

The Oaks Community Association 2017 Budget  
Approved by The Board of Director September 20, 2016

Account	Jan.	Feb.	March	April	May	June	July	Aug.	Sept.	October	Nov.	Dec.	Proposed 2017 Budget	Projected 2016	Budgeted Per Month	Budgetd Per Month Per Lot
<b>Income</b>																
Assessments	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	326,040	326,040	27,170	130
	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	27,170	326,040	326,040	27,170	130
<b>Utilities</b>																
Electricity Billed	14,220	16,590	14,220	11,850	7,110	14,220	28,440	33,180	35,550	33,180	16,590	11,850	237,000	236,275	19,750	94
Gas Billed	11,200	12,600	11,200	7,000	6,300	4,900	3,500	2,800	1,400	2,100	2,800	4,200	70,000	69,072	5,833	28
Water Assessment	8,360	8,360	8,360	8,360	8,360	8,360	8,360	8,360	8,360	8,360	8,360	8,360	100,320	100,320	8,360	40
Sewer Assesemnt	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	8,500	102,000	102,000	8,500	41
Water Usage Charge	3,840	4,480	4,480	5,120	5,120	6,400	7,040	7,680	6,400	4,480	4,480	4,480	64,000	63,944	5,333	26
	46,120	50,530	46,760	40,830	35,390	42,380	55,840	60,520	60,210	56,620	40,730	37,390	573,320	571,611	47,777	229
<b>Total Income</b>	<b>73,290</b>	<b>77,700</b>	<b>73,930</b>	<b>68,000</b>	<b>62,560</b>	<b>69,550</b>	<b>83,010</b>	<b>87,690</b>	<b>87,380</b>	<b>83,790</b>	<b>67,900</b>	<b>64,560</b>	<b>899,360</b>	<b>897,651</b>	<b>74,947</b>	<b>359</b>
<b>Expenses</b>																
<b>Utilities</b>																
PG&E Electricity	7,110	9,480	11,850	11,850	14,220	26,070	40,290	40,290	33,180	18,960	14,220	9,480	237,000	236,275	19,750	94
PG&E Gas	14,700	11,200	7,000	6,300	2,800	1,400	700	700	700	1,400	5,600	17,500	70,000	69,072	5,833	28
Treated Water (JVID)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Water Surcharge	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Utility Expense</b>	<b>21,810</b>	<b>20,680</b>	<b>18,850</b>	<b>18,150</b>	<b>17,020</b>	<b>27,470</b>	<b>40,990</b>	<b>40,990</b>	<b>33,880</b>	<b>20,360</b>	<b>19,820</b>	<b>26,980</b>	<b>307,000</b>	<b>305,347</b>	<b>25,583</b>	<b>122</b>
<b>Water Treatment Plant</b>																
Raw	280	320	320	360	480	440	440	360	320	240	240	200	4,000	4,077	333	2
T-4 Contractor	100	100	100	100	100	100	100	100	100	100	100	100	1,200	4,200	100	0
Water Treatment Permits	333	333	333	333	308	308	308	308	308	308	309	309	4,000	4,000	333	2
WTP Monitoring Lab Testing	500	650	600	600	450	300	350	350	300	300	300	300	5,000	4,603	417	2
WTP Repairs	880	480	1,360	400	720	480	480	880	960	640	400	320	8,000	11,982	667	3
Electricity	900	1,050	1,050	1,350	1,350	1,500	1,500	1,500	1,500	1,200	1,050	1,050	15,000	14,750	1,250	6
WTP Supplies & Chemicals	324	378	378	432	432	540	594	648	540	378	378	378	5,400	5,310	450	2
WTP Internet	72	64	64	72	64	64	64	72	64	64	64	72	800	800	67	0
Training WTP	-	-	-	-	-	80	-	-	-	-	-	-	-	-	-	-
