



To: Board of Directors
From: Joe Acla & Jennifer Spidle
Date: June 21, 2019
Re: 2020 Budget Materials

Presented is the assessment funding needed to fund the 2020 Budget Assumptions (as modified below).

The Finance Committee has recommended a dues increase in the amount of \$18.28 per month for a developed lot, to bring total dues to \$145.65 per month for a developed lot.

- After meeting with Finance Committee, Golf Management was able to revise income projections based on almost six months of actuals.
- Turfcare reduced expenses in GL 6110 by (\$8,000) in anticipation that the Golf Course Irrigation capital request will be approved in 2019 as it is an 'A' priority CRRRF Budget item.
- Both items combined reduced the amount of operational dues for a balanced budget.
- The reduced amount from the change in operations would be \$144.59 per month for a developed lot.
- It is management's recommendation that the difference of \$1.06 between the FC recommend amount, \$145.65 and the lowered amount, \$144.69, go into the Capital Repair and Replacement Fund to build reserves.

Each year the Association uses funds from the Undesignated Reserve Fund (UDR) to fund additional operations not included in the budget. Historically, common expenses from UDR have included snow removal and hazard trees. We need to take a realistic look at UDR as that fund will not always be available to supplement operations.

The 2020 DRAFT Budget was presented at the Finance Committee over the course of 3 days (~9 hours of presentations available on Sudden Valley's YouTube channel). Based on that feedback, and feedback on initial budget assumptions, the following items have been adjusted:

1. Operations
 - a. 92% Collections rate



- b. Golf revenue projection increased to \$877,037 based on almost 6 months of actuals in 2019.
 - c. Turfcare expenses in GL 6110 reduced by \$8,000 on the assumption that the BOD approves the Golf Course Irrigation Capital Request.
 - d. 1.0 FTE in Maintenance
 - e. Trash projection for 2020 reduced by \$5,000 to remove insufficient funds allocated in 2019 for recycling services.
 - f. **Removed from Finance Committee Draft of 2020 Budget**
 - i. x2 6 month seasonal (1.0 FTE) for Maintenance
 - ii. 1 FTE for Janitorial
 - iii. \$40,000 additional for Hazard Trees (\$20,000 *included*)
 - g. **Removed from original 2020 Budget Assumptions**
 - i. 1 FTE for capital permitting and grant writing
 - ii. December package patrol security guard, apx. \$5,000
 - iii. Recycling services for SVCA facilities, \$29,000
 - iv. No increase to snow/ storm expense
 - v. No increase to Emergency Preparedness expense
 - vi. No funds to partner with the Whatcom County Emergency Mgt. Council
2. Capital
- a. Demolition and rebuild or refurbishment of Barn 8 Spec Design moved from 2020 to 2021.
 - b. The Finance Committee recommended that in both Roads and CRRRF large dollar items have been segregated to be considered for a special assessment in the future. This does not affect the 2020 Budget.

6.21.19

Index of 2020 DRAFT Budget Materials

- I. Cover letter
- II. Index
- III. Dues Proposal and Projection
- IV. Annual Revenue Worksheet- Proforma Dues Revenue
- V. Pie Charts
 - a. 2019 Net Income Sources
 - b. 2019 Budget- What Your Operations Dues Pay For
 - c. 2020 DRAFT Net Income Sources
 - d. 2020 DRAFT Budget – What Your Operations Dues Pay For
- VI. Summary of Operations Budget by Department
- VII. Budget Summary Trend- 2020 [Operations] Budget Draft- Actuals as of 04/30/19
- VIII. 2020 Budget FTE Count and FTE History
- IX. 2020 Budget- Cost Detail for Potential New Maintenance & Janitorial Staff
 - a. Routine Preventative Maintenance Summary
 - i. Required Hours for 2020 Routine Preventative Maintenance Work Plan
 - ii. Hours breakdown by location and task
 - b. Janitorial Work Plan Summary
 - i. Clubhouse breakdown by task
 - ii. Barn 8 breakdown by task
- X. 2020 Hazard Tree Budget Increase Request
 - a. Hazard Tree Evaluation SOP
 - b. SVCA Hazardous Tree Tracking Log
 - c. SVCA Tree Evaluation Check List
- XI. 2019-2029 CRRRF Capital Plan
 - a. Tier 2: Known cost updates or adjusted year
 - b. Tier 1: 2019 RS Planned Project Totals
- XII. 2019-2029 Road Rehabilitation and Culvert Capital Improvement Plan

2020 Dues Proposal

DRAFT

6/21/2019

		92% Collections			
		2019	2020	\$ Change	% Change
DEVELOPED LOTS					
OPS	\$	55.83	\$ 60.64	\$ 4.81	8.6%
OPS SA		10.79	11.11	0.32	3.0%
Ops Total	\$	66.62	\$ 71.75	\$ 5.13	7.7%
CRRRF	\$	27.79	\$ 36.10	\$ 8.31	29.9%
ROADS		32.29	37.13	4.84	15.0%
MAILBOX		0.67	0.67	0.00	
Capital Total	\$	60.75	\$ 73.90	\$ 13.15	21.6%
MONTHLY TOTAL	\$	127.37	\$ 145.65	\$ 18.28	14.4%
ANNUAL TOTAL	\$	1,528.44	1,747.80		
Change			18.28		
% Change			14%		
UNDEVELOPED LOTS					
		2019	2020	\$ Change	% Change
OPS	\$	49.85	\$ 54.15	\$ 4.30	8.6%
OPS SA		7.58	7.81	0.23	3.0%
Ops Total	\$	57.43	\$ 61.96	\$ 4.53	7.9%
CRRRF	\$	27.79	\$ 36.10	\$ 8.31	29.9%
ROADS		32.29	37.13	4.84	15.0%
MAILBOX		0.67	0.67	0.00	
Capital Total	\$	60.75	\$ 73.90	\$ 13.15	21.6%
MONTHLY TOTAL	\$	118.18	\$ 135.86	\$ 17.68	15.0%
ANNUAL TOTAL	\$	1,418.16	1,630.32		
Change			17.68		
% Change			15%		

Based on 92% Collections on a total of 3,146 lots, 2,645 Developed Lots and 501 Vacant Lots

Dues Projection- 2020 Budget Assumptions & Reserve Study from 2020-2028											
Fund	Description of Change	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
OPS	2019 Assessment	\$ 55.83	\$ 55.83	\$ 55.83	\$ 55.83	\$ 55.83	\$ 55.83	\$ 55.83	\$ 55.83	\$ 55.83	\$ 55.83
OPS	(2020 per budget assumptions, +3% 2021-2028)	-	4.81	12.63	14.68	16.80	18.98	21.22	23.53	25.91	28.37
Recreation SA	(+3% 2019-2023)*	10.79	11.11	11.44	11.78	12.13	-	-	-	-	-
Recreation	(+3% 2024-2028)	-	-	-	-	-	12.50	12.88	13.27	13.67	14.09
Ops Assessment Total (Developed)		\$ 66.62	\$ 71.75	\$ 79.90	\$ 82.29	\$ 84.76	\$ 87.31	\$ 89.93	\$ 92.63	\$ 95.41	\$ 98.29
CRRRF	2019 Assessment	27.79	27.79	27.79	27.79	27.79	27.79	27.79	27.79	27.79	27.79
CRRRF	Additional Assessment	-	8.31	17.72	31.77	0.38	10.63	(9.37)	(9.19)	(5.28)	8.78
CRRRF	CRRRF- Special Assessment	-	-	40.39	208.07	5.96	122.17	0.00	0.00	0.00	0.00
ROADS	2019 Assessment	32.29	32.29	32.29	32.29	32.29	32.29	32.29	32.29	32.29	32.29
ROADS	Additional Assessment	-	4.84	4.01	11.91	6.31	15.56	16.41	13.64	(0.33)	26.54
ROADS	Roads - Special Assessment	-	-	8.74	0.00	64.55	0.00	0.00	0.00	0.00	0.00
MAILBOX	(Based on Fully Funded RS in 2018)	0.67	0.67	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Capital Assessment Total		\$ 60.75	\$ 73.90	\$ 131.84	\$ 312.73	\$ 138.18	\$ 209.34	\$ 68.02	\$ 65.43	\$ 55.37	\$ 96.30
MONTHLY Projected Assessment Total		\$ 127.37	\$ 145.65	\$ 211.74	\$ 395.02	\$ 222.94	\$ 296.65	\$ 157.95	\$ 158.06	\$ 150.78	\$ 194.59
	\$ Change	45.22	18.28	66.09	183.28	(172.08)	73.71	(138.70)	0.11	(7.28)	43.80
	% Change	0.55	14%	45%	87%	44%	33%	47%	0%	5%	29%

