

# **RESERVE STUDY**

## **FOR**

### **Bent Tree Property Owner's Association, Inc.**

**Bent Tree Drive, Palm Beach Gardens, Florida 33418**



***J. R. Frazer, Inc. \* 6615 W. Boynton Beach Blvd. #: 360, Boynton Beach, FL 33437 \* Ph#: 561-488-3012***

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## 1. Narrative Section (A pages)

- Introduction
- Purpose of Reserves
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- Special Notes (important to read, information regarding your specific association)

## 2. Reserve Summary (B1 page)

- includes the total and grand total for all reserve categories
- provides the Reserve Replacement Cost, Normal Annual Contribution, Current Reserve Requirement, Association's Current Balance and Next Year's Reserve Contribution
- NOTE: it is important to review the C pages to better understand the results of the reserve summary on this B1 page

## 3. Reserve Forecast (B2 page)

- provides the association's current reserve annual contribution and the future reserve annual contribution for the next 9 years
- note: you will need to review the D pages of this report to understand how and why the annual contribution is different than the normal annual contribution stated on the previous B1 page

## 4. Reserve Analysis (C pages)

- this section includes the detailed field and desktop work completed by the reserve analyst for each reserve category such as Roofing, Painting, Paving, Pool, Elevators, etc.
- provides an in-depth, line-by-line reserve components under subcategories for each reserve category, such as roofing, paving, etc.
- note: each reserve component item will have the quantity of units used, per unit cost, replacement cost, normal life, remaining life, normal annual contribution and the current reserve requirement for each specific component item

## 5. Reserve Funding Analysis (D pages)

- this section includes the cash flow analysis of the annual reserve contribution to be collected against the annual reserve expenditures incurred on a yearly basis for the next 20 years
- the analysis will show your fund balance for the next 20 years based on the cash flow method of funding and how we have added any reserve fund deficit amount(s) to your normal annual contribution that might be created over the next 20 years
- this section will show why and when a reserve fund deficit amount is created (deficit amounts added is shown in blue text)
- Note: the yearly contribution stated in this section is also provided on the summary B2 page of this report

## 6. Photos of Component Items

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**RESERVE STUDY REPORT**  
**Bent Tree Property Owner's Association, Inc.**  
**Bent Tree Drive, Palm Beach, Florida 33418**  
**Date of Site Visit: October 22, 2018**  
**Budget Year: 2019**



**PURPOSE OF THE FULL RESERVE STUDY :**

To provide the basis for the necessary funding to maintain, repair and replace those reserve components/assets which are the Association's responsibility.

**SCOPE OF THE FULL RESERVE STUDY :**

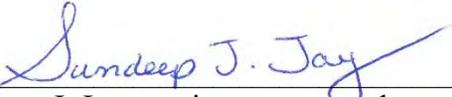
Identify and examine specific components for all of the reserve category needs analysis and use the **Pool of Funds Funding** for future reserve financial analysis with an on-site inspection. Included in this reserve study are the following component items: Roofing, Painting, Paving, Pool, Tennis, Entry Gate, Replace & Restoration and Landscaping. The Study will quantify the individual components by actual field measurements and a visual inspection where possible. Establish current cost estimates for replacement using Marshall & Swift Valuation Service, National Plumbing & HVAC Estimator, Means Building Construction Cost Data, Trade Service Electrical Price Guide, and local contractors. Identify the normal life expectancy for each component. Estimate each component's remaining useful life through non-destructive methods. Calculate the normal annual contribution over the normal life expectancy. Establish the current 100% reserve requirement. Complete the reserve funding analysis and calculate the reserve deficit or overage. Make calculations to amortize any cash flow deficits over the twenty-year analysis by using the pool of funds method of funding reserves. The Study will also adjust the normal annual contributions to include amortized deficit funding, if needed, to meet all anticipated expenditures over the next twenty years.

**CERTIFICATION:**

I hereby certify that I have no interest, present or contemplated, in the property, and that neither the assignment to complete this study nor the fee derived there from is contingent upon its results. I have personally inspected the property, unless otherwise noted in the report, and to the best of my knowledge and belief, all statements and data in this report are true, subject to any contingent limiting conditions noted herein.

This report is furnished at your request in strict confidence by us as your agent for your exclusive use. The report is not to be construed as a guarantee or warranty, expressed or implied, of the property or the equipment therein or of their fitness for a particular purpose.

This report is made under the guidelines of the American Institute of Certified Public Accountants, the Community Associations Institute guidelines, and the Professional Reserve Specialists Code of ethics.

  
Sundeep J. Jay - senior reserve analyst

## INTRODUCTION

J. R. FRAZER, INC.(Reserve Studies and Valuation Services) was retained by the Association to prepare a reserve analysis of the common areas for the purpose of developing a repair and replacement needs plan and a funding analysis. The site inspection work was completed by Sundeep J. Jay - senior reserve analyst.

The statutory requirement for condominium associations simply states reserves must be 100% funded for roofing, painting and paving, plus any other items in which the cost to maintain, repair or replace those items exceeds \$10,000. This homeowner's association while not a condo association, feels it is prudent and fiduciarly incumbent upon them to have a Reserve Analysis and accordingly has elected to engage an independent specialist to prepare a reserve schedule for inclusion in the association's budget. Our reserve study includes all reserve fund categories and all reserve components with a twenty-year cash flow analysis.

The reserve program is designed to provide all or part of the funds necessary to pay for maintaining, repairing and replacing the capital improvements of the Association. Not every circumstance can be accounted for future loss possibilities such as catastrophic disasters. At the request of the board this reserve study may include reserves for uninsurable losses due to a catastrophe. These losses may be caused by flooding, lightning, hurricanes, or un-named windstorms and may include damage to such uninsurable items as landscaping or improvements excluded from windstorm insurance.

The analysis which follows uses the straight-line component method to determine the physical analysis or the needs of the Association, a pool of funds method, and a twenty-year cash flow analysis with a minimum threshold to complete the financial analysis and reserve funding requirements. The physical analysis data includes those components that are included in the reserve study and the calculation of the necessary reserves are based upon straight line funding by establishing estimated remaining useful lives, the quantity of units which are obtained through independent research, existing maintenance records, site inspections, and verification of historical replacement cost of the components in the analysis. Because inflation cannot be accurately predicted, replacement costs herein are at current construction cost.

## PURPOSE OF RESERVES

Reserves are monies budgeted, collected and set aside for replacement or deferred maintenance. The establishment of reserve accounts begins with the developer and or the board who has a fiduciary capacity and responsibility for the establishment of an association's budget. The board has established the reserve accounts in this study for the future replacement or deferred maintenance of the common areas.

Community associations have become aware of the necessity of reserves being included in the budget. Without adequate reserves, owners may be subject to either special assessments or may not be able to repair or replace the common area assets. Reserve funds enable an association to maintain the common areas with a reduced risk of special assessments and minimize the impact of financial challenges. The establishment of 100% reserve funding accomplishes the following:

- Establishes and preserves reserves for a strong financial position to meet future expenditures.

- Reserves reduce the potential for special assessments.

- All owners share the expenses of the association equally by paying their share of the cost while living in the community.

Adequate funding is the key to reserves. Just having reserve funds doesn't make a community's financial future strong. Reserves must be set at an annual goal of 100% funding to accomplish all of the goals of an association/community.

There will be times however, when natural disasters such as flood, hurricanes, windstorms, and frost can cause considerable damage to uninsurable property. These events should also be a consideration of the board and a reserve fund established to meet these natural disasters or adopt a policy of special assessments.

## NAVIGATING & UNDERSTANDING THIS REPORT

### **Reserve Summary Section – (B1 & B2 pages):**

This section summarizes the entire report providing the grand total for the Current Replacement Cost, Normal Annual Contribution, Current Reserve Requirement, Association's Current Reserve "Fund Balance", Fund Deficit and the Contribution needed for the next budget year. For definitions of terminology, such as Current Reserve Requirement, please see "Definitions" section located at the end of this report.

Please Note: The Normal Annual Contribution and the Annual Contribution for next year might be different depending upon your current reserve balance and expenses related to projects that will materialize over the next 1 to 20 years.

The Normal Life and Remaining Life in the Reserve Summary page are ranges of actual life. The actual Normal Life and Remaining Life for each individual reserve component are contained in the Reserve Analysis pages (C pages).

The Summary B2 page provides the association's current year contribution and the Annual Contribution for the next 9 years adding in any deficit amounts that might have occurred during the funding analysis located on the D pages of this report. In this section, we have added the normal annual contribution with any deficit amounts that were needed to maintain a positive balance in your reserve account.

### **Reserve Analysis Section - (C pages):**

This section provides a detailed breakdown of the component items into each reserve category. The reserve component items are further broken down to provide individual unit cost, number of units, normal life, estimated remaining life, annual contribution for that component item and the current reserve requirement (dollar amount that should be in reserves as of the date of this report). This section is sometimes referenced as the calculation pages of the reserve study.

### **Reserve Funding Analysis – (D pages):**

In this section, broken down by year, are all the expenses that will occur for the next 20 years with the year-end fund balance. It is in this section under "amortized deficit" that will show the additional money needed to the Normal Annual Contribution to maintain a positive balance in the reserve account and to pay for the required replacement of component items. The amortized deficit column can vary year by year. In any given year, if a fund balance falls below the minimum fund balance (ie. \$2,500 - \$50,000) an amount is added to bring the fund balance to the stated minimum balance. This amount then is

divided into the preceding years to spread out the deficit, hence not creating a burden in any given year. To further clarify..., if the minimum fund balance is \$5,000 and then in year 5 the association's fund balance is a negative \$1,500, then \$6,500 will be needed to bring the fund balance to \$5,000. This \$6,500 deficit will then be divided by the 5 preceding years adding \$1,300 a year to the normal annual contribution.

**Photo Section:**

This section provides photographs of most of the component items listed in this reserve study – but not all. It does not provide photographs of problem areas, though they may be observable in the photographs – such as cracking on the asphalt paving.

**Financial & Other Documentation:**

This section provides some of the information your association and or manager has provided to us in order to prepare this report. It includes items such as the association's Balance Sheet, Profit & Loss Statements, Budget Statements, Questionnaire, Maintenance Contracts, etc.

**Definitions and Consulting Contractors:**

This section provides the definition of terms that are used in this report to better help the reader understand the scope of this report. Also, in this section are names and phone numbers of contractors we have developed relationships with over the last 20 years. We cannot guarantee their workmanship nor do we have a preference to any one contractor. We recommend interviewing at least 3 contractors and depending upon the company you choose to work with, obtain a copy of their license and insurance prior to signing any agreements. If you have a problem with anyone on this list, please feel free to give us a call – it is only your feedback that allows our contractors to remain on our list. It is for your convenience.

## GENERAL ANALYST RECOMMENDATIONS

1. We recommend making the stated annual contributions on the B2 page of this report. The contribution is made up of the Normal Annual Contribution plus a required amortized deficit amount (if needed) to meet anticipated cash flows over the next twenty years. By funding the recommended contributions using the pool of funds funding method, the Association should be able to pay future reserve expenditures with adequate contributions from the reserve funds.

The Normal Annual Contribution represents the replacement cost divided by the number of years of useful life.