WTP Telephone	45	40	40	40	40	40	45	40	45	40	45	40	500	483	42	0
<b>Total Water Treatment Expense</b>	<b>3,434</b>	<b>3,415</b>	<b>4,245</b>	<b>3,687</b>	<b>3,944</b>	<b>3,852</b>	<b>3,881</b>	<b>4,258</b>	<b>4,137</b>	<b>3,270</b>	<b>2,886</b>	<b>2,769</b>	<b>43,900</b>	<b>50,205</b>	<b>3,658</b>	<b>18</b>
<b>Sewer Treatment Plant Expense</b>																
Electricity	180	210	210	210	240	240	300	330	360	300	210	210	3,000	3,000	250	1
Waste Water Permits	1,160	1,160	1,305	1,160	1,305	1,160	1,305	1,160	1,305	1,160	1,160	1,160	14,500	14,500	1,208	6
Monitoring Test	660	2,805	330	2,475	1,320	330	660	3,465	330	495	2,970	660	16,500	16,541	1,375	7
Repairs	340	280	120	120	260	240	100	280	100	60	60	40	2,000	2,000	167	1
Desel Fuel - WWTP	-	25	-	-	-	25	-	-	25	-	-	25	100	100	8	0

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Training	-	-	-	-	-	-	-	200	-	-	-	-	200	-	17	0
<b>Total Sewer Treatment Expense</b>	2,340	4,480	1,965	3,965	3,125	1,995	2,365	5,435	2,120	2,015	4,400	2,095	36,300	36,141	3,025	14
<b>Maintenance Expenses</b>																
Pool & Spa Maintenance	440	550	880	1,320	990	1,210	1,430	1,430	1,650	770	220	110	11,000	10,876	917	4
Repairs	840	1,120	1,260	1,400	1,400	1,540	1,400	1,400	1,400	840	840	560	14,000	14,320	1,167	6
Clubhouse Expense	200	200	200	200	200	225	200	225	225	225	200	200	2,500	1,898	208	1
Garbage	336	336	336	336	336	378	336	378	378	378	336	336	4,200	4,162	350	2
Fuel Cost	280	280	280	280	280	315	280	315	315	315	280	280	3,500	3,572	292	1
Park Maintenance	1,040	1,040	910	1,170	1,170	1,170	1,430	1,170	1,430	1,300	650	520	13,000	12,863	1,083	5
<b>Total Maintenance Expense</b>	3,136	3,526	3,866	4,706	4,376	4,838	5,076	4,918	5,398	3,828	2,526	2,006	48,200	47,691	4,017	19
<b>Payroll Expense</b>																
Community Manager	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	5,833	70,000	70,000	5,833	28
Clerical Salary	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	32,000	29,125	2,667	13
Wages Maintenance Staff	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	2,667	32,000	31,775	2,667	13
Wages Water Treatment Staff	5,167	5,167	5,167	5,167	5,167	5,167	5,167	5,167	5,167	5,167	5,167	5,167	62,000	58,452	5,167	25
Wages Sewer Plant	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000	17,771	1,500	7
Wages Night Watchman	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	24,000	23,428	2,000	10
Wages Playground Supervisor	-	-	-	1,300	2,600	2,600	2,600	2,600	1,300	-	-	-	13,000	12,902	1,083	5
Payroll Tax	2,600	2,340	1,820	1,820	1,820	2,340	2,340	2,340	2,340	2,080	2,080	2,080	26,000	25,217	2,167	10
ARM Payroll Service	83	83	83	83	83	83	83	83	83	83	83	83	1,000	1,073	83	0
Workers Compensation	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	1,083	13,000	12,158	1,083	5
<b>Total Payroll Expenses</b>	23,600	23,340	22,820	24,120	25,420	25,940	25,940	25,940	24,640	23,080	23,080	23,080	291,000	281,901	24,250	116
