trees is an operating expense (# 6341)

Recreation 3120

This includes the pool itself as well as the pumps & filters. All play courts such as tennis, bocce and horseshoe courts and the putting green are included.

Street Signs 3218

Costs for replacement of street signs throughout the community. Signs are being replaced on streets as they are paved as well as areas paved prior to the establishment of this program

<u>Road, Paving/Infrastructure</u>	<u>3230</u>
The section by section paving of the community roads continues each year. Prior to paving, the sewers are scoped to determine if repairs are needed.	
<u>Community Vehicles & Equipment</u>	<u>3240</u>
No heavy duty vehicles are scheduled for replacement this fiscal year	
<u>HVAC & Mechanical Systems</u>	<u>3250</u>
Replacements for a more efficient system have been completed and no improvements are scheduled this fiscal year	
<u>Irrigation Systems</u>	<u>3251</u>
These are sprinklers located throughout the common and recreational areas	
<u>Community Buildings – Exterior</u>	<u>3270</u>
Roofing, siding, decorative lamp posts and both entry gates and their electronics are included	
<u>Community Buildings – Interior</u>	<u>3280</u>
Interior renovations to Timberland Hall are complete. An electrical upgrade is planned which services Timberland Hall, Lakeside Lodge and surrounding areas	
<u>Lakeside Lodge Expansion</u>	<u>3282</u>
The building expansion construction bid is \$ 587,184. An insurance bond of \$ 14,868. is Purchased by the Association to protect its interests during the construction process. Also, as recommended by the engineers, 10% of the project cost is set aside as a contingency for any unknown issues that reveal themselves during construction	

FINAL BUDGET FOR FISCAL YEAR
OCTOBER 1, 2021 THROUGH SEPTEMBER 30, 2022

NOTES TO LAWN & SNOW BUDGET

REVENUE

<u>Contract Income</u>	7101
The revenue billed to each opt-in participant household, estimated to be 1460 homes	
<u>Interest Income</u>	7104
Interest is not impactful on this account as the funds are not invested long-term and need to be fluid	
<u>Prior Years Surplus</u>	7105
Any funds not spent in a fiscal year are rolled over into the next fiscal year	

EXPENSE

<u>Cutting/Trimming, Fertilization, Edging, Insecticide/Pesticide, Pre-Emergent Herbicide, Post Emergent Herbicide, Lime</u>	7201,7202,7203,7204,7205,7206,7207
These items are included with the contracted service in various quantities and at varying intervals depending upon seasonal and weather conditions	
<u>Add'l Fertilization</u>	7202
Revenue collected from opt-in participants that is not used toward the regular contracted service payment is applied to additional services, as needed	
<u>Snow Removal Driveways</u>	7208
Opt-in participants receive driveway and service walk snow removal in addition to roadway and apron snow removal done for all homes	
<u>Administrative Fee</u>	7209
Payment to the Operating Budget for use of the Association Office staff to handle lawn/snow calls from residents on Service and process their related work orders	
<u>Contingency</u>	7213
This is to allow for additional funds, especially for unanticipated snow removal service needs	

Special Thanks
to the Members of the
Budget/Finance
Committee

Olga Crotti, Chair

Augustine Anfuso

Elaine Miske

Gail Noonan

Dominic Tangredi

Ken Wiseman