2. We recommend income generated within the reserves remain in the reserves. This is the most positive method to combat inflation. Our financial analysis indicates interest generated by reserve funds will help offset a portion of inflation cost. This system of compounding interest allows the Association to control some reserve increases but should be updated at a minimum of every two years. If the interest is not allocated back into reserves the Association can expect future deficits and possible special assessments. This report does not consider future interest earned on the bank reserve balance for 3 reasons. Firstly, interest earned on reserve balance can vary greatly on an annual basis. Secondly, we consider the interest to help bridge the difference between the Current Reserve Requirement and the actual Current Reserve Balance. Thirdly, it helps offset future inflation, which can also vary greatly.

3. The association's current reserve schedule may not have been complete in identifying all the needs of the association. We have added components and recommend the association reserve for all components in this reserve study. In some cases, we might have combined certain reserve categories to help simplify and or improve budgeting methods.

4. All expenditures are based upon a cash flow analysis with the pool of funds method to meet expenses. This allows all funds in each reserve category to be used for paying any appropriate component or components which may suddenly and un-expectedly need to be repaired or replaced. This system of funding provides adequate funding for the future reserve expenses. We strongly recommend annual updates of the reserve study to maintain adequate funding levels.

## SPECIAL NOTES

Information supplied by the Association includes a copy of the August 31, 2018 financial reports and a copy of the current reserve budget.

As a result of the study, if the current reserve fund balance is less than the current 100% reserve requirement, you have a funding deficit. If the fund balance is greater than the reserve requirement, you have a funding overage.

When the association's current reserve fund balance is less than the current 100% reserve requirement, additional funds may be added to the normal annual contribution if current funding levels will not meet the projected twenty-year cash flow analysis. This will allow the funding deficit to be paid down over a period of years within the twenty-year period.

All funding deficits in this study are amortized based upon the cash flow analysis. This amortized amount is added to the normal annual contribution yielding the new contribution. **Additional funds over the Normal Annual Contribution ARE NOT needed at this time to meet minimal threshold funding requirements and anticipated expenditures.**

**Please review the D pages of this report to see when and in what category the funding deficit occurs.**

The goal is to meet anticipated reserve expenditures over the next twenty years and maintain a positive cash baseline.

When a current reserve fund balance is greater than the current 100% reserve requirement, the funding deficit tables calculate the number of years and dollars by which the overage should be paid down. This method of amortizing overages and deficits will maintain a more stable level of funding and reduces fluctuations.

All reserve amounts change yearly with increased cost of materials, increased cost of labor, building code changes, and investment income. We do not add for inflation or interest. These items are difficult to predict and can mislead the user of the report. Instead we use current cost with no inflation and no interest. Some cost increase will be taken care of by interest, but we recommend annual updates to adjust for increased cost. These economic changes will have an impact on your reserve fund and your ability to provide for future expenses.

In addition, depending on how you decide to allocate future funding, and whether you opt to fund at recommend levels, these decisions will also impact the status of the reserve fund. In order to ensure continued adequate funding, we strongly recommend annual updates to adjust for increased cost, adjustments to estimated remaining life, reserve spending, and changes in your funding allocations. The only way to maintain accurate reserves and reduce the need for special assessments would be to update your reserve study annually.

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This report is prepared based on the cash flow method of reserve funding. The cash flow method calculates the funding balance based on the yearly dues/money coming in and expenses/money going out for the next 20 years. This report was prepared to maintain a minimum reserve fund balance of \$75,000 at all times for the next 20 years. To arrive at the year-end reserve fund balance, we take the beginning fund balance and minus the estimated component item expense(s) and then add the annual contribution we have stated on this report. On the D pages of this report, we show this calculation on a year by year basis starting in the year the report was ordered. While we are running the reserve analysis on the D pages of this report, if in one of those years, the reserve fund balance falls below \$75,000, we add more money to the annual contribution in order to stay at a minimum fund balance of \$75,000. This amount that is added to the normal annual contribution is called a fund deficit amount – highlighted in blue on the D pages of this report IF applicable to your association.

Please keep in mind when reviewing the C pages of this report that any component item with a remaining life of 1 is due to be replaced/completed next year – 2019 budget year.

The main unit of measurement used throughout the report is square feet. If the measurement is anything different, then it will be stated with the component line item as “lf” (linear feet), “sy” (square yards). Linear feet is usually found with fencing and railings, square yards is usually found with asphalt and carpeting.

This reserve study is not only based on estimated cost figures for replacement, but also an estimated time frame for the replacement of the association assets. Everything can adjust by a couple of years and most things will not be replaced unless it is broken, such as a gate motor, pool pump and or an air conditioning unit. Painting is probably the only item that an association can control and should maintain a planned course of action to have the association’s buildings, walls, fences, etc. painted according to a set schedule based on your location. But for the purposes of this report, we have provided a roadmap that will help guide this association to meet future obligations without the reserve fund balance falling below a set amount

above “0” dollars. As the association orders future updates, we will replace estimated market prices with actual amounts incurred by the association. We will also adjust either the normal life and or the remaining life of the asset depending upon how an asset is depreciating.

This association’s financial strength is high at the 70% or greater reserve level of funding. This association is 60% funded. The association’s risk of special assessments is 1% to 15% during any one yearly period.

Based on our reserve analysis, the normal annual contribution is \$48,433. There is no reserve fund deficit for the next 20 years. When reviewing future annual contributions, please keep in mind that this report does not take into consideration future inflation or the interest earned on the association’s reserve fund balance.

We have restructured the reserve categories to better organize the association’s reserve components.

Though the tennis courts were recently resurfaced, they are already showing signs of wear and tear – multiple cracks noted throughout the court.

Monies in the paving section can be used at anytime prior to the remaining life stated on this reserve study. This is most applicable when relating to street valley drains and sidewalks. Sidewalks, curbs and asphalt normally wear well in newer aged communities such as Bent Tree. Though many of the sidewalks and or curbs may not have been replaced, the likelihood of the replacement will start to occur in a couple of years. Most replacements of sidewalks will start to occur between year 20 and 30 then will continue as the community ages. Tree roots are normally the main cause of sidewalk and valley drain replacements. Though this is not an inspection report, we do strongly advice cutting all tree roots that are adjacent to roadways prior to milling and laying down new asphalt.

In comparison with the reserve report completed in 2009, we added the following new items:

1. Painting of street signs, light poles, mailboxes, monument & walls, fencing and entry gates
2. Street curbs and all sidewalks (concrete)
3. Increased cost of gate entry system
4. Entry street lights & post
5. Lake Fountain & Lake Aerator/Equipment

6. Irrigation well
7. Landscape clean-up (related to storms)

The association should set a goal of collecting 100% of the annual contributions stated on the B2 page of this report to reduce the possibility of special assessments.

The J. R. Frazer firm recommends an increase to the annual reserve contribution. The increased annual reserve contribution will be a more accurate reserve budget number which can benefit the entire community and allow current owners to pay the current cost which is their fair share of future cost to maintain the assets of the Association.

## CONDITIONS OF RESERVE STUDY

Unless otherwise stated, this evaluation is subject to the following conditions:

J. R. Frazer, a reserve specialty firm, has not formed a legal opinion as to what components may be included or are the responsibility of the association. We therefore assume no responsibility in the determination of which components and their related cost may be excluded from the reserve study application.

Information as to the association's responsibilities has been obtained from the client in discussions or a review of the documents. We make no guarantee nor assume liability for the accuracy of any data, financial statements or fund balances supplied by the client, opinions, or estimates as furnished by others that we used in formulating this evaluation. Any changes to our reports resulting from missing information or misinformation will be added to the report at an expense equal to our hourly fee rate.

The dimensions and quantities were gathered either by actual physical measurements, review of construction plans, or supplied by the association. All previous measurements and quantifications are deemed accurate for future use and updates.

Neither all nor any part of the contents of the association's reserve study report shall be conveyed to another reserve specialist, estimator, valuation person, or the public through advertising, news, or other media without the written consent and approval of myself.

The valuation includes a description of the premises. Our assessment of the physical condition of the improvements described within has been based upon visual inspection without destructive intrusions. No warranty is made and no liability is assumed for the soundness of the structure or its components. The Association should consider additional inspection for any safety concerns or hidden defects. The valuations derived and expressed within is not applicable to any other property regardless of similarity. The valuation is as of the date specified.

The values provided in this analysis are derived and based upon cost during common and normal economic conditions. These values do not reflect the significant impact on cost which may occur as a result of supply shortages and demand increases which are typically created as a result of disasters such as hurricanes, windstorms, etc. All updates are based upon the previous validated data.

This analysis represents my opinion based on accepted valuation systems and reserve methodology as to the values of the described property. As stated in the report, it has in no way been contingent upon the report of predetermined or specified value, nor has compensation for this reserve analysis report been contingent upon the value of the property considered.

Report completed by:  
J. R. FRAZER, INC.  
Sundeep J. Jay  
6615 W. Boynton Beach Blvd. #360  
Boynton Beach, FL 33437  
561-488-3012

# Bent Tree Property Owners Association, Inc.

Bent Tree Drive, Palm Beach Gardens, FL 33418

\* POOL OF FUNDS

## 2018 RESERVE SUMMARY

Fiscal Year runs January 1st to December 31st

RESERVE CATEGORY	REPLACEMENT COST	NORMAL LIFE (YEARS)	REMAIN LIFE (YEARS)	NORMAL ANNUAL Contribution	CURRENT RESERVE Requirement	FUND BALANCE 8/31/18	FUND (DEFICIT) OVERAGE	2019 Contribution	2019 Monthly Contribution
A - Roofing	9,461	10 - 25	2 - 5	445	7,568	*	*	*	*
B - Painting	18,324	0 - 14	0 - 14	1,498	0	*	*	*	*
C - Paving	1,005,064	5 - 60	1 - 32	25,227	515,360	*	*	*	*
D - Pool	32,695	8 - 30	1 - 29	2,610	15,072	*	*	*	*
E - Tennis	58,788	6 - 30	2 - 16	3,717	43,026	*	*	*	*
F - Entry Gate	52,220	0 - 30	0 - 15	2,931	26,875	*	*	*	*
G - Replace & Restoration	205,847	0 - 60	0 - 37	8,422	116,039	*	*	*	*
H - Landscaping	40,000	10 - 12	5 - 6	3,583	19,998	*	*	*	*
Reserve Fund Balance						<b>448,434</b>			
TOTAL	\$ 1,422,399			\$ 48,433	\$ 743,938	\$ 448,434	\$ (295,504)	\$ 48,433	\$ 4,036

Life range of years for summary  
purpose only, see actual  
estimated years in "C" pages.