*Recreation Special Assessment ends May 31, 2023

NOTE: 2020 to 2028: Based on 92% Collections on a total of 3,146 lots, 2,645 Developed Lots and 501 Vacant Lots

6/21/2019 **DRAFT**

GRAND TOTAL- Capital Repair & Replacement Reserve Fund (CRRRF), Roads, & Mailbox Reserve Funding Model Projection at Proposed 2020 Dues

Association Reserve Account Beginning Balance, 6/1/19 \$ 2,822,390

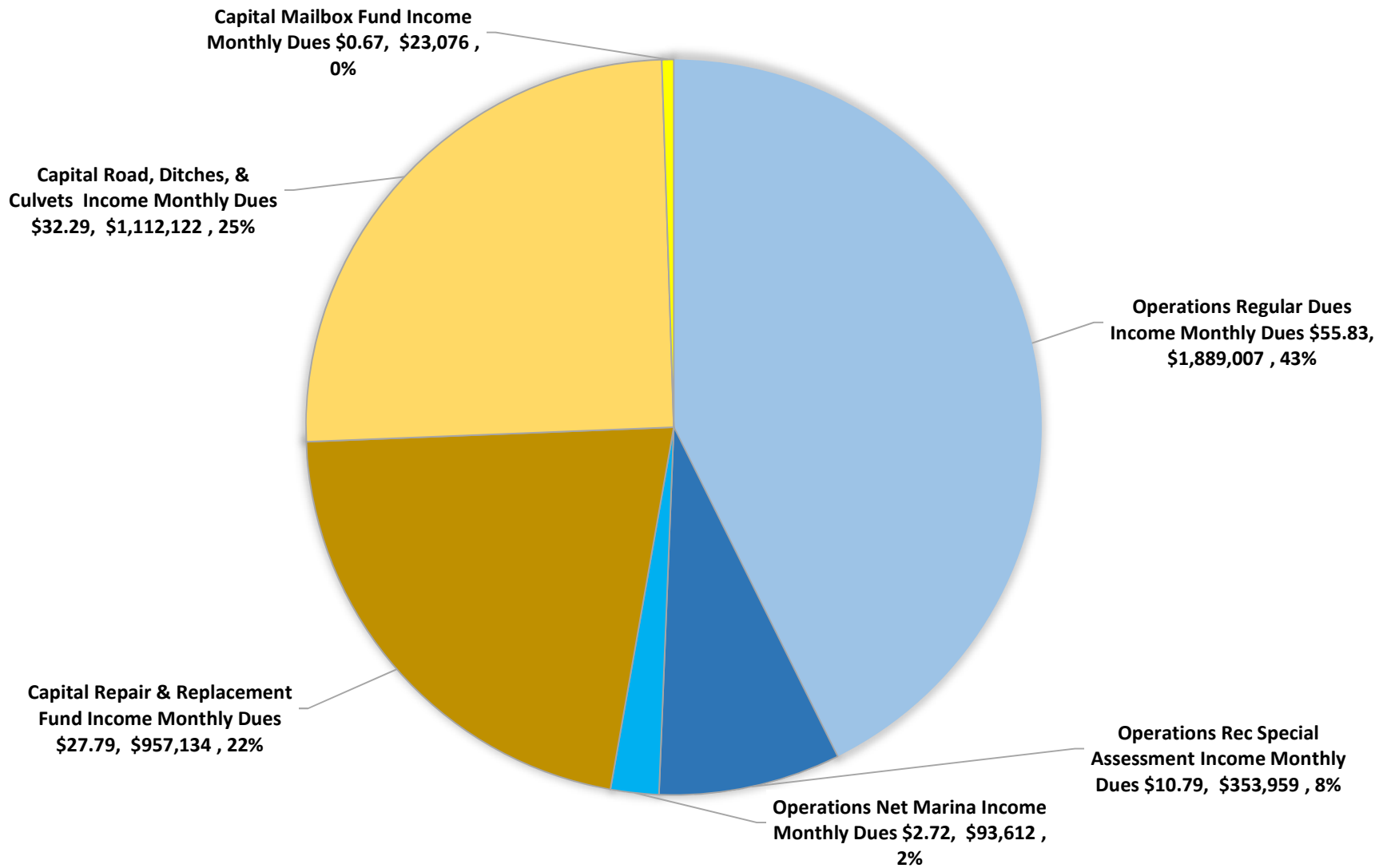
Year	Annual Contribution- 10 Year Plan	2020 Proposed Dues Increase Contribution	Annual Interest- Per RS	Annual Expenditures- As Adjusted	Reserve C/O	Projected Ending Reserves	Fully Funded Reserves- Per RS	Percent Funded
2019*	\$ 1,423,266	\$ -	\$ 15	\$ 2,764,735	\$ 1,100,000	\$ 380,936	\$ 17,836,840	2%
2020	2,109,729	456,950	38	2,311,997	\$ -	635,656	19,643,520	3%
2021	2,109,729	456,950	62	4,545,800	\$ -	(1,343,403)	20,432,296	(7%)
2022	2,109,729	456,950	85	10,827,741	\$ -	(9,604,380)	20,138,980	(48%)
2023	2,109,729	456,950	108	4,765,925	\$ -	(11,803,518)	15,169,534	(78%)
2024	2,109,729	456,950	131	7,237,408	\$ -	(16,474,115)	12,610,073	(131%)
2025	2,109,729	456,950	154	2,329,750	\$ -	(16,237,032)	10,193,730	(159%)
2026	2,109,729	456,950	178	2,239,619	\$ -	(15,909,794)	10,848,630	(147%)
2027	2,109,729	456,950	201	1,890,344	\$ -	(15,233,258)	12,092,458	(126%)
2028	2,109,729	456,950	224	3,311,684	\$ -	(15,978,038)	13,247,752	(121%)

*Additional Annual Contribution and Annual Expenditures as of 6/1/2019.

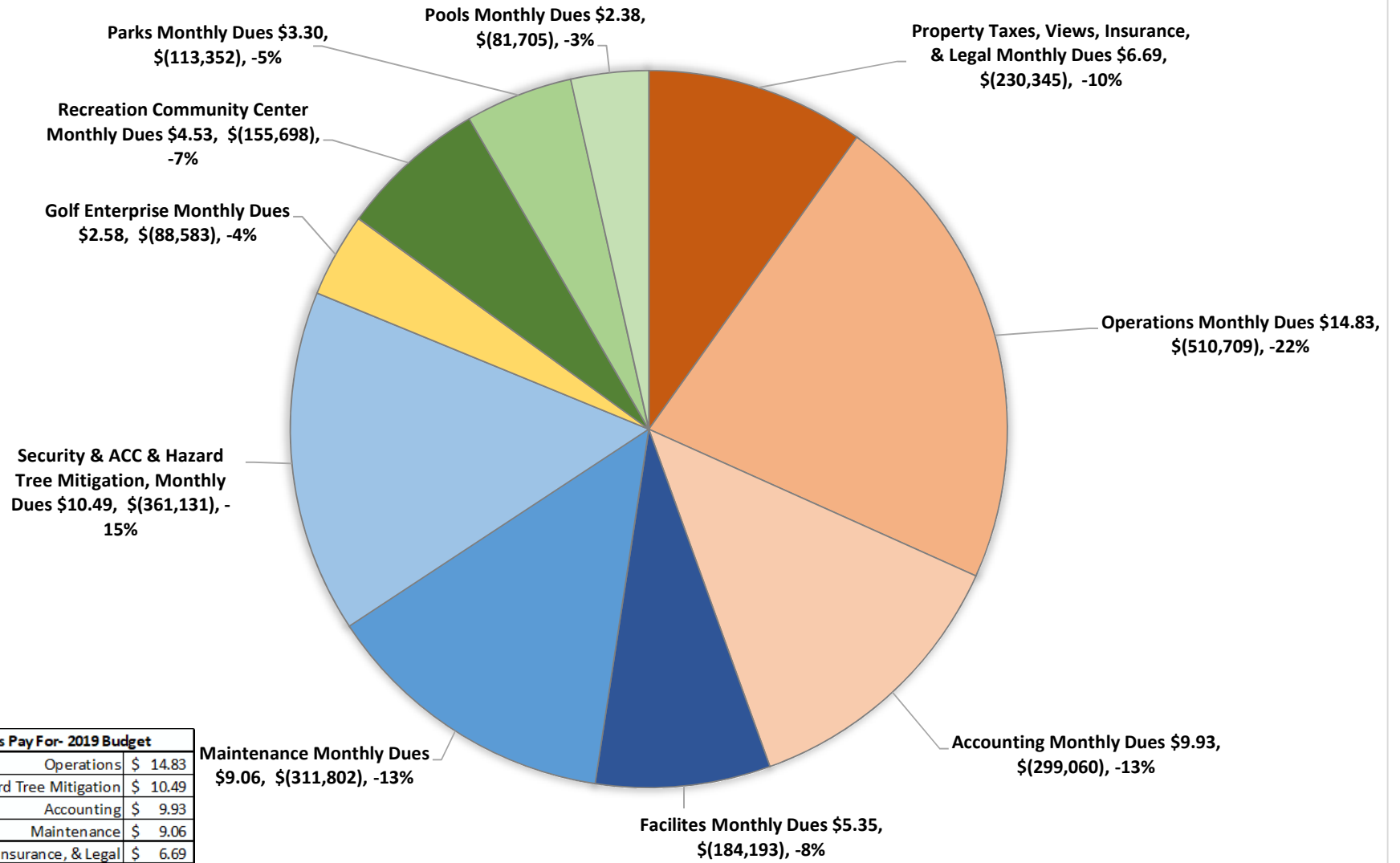
NOTE: The Association only appears to be funded in 2019 and 2020 because projects in excess of funds collected have been moved. For example, in 2019 all projects prioritized by the CRRRF Capital Planning Team as B and below, such as the Tennis Courts in the Rec Corridor, have been moved to future years.

