

THE GLEN OF PACIFIC GROVE HOMEOWNERS ASSOCIATION

2021 ANNUAL BUDGET REPORT

This budget commences on January 1, 2021 and ends on December 31, 2021

Monthly Assessment \$350.00 per month

California Civil Code 5320): In lieu of the distribution of the pro forma operating budget by subdivision (a), the Board of Directors may elect to distribute a summary of the pro forma operating budget to all its members with a written notice that the pro forma operating budget is available at the business office of the association and that copies will be provided upon request and at the expense of the association. If any member requests that a copy of the pro forma operating budget be mailed to the member, the association shall provide the copy to the member by first class United States mail at the expense of the association delivered within five days. The written notice that is distributed to each of the association members shall be in at least 10-point boldface type on the front page of the summary of the budget.

**The Glen of Pacific Grove
Budget
January 1, 2021 - December 31, 2021**

	Budget 2021	Monthly Budget 2021	Per Month, Per Unit 2021	Budget 2020	Increase (Decrease)
Income					
Assessments	\$ 252,000	\$ 21,000	\$ 350	\$ 230,400	\$ 21,600
Late Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Gate Remote Sales	\$ -	\$ -	\$ -	\$ 250	\$ (250)
Prior Years' Excess Income	\$ 13,361	\$ 1,113	\$ 19	\$ 1,050	\$ 12,311
Interest Income - Operating	\$ -	\$ -	\$ -	\$ 21	\$ (21)
Total Income	\$ 265,361	\$ 22,113	\$ 369	\$ 231,721	\$ 33,640
Operating Expenses					
Administrative					
Property Management	\$ 18,660	\$ 1,555	\$ 26	\$ 17,940	\$ 720
Property Insurance	\$ 18,554	\$ 1,546	\$ 26	\$ 18,112	\$ 442
Bad Debt	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting	\$ 1,550	\$ 129	\$ 2	\$ 1,520	\$ 30
Legal	\$ 2,500	\$ 208	\$ 3	\$ 1,500	\$ 1,000
Legal - Governing Documents	\$ 10,000	\$ 833	\$ 14	\$ -	\$ 10,000
Office & Postage	\$ 1,930	\$ 161	\$ 3	\$ 2,500	\$ (570)
Gate Remote Expense	\$ 90	\$ 8	\$ 0	\$ 65	\$ 25
Property/Corporate Tax	\$ 3,825	\$ 319	\$ 5	\$ 730	\$ 3,095
Contingency	\$ 1,200	\$ 100	\$ 2	\$ 1,200	\$ -
Total Administrative	\$ 58,309	\$ 4,859	\$ 81	\$ 43,567	\$ 14,742
Maintenance					
General Maintenance - Labor	\$ 2,400	\$ 200	\$ 3	\$ 2,400	\$ -
General Maintenance - Contractor	\$ 1,600	\$ 133	\$ 2	\$ 1,600	\$ -
General Maintenance - Supplies	\$ 1,227	\$ 102	\$ 2	\$ 700	\$ 527
Roof/Gutter Service - Labor	\$ 1,000	\$ 83	\$ 1	\$ 1,000	\$ -
Roof/Gutter Service - Contractor	\$ 6,000	\$ 500	\$ 8	\$ 6,320	\$ (320)
Roof/Gutter Service - Supplies	\$ 200	\$ 17	\$ 0	\$ 200	\$ -
Backflow Service/Repairs	\$ 195	\$ 16	\$ 0	\$ 195	\$ -
Tennis Court Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
Gate Maintenance - Labor	\$ 500	\$ 42	\$ 1	\$ 500	\$ -
Gate Maintenance - Contractor	\$ 1,760	\$ 147	\$ 2	\$ 2,060	\$ (300)
Gate Maintenance - Supplies	\$ 100	\$ 8	\$ 0	\$ 100	\$ -
Total Maintenance	\$ 14,982	\$ 1,249	\$ 21	\$ 15,075	\$ (93)
Lake Service					
Lake Service - Contract	\$ 16,096	\$ 1,341	\$ 22	\$ 3,852	\$ 12,244
Lake Service - Labor	\$ 380	\$ 32	\$ 1	\$ 2,880	\$ (2,500)
Lake - Repairs	\$ 500	\$ 42	\$ 1	\$ 500	\$ -
Lake - Supplies	\$ -	\$ -	\$ -	\$ -	\$ -
Lake - Other	\$ 1,200	\$ 100	\$ 2	\$ 1,200	\$ -
Total Lake Service	\$ 18,176	\$ 1,515	\$ 25	\$ 8,432	\$ 9,744
Landscaping					
Landscaping - Contract	\$ 56,100	\$ 4,675	\$ 78	\$ 54,360	\$ 1,740
Landscaping - Trees	\$ -	\$ -	\$ -	\$ -	\$ -
Landscaping - Plant Material	\$ 6,000	\$ 500	\$ 8	\$ 6,000	\$ -
Landscaping - Irrigation	\$ 1,200	\$ 100	\$ 2	\$ 1,200	\$ -
Landscaping - Other	\$ 1,200	\$ 100	\$ 2	\$ 1,200	\$ -
Total Landscaping	\$ 64,500	\$ 5,375	\$ 90	\$ 62,760	\$ 1,740
Utilities					
Electricity	\$ 6,794	\$ 566	\$ 9	\$ 7,274	\$ (480)
Water	\$ 16,368	\$ 1,364	\$ 23	\$ 14,140	\$ 2,227
Gate Phone	\$ 2,700	\$ 225	\$ 4	\$ 2,400	\$ 300
Total Utilities	\$ 25,862	\$ 2,155	\$ 36	\$ 23,815	\$ 2,047
Total Operating Expenses	\$ 181,829	\$ 15,152	\$ 253	\$ 153,649	\$ 28,180
Reserve Contribution	\$ 83,532	\$ 6,961	\$ 116	\$ 78,072	\$ 5,460
Excess Income over Expenses	\$ -	\$ -	\$ -	\$ -	\$ 0