# Bent Tree Property Owners Association, Inc.

Bent Tree Drive, Palm Beach Gardens, FL 33418

## SNAPSHOT RESERVE FORECAST

RESERVE CATEGORY	Yr. 2018 Contribution	Yr. 2019 Contribution	Yr. 2020 Contribution	Yr. 2021 Contribution	Yr. 2022 Contribution	Yr. 2023 Contribution	Yr. 2024 Contribution	Yr. 2025 Contribution	Yr. 2026 Contribution	Yr. 2027 Contribution	Yr. 2028 Contribution
Normal Annual Contribution	40,000	48,433	48,433	48,433	48,433	48,433	48,433	48,433	48,433	48,433	48,433
Deficit Amount		0	0	0	0	0	0	0	0	0	0
TOTAL	\$40,000	\$48,433	\$48,433	\$48,433	\$48,433	\$48,433	\$48,433	\$48,433	\$48,433	\$48,433	\$48,433

# 2018 RESERVE ANALYSIS

## Bent Tree Property Owners Association, Inc.

Reserve Category	Component Items	Quantity Units	Unit Cost \$	Replacement Cost \$	Normal Life	Remaining Life	Normal Annual Contribution	Current Reserve Requirement
<b>A - Roofing</b>								
	<b>1 - Cabana Tile Roof:</b>							
	a - replace cabana tile roof	742	11.25	\$8,348	25	5	\$334	\$6,680
	<b>2 - Roofing Other:</b>							
	a - roofing repairs / surveys / misc.	742	1.50	\$1,113	10	2	\$111	\$888
<b>A - Roofing Total</b>				<b>\$9,461</b>	<b>25</b>	<b>5</b>	<b>\$445</b>	<b>\$7,568</b>

# 2018 RESERVE ANALYSIS

## Bent Tree Property Owners Association, Inc.

Reserve Category	Component Items	Quantity Units	Unit Cost \$	Replacement Cost \$	Normal Life	Remaining Life	Normal Annual Contribution	Current Reserve Requirement
<b>B - Painting</b>								
	<b>1 - Paint Cabana:</b>							
	a - paint cabana exteriors & restrooms 18	1,302	0.80	\$1,042	7	7	\$149	\$0
	<b>2 - Monuments &amp; Pillars:</b>							
	a - paint entry monuments 18	800	0.80	\$640	7	7	\$91	\$0
	b - paint perimeter pillars 18	1,134	0.85	\$964	7	7	\$138	\$0
	<b>3 - Fences (If):</b>							
	a - paint perimeter Central Blvd. metal fencing (lf) 18	234	6.50	\$1,521	14	14	\$109	\$0
	b - paint perimeter 117th Ct. metal fencing (lf) 18	265	6.50	\$1,723	14	14	\$123	\$0
	c - paint pool area metal fencing (lf) 18	336	6.50	\$2,184	14	14	\$156	\$0
	<b>4 - Metal Post:</b>							
	a - paint street signs 18	12	80.00	\$960	14	14	\$69	\$0
	b - paint light poles 18	1	1,150.00	\$1,150	14	14	\$82	\$0
	c - paint mailboxes	93	80.00	\$7,440	14	14	\$531	\$0
	d - note: painting of mailboxes placed into the future - possible mailbox replacement in 2019							
	<b>5 - Gates (If):</b>							
	a - paint entry gates (lf) 18	56	12.50	\$700	14	14	\$50	\$0
<b>B - Painting Total</b>				<b>\$18,324</b>	<b>14</b>	<b>14</b>	<b>\$1,498</b>	<b>\$0</b>

# 2018 RESERVE ANALYSIS

## Bent Tree Property Owners Association, Inc.

Reserve Category	Component Items	Quantity Units	Unit Cost \$	Replacement Cost \$	Normal Life	Remaining Life	Normal Annual Contribution	Current Reserve Requirement
<b>C - Paving</b>								
<b>1 - Asphalt &amp; Milling (sy):</b>								
	a - asphalt & milling Bent Tree Dr. (sy)	9,680	10.80	\$104,544	20	6	\$5,227	\$73,178
	b - asphalt & milling Woodview Cir. (sy)	2,075	10.80	\$22,410	20	6	\$1,121	\$15,694
	c - asphalt & milling Timberwood Ct. (sy)	4,465	10.80	\$48,222	20	6	\$2,411	\$33,754
	d - asphalt & milling pool area parking (sy)	565	12.00	\$6,780	20	6	\$339	\$4,746
	e - sealcoat pool area parking area (sy)	565	2.50	\$1,413	5	1	\$283	\$1,132
<b>2 - Curbs (lf):</b>								
	a - replace extruded entry curbs (lf)	273	12.50	\$3,413	30	7	\$114	\$2,622
	b - replace flush valley curbs (lf)	14,026	22.00	\$308,572	60	32	\$5,143	\$144,004
<b>3 - Concrete (lf):</b>								
	a - replace entry concrete roadway	1,649	14.50	\$23,911	40	17	\$598	\$13,754
	b - replace community sidewalks	35,955	6.00	\$215,730	60	32	\$3,596	\$100,688
	c - replace Central & 117th sidewalks	34,272	6.00	\$205,632	60	32	\$3,427	\$95,956
<b>4 - Pavers:</b>								
	a - replace entry roadway pavers (sf)	5,604	6.25	\$35,025	30	6	\$1,168	\$28,032
	b - replace pool pavers (sf)	3,290	5.20	\$17,108	30	29	\$570	\$570
<b>5 - Paving Other:</b>								

# 2018 RESERVE ANALYSIS

## Bent Tree Property Owners Association, Inc.

Reserve Category	Component Items	Quantity Units	Unit Cost \$	Replacement Cost \$	Normal Life	Remaining Life	Normal Annual Contribution	Current Reserve Requirement
	a - paving repairs / surveys / misc.	111,854	0.11	\$12,304	10	9	\$1,230	\$1,230
<b>C - Paving Total</b>				<b>\$1,005,064</b>	<b>60</b>	<b>32</b>	<b>\$25,227</b>	<b>\$515,360</b>

# 2018 RESERVE ANALYSIS

## Bent Tree Property Owners Association, Inc.

Reserve Category	Component Items	Quantity Units	Unit Cost \$	Replacement Cost \$	Normal Life	Remaining Life	Normal Annual Contribution	Current Reserve Requirement
<b>D - Pool</b>								
<b>1 - Resurface Pool:</b>								
	a - resurface pool 14	1,404	5.50	\$7,722	12	7	\$644	\$3,220
	b - replace pool tiles 14	118	18.00	\$2,124	12	7	\$177	\$885
	c - replace pool coping pavers	118	5.20	\$614	30	29	\$20	\$20
<b>2 - Pool Equipment:</b>								
	a - replace 3hp pool motor 15	1	1,100.00	\$1,100	10	6	\$110	\$440
	b - replace .75hp pool pump 15	1	650.00	\$650	8	4	\$81	\$324
	c - replace pool feeder 14	1	650.00	\$650	10	5	\$65	\$325
	d - replace pool filter housing	1	525.00	\$525	15	1	\$35	\$490
	e - replace pool filter grids	18	45.00	\$810	10	2	\$81	\$648
	f - replace pool heater 18	1	4,800.00	\$4,800	12	12	\$400	\$0
	g - pool repairs	1	2,500.00	\$2,500	10	5	\$250	\$1,250
<b>3 - Pool Furniture:</b>								
	a - pool furniture allowance	1	11,200.00	\$11,200	15	5	\$747	\$7,470
<b>D - Pool Total</b>				<b>\$32,695</b>	<b>30</b>	<b>29</b>	<b>\$2,610</b>	<b>\$15,072</b>

# 2018 RESERVE ANALYSIS

## Bent Tree Property Owners Association, Inc.

Reserve Category	Component Items	Quantity Units	Unit Cost \$	Replacement Cost \$	Normal Life	Remaining Life	Normal Annual Contribution	Current Reserve Requirement
<b>E - Tennis</b>								
	<b>1 - Resurface Tennis Ct.:</b>							
	a - resurface tennis courts	2	6,500.00	\$13,000	6	2	\$2,167	\$8,668
	<b>2 - Tennis Ct. Lighting:</b>							
	a - replace tennis court light & poles	4	6,800.00	\$27,200	30	7	\$907	\$20,861
	<b>3 - Tennis Ct. Fencing:</b>							
	a - replace tennis court fencing (lf)	442	39.00	\$17,238	30	7	\$575	\$13,225
	<b>4 - Tennis Ct. Furniture:</b>							
	a - tennis court bench allowance	2	675.00	\$1,350	20	16	\$68	\$272
<b>E - Tennis Total</b>				<b>\$58,788</b>	<b>30</b>	<b>16</b>	<b>\$3,717</b>	<b>\$43,026</b>

# 2018 RESERVE ANALYSIS

## Bent Tree Property Owners Association, Inc.

Reserve Category	Component Items	Quantity Units	Unit Cost \$	Replacement Cost \$	Normal Life	Remaining Life	Normal Annual Contribution	Current Reserve Requirement
<b>F - Entry Gate</b>								
<b>1 - Gates:</b>								
	a - replace entry gates (lf)	56	295.00	\$16,520	30	15	\$551	\$8,265
	b - replace entry gate motors	4	4,300.00	\$17,200	15	2	\$1,147	\$14,911
<b>2 - Security System:</b>								
	a - gate entry system	1	18,500.00	\$18,500	15	12	\$1,233	\$3,699
	b - note: Bent Tree is currently under a contract with Envera Security							
	c - note: Envera owns most of the equipment at the gate, pool & perimeter of community							
<b>F - Entry Gate Total</b>				<b>\$52,220</b>	<b>30</b>	<b>15</b>	<b>\$2,931</b>	<b>\$26,875</b>

# 2018 RESERVE ANALYSIS

## Bent Tree Property Owners Association, Inc.

Reserve Category	Component Items	Quantity Units	Unit Cost \$	Replacement Cost \$	Normal Life	Remaining Life	Normal Annual Contribution	Current Reserve Requirement
<b>G - Replace &amp; Restoration</b>								
	<b>01 - Pool Cabana:</b>							
	a - pool cabana R&R	1	5,000.00	\$5,000	20	18	\$250	\$500
	b - renovate pool cabana restrooms	2	4,500.00	\$9,000	30	14	\$300	\$4,800
	<b>02 - Monuments &amp; Pillars:</b>							
	a - update entry monuments	2	7,400.00	\$14,800	20	14	\$740	\$4,440
	b - monument & pillar R&R	1,934	3.00	\$5,802	20	14	\$290	\$1,740
	<b>03 - Fences (lf):</b>							
	a - replace perimeter Central Blvd. metal fencing (lf) 18	234	65.00	\$15,210	30	14	\$507	\$8,112
	b - replace perimeter 117th Ct. metal fencing (lf) 18	265	65.00	\$17,225	30	14	\$574	\$9,184
	c - replace pool area metal fencing (lf) 18	336	65.00	\$21,840	30	14	\$728	\$11,648
	<b>04 - Street Signs:</b>							
	a - replace stop/street signs & post	5	1,300.00	\$6,500	30	14	\$217	\$3,472
	b - replace stop & advisory signs & post	7	1,100.00	\$7,700	30	14	\$257	\$4,112
	c - replace other signs & post	1	2,200.00	\$2,200	30	8	\$73	\$1,606
	<b>05 - Street Lights:</b>							
	a - replace entry light & post	4	1,800.00	\$7,200	30	14	\$240	\$3,840
	<b>06 - Mailboxes:</b>							
	a - replace double mailboxes & post	92	450.00	\$41,400	25	1	\$1,656	\$39,744
	b - replace single mailbox & post	1	350.00	\$350	25	1	\$14	\$336

# 2018 RESERVE ANALYSIS

## Bent Tree Property Owners Association, Inc.

Reserve Category	Component Items	Quantity Units	Unit Cost \$	Replacement Cost \$	Normal Life	Remaining Life	Normal Annual Contribution	Current Reserve Requirement
	<b>07 - Lake Related:</b>							
	a - lake fountain R&R	1	4,200.00	\$4,200	15	10	\$280	\$1,400
	b - lake aerator R&R	1	4,500.00	\$4,500	10	10	\$450	\$0
	c - lake aerator controller & electrical	1	2,800.00	\$2,800	20	10	\$140	\$1,400
	d - lake retention wall (lf)	97	260.00	\$25,220	30	20	\$841	\$8,410
	<b>08 - Irrigation Station:</b>							
	a - replace irrigation submersible pump	1	2,400.00	\$2,400	10	2	\$240	\$1,920
	b - replace irrigation well	1	12,500.00	\$12,500	20	5	\$625	\$9,375
	<b>09 - Catch Basins:</b>							
	a - catch basins & drainage	31	4,200.00		60	37		
	b - note: board to decide on adding the calculations for catch basins on next reserve study							
<b>G - Replace &amp; Restoration Total</b>				<b>\$205,847</b>	<b>60</b>	<b>37</b>	<b>\$8,422</b>	<b>\$116,039</b>