	2015	2016	2017	2018	2019	2020
Basic Data						
Total No of Lots	3,146	3,146	3,146	3,146	3,146	3,146
Developed Lots						
Number of	2,645	2,645	2,645	2,645	2,645	2,645
Ops Dues per lot (annual)	\$474.60	\$503.64	\$573.36	\$573.36	\$669.96	\$727.68
Ops Rec Special Assessment (annual)				\$73.36	\$129.48	\$133.32
Undeveloped Lots						
Number of	501	501	501	501	501	501
Ops Dues per lot (annual)	\$362.40	\$391.44	\$461.16	\$461.16	\$598.20	\$649.80
Ops Rec Special Assessment (annual)				\$51.52	\$90.96	\$93.72
Per Lot Dues (annual)						
MR&R Dues						
CRRRF Dues	\$150.00	\$150.00	\$131.64	\$131.64	\$333.48	\$433.20
Roads Dues	\$208.20	\$232.28	\$207.48	\$207.48	\$387.48	\$445.56
Mailbox Dues					\$8.04	\$8.04
Roads Special Assmt						
CRRRF Special Assmt		\$21.12	\$10.56			
Annual Developed Lot Dues	\$ 832.80	\$ 907.04	\$ 923.04	\$ 985.84	\$ 1,528.44	\$ 1,747.80
Monthly Developed Lot Dues	\$ 69.40	\$ 75.59	\$ 76.92	\$ 82.15	\$ 127.37	\$ 145.65
Proforma Ops Gross Revenue						
Ops Dues						
Developed Lots	\$1,255,317	\$1,332,128	\$1,516,537	\$1,516,537	\$1,772,044	\$1,924,714
Undeveloped Lots	\$181,562	\$196,111	\$231,041	\$231,041	\$299,698	\$325,550
Subtotal	\$1,436,879	\$1,528,239	\$1,747,578	\$1,747,578	\$2,071,742	\$2,250,263
Proforma Special Assmt Ops Gross Revenue						
Ops Dues						
Developed Lots				\$194,037	\$342,475	\$352,631
Undeveloped Lots				\$25,812	\$45,571	\$46,954
Subtotal				\$219,849	\$388,046	\$399,585
Collection Rate %	92.0%	92.0%	92.0%	92.0%	92.0%	92.0%
Proforma Net Ops Revenue						
	\$1,321,929	\$1,405,980	\$1,607,772	\$1,607,772	\$1,906,003	\$2,069,231
Operations Bad Debt (Uncollected)	(\$114,950)	(\$122,259)	(\$139,806)	(\$139,806)	(\$165,739)	(\$181,032)
Proforma Special Assmt Ops Net Revenue						
				\$202,261	\$357,002	\$367,618
Operations Bad Debt (Uncollected)				(\$17,588)	(\$31,044)	(\$31,967)
Proforma MR&R Gross Rev	\$0	\$0	\$0	\$0	\$0	\$0
Proforma MR&R Net Rev	\$0	\$0	\$0	\$0	\$0	\$0
Proforma CRRRF Gross Rev	\$471,900	\$471,900	\$414,139	\$414,139	\$1,049,128	\$1,362,847
Proforma CRRRF Net Rev	\$434,148	\$434,148	\$381,008	\$381,008	\$965,198	\$1,253,816
Proforma Roads Gross Rev	\$654,997	\$730,753	\$652,732	\$652,732	\$1,219,012	\$1,401,732
Proforma Roads Net Rev	\$602,597	\$672,293	\$600,514	\$600,514	\$1,121,491	\$1,289,593
Proforma Mailbox Gross Rev					\$25,294	\$25,294
Proforma Mailbox Net Rev					\$23,270	\$23,270
Proforma Gross Roads Special Assmt						
Proforma Net Roads Special Assmt						
Proforma Gross CRRRF Special Assmt		\$66,444	\$33,222			
Proforma Net CRRRF Special Assmt		\$61,128	\$30,564			
Total Operations Net Income	\$1,321,929	\$1,405,980	\$1,607,772	\$1,810,033	\$2,263,005	\$2,436,849
Total Capital Net Income	1,036,745	1,167,569	1,012,086	981,522	2,109,959	2,566,679
Total Operations & Capital Net Income	\$2,358,674	\$2,573,549	\$2,619,858	\$2,791,555	\$4,372,964	\$5,003,528

