

Date: 11/2/21

BUDGET SUBMISSION/COUPON REQUEST FORM

Please answer **ALL** questions, sign and send with documents specified below to budgets@apmanagement.net.

Budget Year: 2022

Association Name: River Dance Condo.

Number of Units: 115

1. Budget Status:

- Budget approved and attached
(Full, Partial, or Waived Reserves)
- Proposed budget not approved yet
- Order coupons
- Send **temporary** coupons using prior year fees
Number of months: _____
- Order **full year** coupons per **proposed** budget
(Full, Partial, or Waived Reserves)

2. Fees charged:

- Monthly
- Quarterly
- Other: \$1,900

3. Is the Association under developer control?

- No
- Yes
- Fully funded Deficit funded

4. Is there a bulk owner?

- No
- Yes
- _____
Name of Bulk Owner
- Send one invoice for all units Send individual coupon books

5. Late fee policy

- No change - (specify late fee/late date) _____
- Change as follows: _____

6. Letter to be included with coupons

- Standard coupon cover letter
- Customized letter (Send in Word format)

Special Instructions: _____

The following documents **MUST** be included when submitting this form:

- Signed Approved Budget in pdf *if applicable*
- Budget in Excel
- Maintenance Fee Schedule in pdf
- Reserves Schedule in pdf
- Custom cover letter in Word *if applicable*



Property Manager Signature

Regional Manager Signature

River Dance Condominium Association, Inc.

Proposed Operating Budget

January 1, 2022 to December 31, 2022

115 Units



Account Name	2022 Proposed Monthly Budget	2022 Proposed Annual Budget	2021 Proposed Monthly Budget	2021 Proposed Annual Budget	Variance 2021 / 2020
Income:					
Owner's Maint. Fee Income	60,699	728,385	58,017	696,204	32,181
Reserve Transfer	12,138	145,655	9,083	109,000	36,655
Total Maintenance Fees With Reserves	72,837	874,040	67,100	805,204	68,836
Guest Suite Income	2,083	25,000	1,417	17,000	8,000
Retail Income	944	11,323	944	11,323	-
Screening Fees	250	3,000	167	2,000	1,000
Move In Administrative Fee	17	200	33	400	(200)
Late Charge Income	4	50	25	300	(250)
NSF Fees	12	140	13	160	(20)
Keys, Locks & Lock-Out Fees	167	2,000	142	1,700	300
Misc. Income	-	-	83	1,000	(1,000)
Easement Income	479	5,750	417	5,000	750
Lake Care Management	417	5,000	375	4,500	500
Interest Income	58	700	75	900	(200)
Prior Year Surplus	-	-	-	-	-
Total Income	77,267	927,203	70,791	849,487	77,716
Expenses:					
Payroll & Related Expense					
Management Salary Expenses	7,116	85,388	6,875	82,500	2,888
Maintenance Staff	7,867	94,403	7,638	91,653	2,750
Housekeeping Staff	7,601	91,217	7,380	88,560	2,657
Medical Benefits	1,705	20,460	2,131	25,571	(5,111)
Total Labor	24,289	291,467	24,024	288,284	3,183
Utilities:					
Electric	4,542	54,500	4,750	57,000	(2,500)
Water & Sewer	5,000	60,000	4,517	54,200	5,800
Gas Utilities	750	9,000	550	6,600	2,400
Trash Removal/Recycling	1,974	23,683	1,917	23,000	683
Telephone	833	10,000	833	10,000	-
Cable	3,726	44,710	3,250	39,000	5,710
Total Utilities	16,824	201,893	15,817	189,800	12,093

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Management & Professional Fees					
Management Fees	2,000	24,000	2,000	24,000	-
Legal Expense	167	2,000	333	4,000	(2,000)
Accounting Expense	333	4,000	333	4,000	-
Other Professional	667	8,000	-	-	8,000
Total Management & Professional Fees	3,167	38,000	2,667	32,000	6,000
Contracts:					
Landscaping	1,544	18,524	1,500	18,000	524
Live Plants Contract	215	2,581	215	2,580	1
Lakes/Canals/Preserves	120	1,440	133	1,600	(160)
Pool	343	4,114	300	3,600	514
Trash Compactor	385	4,622	385	4,620	2
Exterminating	200	2,400	200	2,400	-
Burglar Alarm Monitoring	27	321	27	320	1
Entry Monitoring	55	655	54	650	5
Elevator	1,135	13,620	1,135	13,620	0
Total Contracts	4,023	48,277	3,949	47,390	887
Administrative & General:					
Administrative & General	100	1,200	100	1,200	-
Annual Corporate Report	5	62	5	62	-
Annual Condo.Assoc.Fees	38	460	38	460	-
Bank Charges	8	100	5	60	40
Licenses, Taxes & Permits	108	1,300	75	900	400
Office Supplies	17	200	83	1,000	(800)
Uniforms	25	300	25	300	-
Postage	25	300	42	500	(200)
Computer Expense	167	2,000	83	1,000	1,000
Credit Services	96	1,150	83	1,000	150
Signs & Banners	8	100	10	120	(20)
Social Committee	42	500	83	1,000	(500)
Total Administrative Expenses	639	7,672	634	7,602	70

River Dance Condominium Association, Inc.