<b>Administrative Expense</b>																
Bad Debt expense	-	-	-	-	-	-	-	-	-	-	-	9,771	9,771	10,500	814	4
Advertising	-	-	-	-	-	-	-	-	-	-	-	-	-	1,477	-	-
Bank Fees	50	-	-	50	-	-	-	50	-	-	-	50	200	150	17	0
Dues and Membership	125	125	125	125	125	125	125	125	125	125	125	125	1,500	994	125	1
Park Billing Service	500	500	500	500	500	500	500	500	500	500	500	500	6,000	6,047	500	2
Internet Service	83	83	83	83	83	83	83	83	83	83	83	83	1,000	990	83	0
Water Usage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Utilities	448	392	392	336	336	448	616	728	672	504	280	448	5,600	5,520	467	2
Telephone Expense	464	522	464	464	464	522	464	522	464	522	464	464	5,800	5,780	483	2
Alarm Service	88	99	88	88	88	99	88	99	88	99	88	88	1,100	1,068	92	0
Office Supplies and Expense	560	630	560	560	560	630	560	630	560	630	560	560	7,000	6,027	583	3
Cell Phone Expense - Staff	40	45	40	40	40	45	40	45	40	45	40	40	500	481	42	0
Security Supplies	40	-	40	-	-	-	40	-	-	40	-	40	200	189	17	0
Night Watchman Fuel	248	279	248	248	248	279	248	279	248	279	248	248	3,100	3,191	258	1
Postage and Shipping	180	20	20	150	20	20	40	20	20	20	210	280	1,000	950	83	0

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Street Lights	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Mileage	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Neighborhood Watch	-	-	-	-	-	-	-	100	-	-	-	-	100	137	8	0
Storage	17	17	17	17	17	17	17	17	17	17	17	17	200	-	17	0
Gate Remotes	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Social Activities	67	67	67	67	67	67	67	67	67	67	67	67	800	675	67	0
Admin Training	-	-	-	250	-	-	-	-	250	-	-	-	500	-	42	0
Employee Services	-	-	-	-	-	700	-	-	-	-	-	-	700	670	58	0
Member Services	58	58	58	58	58	58	58	58	58	58	58	58	700	690	58	0
Misc. Admin Expense	17	17	17	17	17	17	17	17	17	17	17	17	200	125	17	0
<b>Total Administrative Expense</b>	<b>2,985</b>	<b>2,854</b>	<b>2,719</b>	<b>3,053</b>	<b>2,623</b>	<b>3,610</b>	<b>2,963</b>	<b>3,340</b>	<b>3,209</b>	<b>3,006</b>	<b>2,757</b>	<b>12,856</b>	<b>45,971</b>	<b>45,661</b>	<b>3,831</b>	<b>18</b>
<b>Insurance Expense</b>																
Vehicle Insurance	258	258	258	258	258	258	258	258	258	258	258	258	3,100	3,000	258	1
Commercial Insurance	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,000	12,000	1,000	5
D & O Insurance	417	417	417	417	417	417	417	417	417	417	417	417	5,000	4,478	417	2
Fidelity Bond	83	83	83	83	83	83	83	83	83	83	83	83	1,000	961	83	0
<b>Total Insurance Expense</b>	<b>1,758</b>	<b>1,758</b>	<b>1,758</b>	<b>1,758</b>	<b>1,758</b>	<b>1,758</b>	<b>1,758</b>	<b>1,758</b>	<b>1,758</b>	<b>1,758</b>	<b>1,758</b>	<b>1,758</b>	<b>21,100</b>	<b>20,439</b>	<b>1,758</b>	<b>8</b>
<b>Taxes and Permits Expense</b>																
Taxes	83	83	83	83	83	83	83	83	83	83	83	83	1,000	1,000	83	0