**2019 NET INCOME SOURCES
BASED ON 91% COLLECTIONS 2650 DEVELOPED LOTS & 504 VACANT LOTS**

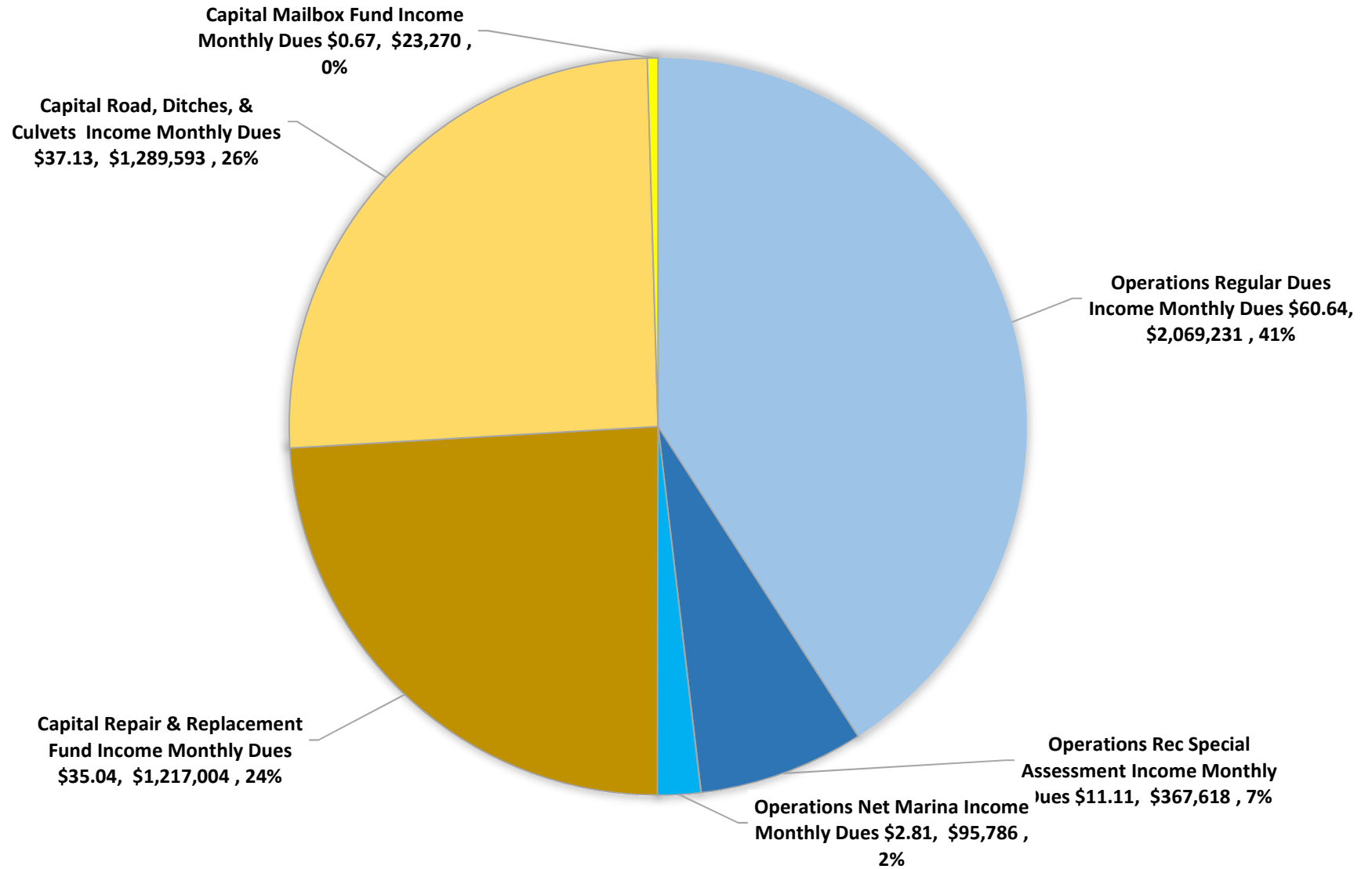


2019 BUDGET- WHAT YOUR OPERATIONS DUES PAY FOR

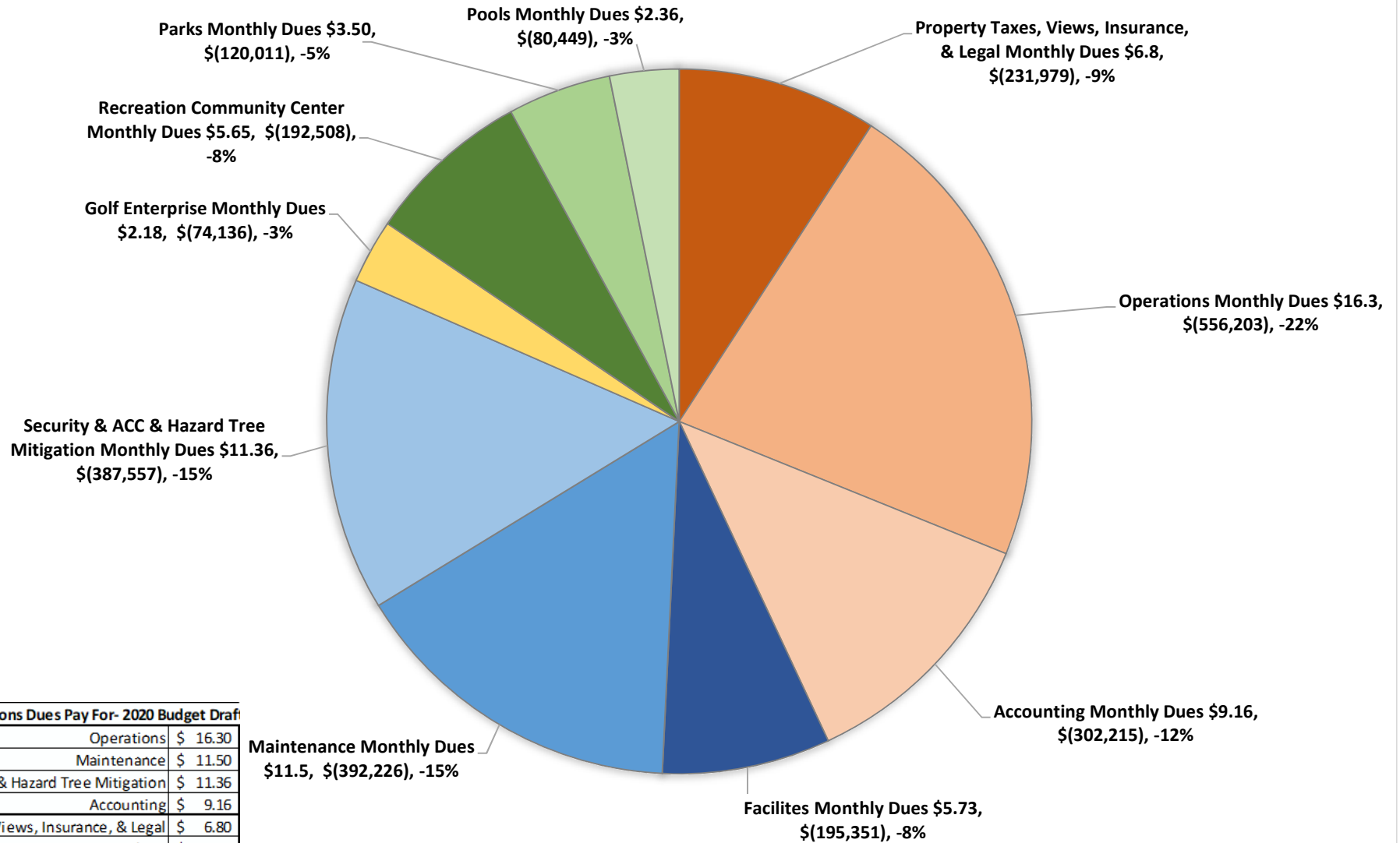


What your Operations Dues Pay For- 2019 Budget	
Operations	\$ 14.83
Security & ACC & Hazard Tree Mitigation	\$ 10.49
Accounting	\$ 9.93
Maintenance	\$ 9.06
Property Taxes, Views, Insurance, & Legal	\$ 6.69
Facilities	\$ 5.35
Recreation Community Center	\$ 4.53
Parks	\$ 3.30
Golf Enterprise	\$ 2.58
Pools	\$ 2.38

**2020 DRAFT NET INCOME SOURCES
BASED ON 92% COLLECTIONS 2645 DEVELOPED LOTS & 501 VACANT LOTS**



2020 DRAFT BUDGET 06.21.19- WHAT YOUR OPERATIONS DUES PAY FOR



What your Operations Dues Pay For- 2020 Budget Draft	
Operations	\$ 16.30
Maintenance	\$ 11.50
Security & ACC & Hazard Tree Mitigation	\$ 11.36
Accounting	\$ 9.16
Property Taxes, Views, Insurance, & Legal	\$ 6.80
Facilities	\$ 5.73
Recreation Community Center	\$ 5.65
Parks	\$ 3.52
Pools	\$ 2.36
Golf Enterprise	\$ 2.18

Summary of Operations Budget by Department

6/21/2019

6/21/2019

		6/21/2019			
Department	2019 Budget	2020 Proposed Budget	Increase / (Decrease)	% Change	
	Common Costs: Property Taxes, Views, & Legal	(230,345)	(231,979)	1,634	0.7%
	Operations	(510,709)	(556,203)	45,494	8.9%
	Accounting	(299,060)	(302,215)	3,155	1.1%
	Facilities	(184,193)	(195,351)	11,158	6.1%
	Maintenance	(311,802)	(392,226)	80,424	25.8%
	Security & ACC	(361,131)	(387,557)	26,426	7.3%
	Golf Enterprise (Golf Mgmt + Turfcare)	(88,583)	(74,136)	(14,447)	-16.3%
Rec	Recreation Community Center	(155,698)	(192,508)	36,810	23.6%
Rec	Parks	(113,352)	(120,011)	6,659	5.9%
Rec	Pools	(81,705)	(80,449)	(1,256)	-1.5%
	Subtotal Net Expense	(2,336,578)	(2,532,635)	196,057	8.4%
	Operations Regular Dues Income	1,889,007	2,069,231	(180,224)	9.5%
Rec	Operations Rec Special Assessment Income	353,959	367,618	(13,659)	3.9%
	Operations Net Marina Income	93,612	95,786	(2,174)	2.3%
	Subtotal Net Income	2,336,578	2,532,635	(196,057)	8.4%
	Grand Total Budget	-	-	-	
Rec	Recreation Subtotal	3,204	(25,350)	28,554	-891.2%