# 2018 RESERVE ANALYSIS

## Bent Tree Property Owners Association, Inc.

Reserve Category	Component Items	Quantity Units	Unit Cost \$	Replacement Cost \$	Normal Life	Remaining Life	Normal Annual Contribution	Current Reserve Requirement
<b>H - Landscaping</b>								
	<b>1 - Landscape:</b>							
	a - updates and landscape lighting	1	25,000.00	\$25,000	12	6	\$2,083	\$12,498
	<b>2 - Clean-up:</b>							
	a - landscape storm clean-up	1	15,000.00	\$15,000	10	5	\$1,500	\$7,500
<b>H - Landscaping Total</b>				<b>\$40,000</b>	<b>12</b>	<b>6</b>	<b>\$3,583</b>	<b>\$19,998</b>
<b>Grand Total</b>		<b>235,185</b>	<b>155,242.36</b>	<b>\$1,422,399</b>	<b>60</b>	<b>37</b>	<b>\$48,433</b>	<b>\$743,938</b>

# RESERVE FUNDING ANALYSIS

## Bent Tree Property Owners Association, Inc.

		8/31/18	CURRENT			FUND					
		RESERVE	RESERVE			OVERAGE					
		BALANCE	REQUIRE			(DEFICIT)			Minimum Reserve Fund Balance: \$75,000		
		\$448,434	\$743,938			(\$295,504)					
<b>POOL OF FUNDS</b>		<u>Financial Year Runs January 1st to December 31st</u>									
		BEGINNING			YEARLY	NORMAL			EQUALS	ENDING	
		RESERVE			EXPENSE	ANNUAL	AMORTIZED	PLUS	YEARLY	RESERVE	
		FUND					DEFICIT			FUND	
YEAR	BALANCE	COMPONENT EXPENSE ITEMS BY YEAR			EXPENSE	Contribution			Contribution	BALANCE	
2018	448,434				0				13,333	\$461,767	
						4 months remain	13,333				
2019	1	461,767	e - sealcoat pool area parking area (sy) d - replace pool filter housing a - replace double mailboxes & post b - replace single mailbox & post			43,688	48,433		0	48,433	\$466,512
2020	2	466,512	a - roofing repairs / surveys / misc. e - replace pool filter grids a - resurface tennis courts b - replace entry gate motors a - replace irrigation submersible pump			34,523	48,433		0	48,433	\$480,422
2021	3	480,422				0	48,433		0	48,433	\$528,855
2022	4	528,855	b - replace .75hp pool pump 15			650	48,433		0	48,433	\$576,638
2023	5	576,638	a - replace cabana tile roof c - replace pool feeder 14 g - pool repairs a - pool furniture allowance b - replace irrigation well a - landscape storm clean-up			50,198	48,433		0	48,433	\$574,873

		<b>BEGINNING</b>								<b>ENDING</b>
		<b>RESERVE</b>				<b>NORMAL</b>		<b>AMORTIZED</b>	<b>EQUALS</b>	<b>RESERVE</b>
		<b>FUND</b>		<b>YEARLY</b>		<b>ANNUAL</b>		<b>DEFICIT</b>	<b>YEARLY</b>	<b>FUND</b>
	<b>YEAR</b>	<b>BALANCE</b>	<b>COMPONENT EXPENSE ITEMS BY YEAR</b>	<b>EXPENSE</b>		<b>Contribution</b>	<b>PLUS</b>		<b>Contribution</b>	<b>BALANCE</b>
2024	6	574,873	a - asphalt & milling Bent Tree Dr. (sy) b - asphalt & milling Woodview Cir. (sy) c - asphalt & milling Timberwood Ct. (sy) d - asphalt & milling pool area parking (sy) e - sealcoat pool area parking area (sy) a - replace entry roadway pavers (sf) a - replace 3hp pool motor 15 a - updates and landscape lighting	244,494		48,433		0	48,433	\$378,812
2025	7	378,812	a - paint cabana exteriors & restrooms 18 a - paint entry monuments 18 b - paint perimeter pillars 18 a - replace extruded entry curbs (lf) a - resurface pool 14 b - replace pool tiles 14 a - replace tennis court light & poles a - replace tennis court fencing (lf)	60,343		48,433		0	48,433	\$366,902
2026	8	366,902	a - resurface tennis courts c - replace other signs & post	15,200		48,433		0	48,433	\$400,135
2027	9	400,135	a - paving repairs / surveys / misc.	12,304		48,433		0	48,433	\$436,264
2028	10	436,264	a - lake fountain R&R b - lake aerator R&R c - lake aerator controller & electrical	11,500		48,433		0	48,433	\$473,197
2029	11	473,197	e - sealcoat pool area parking area (sy)	1,413		48,433		0	48,433	\$520,217
2030	12	520,217	a - roofing repairs / surveys / misc. b - replace .75hp pool pump 15 e - replace pool filter grids f - replace pool heater 18 a - gate entry system a - replace irrigation submersible pump	28,273		48,433		0	48,433	\$540,377
2031	13	540,377		0		48,433		0	48,433	\$588,810

		BEGINNING								ENDING
		RESERVE				NORMAL			EQUALS	RESERVE
		FUND		YEARLY		ANNUAL		AMORTIZED	YEARLY	FUND
YEAR	BALANCE	COMPONENT EXPENSE ITEMS BY YEAR	EXPENSE	Contribution	PLUS	DEFICIT	Contribution	BALANCE		
2032	14	588,810	a - paint cabana exteriors & restrooms 18 a - paint entry monuments 18 b - paint perimeter pillars 18 a - paint perimeter Central Blvd. metal fencing (lf) 18 b - paint perimeter 117th Ct. metal fencing (lf) 18 c - paint pool area metal fencing (lf) 18 a - paint street signs 18 b - paint light poles 18 c - paint mailboxes a - paint entry gates (lf) 18 a - resurface tennis courts b - renovate pool cabana restrooms a - update entry monuments b - monument & pillar R&R a - replace perimeter Central Blvd. metal fencing (lf) 18 b - replace perimeter 117th Ct. metal fencing (lf) 18 c - replace pool area metal fencing (lf) 18 a - replace stop/street signs & post b - replace stop & advisory signs & post a - replace entry light & post	136,601		48,433		0	48,433	\$500,642
2033	15	500,642	c - replace pool feeder 14 g - pool repairs a - replace entry gates (lf) a - landscape storm clean-up	34,670		48,433		0	48,433	\$514,405
2034	16	514,405	e - sealcoat pool area parking area (sy) a - replace 3hp pool motor 15 d - replace pool filter housing a - tennis court bench allowance	4,388		48,433		0	48,433	\$558,450
2035	17	558,450	a - replace entry concrete roadway b - replace entry gate motors	41,111		48,433		0	48,433	\$565,772
2036	18	565,772	a - pool cabana R&R a - updates and landscape lighting	30,000		48,433		0	48,433	\$584,205
2037	19	584,205	a - paving repairs / surveys / misc.; a - resurface pool 14; b - replace pool tiles 14	22,150		48,433		0	48,433	\$610,488
2038	20	610,488	b - replace .75hp pool pump 15 a - pool furniture allowance a - resurface tennis courts b - lake aerator R&R d - lake retention wall (lf)	54,570		48,433		0	48,433	\$604,351
END			TWENTY YEAR REPAIR / REPLACEMENT PROJECTIONS							



Cabana & Restrooms



Pool / Pool Furniture / Pool Equipment

Bent Tree Property Owner's Association, Inc.



Pool Pavers / Entry Pavers / Extruded Curbs



Roadway Asphalt / Valley Curbs / Entry Concrete / Sidewalk(s)



Tennis Courts / Tennis Court Lighting / Tennis Court Fencing

Bent Tree Property Owner's Association, Inc.



<-- Pool Area Fencing



Perimeter Pillars/Fencing -->



Entry Gates & Motor(s) / Entry Monument(s)



Street Signs / Mailboxes / Entry Light & Poles / Drain Catch Basins

Bent Tree Property Owner's Association, Inc.



Lake Aerator & Irrigation Station/Well



Lake Retention Wall & Fountain

BENT TREE PROPERTY OWNERS ASSOCIATION, INC.  
 SUPPLEMENTARY INFORMATION ON FUTURE MAJOR REPAIRS  
 AND REPLACEMENTS (UNAUDITED)  
 DECEMBER 31, 2017

The Association's board of directors engaged an independent consultant to conduct a study to estimate the remaining useful lives and the replacement costs of the components of common property. The Reserve Study Report was updated in September, 2011. Replacements costs were based on the estimated costs to repair or replace the common property components at the date of the study. Estimated current replacement costs have not been revised since that date and do not take into account the effects of inflation between the date of the study and the date that the components will require repair or replacement. The Association currently uses the pooling method to fund reserves.

The following information is based on the study and presents significant information about the components of common property.

<u>Components</u>	Estimated Remaining Useful Life	Estimated Current Replacement Cost	Required 2018 Funding	Replacement Fund Balances at 12/31/2017
ROOF	10	8,000		\$ 6,300
PAVING	5	194,000		103,666
POOL	1	12,000		-
TENNIS COURT	1	7,000		18,737
STREET LIGHT	1	23,000		-
MAILBOX	9	60,000		27,376
LANDSCAPING	1	5,000		30,088
INTEREST				2,398
POOLED	10	155,000	40,000	284,891
		<u>484,000</u>	<u>\$ 40,000</u>	<u>\$ 473,466</u>

SEE INDEPENDENT ACCOUNTANTS' REVIEW REPORT.

