



PORT GARDNER
PROPERTY MANAGEMENT, INC.

Condominium • HOA • Residential • Commercial

January 31, 2023

To: Waterton Homeowners
From: Stan Kuligoski, Community Manager
Re: **Annual Homeowner's Meeting**
Pointe of Grace Lutheran Church
February 20, 2023, starting at 6:00 p.m.

Dear Homeowner(s):

We are the management company for the Waterton HOA and the Board's representative. We invite everyone to attend the Waterton HOA Annual Meeting on Monday, February 20th, starting at 6:00 p.m. at the Pointe of Grace Lutheran Church.

The Board approved 2023 Budget calls for annual dues to increase to \$2,600.00 per year. Maintenance of the community is becoming increasingly expensive, especially the trees and park area. I have included the proposed 2023 Budget. The Budget is automatically ratified unless 51% of ownership votes it down. I have also included financials, reserve study table and a proxy.

The association needs to start increasing the amount of money placed into reserves so it can be better positioned to pay for future association maintenance and upkeep. There is also a Board position that is open. If you would like to be a member of the Board please let me know so I can put your name on the ballot. This vote will take place at the meeting.

I thank you in advance for your attention and look forward to seeing you at the meeting or receiving your proxy.

Sincerely,

Stan Kuligoski
Community Manager, CMCA, AMS
stan@portgardnermgmt.com

Waterton HOA

2023 PROPOSED BUDGET, \$2,600.00/YEAR

		2022	2022	2023	Monthly	2023
		Projected	Budget	Monthly	Per Unit	Annual
INCOME						
HOA Dues		\$109,040.00	\$109,040.00	\$12,566.67	\$216.67	\$150,800.00
Westridge Dues		\$800.00	\$800.00	\$156.67	\$2.70	\$1,880.00
Interest Income		\$40.00	\$40.00	\$3.33	\$0.06	\$40.00
Total Income		\$109,880.00	\$109,880.00	\$12,726.67	\$219.43	\$152,720.00
EXPENSES						
ADMINISTRATIVE EXPENSE						
Audit/Tax Filing	5007	\$420.00	\$450.00	\$37.50	\$0.65	\$450.00
Corporate Filing	5008	\$20.00	\$10.00	\$1.67	\$0.03	\$20.00
Management Fee	5030	\$10,800.00	\$10,800.00	\$936.00	\$16.14	\$11,232.00
Postage/Supplies	5060	\$135.00	\$180.00	\$14.17	\$0.24	\$170.00
Printing and Reproduction	5070	\$322.00	\$225.00	\$27.08	\$0.47	\$325.00
Legal	5080	\$0.00	\$1,500.00	\$125.00	\$2.16	\$1,500.00
Harbour Pt Blvd Maintenance		\$3,297.00	\$3,300.00	\$275.00	\$4.74	\$3,300.00
Reserve Study		\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Insurance	5085	\$1,950.00	\$2,100.00	\$175.00	\$3.02	\$2,100.00
Miscellaneous		\$110.00	\$100.00	\$8.33	\$0.14	\$100.00
Total Administrative Expense		\$19,054.00	\$18,665.00	\$1,599.75	\$27.58	\$19,197.00
REPAIR & MAINTENANCE						
General Repairs	5130	\$11,300.00	\$5,000.00	\$625.00	\$10.78	\$7,500.00
Sewer Pump Station		\$4,275.00	\$5,400.00	\$375.00	\$6.47	\$4,500.00
Lighting Maintenance		\$800.00	\$1,000.00	\$83.33	\$1.44	\$1,000.00
Gate Maintenance	5140	\$520.00	\$1,300.00	\$83.33	\$1.44	\$1,000.00
Street Maintenance	5150	\$0.00	\$1,500.00	\$125.00	\$2.16	\$1,500.00
Backflow Testing		\$2,945.00	\$0.00	\$250.00	\$4.31	\$3,000.00
Irrigation Maintenance		\$5,348.00	\$1,750.00	\$125.00	\$2.16	\$1,500.00
Irrigation Winterization		\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Landscape Contract		\$68,000.00	\$62,401.00	\$5,928.33	\$102.21	\$71,140.00
Landscape Improvements	5280	\$26,500.00	\$4,500.00	\$1,250.00	\$21.55	\$15,000.00
Total Repair & Maintenance Expense		\$121,688.00	\$82,851.00	\$8,845.00	\$152.50	\$106,140.00
UTILITY EXPENSE						
Electricity	5430	\$2,790.00	\$3,075.00	\$250.00	\$4.31	\$3,000.00
Telephone/Gate		\$1,030.00	\$950.00	\$58.33	\$1.01	\$700.00
Propoane		\$465.00	\$0.00	\$41.67	\$0.72	\$500.00
Water	5420	\$2,650.00	\$2,500.00	\$239.58	\$4.13	\$2,875.00
Total Utility Expense		\$6,935.00	\$6,525.00	\$589.58	\$10.17	\$7,075.00
Total Operating Expense		\$147,677.00	\$108,041.00	\$11,034.33	\$190.25	\$132,412.00
Net Operating Income		\$109,880.00	\$109,880.00	\$12,726.67	\$219.43	\$152,720.00
Contribution to Reserve Account		-\$37,797.00	\$1,839.00	\$1,692.33	\$29.18	\$20,308.00
Reserve Expenses						