Budget Summary Trend Sudden Valley Community Association Common Costs

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Dues and Assessment Income- Ops								
4003 -- BD Expense- 2019 Ops	(125,250.00)	(83,044.12)	(54,123.39)	(46,834.64)	(30,509.42)	(188,932.00)	(181,032.00)	(4.18%)
4005.19 -- Member Assessments 2019	1,437,395.00	1,524,967.15	1,746,387.57	1,752,557.59	864,634.22	2,077,939.00	2,250,263.00	8.29%
Total Dues and Assessment Income- Ops	1,312,145.00	1,441,923.03	1,692,264.18	1,705,722.95	834,124.80	1,889,007.00	2,069,231.00	9.54%
Non-Lease Facility Rentals								
4400 -- Facility Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Non-Lease Facility Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Other AR Income								
4830 -- Advertising Income	30,830.00	32,646.45	35,128.50	35,442.00	13,284.00	30,000.00	30,000.00	0.00%
4831 -- BD Expense- Views Ads	162.00	(436.50)	473.50	29.00	(235.50)	0.00	0.00	0.00%
4842 -- Member Donation Income Monthly	0.00	489.60	306.00	367.20	153.00	0.00	0.00	0.00%
Total Other AR Income	30,992.00	32,699.55	35,908.00	35,838.20	13,201.50	30,000.00	30,000.00	0.00%
Other Income								
4610 -- Timber Income	0.00	6,723.40	0.00	0.00	0.00	0.00	0.00	0.00%
4835 -- Miscellaneous Income	0.00	6,917.99	0.00	0.00	0.00	0.00	0.00	0.00%
4870 -- Member Donation Income	0.00	0.00	0.00	358.38	0.00	0.00	0.00	0.00%
Total Other Income	0.00	13,641.39	0.00	358.38	0.00	0.00	0.00	0.00%
Investment Income								
4900 -- Interest Earned - Operating Accounts	231.00	182.86	398.56	761.18	403.81	500.00	500.00	0.00%
Total Investment Income	231.00	182.86	398.56	761.18	403.81	500.00	500.00	0.00%
Total Common Costs Income	1,343,368.00	1,488,446.83	1,728,570.74	1,742,680.71	847,730.11	1,919,507.00	2,099,731.00	9.39%
Administrative								
5015 -- Bank Charges & Fees	223.00	220.37	0.00	0.00	(52.99)	0.00	0.00	0.00%
5120 -- Cash Over/Short	0.00	2.06	1.00	0.00	0.00	0.00	0.00	0.00%
5121 -- Currency Gain/Loss	513.00	870.01	248.03	1,258.74	254.41	0.00	0.00	0.00%
Total Administrative	736.00	1,092.44	249.03	1,258.74	201.42	0.00	0.00	0.00%
Regulatory Compliance								
6300 -- Permits & Licenses	0.00	0.00	11.00	0.00	0.00	0.00	0.00	0.00%

Budget Summary Trend Sudden Valley Community Association Common Costs

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Regulatory Compliance								
7110 -- Regulatory Compliance	0.00	0.00	0.00	2,000.00	0.00	5,000.00	0.00	(100.00%)
9005 -- State B&O Tax	137.00	184.04	170.97	187.57	70.04	140.00	150.00	7.14%
9015 -- Property/Real Estate Tax	32,367.00	29,613.59	31,704.57	30,733.83	15,661.10	32,686.00	33,667.00	3.00%
Total Regulatory Compliance	32,504.00	29,797.63	31,886.54	32,921.40	15,731.14	37,826.00	33,817.00	(10.60%)
CC&Rs/ Mandates								
5040 -- Transfer Fees	0.00	0.00	0.00	218.76	0.00	0.00	0.00	0.00%
5216 -- Postage- Views	13,528.00	15,519.34	11,584.60	10,881.05	4,460.00	14,000.00	13,000.00	(7.14%)
5225 -- Newsletter Services	49,765.00	46,200.83	51,326.00	53,871.14	21,364.50	52,000.00	54,392.00	4.60%
7020 -- Legal Services	51,594.00	46,828.78	42,783.51	64,963.30	13,623.98	50,000.00	50,000.00	0.00%
Total CC&Rs/ Mandates	114,887.00	108,548.95	105,694.11	129,934.25	39,448.48	116,000.00	117,392.00	1.20%
Insurance								
5400 -- Insurance Premiums	87,247.00	94,505.70	96,297.86	100,683.18	42,566.35	107,019.00	111,270.00	3.97%
Total Insurance	87,247.00	94,505.70	96,297.86	100,683.18	42,566.35	107,019.00	111,270.00	3.97%
Contracted & Professional Services								
7095 -- Other Professional Services	0.00	0.00	875.00	0.00	0.00	0.00	0.00	0.00%
Total Contracted & Professional Services	0.00	0.00	875.00	0.00	0.00	0.00	0.00	0.00%
Total Common Costs Expense	235,374.00	233,944.72	235,002.54	264,797.57	97,947.39	260,845.00	262,479.00	0.63%
Total Common Costs Net Income / (Loss)	1,107,994.00	1,254,502.11	1,493,568.20	1,477,883.14	749,782.72	1,658,662.00	1,837,252.00	10.77%

Budget Summary Trend Sudden Valley Community Association Accounting

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Other AR Income								
4240 -- Title & Recording Fees	33,075.00	39,375.00	40,875.00	39,548.96	11,375.00	28,800.00	30,000.00	4.17%
4241 -- BD Expense- Title Fees	469.59	25.00	0.00	(47.94)	47.94	0.00	0.00	0.00%
4705 -- NSF Service Fees	511.00	1,379.00	1,629.74	1,512.00	766.00	800.00	800.00	0.00%
4706 -- BD Expense- NSF Fees	(223.51)	(120.00)	(126.37)	251.33	(223.96)	0.00	0.00	0.00%
Total Other AR Income	33,832.08	40,659.00	42,378.37	41,264.35	11,964.98	29,600.00	30,800.00	4.05%
Other Income								
4835 -- Miscellaneous Income	0.00	0.18	0.00	0.01	0.00	0.00	0.00	0.00%
Total Other Income	0.00	0.18	0.00	0.01	0.00	0.00	0.00	0.00%
Total Accounting Income	33,832.08	40,659.18	42,378.37	41,264.36	11,964.98	29,600.00	30,800.00	4.05%
Administrative								
5000 -- General Administrative	0.00	0.00	80.94	0.00	19.50	0.00	0.00	0.00%
5015 -- Bank Charges & Fees	666.50	2,418.99	(23.54)	1,814.60	450.20	3,080.00	3,080.00	0.00%
5120 -- Cash Over/Short	0.00	507.32	(396.71)	(32.96)	(0.66)	0.00	0.00	0.00%
5210 -- Printing & Copying	5,447.09	4,254.77	7,878.72	6,387.05	769.97	4,300.00	4,515.00	5.00%
5227 -- Training & Conferences	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00%
5399 -- Payroll Service Fees	5,345.08	8,307.40	8,751.72	7,365.23	4,264.75	8,975.00	6,700.00	(25.35%)
Total Administrative	11,458.67	15,488.48	16,297.13	15,533.92	5,503.76	16,355.00	14,295.00	(12.60%)
Regulatory Compliance								
6300 -- Permits & Licenses	60.28	11.00	230.00	0.00	182.00	0.00	150.00	0.00%
7000 -- Audit & Tax Services	30,555.00	28,250.00	26,650.00	26,260.00	3,000.00	28,000.00	27,500.00	(1.79%)
9005 -- State B&O Tax	504.32	1,670.02	263.92	4,860.51	183.14	350.00	360.00	2.86%
Total Regulatory Compliance	31,119.60	29,931.02	27,143.92	31,120.51	3,365.14	28,350.00	28,010.00	(1.20%)
CC&Rs/ Mandates								
5025 -- Collection Charges	2,089.36	0.00	0.00	4.00	0.00	0.00	0.00	0.00%
5040 -- Transfer Fees	0.00	73.00	1,250.00	250.00	0.00	0.00	0.00	0.00%
5215 -- Postage	3,841.34	3,736.27	6,142.83	4,686.43	954.91	3,900.00	4,189.00	7.41%
7097 -- Professional Security Services	0.00	0.00	0.00	18.49	0.00	0.00	0.00	0.00%
Total CC&Rs/ Mandates	5,930.70	3,809.27	7,392.83	4,958.92	954.91	3,900.00	4,189.00	7.41%

Budget Summary Trend Sudden Valley Community Association Accounting

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Payroll & Benefits								
5300 -- Salaries	130,388.00	162,239.74	174,771.81	165,746.99	77,773.88	212,035.00	214,134.00	0.99%
5335 -- Payroll Taxes- Employer	12,760.47	12,040.28	14,959.49	12,832.09	6,193.73	19,202.00	19,382.00	0.94%
5385 -- Payroll Benefits - Medical	11,922.67	13,011.16	17,097.33	17,878.72	10,149.34	22,299.00	24,731.00	10.91%
Total Payroll & Benefits	155,071.14	187,291.18	206,828.63	196,457.80	94,116.95	253,536.00	258,247.00	1.86%
Utilities								
6050 -- Utilities- Communications Service	600.03	690.00	750.00	750.00	300.00	720.00	720.00	0.00%
Total Utilities	600.03	690.00	750.00	750.00	300.00	720.00	720.00	0.00%
Contracted & Professional Services								
5125 -- IT Support and Services	14,329.00	9,349.00	9,299.00	9,299.00	4,149.00	9,299.00	9,899.00	6.45%
7095 -- Other Professional Services	72,063.95	23,359.62	11,823.24	44,460.53	7,219.31	16,500.00	17,655.00	7.00%
Total Contracted & Professional Services	86,392.95	32,708.62	21,122.24	53,759.53	11,368.31	25,799.00	27,554.00	6.80%
Total Accounting Expense	290,573.09	269,918.57	279,534.75	302,580.68	115,609.07	328,660.00	333,015.00	1.33%
Total Accounting Net Income / (Loss)	(256,741.01)	(229,259.39)	(237,156.38)	(261,316.32)	(103,644.09)	(299,060.00)	(302,215.00)	1.05%