**BENT TREE POA, INC.**  
Balance Sheet  
As of 08/31/18

		ASSETS
	<b>CURRENT ASSETS</b>	
105	Alliance Association-Operating	\$ 133,798.54
108	First Citizens Bank Operating	9,273.00
1122	Due (to) from Reserves	(3,333.33)
	<b>TOTAL CURRENT ASSETS</b>	<b>\$ 139,738.21</b>
	<b>RESERVE ASSETS</b>	
400	Alliance Association Reserves	\$ 342,653.81
403	First Citizens Reserve	9,683.65
404	PNC Bank Reserves MMKT	90,278.05
405	PNC Reserves Non-Interest	2,485.34
1121	Due (to) from Operating	3,333.33
	<b>TOTAL RESERVE ASSETS</b>	<b>\$ 448,434.18</b>
	<b>OTHER CURRENT ASSETS</b>	
1102	A/R Maintenance Assessments	\$ 30,004.46
1120	Allowance for Doubtful Accts	(16,626.53)
1200	Prepaid Insurance	3,519.89
1203	Prepaid Expense	1,545.95
1250	Utility Deposits	300.00
1300	Exchange	(247.00)
	<b>TOTAL OTHER CURRENT ASSETS</b>	<b>\$ 18,496.77</b>
	<b>TOTAL ASSETS</b>	<b>\$ 606,669.16</b>
	<b>LIABILITIES &amp; EQUITY</b>	
	<b>CURRENT LIABILITIES</b>	
3000	Prepaid Owner Assessments	\$ 8,869.25
3005	Deferred Maintenance Fees	33,916.67
3013	Accrued Expenses	1,599.24
	<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 44,385.16</b>
	<b>RESERVE EQUITY</b>	
3745	Pooled Reserves	\$ 269,104.29
3750	Landscape Reserves	30,088.00
3755	Mailbox Reserves	27,375.40
3760	Road Reserves	103,665.97
3765	Roof Reserves	6,299.69
3770	Tennis Court Reserves	7,673.50
3999	Reserve Interest	4,227.33
	<b>TOTAL RESERVE EQUITY</b>	<b>\$ 448,434.18</b>
	<b>EQUITY</b>	
4051	Capital Contribution	\$ 5,000.00
4500	Operating Fund Balance	144,184.50
	Current Year Net Income/(Loss)	(35,334.68)
	<b>TOTAL EQUITY</b>	<b>\$ 113,849.82</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 606,669.16</b>

**BENT TREE POA, INC.**  
Income/Expense Statement  
Period: 08/01/18 to 08/31/18

Description	Actual	Current Period		Variance	Actual	Year-To-Date		Variance	Yearly Budget
		Budget	Variance			Budget	Variance		
INCOME:									
05000 Maintenance Assessment	30,583.33	30,583.33	.00	244,666.69	244,666.64	.05	367,000.00		
05001 Reserve Assessments	3,333.33	3,333.33	.00	26,666.64	26,666.64	.00	40,000.00		
05028 Prior Year Surplus	2,363.17	2,363.17	.00	18,905.36	18,905.36	.00	28,358.00		
05500 Transfer/ Application Fees	84.24	.00	84.24	591.06	.00	591.06	.00	.00	
05501 Late Charges	.00	.00	.00	925.00	.00	925.00	.00	.00	
05502 NSF Charges	.00	.00	.00	30.00	.00	30.00	.00	.00	
05503 Delinquent Owner Interest	(16.50)	.00	(16.50)	1,624.50	.00	1,624.50	.00	.00	
05510 Gate Key Card Income	.00	.00	.00	270.00	.00	270.00	.00	.00	
05515 Auto Decal Income	105.00	.00	105.00	270.00	.00	270.00	.00	.00	
05530 Bank Interest Income	50.68	.00	50.68	467.88	.00	467.88	.00	.00	
05540 Legal Fee Income	.00	.00	.00	150.00	.00	150.00	.00	.00	
05570 Miscellaneous/ Other Income	.00	.00	.00	372.36	.00	372.36	.00	.00	
<b>TOTAL INCOME</b>	<b>36,503.25</b>	<b>36,279.83</b>	<b>223.42</b>	<b>294,939.49</b>	<b>290,238.64</b>	<b>4,700.85</b>	<b>435,358.00</b>		
=====									
EXPENSES									
OPERATING EXPENSE									
07110 Electricity	1,252.74	1,041.67	(211.07)	9,361.98	8,333.36	(1,028.62)	12,500.00		
07111 Electricity Pool	520.59	458.33	(62.26)	2,515.91	3,666.64	1,150.73	5,500.00		
07112 Water and Sewer	(136.42)	166.67	303.09	1,289.92	1,333.36	43.44	2,000.00		
07113 Internet Access	.00	329.17	329.17	.00	2,533.36	2,666.64	3,950.00		
07214 Lawn Maintenance	18,388.00	17,267.00	(1,121.00)	143,741.00	138,136.00	(5,605.00)	207,204.00		
07219 Landscape Extras	725.00	750.00	25.00	16,980.68	6,000.00	(10,980.68)	9,000.00		
07220 Landscape Beautification	.00	833.33	833.33	.00	6,666.64	6,666.64	10,000.00		
07221 Preserve Maintenance	1,666.66	960.00	(706.66)	7,046.66	7,680.00	633.34	11,520.00		
07222 Lake Maintenance	185.00	185.00	.00	1,665.00	1,480.00	(185.00)	2,220.00		
07225 Irrigation Maintenance	1,074.27	125.00	(949.27)	3,057.39	1,000.00	(2,057.39)	1,500.00		
07300 Parking Patrol	.00	83.33	83.33	282.00	666.64	384.64	1,000.00		
07305 Fountain Contract	50.00	50.00	.00	400.00	400.00	.00	600.00		
07309 Holiday Lights	.00	333.33	333.33	.00	2,666.64	2,666.64	4,000.00		
07310 Pool/Spa Contract	375.00	375.00	.00	3,000.00	3,000.00	.00	4,500.00		
07315 Pressure Cleaning	.00	250.00	250.00	150.00	2,000.00	1,850.00	3,000.00		
07320 Rust Prevention Contract	250.00	250.00	.00	2,000.00	2,000.00	.00	3,000.00		
07330 Evera Front Gate	3,503.93	2,280.00	(1,223.93)	26,868.24	18,240.00	(8,628.24)	27,360.00		
07331 Evera Pool	266.43	264.17	(2.26)	2,131.43	2,113.36	(18.07)	3,170.00		
07332 Evera Pedestrian Entrance	387.79	246.00	(141.79)	2,921.60	1,968.00	(953.60)	2,952.00		
07410 Gen Repair-Material/Supplies	1,105.00	466.67	(638.33)	23,634.36	3,733.36	(19,901.00)	5,600.00		
07415 Clubhouse R&M	776.73	833.33	56.60	7,618.37	6,666.64	(951.73)	10,000.00		
07420 Pool R&M	163.42	208.33	44.91	11,069.98	1,666.64	(9,403.34)	2,500.00		
07425 Gate R&M	1,072.35	833.33	(239.02)	2,373.40	6,666.64	4,293.24	10,000.00		
07430 Tennis Courts R&M	.00	41.67	41.67	97.00	333.36	236.36	500.00		
<b>TOTAL OPERATING EXPENSE</b>	<b>31,626.49</b>	<b>28,631.33</b>	<b>(2,995.16)</b>	<b>268,204.92</b>	<b>229,050.64</b>	<b>(39,154.28)</b>	<b>343,576.00</b>		
=====									
ADMINISTRATIVE EXPENSES:									
09010 Annual Review, Tax Prep	.00	133.33	133.33	.00	1,066.64	1,066.64	1,600.00		
09012 Legal Fees	(2.67)	333.33	336.00	1,956.33	2,666.64	710.31	4,000.00		
09015 Management Fee	2,500.00	2,973.92	473.92	23,248.00	23,791.36	543.36	35,687.00		
09030 Office Supplies/Postage	42.12	333.33	291.21	3,180.72	2,666.64	(514.08)	4,000.00		
09037 Website	.00	20.00	20.00	239.88	160.00	(79.88)	240.00		
09072 Insurance	441.82	432.50	(9.32)	3,459.57	3,460.00	.43	5,190.00		
09075 License, Taxes and Permits	.00	25.00	25.00	250.00	200.00	(50.00)	300.00		

**BENT TREE POA, INC.**  
 Income/Expense Statement  
 Period: 08/01/18 to 08/31/18

Description	Actual	Current Period		Variance	Actual	Year-To-Date		Variance	Yearly Budget
		Budget	Variance			Budget	Variance		
09096 Corporate Annual Report	(61.25)	5.42	66.67		.00	43.36	43.36		65.00
09150 Bad Debt Expense	2,972.71	.00	(2,972.71)		2,972.71	.00	(2,972.71)		.00
09200 Social Events	.00	41.67	41.67		.00	333.36	333.36		500.00
09205 Meeting Expenses	95.40	16.67	(78.73)		95.40	133.36	37.96		200.00
09745 Reserve-General	3,333.33	3,333.33	.00		26,666.64	26,666.64	.00		40,000.00
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>9,321.46</b>	<b>7,648.50</b>	<b>(1,672.96)</b>		<b>62,069.25</b>	<b>61,188.00</b>	<b>(881.25)</b>		<b>91,782.00</b>
<b>TOTAL EXPENSES</b>	<b>40,947.95</b>	<b>36,279.83</b>	<b>(4,668.12)</b>		<b>330,274.17</b>	<b>290,238.64</b>	<b>(40,035.53)</b>		<b>435,358.00</b>
<b>NET SURPLUS/DEFICIT</b>	<b>(4,444.70)</b>	<b>.00</b>	<b>(4,444.70)</b>		<b>(35,334.68)</b>	<b>.00</b>	<b>(35,334.68)</b>		<b>.00</b>

**Budget Statement**  
**3UCR BENT TREE PROPERTY OWNERS**  
**ASSOCIATION, INC.**  
**12/31/2018**

FIRSTSERVICE RESIDENTIAL  
 C/O FIRSTSERVICE RESIDENTIAL  
 Boca Raton FL 33487

Account	Description	Monthly Budget	Year Budget
<b>REVENUE</b>			
40000	Owner Assessments	30,587	367,000
40002 00	Reserve Income	3,337	40,000
40095	Prior Yrs Strpl/(Def)	2,365	28,358
<b>**TOTAL REVENUE</b>		<b>\$36,289</b>	<b>\$435,358</b>
<b>EXPENSES</b>			
<b>**ADMINISTRATIVE</b>			
50005	Accounting Fees	137	1,600
50045 00	Legal Fees	337	4,000
50050 00	License, Taxes, Permit	25	300
50053	Corporate Annual Rep	10	65
50055	Meetings	13	200
50059	Social Events	38	500
50075	Office Supplies	337	4,000
50125	Web Page/Internet	20	240
50555	Holiday Lighting	337	4,000
<b>**TOTAL ADMINISTRATIVE</b>		<b>\$1,254</b>	<b>\$14,905</b>
<b>**INSURANCE</b>			
52030	Multiperil Insurance	427	5,190
<b>**TOTAL INSURANCE</b>		<b>\$427</b>	<b>\$5,190</b>
<b>**UTILITIES</b>			
54050 00	Electricity	1,038	12,500
54050 05	Electricity Pool	462	5,500
54070 00	Water & Sewer	163	2,000
<b>**TOTAL UTILITIES</b>		<b>\$1,663</b>	<b>\$20,000</b>
<b>**CONTRACTS</b>			
60057	Fountain Contract	50	600
60072	Parking Patrol	87	1,000
60081	Preserve Maintenance	960	11,520
60082	Internet Access	331	3,950
60085	Lake Maintenance	185	2,220
60090	Lawn Maintenance	17,267	207,204
61000	Management Services	2,973	35,687
61020	Pool/Spa Contract	375	4,500
61027	Pressure Cleaning	250	3,000
61037	Rust Prevention	250	3,000
61045 16	Security Services Front Gate	2,280	27,360
61045 28	Security Services Pool	266	3,170
61045 34	Security Services Surveillance System	246	2,952
<b>**TOTAL CONTRACTS</b>		<b>\$25,520</b>	<b>\$306,163</b>
<b>**REPAIRS &amp; MAINTENANCE</b>			
70048 45	R&M Equipment Pool	212	2,500
70030	R&M Clubhouse	837	10,000
70054	R&M-Gate	837	10,000

Budget Statement  
**3UCR BENT TREE PROPERTY OWNERS**  
**ASSOCIATION, INC.**  
 12/31/2018

FIRSTSERVICE RESIDENTIAL  
 C/O FIRSTSERVICE RESIDENTIAL  
 Boca Raton FL 33487

Account	Description	Monthly Budget	Year Budget
70060	R&M-General	463	5,600
70120	R&M-Tennis Courts	38	500
70135	Landscaping Extras	750	9,000
70149	Landscaping - Beautification	837	10,000
70230	Irrigation Maint	125	1,500
<b>**TOTAL REPAIRS &amp; MAINTENANCE</b>		<b>\$4,099</b>	<b>\$49,100</b>
<b>**RESERVE TRANSFERS</b>			
80000 00	Reserve Transfers	3,337	40,000
<b>**TOTAL RESERVE TRANSFERS</b>		<b>\$3,337</b>	<b>\$40,000</b>
<b>**TOTAL EXPENSES</b>		<b>\$36,300</b>	<b>\$435,358</b>
<b>NET INCOME/(LOSS)</b>		<b>(\$11)</b>	<b>\$0</b>