422-Waterton HOA

Balance Sheet

Posted 12/31/2022

Assets

Cash

OPERATING ACCOUNT	8,035.95	
PRIOR CKG - BofA	3,598.34	

<u>Total Cash</u>	<u>11,634.29</u>	
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Reserve

RESERVE - CIT BANK	18,009.92	
RESERVE - BofA	70,733.77	

<u>Total Reserve</u>	<u>88,743.69</u>	
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<i>Total Assets</i>		<u><u>100,377.98</u></u>
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Liabilities & Equity

Equity

RETAINED EARNINGS	147,330.53	
Net Income	(46,952.55)	

<u>Total Equity</u>	<u>100,377.98</u>	
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<i>Total Liabilities & Equity</i>		<u><u>100,377.98</u></u>
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422-Waterton HOA

Profit & Loss Statement

Period 12/1/2022 To 12/31/2022 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Income							
Income							
ASSESSMENT INCOME	2,829.40	9,083.00	(6,253.60)	107,150.08	109,040.00	(1,889.92)	109,040.00
WESTRIDGE DUES	0.00	63.00	(63.00)	0.00	800.00	(800.00)	800.00
SPECIAL ASSESSMENT	7,515.90	0.00	7,515.90	56,000.00	0.00	56,000.00	0.00
LATE FEES	14.10	0.00	14.10	51.70	0.00	51.70	0.00
INTEREST INCOME	7.45	7.00	0.45	46.11	40.00	6.11	40.00
FUNDS FROM WESTRID	0.00	0.00	0.00	4,230.00	0.00	4,230.00	0.00
TOTAL Income	10,366.85	9,153.00	1,213.85	167,477.89	109,880.00	57,597.89	109,880.00
TOTAL Income	10,366.85	9,153.00	1,213.85	167,477.89	109,880.00	57,597.89	109,880.00
Expense							
Administrative							
AUDIT/TAX RETURN	0.00	32.00	32.00	370.00	450.00	80.00	450.00
CORPORATE FILING	0.00	(1.00)	(1.00)	20.00	10.00	(10.00)	10.00
RESERVE STUDY	1,000.00	0.00	(1,000.00)	2,000.00	0.00	(2,000.00)	0.00
BANK CHARGES	0.00	0.00	0.00	44.59	0.00	(44.59)	0.00
MANAGEMENT FEE	900.00	900.00	0.00	10,800.00	10,800.00	0.00	10,800.00
MASTER ASSOC. DUES	0.00	275.00	275.00	3,296.93	3,300.00	3.07	3,300.00
BOARD EXPENSE/MEET	0.00	0.00	0.00	50.00	0.00	(50.00)	0.00
OFFICE SUPPLIES	0.00	0.00	0.00	38.95	0.00	(38.95)	0.00
POSTAGE/SUPPLIES	0.00	15.00	15.00	134.03	180.00	45.97	180.00
PRINTING/COPIES	0.00	16.00	16.00	322.27	225.00	(97.27)	225.00
LEGAL	0.00	125.00	125.00	0.00	1,500.00	1,500.00	1,500.00
INSURANCE	0.00	175.00	175.00	2,002.00	2,100.00	98.00	2,100.00
MISC. ADMIN EXPENSE	100.00	12.00	(88.00)	262.00	100.00	(162.00)	100.00
TOTAL Administrative	2,000.00	1,549.00	(451.00)	19,340.77	18,665.00	(675.77)	18,665.00
Repairs and Maintenance							
REPAIRS & MAINTENAN	0.00	413.00	413.00	13,026.70	5,000.00	(8,026.70)	5,000.00
LIGHTING MAINTENANC	0.00	87.00	87.00	0.00	1,000.00	1,000.00	1,000.00
PEST CONTROL	0.00	0.00	0.00	304.15	0.00	(304.15)	0.00
GATE MONITORING	0.00	0.00	0.00	442.40	0.00	(442.40)	0.00
GROUNDS MAINTENAN	5,364.37	5,201.00	(163.37)	78,697.17	62,401.00	(16,296.17)	62,401.00
LANDSCAPING - OTHER	530.88	375.00	(155.88)	17,280.83	4,500.00	(12,780.83)	4,500.00
IRRIGATION MAINT/REP	0.00	144.00	144.00	3,175.10	1,750.00	(1,425.10)	1,750.00
SEWER PUMP STATION	0.00	450.00	450.00	3,472.84	5,400.00	1,927.16	5,400.00
GATE MAINTENANCE	0.00	112.00	112.00	0.00	1,300.00	1,300.00	1,300.00
STREET MAINTENANCE	0.00	125.00	125.00	0.00	1,500.00	1,500.00	1,500.00
BACKFLOW TESTING	0.00	0.00	0.00	5,118.75	0.00	(5,118.75)	0.00
TOTAL Repairs and Mainter	5,895.25	6,907.00	1,011.75	121,517.94	82,851.00	(38,666.94)	82,851.00
Reserve Expenses							
MULCH	0.00	0.00	0.00	14,338.41	0.00	(14,338.41)	0.00
LANDSLIDE/DRAINAGE	0.00	0.00	0.00	43,631.71	0.00	(43,631.71)	0.00
GATE INSTALLATION	0.00	0.00	0.00	8,667.94	0.00	(8,667.94)	0.00
TOTAL Reserve Expenses	0.00	0.00	0.00	66,638.06	0.00	(66,638.06)	0.00