Budget Summary Trend Sudden Valley Community Association Facilities

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Area Z Rental Income								
4410 -- Area Z Storage Rental Income	20,060.00	19,911.70	17,523.50	18,347.20	9,170.00	19,000.00	20,900.00	10.00%
4412 -- BD Expense- Area Z	(1,317.00)	(601.06)	551.79	(783.35)	(261.61)	0.00	0.00	0.00%
Total Area Z Rental Income	18,743.00	19,310.64	18,075.29	17,563.85	8,908.39	19,000.00	20,900.00	10.00%
Lease Income								
4430 -- Lease Income - Restaurant	28,026.00	25,656.00	26,430.00	26,206.00	11,645.00	27,717.00	29,076.00	4.90%
4439 -- Lease Income- Library	3,091.00	3,372.00	3,372.00	3,372.00	1,405.00	3,372.00	3,372.00	0.00%
Total Lease Income	31,117.00	29,028.00	29,802.00	29,578.00	13,050.00	31,089.00	32,448.00	4.37%
Other Income								
4870 -- Member Donation Income	0.00	0.00	0.00	2,200.00	0.00	0.00	0.00	0.00%
Total Other Income	0.00	0.00	0.00	2,200.00	0.00	0.00	0.00	0.00%
Total Facilities Income	49,860.00	48,338.64	47,877.29	49,341.85	21,958.39	50,089.00	53,348.00	6.51%
Regulatory Compliance								
6300 -- Permits & Licenses	558.00	901.10	382.90	137.85	71.80	69.00	69.00	0.00%
7110 -- Regulatory Compliance	2,376.16	888.38	881.04	1,322.21	367.10	895.00	895.00	0.00%
9005 -- State B&O Tax	832.00	965.23	836.32	906.00	407.82	865.00	935.00	8.09%
Total Regulatory Compliance	3,766.16	2,754.71	2,100.26	2,366.06	846.72	1,829.00	1,899.00	3.83%
Payroll & Benefits								
5300 -- Salaries	22,879.25	36,344.68	56,458.28	56,190.87	25,394.87	56,092.00	64,068.00	14.22%
5335 -- Payroll Taxes- Employer	2,371.85	4,406.70	6,696.21	5,733.42	2,476.76	6,310.00	6,768.00	7.26%
5385 -- Payroll Benefits - Medical	0.00	1,069.90	1,471.36	4,346.01	2,426.46	8,928.00	7,392.00	(17.20%)
B5395.04 -- BUDGET- WTB Janitorial 1 FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Payroll & Benefits	25,251.10	41,821.28	64,625.85	66,270.30	30,298.09	71,330.00	78,228.00	9.67%
Utilities								
6000 -- Utilities	3,291.00	0.00	(2.96)	0.00	0.00	0.00	0.00	0.00%
6005 -- Utilities- Natural Gas	8,703.00	5,737.74	9,355.21	5,861.08	4,007.16	7,288.00	6,585.00	(9.65%)
6023 -- Utilities- Water & Sewer	18,151.00	12,219.60	16,820.96	16,205.95	7,043.75	16,555.00	16,491.00	(0.39%)
6033 -- Utilities- Electricity	23,156.00	19,248.86	22,706.70	19,040.47	8,595.67	23,461.00	17,637.00	(24.82%)
6035 -- Utilities- Trash & Recycling Service SVCA BOD Meeting	9,560.00	9,450.55	7,850.88 6/27/19	8,265.55	3,602.05	15,171.00	9,195.00	(39.39%)

Budget Summary Trend Sudden Valley Community Association Facilities

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Utilities								
6050 -- Utilities- Communications Service	18,047.00	15,316.60	14,921.55	14,572.23	8,062.99	16,522.00	16,980.00	2.77%
Total Utilities	80,908.00	61,973.35	71,652.34	63,945.28	31,311.62	78,997.00	66,888.00	(15.33%)
Maintenance & Landscaping								
6110 -- Landscape R&M	0.00	6,689.39	1,272.61	0.00	0.00	0.00	0.00	0.00%
6515 -- Building R&M- Materials	14,891.91	3,781.34	11,328.09	11,881.76	3,259.60	21,423.00	23,565.00	10.00%
6520 -- Building R&M- Contract Vendor	10,605.00	26,341.00	27,840.00	22,246.00	14,367.26	37,553.00	39,281.00	4.60%
6621 -- Raw Materials: Sand & Gravel	0.00	0.00	0.00	1,363.41	0.00	0.00	0.00	0.00%
6635 -- Janitorial Supplies	9,156.00	10,324.95	7,156.01	12,576.68	1,883.48	11,000.00	11,330.00	3.00%
6675 -- Equipment R&M	0.00	0.00	0.00	424.92	352.63	0.00	1,000.00	0.00%
6765 -- Small Tools & Equipment	0.00	0.00	151.89	0.00	16.41	0.00	0.00	0.00%
6775 -- Vehicle R&M	0.00	0.00	0.00	394.92	0.00	900.00	1,000.00	11.11%
6785 -- Vehicle Fuel	0.00	0.00	23.91	68.67	0.00	1,210.00	1,331.00	10.00%
6795 -- Other Supplies	13,261.00	35.88	112.78	4,247.77	1,425.98	0.00	4,673.00	0.00%
B6795.01 -- BUDGET-Supplies Maint 1 FTE	0.00	0.00	0.00	0.00	0.00	0.00	2,412.00	0.00%
B6795.02 -- BUDGET-Supplies Maint 1 PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
B6795.03 -- BUDGET-SuppliesMaint. 1 PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
B6795.04 -- BUDGET-Supplies Janitorial 1F1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
6796 -- Other R&M	0.00	0.00	371.36	7,593.06	3,081.88	0.00	8,352.00	0.00%
Total Maintenance & Landscaping	47,913.91	47,172.56	48,256.65	60,797.19	24,387.24	72,086.00	92,944.00	28.93%
Contracted & Professional Services								
5085 -- Equipment Lease & Rental	0.00	76.09	0.00	0.00	209.77	0.00	0.00	0.00%
5125 -- IT Support and Services	0.00	0.00	0.00	8,040.00	0.00	8,040.00	8,040.00	0.00%
6440 -- Safety & Security Services	0.00	716.10	275.12	1,085.00	1,345.51	0.00	200.00	0.00%
7095 -- Other Professional Services	62,828.00	12,084.67	770.00	24,809.36	0.00	2,000.00	500.00	(75.00%)
Total Contracted & Professional Services	62,828.00	12,876.86	1,045.12	33,934.36	1,555.28	10,040.00	8,740.00	(12.95%)
Total Facilities Expense	220,667.17	166,598.76	187,680.22	227,313.19	88,398.95	234,282.00	248,699.00	6.15%
Total Facilities Net Income / (Loss)	(170,807.17)	(118,260.12)	(139,802.93)	(177,971.34)	(66,440.56)	(184,193.00)	(195,351.00)	6.06%