The Glen of Pacific Grove Homeowners Association is a 60-unit planned unit development, as defined in California Civil Code Section 4175. This project is located at One Glen Lake Drive, Pacific Grove, CA.

Income

Assessments – The budget for fiscal year 2021 for maintenance, operation of common areas and long-term reserve will increase from \$320.00 to \$350.00 per month, per unit.

Operating Expenses and Notes

Property Management – Management services provided by Regency Management Group and are based on the current contract.

Property Insurance – Policy includes the commercial package, fidelity insurance coverage that protects Association funds, Directors and Officers coverage for Board members, workers compensation and an umbrella policy that extends current limits on other coverage based on current premiums.

Accounting – Estimated cost to prepare the annual federal and state tax returns, with a legally required review.

Legal – This line item represents legal fees that might be required and revising the governing documents.

Office Supplies & Postage – Costs for miscellaneous office supplies for the annual meeting documents, copies, mailing service and postage.

Gate Remote Expenses – Cost associated with the Door King Annual fee.

Property/Corporate Taxes – Estimated state and federal taxes and property taxes.

Contingency – Funds to be used to cover increased costs within the operating fund if operating revenue is insufficient to meet daily expenses. This also includes all expenses associated with special administrative projects.

General Maintenance (includes labor, contractor & supplies) – Various minor repairs and supplies in the common area, as needed. These funds are intended to cover the areas which are in addition to the landscaping and lake service.

Roof Service/Repairs – (includes labor, contractor & supplies) - Estimated costs to clean the gutters twice per year and as needed throughout the winter season.

Backflow Repairs/Testing – Cost for annual testing of the backflow device.

Tennis Court Maintenance – No 2021 budget.

Gate Maintenance (includes labor, contractor & supplies) – Estimated costs for service and repair of the security gates; driveway & pedestrian.

Lake Service (includes contract, labor, repairs & supplies) – Lake service provided by Solitude Lake Management per the monthly contract, and cost for minor repairs and supplies.

Landscaping – Contract – Landscape maintenance services based on the current contract, with an increase provided by Greenscapes.

Landscaping – Trees – Estimated cost for minor tree trimming and/or replacement.

Landscaping – Plant Material – Estimated cost for plant replacement.

Landscaping - Irrigation – Minor landscaping repairs not covered in the contract; sprinkler head repairs, irrigation line leaks, etc.

Landscaping – Other – Weed abatement and other services outside the monthly landscaping contract.

Electricity/Gas – Electricity/Gas usage for the common.

Water – Water usage for the community.

Gate Phone – Phone service for the operation of the gate.