422-Waterton HOA Profit & Loss Statement

Period 12/1/2022 To 12/31/2022 11:59:00 PM

	Current Month Operating			Year to Date Operating			Annual
	Actual	Budget	\$ Var	Actual	Budget	\$ Var	
Utility							
WATER/SEWER	579.48	212.00	(367.48)	2,650.16	2,500.00	(150.16)	2,500.00
ELECTRICITY	282.08	259.00	(23.08)	2,787.89	3,075.00	287.11	3,075.00
TELEPHONE	72.69	81.00	8.31	1,031.69	950.00	(81.69)	950.00
PROPANE	0.00	0.00	0.00	463.93	0.00	(463.93)	0.00
TOTAL Utility	934.25	552.00	(382.25)	6,933.67	6,525.00	(408.67)	6,525.00
TOTAL Expense	8,829.50	9,008.00	178.50	214,430.44	108,041.00	(106,389.44)	108,041.00
Excess Revenue / Expense	1,537.35	145.00	1,392.35	(46,952.55)	1,839.00	(48,791.55)	1,839.00

Table 3.1A: Component Assessment and Valuation

Note: All numbers provided are the engineer's opinion of probable life and cost in 2022 dollars. Exact numbers may vary.

	Component	Quantity	Units	Cost/Unit	Remaining Life (Years)	Useful Life (Years)	Total Cost	Cost per Unit	Avg. Cost per Unit per Year
3.2	SITE								
	Replace the entrance monument trellises	1	LS	\$5,000	12	30	\$5,000	\$86	\$2.87
	Clean, seal, and minor tuck pointing of entrance monument masonry	1	LS	\$10,000	6	12	\$10,000	\$172	\$14.37
	Iron maintenance and coating for front gates	1	LS	\$8,000	6	12	\$8,000	\$138	\$11.49
	Replace the gate access system and intercom panel	1	BID	\$6,883	15	15	\$6,883	\$119	\$7.91
	Replace the two gate operators	2	EA	\$4,900	6	12	\$9,800	\$169	\$14.08
	Asphalt overlay	67,140	SF	\$2.75	22	40	\$184,635	\$3,183	\$79.58
	Minor asphalt repairs prior to seal coating and resurfacing	2,000	SF	\$8.95	2	5	\$17,900	\$309	\$61.72
	Asphalt seal coating	67,140	SF	\$0.28	2	5	\$18,799	\$324	\$64.82
	Concrete flatwork and curbing allotment	1	LS	\$5,000	5	5	\$5,000	\$86	\$17.24
	Storm drainage clean out allotment	1	LS	\$6,000	2	5	\$6,000	\$103	\$20.69
	Replace common wood fencing adjacent trail and entrance	2,368	LF	\$56	5	25	\$132,608	\$2,286	\$91.45
	Install bark on the trail	175	CY	\$120	2	3	\$21,000	\$362	\$120.69
	Replace mailbox kiosks	4	EA	\$2,200	10	25	\$8,800	\$152	\$6.07
	Landscaping and irrigation allotment	1	LS	\$5,000	3	5	\$5,000	\$86	\$17.24
	Replace the metal pole mounted lights	13	EA	\$6,500	22	40	\$84,500	\$1,457	\$36.42
	Replace the park benches	4	EA	\$900	7	25	\$3,600	\$62	\$2.48