Budget Summary Trend

Sudden Valley Community Association

Golf Management

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Golf Income								
4150 -- Golf Course Annual Greens Fees	216,953.26	219,248.87	242,930.61	285,917.41	251,852.23	285,000.00	308,399.00	8.21%
4151 -- BD Expense- Golf	(692.08)	(578.13)	(1,646.05)	1,113.98	(1,743.28)	0.00	0.00	0.00%
4154 -- Golf Course Daily Greens Fees	393,154.57	348,616.46	350,846.08	357,043.93	84,307.17	351,300.00	402,961.00	14.71%
4170 -- Driving Range Fees	23,189.00	20,802.20	17,102.10	17,354.29	6,171.28	16,300.00	21,443.00	31.55%
4174 -- Golf Cart Rental	116,178.83	110,273.81	118,090.81	119,384.22	27,821.64	118,000.00	127,416.00	7.98%
4176 -- Golf Club Storage	1,521.38	1,823.00	1,339.00	1,144.00	770.00	1,200.00	770.00	(35.83%)
4178 -- Trail Fees	16,450.71	15,108.56	13,664.00	15,567.01	12,213.00	13,250.00	16,048.00	21.12%
Total Golf Income	766,755.67	715,294.77	742,326.55	797,524.84	381,392.04	785,050.00	877,037.00	11.72%
Other AR Income								
4830 -- Advertising Income	0.00	0.00	0.00	1,300.00	300.00	0.00	0.00	0.00%
Total Other AR Income	0.00	0.00	0.00	1,300.00	300.00	0.00	0.00	0.00%
Other Income								
4870 -- Member Donation Income	1,365.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Other Income	1,365.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Golf Management Income	768,121.18	715,294.77	742,326.55	798,824.84	381,692.04	785,050.00	877,037.00	11.72%
Administrative								
5000 -- General Administrative	0.00	420.00	0.00	0.00	200.00	1,600.00	1,648.00	3.00%
5015 -- Bank Charges & Fees	15,039.00	14,048.35	14,550.72	18,172.65	5,367.49	13,487.00	16,907.00	25.36%
5045 -- Dues & Subscriptions	19,089.49	17,193.86	17,587.76	24,619.67	14,220.80	16,440.00	16,212.00	(1.39%)
5090 -- Office Supplies	27.01	298.01	1,113.69	863.83	233.65	600.00	309.00	(48.50%)
5107 -- Advertising Costs	7,676.00	7,726.98	7,141.93	9,540.07	1,134.83	7,000.00	10,000.00	42.86%
5120 -- Cash Over/Short	7.00	31.43	48.36	54.63	(1.00)	0.00	0.00	0.00%
5121 -- Currency Gain/Loss	0.00	0.00	0.00	91.51	(0.01)	0.00	0.00	0.00%
5210 -- Printing & Copying	301.63	2,216.03	1,627.15	278.17	442.16	2,980.00	3,069.00	2.99%
5227 -- Training & Conferences	1,063.00	0.00	800.00	48.89	0.00	1,200.00	1,236.00	3.00%
6408 -- Uniforms	273.26	390.60	0.00	210.65	0.00	300.00	350.00	16.67%
Total Administrative	43,476.39	42,325.26	42,869.61	53,880.07	21,597.92	43,607.00	49,731.00	14.04%

Budget Summary Trend

Sudden Valley Community Association Golf Management

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Regulatory Compliance								
9005 -- State B&O Tax	3,607.39	3,372.10	3,500.78	3,814.66	1,804.57	3,698.00	4,000.00	8.17%
Total Regulatory Compliance	3,607.39	3,372.10	3,500.78	3,814.66	1,804.57	3,698.00	4,000.00	8.17%
CC&Rs/ Mandates								
5040 -- Transfer Fees	0.00	0.00	0.00	144.00	0.00	0.00	0.00	0.00%
5115 -- Web Site Maintenance	0.00	32.98	600.00	164.90	0.00	0.00	0.00	0.00%
5215 -- Postage	713.80	681.73	658.94	905.49	162.76	720.00	742.00	3.06%
Total CC&Rs/ Mandates	713.80	714.71	1,258.94	1,214.39	162.76	720.00	742.00	3.06%
Payroll & Benefits								
5300 -- Salaries	185,190.63	160,808.62	186,416.41	188,328.97	77,050.56	203,040.00	238,380.00	17.41%
5335 -- Payroll Taxes- Employer	22,758.42	18,740.58	19,838.85	19,136.03	7,228.90	21,626.00	24,929.00	15.27%
5385 -- Payroll Benefits - Medical	9,516.00	11,169.21	11,936.98	19,327.17	9,194.55	23,796.00	26,380.00	10.86%
Total Payroll & Benefits	217,465.05	190,718.41	218,192.24	226,792.17	93,474.01	248,462.00	289,689.00	16.59%
Insurance								
5400 -- Insurance Premiums	4,093.46	3,994.20	3,994.20	3,640.10	1,310.15	4,114.00	3,145.00	(23.55%)
Total Insurance	4,093.46	3,994.20	3,994.20	3,640.10	1,310.15	4,114.00	3,145.00	(23.55%)
Utilities								
6005 -- Utilities- Natural Gas	3,945.35	3,100.65	3,024.05	3,329.68	1,701.85	3,287.00	3,379.00	2.80%
6023 -- Utilities- Water & Sewer	11,231.83	9,144.05	9,613.56	10,550.06	5,015.89	10,030.00	11,015.00	9.82%
6033 -- Utilities- Electricity	8,783.00	8,068.79	8,614.62	7,657.61	3,075.52	8,821.00	7,563.00	(14.26%)
6035 -- Utilities- Trash & Recycling Service	2,121.02	1,340.22	2,561.64	2,693.02	1,406.87	2,871.00	2,872.00	0.03%
6050 -- Utilities- Communications Service	1,572.33	5,055.96	4,550.16	4,601.61	2,449.72	5,057.00	5,148.00	1.80%
Total Utilities	27,653.53	26,709.67	28,364.03	28,831.98	13,649.85	30,066.00	29,977.00	(0.30%)
Maintenance & Landscaping								
6515 -- Building R&M- Materials	0.00	88.48	213.17	0.00	0.00	0.00	0.00	0.00%
6675 -- Equipment R&M	0.00	1,156.97	0.00	1,245.41	1,912.23	1,000.00	2,400.00	140.00%
6765 -- Small Tools & Equipment	175.10	215.92	54.34	216.99	321.89	250.00	250.00	0.00%
6775 -- Vehicle R&M	636.17	0.00	434.80	3,625.76	0.00	0.00	0.00	0.00%
6785 -- Vehicle Fuel	5,301.47	4,266.15	5,186.53	5,377.81	1,983.04	6,180.00	6,000.00	(2.91%)

Budget Summary Trend
Sudden Valley Community Association
Golf Management

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Maintenance & Landscaping								
6795 -- Other Supplies	6,004.83	4,283.11	4,275.73	4,242.80	454.28	5,600.00	5,600.00	0.00%
Total Maintenance & Landscaping	12,117.57	10,010.63	10,164.57	14,708.77	4,671.44	13,030.00	14,250.00	9.36%
Contracted & Professional Services								
5085 -- Equipment Lease & Rental	3,080.00	2,320.00	2,100.00	3,192.00	0.00	2,100.00	2,100.00	0.00%
Total Contracted & Professional Services	3,080.00	2,320.00	2,100.00	3,192.00	0.00	2,100.00	2,100.00	0.00%
Total Golf Management Expense	312,207.19	280,164.98	310,444.37	336,074.14	136,670.70	345,797.00	393,634.00	13.83%
Total Golf Management Net Income / (Loss)	455,913.99	435,129.79	431,882.18	462,750.70	245,021.34	439,253.00	483,403.00	10.05%

Budget Summary Trend
Sudden Valley Community Association
Recreation Community Center
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Special Ops Assmt Incom- Rec/Pool/s								
4010 -- Recreation Special Assmt 062018 to(0.00	0.00	0.00	220,185.35	161,937.34	388,966.00	399,585.00	2.73%
4011 -- BD Expense- Rec SA 062018 to 0520	0.00	0.00	0.00	(5,054.53)	(1,742.08)	(35,007.00)	(31,967.00)	(8.68%)
Total Special Ops Assmt Incom- Rec/Pool/s/Parks	0.00	0.00	0.00	215,130.82	160,195.26	353,959.00	367,618.00	3.86%
Lease Income								
4435 -- Lease Income - Barn 8	1,114.00	8,305.00	9,012.00	8,810.00	3,755.00	7,800.00	7,800.00	0.00%
Total Lease Income	1,114.00	8,305.00	9,012.00	8,810.00	3,755.00	7,800.00	7,800.00	0.00%
Non-Lease Facility Rentals								
4400 -- Facility Rentals	3,947.00	5,478.00	2,589.00	3,030.00	1,057.50	2,000.00	2,500.00	25.00%
Total Non-Lease Facility Rentals	3,947.00	5,478.00	2,589.00	3,030.00	1,057.50	2,000.00	2,500.00	25.00%
Rec Center and Pools Income								
4223 -- Gym and Pool Access Cards	0.00	0.00	0.00	3,266.00	1,327.00	500.00	1,500.00	200.00%
4227 -- Main Pool & Gym Fees	0.00	0.00	0.00	3,557.00	0.00	0.00	0.00	0.00%
4502 -- Instructor & Trainer Fees	0.00	0.00	0.00	376.00	1,598.20	1,250.00	2,000.00	60.00%
4510 -- Fitness Center Income	0.00	0.00	0.00	2,912.00	364.00	9,800.00	4,900.00	(50.00%)
4515 -- Locker Rental	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00%
Total Rec Center and Pools Income	0.00	0.00	0.00	10,111.00	3,289.20	11,550.00	8,700.00	(24.68%)
Total Recreation Community Center Income	5,061.00	13,783.00	11,601.00	237,081.82	168,296.96	375,309.00	386,618.00	3.01%
Administrative								
5000 -- General Administrative	0.00	0.00	0.00	40.00	0.00	0.00	0.00	0.00%
5015 -- Bank Charges & Fees	0.00	0.00	0.00	147.43	31.33	515.00	531.00	3.11%
5090 -- Office Supplies	0.00	0.00	0.00	5,067.51	508.61	2,000.00	2,060.00	3.00%
5205 -- Events Charges	0.00	0.00	0.00	325.50	0.00	0.00	0.00	0.00%
5210 -- Printing & Copying	0.00	0.00	0.00	109.68	174.76	0.00	200.00	0.00%
5227 -- Training & Conferences	0.00	0.00	0.00	725.00	403.00	1,071.00	1,104.00	3.08%
6408 -- Uniforms	0.00	0.00	0.00	2,396.86	0.00	0.00	0.00	0.00%
Total Administrative	0.00	0.00	0.00	8,811.98	1,117.70	3,586.00	3,895.00	8.62%
Regulatory Compliance								
6300 -- Permits & Licenses	0.00	0.00	0.00	1,015.00	0.00	0.00	0.00	0.00%

