

Steward Property Services, Inc.

Pointe Marin Association

Annual Budget Report 2024

Steward Property Services, Inc.
1465 N. McDowell Blvd. Ste. 120 - Petaluma, CA 94954
(707) 285-0600 phone (707) 285-0601 fax

PRO-FORMA BUDGET 2024

REVENUES		Semi-Ann. Per Unit	Per Month	Annual 2024	Annual 2023
30100	HOA Dues	\$200.00	\$11,400.00	\$136,800.00	\$136,800.00
30150	Late Fees	\$4.39	\$250.00	\$3,000.00	\$3,000.00
Total		\$204.39	\$11,650.00	\$139,800.00	\$139,800.00
Maintenance Expense					
40500	Landscape-Contract	\$17.54	\$1,000.00	\$12,000.00	\$10,980.00
40510	Landscape-Irrigation Repairs	\$1.46	\$83.33	\$1,000.00	\$1,000.00
40530	Landscape-Time & Materials	\$2.19	\$125.00	\$1,500.00	\$1,500.00
40580	Conservation Easement Maintenance	\$5.00	\$285.00	\$3,420.00	\$3,420.00
40590	Fuel Management	\$7.19	\$410.00	\$4,920.00	\$4,920.00
Totals		\$33.39	\$1,903.33	\$22,840.00	\$21,820.00
Utilities					
50100	PG&E	\$0.84	\$47.92	\$575.00	\$575.00
50200	Water	\$5.85	\$333.33	\$4,000.00	\$4,000.00
Totals		\$6.69	\$381.25	\$4,575.00	\$4,575.00
Insurance & Taxes					
60100	Insurance	\$14.13	\$805.17	\$9,662.00	\$5,931.00
60400	Workers Comp Insurance	\$0.54	\$30.92	\$371.00	\$364.00
60600	Federal and State Taxes	\$0.01	\$0.83	\$10.00	\$10.00
60700	County Property Tax	\$0.26	\$15.00	\$180.00	\$180.00
60900	Secretary of State Filing Fees	\$0.05	\$2.92	\$35.00	\$0.00
Totals		\$15.00	\$854.83	\$10,258.00	\$6,485.00
Administrative					
70100	Management Fee	\$60.89	\$3,470.75	\$41,649.00	\$39,291.00
70102	Extra Management (non-contract)	\$0.88	\$50.00	\$600.00	\$600.00
70200	Printing/Postage	\$14.96	\$852.83	\$10,234.00	\$10,234.00
70210	Statements	\$4.39	\$250.00	\$3,000.00	\$3,000.00
70250	Bad Debt	\$1.46	\$83.33	\$1,000.00	\$1,000.00
70300	Storage	\$0.79	\$45.00	\$540.00	\$540.00
70400	Legal	\$35.82	\$2,041.67	\$24,500.00	\$33,892.00
70500	Audit & Accounting	\$2.19	\$125.00	\$1,500.00	\$1,450.00
70600	Reserve Study	\$0.62	\$35.42	\$425.00	\$425.00
70900	Miscellaneous	\$3.29	\$187.42	\$2,249.00	\$380.00
Totals		\$125.29	\$7,141.42	\$85,697.00	\$90,812.00
Reserves					
80010	Monthly Reserve Contribution	\$24.02	\$1,369.17	\$16,430.00	\$16,108.00
TOTAL EXPENSES:		\$204.39	\$11,650.00	\$139,800.00	\$139,800.00