Permits and License	42	42	42	42	42	42	42	42	42	42	42	42	500	500	42	0
Taxes and License	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Taxes and Permits Expense</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>125</b>	<b>1,500</b>	<b>1,500</b>	<b>125</b>	<b>1</b>
<b>Professional Fees</b>																
Accounting	-	-	-	1,800	-	-	-	-	-	-	-	-	1,800	1,800	150	1
Legal Fees	-	-	500	-	-	-	500	-	-	-	1,000	-	2,000	6,177	167	1
<b>Total Professional Fees</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>1,800</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>-</b>	<b>3,800</b>	<b>7,977</b>	<b>317</b>	<b>2</b>
<b>Reserve Expense</b>																
General	4,476	4,476	4,476	4,476	4,476	4,476	4,476	4,476	4,476	4,476	4,476	4,476	53,715	53,715	4,476	21
Water	3,892	3,892	3,892	3,892	3,892	3,892	3,892	3,892	3,892	3,892	3,892	3,892	46,709	46,709	3,892	19
Sewer	1,819	1,819	1,819	1,819	1,819	1,819	1,819	1,819	1,819	1,819	1,819	1,819	21,830	21,830	1,819	9
Reserve Study	133	133	133	133	133	133	133	133	133	133	133	133	1,600	1,600	133	1
<b>Total Reserve Expense</b>	<b>10,321</b>	<b>10,321</b>	<b>10,321</b>	<b>10,321</b>	<b>10,321</b>	<b>10,321</b>	<b>10,321</b>	<b>10,321</b>	<b>10,321</b>	<b>10,321</b>	<b>10,321</b>	<b>10,321</b>	<b>123,854</b>	<b>123,854</b>	<b>10,321</b>	<b>49</b>
<b>Total Expenses</b>	<b>69,510</b>	<b>70,500</b>	<b>67,170</b>	<b>71,686</b>	<b>68,712</b>	<b>79,909</b>	<b>93,919</b>	<b>97,085</b>	<b>85,588</b>	<b>67,763</b>	<b>68,673</b>	<b>81,990</b>	<b>922,625</b>	<b>920,716</b>	<b>76,885</b>	<b>368</b>
<b>Other Income</b>																

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HOA Late Fees	480	360	420	480	480	660	660	540	540	420	480	480	6,000	5,709	500	2
Certified Letters	-	125	-	-	125	-	125	-	-	125	-	-	500	500	42	0
Move In Fee	144	144	144	216	216	216	216	144	144	72	72	72	1,800	1,700	150	1
NSF Fees	13	-	-	20	-	-	20	-	-	20	-	27	100	50	8	0
Interest	200	200	200	200	200	200	200	200	200	200	200	200	2,400	2,264	200	1
Document & Title Fees	210	245	245	280	280	350	350	385	315	280	280	280	3,500	3,575	292	1
Social Committee	-	-	-	-	33	-	-	-	-	33	-	33	100	45	8	0
Keys	-	-	-	16	27	36	11	-	-	-	-	-	90	90	8	0
Violation & Fines	60	70	60	80	100	110	110	90	80	80	80	80	1,000	885	83	0
RV Storage	420	490	490	630	630	700	700	700	630	630	560	420	7,000	6,660	583	3
Clubhouse Rental	30	25	45	35	50	55	55	45	40	40	40	40	500	425	42	0
Other Income	10	10	10	10	10	10	10	10	10	10	10	10	125	75	10	0
Recycling	13	13	13	13	13	13	13	13	13	13	13	13	150	-	13	0
<b>Total Other Income</b>	1,580	1,682	1,627	1,980	2,164	2,350	2,470	2,127	1,972	1,923	1,735	1,655	23,265	21,978	1,939	9
<b>Net Income (Loss)</b>	<b>5,360</b>	<b>8,882</b>	<b>8,387</b>	<b>(1,705)</b>	<b>(3,988)</b>	<b>(8,009)</b>	<b>(8,439)</b>	<b>(7,268)</b>	<b>3,764</b>	<b>17,950</b>	<b>962</b>	<b>(15,775)</b>	<b>-</b>	<b>(1,087)</b>	<b>-</b>	<b>-</b>