**2357-BENT TREE PROPERTY OWNERS ASSOCIATION INC. - BudgetActuals**  
**Proposed Operating Budget**  
**January 1, 2018 - December 31, 2018**

GL_Account_Number	Description	Monthly/ApprovedBudget	Annual/ApprovedBudget	ProposedMonthly/Budget	ProposedAnnualBudget
	<b>REVENUE</b>				
40000	Owner Assessments	29,748	356,981	30,583	367,000
40002-00	Reserve Income-	4,167	50,000	3,333	40,000
40011	Late Fee Income	0	0	0	0
40030	Screening Fees	0	0	0	0
40038	Donations	0	0	0	0
40060	Gate/Key Cards	0	0	0	0
40070	Auto Decals	0	0	0	0
40078	Late Fee Interest	0	0	0	0
40080	Interest Income	0	0	0	0
40081	Reserve Interest	0	0	0	0
40085	Bad debt Recovery	0	0	0	0
40090	Miscellaneous Income	0	0	0	0
40093	Capital Contribution	0	0	0	0
40095	Prior Yrs Stp/(Def)	2,908	34,900	2,363	28,358
	<b>**TOTAL REVENUE</b>	<b>36,823</b>	<b>441,881</b>	<b>36,280</b>	<b>435,358</b>
	<b>EXPENSES</b>				
	<b>**ADMINISTRATIVE</b>				
50005	Accounting Fees	133	1,600	133	1,600
50012-00	Bad Debts-	125	1,500	0	0
50015	Bank Charges	0	0	0	0
50045-00	Legal Fees-	708	8,500	333	4,000
50045-04	Legal Fees- Collections	17	200	0	0
50050-00	License, Taxes, Permits-	25	300	25	300
50053	Corporate Annual Rep	05	65	05	65
50055	Meetings	83	1,000	17	200

2357-BENT TREE PROPERTY OWNERS ASSOCIATION INC. - BudgetActuals

DRAFT VERSION

Date:11/28/2017

GL_Account_Number	Description	MonthlyApprovedBudget	AnnualApprovedBudget	ProposedMonthlyBudget	ProposedAnnualBudget
50059	Social Events	42	500	42	500
50075	Office Supplies	333	4,000	333	4,000
50081	Printing and Postage	0	0	0	0
50125	Web Page/Internet	21	250	20	240
50555	Holiday Lighting	308	3,700	333	4,000
	<b>**TOTAL ADMINISTRATIVE</b>	1,800	21,615	1,242	14,905
	<b>**PROPERTY INSURANCE</b>				
52030	Multi peril Insurance	391	4,686	433	5,190
	<b>**TOTAL PROPERTY INSURANCE</b>	391	4,686	433	5,190
	<b>**UTILITIES</b>				
54050-00	Electricity-	1,083	13,000	1,042	12,500
54050-05	Electricity- Pool	333	4,000	458	5,500
54070-00	Water & Sewer-	117	1,400	167	2,000
54100-20	Telephone- Gate	167	2,000	0	0
	<b>**TOTAL UTILITIES</b>	1,700	20,400	1,667	20,000
	<b>**CONTRACTS</b>				
60057	Fountain Contract	0	0	50	600
60072	Parking Patrol	667	8,000	83	1,000
60081	Preserve Maintenance	960	11,520	960	11,520
60082	Internal Access	0	0	329	3,950
60085	Lake Maintenance	185	2,220	185	2,220
60090	Lawn Maintenance	10,520	126,240	17,267	207,204
61000	Management Services	2,850	34,200	2,974	35,687
61010	Pest Control	3,000	36,000	0	0
61020	Pool/Spa Contract	417	5,000	375	4,500
61027	Pressure Cleaning	250	3,000	250	3,000
61037	Rust Prevention	250	3,000	250	3,000
61045-00	Security Services-	2,750	33,000	0	0

GL_Account_Number	Description	MonthlyApprovedBudget	AnnualApprovedBudget	ProposedMonthlyBudget	ProposedAnnualBudget
61045-16	Security ServicesFront Gate	0	0	2,280	27,360
61045-28	Security ServicesPool	0	0	264	3,170
61045-34	Security ServicesSurveillance System	0	0	246	2,952
	<b>**TOTAL CONTRACTS</b>	21,849	262,180	25,514	306,163
	<b>**REPAIRS/MAINTENANCE</b>				
70030	R&M Clubhouse	833	10,000	833	10,000
70048-00	R&M Equipment-	0	0	0	0
70048-45	R&M Equipment- Pool	250	3,000	208	2,500
70048-88c	R&M Equipment- Janitorial Supplies	0	0	0	0
70054	R&M-Gate	833	10,000	833	10,000
70060	R&M-General	417	5,000	467	5,600
70090	R&M-Plumbing	0	0	0	0
70095	R&M-Pool/Spa/Fountain	83	1,000	0	0
70106	Road Repair	83	1,000	0	0
70120	R&M-Tennis Courts	167	2,000	42	500
70134	Mulch & Annuals	3,417	41,000	0	0
70135	Landscaping Extras	750	9,000	750	9,000
70138	Tree Trim/Replace	0	0	0	0
70149	Landscaping - Beautification	0	0	833	10,000
70230-00	Irrigation Maint-	83	1,000	125	1,500
	<b>**TOTAL REPAIRS/MAINTENANCE</b>	6,916	83,000	4,092	49,100
	<b>**RESERVE TRANSFERS</b>				
80000-00	Reserve Transfers-	4,167	50,000	3,333	40,000
80001	Reserve Interest	0	0	0	0
	<b>**TOTAL RESERVE TRANSFERS</b>	4,167	50,000	3,333	40,000
	<b>**PRIOR YEAR ACTIVITY</b>				

GL_Account_Number	Description	MonthlyApprovedBudget	AnnualApprovedBudget	ProposedMonthlyBudget	ProposedAnnualBudget
70298-00	Prior Year Expense-	0	0	0	0
	**TOTAL PRIOR YEAR ACTIVITY	0	0	0	0
	**TOTAL EXPENSES	36,823	441,881	36,281	435,358
	Operating Net Income or Loss	0	0	-01	0

2357-BENT TREE PROPERTY OWNERS ASSOCIATION INC. - Pooled Reserves  
 Pooled Reserve Analysis Worksheet  
 January 1, 2018 - December 31, 2018

GL Code	Short_Description	CostOrReplacement	UseFullLife	EstimatedUsefulRemainingLife
30000-60	Roof	\$8,000	30	10
30000-00	Reserves	\$0	0	0
30000-32	Landscape	\$5,000	5	1
30000-33	Mailboxes	\$60,000	20	9
30000-68	Street Lights	\$23,000	20	1
30000-70	Tennis Court	\$7,000	6	1
30000-57	Roads	\$194,000	20	5
30000-108d	Clubhouse - Pool	\$12,000	10	1
30000-001	Pooled	\$155,000		1
	Totals	\$464,000	40	10

ReserveHeaders	ReserveTotals
Accumulated Balance	\$461,485
Additional Reserve Funding Thru Year End	\$0
Total Reserves Thru Year End	\$461,485
Estimated Expenses Thru Year End	\$0
Balance To Be Funded	\$2,515
Annual Contribution	\$40,000
Monthly Contribution	\$3,333

**Balance Sheet**  
**3UCR BENT TREE PROPERTY OWNERS**  
**ASSOCIATION, INC.**  
**07/31/2018**

FIRSTSERVICE RESIDENTIAL  
 C/O FIRSTSERVICE RESIDENTIAL  
 Boca Raton FL 33487

Account	Description	As of Jul	As Of Jun	Inc/(Dec)
<b>ASSETS</b>				
<b>**CURRENT ASSETS</b>				
10010106	Cash-Operating First-Citizens Bank	9,273	9,273	0
1001084	Cash-Operating Union Bank	18,019	28,656	(10,637)
1001084a	Cash-Operating - Union Bank	142,139	142,077	62
10300	Accounts Receivable	33,565	23,359	10,206
10390	Allowance/Bad Debts	(14,000)	(14,000)	0
10500	Prepaid Insurance	3,962	4,403	(442)
10505	Prepaid Expenses	4,921	5,633	(713)
10519	A/P Clearing	382	0	382
10550	A/R Clearing	(606)	(606)	0
<b>**TOTAL CURRENT ASSETS</b>		<b>\$197,654</b>	<b>\$198,796</b>	<b>(\$1,141)</b>
<b>**RESTRICTED FUNDS</b>				
12010106	Cash-Reserves First-Citizens Bank	9,684	9,684	0
12010218	Cash-Reserves - BofI Federal Bank	175,495	175,344	151
12010241	Cash-Reserves Valley National Bank	169,509	166,030	3,479
1201026	Cash-Reserves PNC Bank	90,278	90,278	0
1201026a	Cash-Reserves PNC Bank	2,485	2,485	0
<b>**TOTAL RESTRICTED FUNDS</b>		<b>\$447,452</b>	<b>\$443,821</b>	<b>\$3,630</b>
<b>**OTHER ASSETS</b>				
19010	Utility Deposits	300	300	0
<b>**TOTAL OTHER ASSETS</b>		<b>\$300</b>	<b>\$300</b>	<b>\$0</b>
<b>**TOTAL ASSETS</b>		<b>\$645,406</b>	<b>\$642,917</b>	<b>\$2,489</b>
<b>LIABILITIES</b>				
<b>**CURRENT LIABILITIES</b>				
20010	Accrued Expenses	1,094	1,576	(482)
20100	Prepaid Assessments	8,369	56,918	(48,548)
20150	Deferred Assessments	67,833	0	67,833
<b>**TOTAL CURRENT LIABILITIES</b>		<b>\$77,297</b>	<b>\$58,494</b>	<b>\$18,803</b>
<b>**RESERVE LIABILITIES</b>				
3000000	Reserves	262,730	259,397	3,333
3000032	Reserves Landscape	30,088	30,088	0
3000033	Reserves Mailboxes	27,375	27,375	0
3000057	Reserves Roads	103,666	103,666	0
3000060	Reserves Roof	6,300	6,300	0
3000070	Reserves Tennis Court	13,206	13,206	0
30080	Reserve-Interest	4,087	3,790	297
<b>**TOTAL RESERVE LIABILITIES</b>		<b>\$447,452</b>	<b>\$443,821</b>	<b>\$3,630</b>
<b>**TOTAL LIABILITIES</b>		<b>\$524,749</b>	<b>\$502,315</b>	<b>\$22,433</b>
<b>EQUITY</b>				

Balance Sheet  
**3UCR BENT TREE PROPERTY OWNERS ASSOCIATION, INC.**  
 07/31/2018

FIRSTSERVICE RESIDENTIAL  
 C/O FIRSTSERVICE RESIDENTIAL  
 Boca Raton FL 33487

Account	Description	As of Jul	As Of Jun	Inc/(Dec)
<b>**MEMBERS EQUITY</b>				
38010	Capital Contribution	5,000	4,500	500
38880	Fund Balance	163,090	163,090	0
	Current Year Net Income/(Loss)	(\$47,432)	(\$26,988)	(\$20,444)
<b>**TOTAL MEMBERS EQUITY</b>		<b>\$120,658</b>	<b>\$140,602</b>	<b>(\$19,944)</b>
<b>**TOTAL LIABILITIES &amp; EQUITY</b>		<b>\$645,406</b>	<b>\$642,917</b>	<b>\$2,489</b>