Proposed Operating Budget

January 1, 2022 to December 31, 2022

115 Units



Account Name	2022 Proposed Monthly Budget	2022 Proposed Annual Budget	2021 Proposed Monthly Budget	2021 Proposed Annual Budget	Variance 2021 / 2020
General Maint. & Repair Expenses					
Ground Maint. Supplies	292	3,500	250	3,000	500
Pool Supplies	333	4,000	333	4,000	-
HVAC Supplies	42	500	83	1,000	(500)
Light Bulb & Fixtures Supplies	233	2,800	167	2,000	800
Irrigation	25	300	50	600	(300)
Janitorial Supplies	458	5,500	370	4,435	1,065
R&M- Guest Suite	167	2,000	167	2,000	-
Golf Cart Maint.	42	500	58	700	(200)
Gym Equipment Repair	33	400	17	200	200
Pool Furniture Maint	33	400	17	200	200
R & M - Fire safety Maint.	583	7,000	458	5,500	1,500
R & M - Bldg Maint. & Repairs	358	4,300	358	4,300	-
Carpet Cleaning	375	4,500	167	2,000	2,500
R & M - Window Cleaning	625	7,500	542	6,500	1,000
Landscape Extras	250	3,000	167	2,000	1,000
R & M - Contingency	1,667	20,000	2,917	35,000	(15,000)
R & M - Pickleball court	83	1,000	83	1,000	-
Total General Maint. & Repair Expenses	5,600	67,200	6,203	74,435	(7,235)
Insurance:					
Property Insurance	10,587	127,039	8,415	100,976	26,063
Total Insurance Expense	10,587	127,039	8,415	100,976	26,063
Total Expenses Without Reserves	65,129	781,548	61,707	740,487	41,061
Reserves	12,138	145,655	9,083	109,000	36,655
Total Expenses With Reserves	77,267	927,203	70,791	849,487	77,716
Excess Income Over Expenses	-	-	-	-	-

River Dance Condominium Association, Inc.
Reserves Analysis
January 1, 2022 to December 31, 2022
115 Units



	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Asphalt Overlay													
Domestic Water Pumps/Equip.							(25,650)				(13,296)		
Elevator Modernization													
Fencing/Lighting, Rec. Deck													
Fire Alarm System Modernization													
Fire Pump/ Equipment													
Fitness Equipment								(30,000)					
Flooring, Carpet (Bus. Ctr/Conf. Rm)											(3,499)		
Flooring, Carpet (Gym)											(5,889)		
Flooring, Carpet (Hallways)						(120,671)							
Flooring, Carpet (Lobby)						(2,001)							
Flooring, Carpet (Office)						(1,922)							
Flooring, Carpet (Social Room)						(6,702)							
Flooring, Carpet (Theatre)											(5,976)		
Flooring, Tile (Amenity Hall)												(17,868)	
Flooring, Tile (Halls/ Elev. Foyers)												(4,955)	
Flooring, Tile (Service Elev. Foyers)											2,947		
Furnishings/Finishes, Bus. Ctr/Conf.											1,500		
Furnishings/Finishes, Fitness Rm													
Furnishings/Finishes, Guest Suites													
Furnishings/Finishes, Halls					(59,320)	(12,958)							
Furnishings/Finishes, Lobby					(5,000)								
Furnishings/Finishes, Office					(2,000)								
Furnishings/Finishes, Social Room					(20,080)								
Furnishings/Finishes, Theatre									(10,000)				
Garage Membrane				(40,000)								(134,000)	
HVAC Split Systems, Common (34 A/C Units)													
Paint Stairwells				(7,232)									
Paint/Waterproof Bldg/Gar Ext.				(70,000)									
Pool & Spa Deck Fencing												(25,000)	
Pool & Spa Interiors								(14,800)					
Pulling Green Restoration								(15,807)					
Railings/Handrails													
Renovation, Kitchen												(16,250)	
Renovation, Restrooms (1st Floor)												(11,700)	
Roofing, Flat			(21,025)				(54,375)						
Roofing, Pitched													(38,000)
Traffic Coating, Rec. Deck (1)													
Traffic Coating, Rec. Deck (2)													
Replacing Windows													
2023 Building Renovations project: Paint building and sport deck													
Beginning Balance	217,013	305,005	256,760	220,318	330,380	396,242	367,568	440,549	534,408	480,752	566,022	564,784	645,962
Total Expenditures	(21,025)	(200,000)	(187,232)	(40,000)	(86,400)	(182,254)	(80,025)	(60,607)	(210,000)	(70,000)	(158,213)	(75,773)	(38,000)
Annual Interest at 2%	17	6,100	5,135	4,406	6,608	7,925	7,351	8,311	10,688	9,615	11,320	11,296	12,919
Annual Contribution	109,000	145,655	145,655	145,655	145,655	145,655	145,655	145,655	145,655	145,655	145,655	145,655	145,655
Ending Balance	305,005	256,760	220,318	330,380	396,242	367,568	440,549	534,408	480,752	566,022	564,784	645,962	766,536

River Dance Condominium Association, Inc.

Maintenance Fee Schedule

January 1, 2022 to December 31, 2022
115 Units



General Common Element

Unit Type	Quantity	Unit % Share	Total % Share	Unit Quaterly Fee Without Reserves	Unit Annual Fee Without Reserves	Unit Quaterly Fee With Reserves	Unit Annual Fee With Reserves	Total Annual Without Reserves	Total Annual Fee With Reserves	HOA Without Reserves	HOA With Reserves
Unit Type 1	115	0.008696	100.00%	1,583	6,334	1,900	7,600	728,385	874,040	728,385	874,040
Totals	115		100.000%					728,385	874,040		