

2012 COMMON AREA BUDGET

BROOKHOLLOW OFFICE PARK ASSOCIATION



**1500-1502, 1530-1548 E. Warner Avenue
1504-1528, 1554, 1560, 1570, 1580 Brookhollow Drive
Santa Ana, California**

PREPARED FOR:

Brookhollow Association Board of Directors

PREPARED BY:

**Shirin Zarkesh, Board President
Carrie Decker, Property Manager**

Reviewed and Approved: The Board of Directors

Dated: 11/1/2011

**BROOKHOLLOW OFFICE PARK ASSOCIATION
2012 COMMON AREA BUDGET**

Operational Budget

<u>Direct Operational Expenses</u>	<u>Code</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
Painting R/S/M	6321	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Landscaping Maint	6240	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	79,800
Landscaping R/S/M	6241	900	900	900	900	900	900	900	900	900	900	900	900	10,800
Landscaping Tree Trimming	6242		4,000			4,000					6,500			14,500
Electrical & Lighting Maint	6245	140	140	140	140	140	140	140	140	140	140	140	140	1,680
Electrical R/S/M	6246	800	800	800	800	800	800	800	800	800	800	800	800	9,600
Plumbing R/S/M	6251	600	600	600	600	600	600	600	600	600	600	600	600	7,200
Parking Lot/Street R/S/M	6256	500	500	500	500	500	500	500	500	500	500	500	500	6,000
Signs R/S/M	6262	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Golf Cart	6265	315	315	315	315	315	315	315	315	315	315	315	315	3,780
Golf Cart R/S/M	6266	25	25	25	25	25	25	25	25	25	25	25	25	300
Pond Maintenance	6280	1,075	1,075	1,075	1,075	1,614	1,614	1,614	1,614	1,614	1,614	1,075	1,075	16,133
Pond R/S/M	6281	300	300	300	300	300	300	300	300	300	300	300	300	3,600
Garage Rent		450	450	450	450	450	450	450	450	450	450	450	450	5,400
Personnel Services	6290	3,751	3,751	3,751	3,751	3,751	3,751	3,751	3,751	3,751	3,751	3,751	3,751	45,013
Pest Control	6291	740	740	740	740	740	740	740	740	740	740	740	740	8,880
Street Sweeping	6292	580	580	580	580	580	580	580	580	580	580	580	580	6,960
Misc Other D Exp	6295	120	120	120	120	120	120	120	120	120	120	120	120	1,440
Misc. R/S/M	6296	275	275	275	275	275	275	275	275	275	275	275	275	3,300
Mangement Fee		2,600	2,600	2,600	2,600	2,600	2,678	2,678	2,678	2,678	2,678	2,678	2,678	31,746
Security Service		3,771	3,771	3,771	4,474	4,474	4,474	4,474	4,474	4,474	3,771	3,771	3,771	49,469
Insurance							6,600							6,600
Marketing-Web		375	375	375	375	375	375	375	375	375	375	375	375	4,500
Marketing-Signage/Other		200	200	200	200	200	200	200	200	200	200	200	200	2,400
Electricity - Edison		750	750	750	750	750	750	750	750	750	750	750	750	9,000
Electricity - Emon Reimbursement		3,125	3,125	3,125	3,125	3,125	3,125	3,125	3,125	3,125	3,125	3,125	3,125	37,500
Pond Utility Water		1,000		1,000		1,000		1,000		1,000		1,000		6,000
Utility Water		3,500		3,500		6,000		7,500		9,550		7,500		37,550
Utility Sewer		3,450		3,450		3,450		3,450		3,450		3,450		20,700
Trash Disposal		1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	1,650	19,800
Trash - Landscape		350	350	350	350	350	350	350	350	350	350	350	350	4,200
Trash - Recycle		310	310	310	310	310	310	310	310	310	310	310	310	3,720
Sale Tax On Services		28	28	28	28	28	28	28	28	28	28	28	28	336
Discretinary		2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	2,150	25,800
Total Direct Operational Expenses		40,680	36,730	40,680	33,433	48,422	40,650	46,000	34,050	48,050	39,847	44,758	32,808	486,107
<u>Indirect Admin Expenses</u>														
Bank Fees														0
Administrative		150	150	150	150	150	150	150	150	150	150	150	150	1,800
Office Supplies		75		75										150
Office Supplies-Postage		50		50										100
Advertising & Promo (Event)		250	250	250	250	250	250	250	250	250	250	250	250	3,000
Professional-Legal			250	1,750		250			250			250		2,750
Professional-Actg/Auditing													425	425
State Taxes			800											800
Total Other Admin Expenses		525	1,450	2,275	400	650	400	400	650	400	400	650	825	9,025
<u>Reserves</u>														
Monthly Allocation		4,956	4,956	4,956	4,956	4,956	4,956	4,956	4,956	4,956	4,956	4,956	4,956	59,470
Total Expenses		46,161	43,136	47,911	38,789	54,028	46,006	51,356	39,656	53,406	45,203	50,364	38,589	554,602

**BROOKHOLLOW OFFICE PARK ASSOCIATION
2012 COMMON AREA BUDGET
RESERVE BUDGET**

Assumptions:

Inflation Factor 3.0%
Discount Rate 3.0%
Current Budget Year 2012

ITEMS	GL Beg	GL End	PV @	Res. Yr	Mon Res.	Yr 0	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6	Yr 7	Yr 8	Yr 9		COMMENTS
	Balance	Balance	Infl. Rate	@ D Rate		2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Totals	
	CPS																
General	65,967	92,016	222,204	26,049	2,170.76		28,538	28,538	28,538	28,538	28,538	28,538	28,538	28,538	28,538	256,846	
General Yr 0	4,910	0		0		4,910											
Asphalt	0	(4,203)	181,995	21,335	1,777.95	25,538		67,408	8,372	35,756			76,271	9,473		197,280	Asphalt, Slurry & Stripe
Landscaping	11,610	3,920	33,438	3,920	326.67	11,610	4,114		30,412		850					35,376	Based on 2011 Reserve Study. 2011 unspent amount carried forward.
Sidewalk replacements	0	678	5,783	678	56.50							5,957				5,957	Based on 2011 Reserve Study
Ponds	67	(163)	24,205	2,838	236.46	3,067	14,538			10,705						25,243	Pond pumps, plant materials, dredging
Lighting Maintenance	5,000	0	0	0	0.00	5,000										0	2011 unspent amount carried forward
Signs	84,943	569	4,854	569	47.42	84,943		5,000					0			5,000	2011 unspent amount carried forward. To revamp signage throughout property.
Paint		4,081	34,811	4,081	340.08		17,165					19,251				36,416	Based on 2011 Reserve Study
TOTAL	172,496	96,898	285,087	59,470	4,956	135,068	64,355	100,946	67,322	74,999	29,388	53,746	104,809	38,011	28,538	562,118	

Beginning Balance	172,496	96,898	92,013	50,536	42,684	27,154	57,236	62,959	17,620	39,078
Plus Annual Allocation To Reserve	59,470	59,470	59,470	59,470	59,470	59,470	59,470	59,470	59,470	59,470
2011 Allocated Reserve Expenditure Carried Forward	(106,530)									
Minus Annual Reserve Expenditure	(28,538)	(64,355)	(100,946)	(67,322)	(74,999)	(29,388)	(53,746)	(104,809)	(38,011)	(28,538)
End of Year Balance	96,898	92,013	50,536	42,684	27,154	57,236	62,959	17,620	39,078	70,010