**\*Income Statement**  
**3UCR BENT TREE PROPERTY OWNERS**  
**ASSOCIATION, INC.**  
 07/31/2018

FIRSTSERVICE RESIDENTIAL  
 C/O FIRSTSERVICE RESIDENTIAL  
 Boca Raton FL 33487

G/L Account	Description	Jul	Jul	Jul	YTD	YTD	YTD	YTD	Annual
		Actual	Budget	Variance	Actual	Budget	Variance	Budget	
<b>REVENUE</b>									
40000	Owner Assessments	30,583.34	30,583	0	214,083.36	214,081	2	367,000	
40002 00	Reserve Income	3,333.33	3,333	0	23,333.31	23,331	2	40,000	
40011	Late Fee Income	0.00	0	0	925.00	0	925	0	
40014	Legal Fee Income	0.00	0	0	150.00	0	150	0	
40025	Returned Check Fees	30.00	0	30	30.00	0	30	0	
40030	Screening Fees	37.12	0	37	506.82	0	507	0	
40060	Gate/Key Cards	0.00	0	0	270.00	0	270	0	
40070	Auto Decals	75.00	0	75	165.00	0	165	0	
40078	Late Fee Interest	0.00	0	0	1,641.01	0	1,641	0	
40080	Interest Income	62.28	0	62	417.20	0	417	0	
40081	Reserve Interest	297.10	0	297	1,709.27	0	1,709	0	
40090	Miscellaneous Income	0.00	0	0	372.36	0	372	0	
40095	Prior Yrs Sprl/(Del)	0.00	2,363	(2,363)	0.00	16,541	(16,541)	28,358	
<b>**TOTAL REVENUE</b>		<b>\$34,418.17</b>	<b>\$36,279</b>	<b>(\$1,861)</b>	<b>\$243,603.33</b>	<b>\$253,953</b>	<b>(\$10,350)</b>	<b>\$435,358</b>	

**EXPENSES**

<b>**ADMINISTRATIVE</b>									
50005	Accounting Fees	0.00	133	133	0.00	931	931	1,600	
50045 00	Legal Fees	307.50	333	26	1,959.00	2,331	372	4,000	
50050 00	License, Taxes, Permit	0.00	25	25	250.00	175	(75)	300	
50053	Corporate Annual Rep	0.00	5	5	61.25	35	(26)	65	
50055	Meetings	0.00	17	17	0.00	119	119	200	
50059	Social Events	0.00	42	42	0.00	294	294	500	
50075	Office Supplies	61.50	333	272	3,138.60	2,331	(808)	4,000	
50125	Web Page/Internet	0.00	20	20	239.88	140	(100)	240	
50555	Holiday Lighting	0.00	333	333	0.00	2,331	2,331	4,000	
<b>**TOTAL ADMINISTRATIVE</b>		<b>\$369.00</b>	<b>\$1,241</b>	<b>\$872</b>	<b>\$5,648.73</b>	<b>\$8,687</b>	<b>\$3,038</b>	<b>\$14,905</b>	

<b>**PROPERTY INSURANCE</b>									
52030	Multiperil Insurance	441.75	433	(9)	3,017.75	3,031	13	5,190	
<b>**TOTAL PROPERTY INSURANCE</b>		<b>\$441.75</b>	<b>\$433</b>	<b>(\$9)</b>	<b>\$3,017.75</b>	<b>\$3,031</b>	<b>\$13</b>	<b>\$5,190</b>	

<b>**UTILITIES</b>									
54050 00	Electricity	966.24	1,042	76	8,109.24	7,294	(815)	12,500	
54050 05	Electricity Pool	35.00	458	423	1,995.32	3,206	1,211	5,500	
54070 00	Water & Sewer	409.78	167	(243)	1,428.34	1,189	(237)	2,000	
<b>**TOTAL UTILITIES</b>		<b>\$1,411.02</b>	<b>\$1,667</b>	<b>\$256</b>	<b>\$11,530.90</b>	<b>\$11,689</b>	<b>\$138</b>	<b>\$20,000</b>	

<b>**CONTRACTS</b>									
60057	Fountain Contract	50.00	50	0	350.00	350	0	600	
60072	Parking Patrol	0.00	83	83	282.00	581	299	1,000	
60081	Preserve Maintenance	0.00	960	960	5,380.00	6,720	1,340	11,520	
60082	Internet Access	0.00	329	329	0.00	2,303	2,303	3,950	
60085	Lake Maintenance	185.00	185	0	1,480.00	1,295	(185)	2,220	
60090	Lawn Maintenance	18,388.00	17,267	(1,121)	125,353.00	120,869	(4,484)	207,204	
61000	Management Services	2,964.00	2,974	10	20,748.00	20,818	70	35,887	
61020	Pool/Spa Contract	375.00	375	0	2,625.00	2,625	0	4,500	
61027	Pressure Cleaning	150.00	250	100	150.00	1,750	1,600	3,000	
61037	Rust Prevention	250.00	250	0	1,750.00	1,750	0	3,000	

**\*Income Statement**  
**3UCR BENT TREE PROPERTY OWNERS**  
**ASSOCIATION, INC.**  
 07/31/2018

FIRSTSERVICE RESIDENTIAL  
 C/O FIRSTSERVICE RESIDENTIAL  
 Boca Raton FL 33487

G/L Account	Description	Jul Actual	Jul Budget	Jul Variance	YTD Actual	YTD Budget	YTD Variance	YTD Annual Budget
61045 16	Security Services Front Gate	3,503.93	2,280	(1,224)	23,364.31	15,960	(7,404)	27,360
61045 28	Security Services Pool	266.43	264	(2)	1,865.01	1,848	(17)	3,170
61045 34	Security Services Surveillance System	387.79	246	(142)	2,533.81	1,722	(812)	2,952
<b>** TOTAL CONTRACTS</b>		<b>\$26,520.15</b>	<b>\$25,513</b>	<b>(\$1,007)</b>	<b>\$185,881.13</b>	<b>\$178,591</b>	<b>(\$7,290)</b>	<b>\$306,163</b>
<b>** REPAIRS/MAINTENANCE</b>								
70230	Irrigation Maint	0.00	125	125	1,983.12	875	(1,108)	1,500
70030	R&M Clubhouse	0.00	833	833	6,841.64	5,831	(1,011)	10,000
70048 45	R&M Equipment Pool	7,070.37	208	(6,862)	10,906.66	1,456	(9,451)	2,500
70054	R&M-Gate	194.00	833	639	1,301.05	5,831	4,530	10,000
70060	R&M-General	14,209.34	467	(13,742)	22,529.36	3,269	(19,260)	5,800
70120	R&M-Tennis Courts	0.00	42	42	97.00	294	197	500
70135	Landscaping Extras	1,015.96	750	(266)	16,255.68	5,250	(11,006)	9,000
70149	Landscaping - Beautification	0.00	833	833	0.00	5,831	5,831	10,000
<b>** TOTAL REPAIRS/MAINTENANCE</b>		<b>\$22,469.67</b>	<b>\$4,091</b>	<b>(\$18,399)</b>	<b>\$59,914.41</b>	<b>\$28,637</b>	<b>(\$31,277)</b>	<b>\$49,100</b>
<b>** TOTAL OPERATING EXPENSES</b>		<b>\$51,231.59</b>	<b>\$32,945</b>	<b>(\$18,287)</b>	<b>\$265,992.92</b>	<b>\$230,615</b>	<b>(\$35,378)</b>	<b>\$395,356</b>
<b>** RESERVE TRANSFERS</b>								
80000 00	Reserve Transfers	3,333.33	3,333	0	23,333.31	23,331	(2)	40,000
80001	Reserve Interest	297.10	0	(297)	1,709.27	0	(1,709)	0
<b>** TOTAL RESERVE TRANSFERS</b>		<b>\$3,630.43</b>	<b>\$3,333</b>	<b>(\$297)</b>	<b>\$25,042.58</b>	<b>\$23,331</b>	<b>(\$1,712)</b>	<b>\$40,000</b>
<b>** TOTAL EXPENSES</b>		<b>\$54,862.02</b>	<b>\$36,278</b>	<b>(\$18,584)</b>	<b>\$291,035.50</b>	<b>\$253,946</b>	<b>(\$37,090)</b>	<b>\$435,356</b>
<b>NET INCOME/(LOSS)</b>		<b>(\$20,443.85)</b>	<b>\$1</b>	<b>(\$20,445)</b>	<b>(\$47,432.17)</b>	<b>\$7</b>	<b>(\$47,439)</b>	<b>\$0</b>

# Definitions

**Baseline Funding:** Under the Reserve Funding Analysis (D pages) portion of the reserve study, this funding methodology establishes a funding goal within each reserve category or pooling of reserve funds above the zero dollar mark. For example, it will set a minimum fund balance ranging anywhere from \$2,500 to \$100,000 for your reserve account depending upon the size of your association. Whenever your fund balance in any given year falls below this amount, a dollar amount is added to the normal annual contribution to keep you above this minimum balance.

**Cash Flow Method:** A method of developing a reserve funding plan that establishes a contribution to the reserve fund which is then calculated to offset the annual expenditures/cost from the reserve fund balances. Sometimes a variety of reserve funding plans is tested against the schedule of anticipated reserve expenses until the desired funding level is attained.

**Component Full Funding:** Under the Reserve Funding Analysis (D pages) portion of the reserve study, this funding methodology establishes a funding goal of attaining and maintaining cumulative reserves at or near the 100% reserve requirement.

**Component Inventory:** Component/Asset inventories is a list of the qualified individual components to be included in the reserve study. This task should be developed through an on-site visual inspections, observations, and review of the association documents/contracts/invoices.

**Component Items:** The individual line item/fixed asset in the Reserve Analysis section (C pages) of the reserve study to be developed or updated in both the physical analysis and financial analysis portions of the reserve study. The individual components/assets (ie, pool resurfacing, pool equipment, pool furniture) make up the main reserve category (ie. Swimming Pools & Spa). Typically, reserve components are the association's responsibility and have limited useful lives plus predictable remaining useful life expectancies.

**Components Method:** This is an alternative reserve funding plan where the total contribution is based on the sum of all contributions for the individual components.

**Condition Assessment:** The task of evaluating each individual component's current condition based upon actual observation, reported characteristics, and historical data.

**Current Reserve Requirement:** The amount of money the association should have today or by year end in the reserve account to meet ALL current and future replacement and maintenance of assets/component items. For example, if the total replacement cost of a roof is \$100,000 for a 20 year roof, in the 5th year, the association would have a current reserve requirement of \$25,000. This is referred to as "100% funded" or "fully funded". This happens rarely and exists when the actual reserve fund balances equal the 100% funded reserve requirement. Actual reserve fund is the current dollar balance in the association's reserve account.

**Deficit:** A deficit is an actual or projected reserve balance which is less than the 100% reserve requirement. The opposite of a deficit is a surplus. Deficits are typically balanced over future years with the new calculated normal annual contribution, but in some cases additional amortized amounts do have to be added to the normal annual contribution in order to achieve a minimum funding balance.

**Effective Age:** Effective age is the difference between the normal life and useful remaining life. The effective age is not always equal to the actual age since some components age irregularly. The irregular age is caused by weather, type of product designed by the manufacturer, workmanship, etc.

**Financial Analysis / Reserve Funding Analysis:** This portion of the reserve study is where the current reserve funding balance is compared to the amount of funds needed and the recommended reserve contributions are established. In some cases, adjustments are made when the fund balance falls below the minimum fund balance (\$2,500 - \$100,000) and an amount is then added to the normal annual contribution to obtain the new recommended reserve contribution.

**Funding Plan:** The funding plan is an association's plan to provide future funds in order to meet anticipated future expenditures. Each plan must have sufficient funds on hand when each expenditure occurs.

**Minimum Fund Balance:** An amount used (\$2,500 to \$100,000), to maintain a minimum fund balance for the association's reserve account on an annual basis. This amount varies depending upon the size and quantity of

assets/components owned by the association. It will also depend upon whether or not the pool of funds method and or the restricted method is used by the association.

**Normal Annual Contribution:** This is calculated by taking the replacement cost of a component item and dividing it by the normal life of the component item/asset. This is the minimum amount that should be collected by the association on an annual basis for reserves to meet all future replacement/maintenance of long term component items/assets. Additional amounts can be added to the normal annual contribution when the association's fund balance falls below the minimum fund balance. In this case, a deficit amount is added to the normal annual contribution in order to ensure adequate funding is available to meet future expenses/costs.

**Normal Life:** This is calculated by using industry standards, manufacturer warranties and or the actual observed useful life pertaining to a specific association's location within a region. For example, the normal life expectancy of a 10 year warranted exterior paint might only be 7 years on a building located on the beach in south Florida.

**Physical Analysis / Reserve Analysis:** This is the first portion of the reserve study where the components are inventoried, quantified, life expectancies are estimated, replacement costs are established, normal annual contributions are calculated, and current 100% reserve requirements are established.

**Pool of Funds Method:** This reserve funding method uses a general pool of reserve dollars to fund all reserve categories which encompasses individual component items/assets. No reserve funds are restricted to certain categories or components. The reserve funds still remain restricted for reserve expenditures and cannot be used for operating expenses. The association pays for all replacements/maintenance of reserve assets from 1 large pool of funds.

**Remaining Life / Remaining Useful Life:** Remaining useful life represents the estimated years that a reserve component/asset can be expected to perform its intended functions before the replacement of that component item(s). The task of estimating the number of years is performed by the reserve specialist.

**Replacement Cost:** The cost of repairing or replacing a component to its full or original functional condition. The current replacement cost would be the estimated actual cost to complete the repair or replacement at the

current point in time the reserve study is being completed. Even though we reference the word “actual cost”, please keep in mind that the replacement cost is still an estimate and can change depending upon market conditions, upgrades, and or the vendor/contractor used by the association.

**Reserve Categories:** The main asset category(s) that are created by the association and or the reserve analyst to help develop and categorize the association’s component items/assets... ie. Roofing, Painting, Painting, etc.

**Reserve Study:** A reserve study contains two parts commonly referred to as the physical analysis and a financial analysis. The reserve study is a short and long term budgeting tool which identifies the current conditions of the assets against the current contribution and the current fund balance. The study establishes a financial plan to meet future anticipated major expenditures.

**Special Assessment:** A special assessment is an assessment levied on the association members in addition to the normal assessments. These types of assessments can occur either if the association does not have sufficient funds to pay for the replacement of major assets and or can be due to large future projects such as club house interior renovations. Special assessments should be avoided when possible, because it is normally met with disfavor among the association members.

**Surplus:** A surplus is an actual or projected reserve balance which is greater than the current 100% reserve requirement.

**Threshold Funding:** Under the financial/reserve funding analysis section, this funding methodology establishes a funding goal within each reserve category or pooling of reserve funds above a pre-selected dollar amount.

PRODUCT & MATERAIL  
PRICING ~ DESCRIPTIONS ~ LONGEVITY  
RESOURCE

Marshall Swift Publications, monthly pricing up dates,

“Marshall Valuation Service Manual” a national authoritative pricing guide for developing replacement cost, insurable values, equipment cost, depreciation, and normal useful lives on nearly every type of equipment or improved property.

Core Logic Marshall & Swift/Boeckh Commercial Valuation System,

“BVS - Commercial Software”. This on line software is a national authoritative pricing guide for developing replacement cost valuation of commercial and agricultural properties, quarterly updates.

\* Additional Resources include listing of local consulting contractors.

## PARTIAL LISTING OF CONSULTING CONTRACTORS

ACAS, Inc.	561-641-9186	Clayton Capriotti	Gate Access Systems
Adel Resurfacing Company	561-848-3973	Marty Adel	Asphalt Paving
Asphalt Restoration Technology	800-254-4732	Connie Lorenz	Asphalt Paving Specialist
Banco Popular	800-233-7164	Rebecca Prieto	Community Banking
Allied Barton Protective Services, Inc.	954-698-5888	Andrew Daniels	Security Services
Bass United Fire Alarm	800-372-2770	Brad Hiddon	Fire Alarm Systems
BB&T	561-251-1980	Jayne Gelfand	Community Banking Specialist
Beautiful Mailbox	305-403-4820	Sheri Corsetti	Mailboxes
Becker & Poliakoff, PA	800-462-7783	Kenneth S. Direktor	Attorney
Best Roofing	888-723-2378	Gregg Wallick	Roofing Company
Boca Docks & Seawall	561-750-4255	Ken Wells	Docks & Seawalls
B.P. Taurinski Engineering	561-997-6141	Brownie Taurinski	Engineer
Botanical Visions, Inc.	561-361-6677	William Reeves	Horticulturalist
Broadband Specialist	877-826-1625	Jay Abbazia	Bulk TV Specialist
Budget Signs, Inc.	954-941-5710	Bill Simmons	Sign Manufacturer
Carousel Construction	800-365-3219	Michael Bianchini	Concrete Restorations
Caulfield & Wheeler	561-392-1991		Surveyors
Community Associaiton Institute	561-716-3646	Michele Bilawsky	Chapter Executive Director
Chalaire & Associates Engineering	561-694-0336	Donald Chalaire	Engineering
Chapnick Community Association Law	561-330-3096	Michael Chapnick	Attorney
Climate Control Services	561-278-7125	Chuck Walker	Air Conditioning Serv.
Community Asphalt Corp.	800-741-0806	Brian Bettle	Asphalt Paving
Concrete Restoration by Daniello	561-835-4788	Lou Daniello	Concrete Restorations
DiCrescenzo & Company, CPAs	954-571-7073	Ron DiCrescenzo	Accountants
Decktight Roofing Services	800-825-7663	Mikr Varie	Roofing Repair Company
Driveway maintenance	561-848-4004	Nick Small	Asphalt & Concrete Paving
Dry-Concepts	954-370-7778	Michael Jatolf, JR	mold remediation & restore
Duct Masters	954-791-4111	Roger Herde	Air Conditioning & Consultation
Elcon Electronic	800-446-8915	Ronn Hornsby	Street Lighting & Electric Ser.
First Residential Property Mgmt	561-997-4045		Association Management

Florida Sidewalk Solutions	954-514-7218	Steve Sdankus	sidewalk repairs
Fucco Group, LLC	561-367-2960		CPA
Gator Courts	8090-771-NETS	Scott Miller	Sports Courts
Gerstle & Rosen, CPA	305-937-0116	Robert Rosen	CPA
Grind All Concrete	866-339-5401	Mike Zatelli	sidewalk repairs
Hoover Pump Systems	954-971-7350	Donna Hoover	Irrigation Pump Stations
Hosford Roofing Consultants	954-725-9554	John Hosford	Roofing Consultants
Fl. Master Home Inspections	561-792-0271	Gordon Merchant	Wind Mitigation Inspections
Hartzel Painting	954-922-1006	Ed Holman	Painting Company
Howard J. Miller PA & Associates	561-392-2326	Steve Young	Engineering
Industrial Engineering Divers	800-432-6304	Doug Fillmon	Drainage Pipe Divers
J.B. Painting & Waterproofing	800-228-3992	Jim Brown	Painting Company
Kaye & Bender	954-928-0680	Michael Bender	Attorney
Lake Masters Aquatic Weed Control	877-745-5729	Gary Wilhem	Lake Control Services
Lake Erosion Restoration	561-536-4716	Chip Sollins	lake bank restorations
Landmark Elevator Consultants	954-785-1947	Peter Hofmeister	Consultant
Lykins Signtek Inc.	239-594-8494	Martin Ortiz	Street Monument Lights Signs
Marsh & McLennan	305-717-6063	Lieana Galindo	Association Insurance Agent
Marshall Valuation Service	800-526-2756		Building Cost Estimator
Merlin Law Group, PA	877-449-4700	Chip Merlin	Attorney, Insurance Claims
M & R & Sons, Inc.	888-997-9971	Patrick Morone	Painting Company
M & M Asphalt	561-588-0949	Ken Goldberg	Paving Contractor
Mr Rooter Plumbing	800-863-5874	Brent	Plumbing & Drains
Onmy & O'Donnell, Naccarto, Mignogna	561-835-9994	Joseph Mincuzzi	Engineer
OK Generator	800-385-3187		generator company
Palm Clean Services	561-914-0672	Dwight Lyons	Marble & Granite Re-Finishers
Plastridge Insurance Agency	561-276-5221	Mike Bottcher	Association Insurance Agent
Pro-24 Security & Investigative Serv.	954-874-1064	Joseph McKeogh	Security Services Provider
Ranger Construction	561-790-4332	Carl Theiman	Asphalt Paving
RCI Painting	954-978-1213	Marcel Rosen	Painting Company
Rick Carroll Insurance	800-290-3181	Keith Carroll	Association Insurance Agent
Roor-A-Cide	800-806-6727	John Browne	Roof Cleaning

Sachs, Sax & Caplan	561-994-4499	Lou Caplan	Attorney
Shenandoah Construction	954-975-0098	Danny DiMura	Drainage Clean/Repairs
Sherwin Williams	800-226-3539	Bob Cunningham	Paint manufacturer
Smith Watson Parker Cotter Vaught	954-925-2590	Larry Vaught Jr.	Assn. Insurance Agent
Source Outdoor	800-260-4512	Robby Lebhar	Out Door Furniture
South Coast Painting & Waterproofing	800-940-1888	Hal Eisenstein	Painting Company
South Florida Mailbox	561-389-2491	Klye Koteles	Mailboxes
Southeast Electrical Services	561-488-0580	Frank Bracciale	Electrician Contractor
Southern Chute	866-475-9191	John Moriarity	Trash Chutes
Southern Construction	561-841-9450		Concrete Restorations
Southern Park & Play Systems, Inc.	800-247-1545	Dale Hasner	PLayground Equipment
Structural Engineering Associates, Inc.	561-884-4060	David T Colston,	Structural Engineeer
Symbiont Service Corp.	800-881-4328	Sandy King, Pres.	Pool Heating Company
Telescope Casual Pool Furniture	407-461-0251	Vern Lachowitzzer	Pool Furniture Manufacturer
The Nidy Co.	800-226-6439		Sports Courts
Thermal Imaging Diagnostics, Inc.	954-753-8303	Howard Lustgarten	Roof Moisture Surveys
212 Software	800-760-9966	Bruce Gran	Software Systems
U.S. Lawns	561-495-7784	Eric Masse	Landscape Maintenance
U.S. Security Associates	800-279-8408		Security Services Provider
UCI Paints	800-273-1683	Felix Flores	Manufatures Rep.
Zabatt Generators, Inc.	407-294-8673	Xiomara Rodriguez	Generators