Budget Summary Trend
Sudden Valley Community Association
Recreation Community Center
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Regulatory Compliance								
9005 -- State B&O Tax	0.00	0.00	0.00	231.99	31.32	52.00	54.00	3.85%
Total Regulatory Compliance	0.00	0.00	0.00	1,246.99	31.32	52.00	54.00	3.85%
CC&Rs/ Mandates								
5215 -- Postage	0.00	0.00	0.00	0.00	60.50	0.00	100.00	0.00%
Total CC&Rs/ Mandates	0.00	0.00	0.00	0.00	60.50	0.00	100.00	0.00%
Payroll & Benefits								
5300 -- Salaries	0.00	0.00	0.00	115,616.63	45,989.12	113,806.00	125,664.00	10.42%
5335 -- Payroll Taxes- Employer	0.00	0.00	0.00	13,189.19	4,567.07	12,961.00	12,838.00	(0.95%)
5385 -- Payroll Benefits - Medical	0.00	0.00	0.00	9,633.58	3,583.32	8,205.00	9,099.00	10.90%
Total Payroll & Benefits	0.00	0.00	0.00	138,439.40	54,139.51	134,972.00	147,601.00	9.36%
Utilities								
6000 -- Utilities	2,564.94	0.00	(0.01)	0.00	0.00	0.00	0.00	0.00%
6005 -- Utilities- Natural Gas	2,192.03	0.00	0.00	3,194.17	2,138.92	4,329.00	4,459.00	3.00%
6023 -- Utilities- Water & Sewer	2,634.63	0.00	0.00	11,711.85	6,133.69	7,419.00	14,311.00	92.90%
6033 -- Utilities- Electricity	7,885.29	0.00	0.00	10,800.81	5,923.24	14,149.00	14,107.00	(0.30%)
6035 -- Utilities- Trash & Recycling Service	0.00	0.00	0.00	2,553.45	775.69	1,500.00	2,658.00	77.20%
6050 -- Utilities- Communications Service	1,758.18	0.00	0.00	4,321.69	2,496.16	1,200.00	7,524.00	527.00%
Total Utilities	17,035.07	0.00	(0.01)	32,581.97	17,467.70	28,597.00	43,059.00	50.57%
Maintenance & Landscaping								
6110 -- Landscape R&M	0.00	0.00	0.00	17,496.25	0.00	0.00	0.00	0.00%
6515 -- Building R&M- Materials	2,404.71	413.98	78.39	6,792.75	5,092.71	2,000.00	5,000.00	150.00%
6520 -- Building R&M- Contract Vendor	0.00	0.00	0.00	0.00	3,206.43	0.00	3,000.00	0.00%
6610 -- Raw Materials	0.00	0.00	0.00	542.67	0.00	0.00	0.00	0.00%
6621 -- Raw Materials: Sand & Gravel	0.00	0.00	0.00	3,989.34	0.00	0.00	0.00	0.00%
6635 -- Janitorial Supplies	0.00	0.00	0.00	1,336.78	425.31	2,730.00	2,812.00	3.00%
6675 -- Equipment R&M	0.00	0.00	0.00	7,801.52	1,163.10	1,030.00	1,061.00	3.01%
6765 -- Small Tools & Equipment	0.00	0.00	0.00	473.57	0.00	0.00	0.00	0.00%
6775 -- Vehicle R&M	0.00	0.00	0.00	1,159.37	0.00	0.00	0.00	0.00%

Budget Summary Trend
Sudden Valley Community Association
Recreation Community Center
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Maintenance & Landscaping								
6785 -- Vehicle Fuel	0.00	0.00	0.00	4,030.81	0.00	0.00	0.00	0.00%
6795 -- Other Supplies	0.00	0.00	0.00	10,674.62	4,322.13	3,957.00	4,076.00	3.01%
6796 -- Other R&M	0.00	0.00	0.00	1,298.38	(207.46)	0.00	0.00	0.00%
Total Maintenance & Landscaping	2,404.71	413.98	78.39	55,596.06	14,002.22	9,717.00	15,949.00	64.14%
Contracted & Professional Services								
5085 -- Equipment Lease & Rental	0.00	0.00	0.00	266.32	190.18	0.00	250.00	0.00%
5125 -- IT Support and Services	0.00	0.00	0.00	1,654.91	0.00	124.00	0.00	(100.00%)
6440 -- Safety & Security Services	0.00	0.00	0.00	880.36	553.87	0.00	600.00	0.00%
7095 -- Other Professional Services	0.00	0.00	0.00	12,578.32	4,374.00	0.00	0.00	0.00%
Total Contracted & Professional Services	0.00	0.00	0.00	15,379.91	5,118.05	124.00	850.00	585.48%
Total Recreation Community Center Expense	19,439.78	413.98	78.38	252,056.31	91,937.00	177,048.00	211,508.00	19.46%
Total Recreation Community Center Net Income / (Loss)	(14,378.78)	13,369.02	11,522.62	(14,974.49)	76,359.96	198,261.00	175,110.00	(11.68%)

Budget Summary Trend

Sudden Valley Community Association

Maintenance

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Other Income								
4235 -- Trash Service	0.00	1,248.35	3,320.88	2,113.21	299.65	2,307.00	2,400.00	4.03%
Total Other Income	0.00	1,248.35	3,320.88	2,113.21	299.65	2,307.00	2,400.00	4.03%
Total Maintenance Income	0.00	1,248.35	3,320.88	2,113.21	299.65	2,307.00	2,400.00	4.03%
Administrative								
5000 -- General Administrative	0.00	0.00	197.77	67.89	0.00	0.00	0.00	0.00%
5210 -- Printing & Copying	0.00	140.22	0.00	0.00	0.00	0.00	0.00	0.00%
6408 -- Uniforms	1,058.59	771.49	1,031.99	2,231.41	659.81	2,053.00	600.00	(70.77%)
Total Administrative	1,058.59	911.71	1,229.76	2,299.30	659.81	2,053.00	600.00	(70.77%)
Regulatory Compliance								
6300 -- Permits & Licenses	389.75	1,224.00	1,875.50	1,764.50	1,014.50	2,510.00	2,575.00	2.59%
9005 -- State B&O Tax	0.00	0.00	0.00	66.32	10.79	83.00	85.00	2.41%
Total Regulatory Compliance	389.75	1,224.00	1,875.50	1,830.82	1,025.29	2,593.00	2,660.00	2.58%
Payroll & Benefits								
5300 -- Salaries	177,480.69	159,906.83	164,048.81	189,692.60	84,426.07	204,159.00	216,860.00	6.22%
5335 -- Payroll Taxes- Employer	26,428.00	21,467.20	20,205.02	21,016.20	9,205.07	25,373.00	25,154.00	(0.86%)
5385 -- Payroll Benefits - Medical	12,706.00	12,153.71	17,948.09	20,344.99	9,331.29	26,560.00	28,741.00	8.21%
5390 -- Workers Compensation	0.00	1,196.00	0.00	0.00	0.00	0.00	0.00	0.00%
B5395.01 -- BUDGET- WTB Maint 1 FTE	0.00	0.00	0.00	0.00	0.00	0.00	50,671.00	0.00%
B5395.02 -- BUDGET- WT Maint 1 PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
B5395.03 -- BUDGET- WT Maint. 1 PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Payroll & Benefits	216,614.69	194,723.74	202,201.92	231,053.79	102,962.43	256,092.00	321,426.00	25.51%
Utilities								
6005 -- Utilities- Natural Gas	0.00	166.12	0.00	0.00	22.85	0.00	0.00	0.00%
6050 -- Utilities- Communications Service	1,823.61	690.00	1,006.30	1,325.99	808.10	1,440.00	1,440.00	0.00%
Total Utilities	1,823.61	856.12	1,006.30	1,325.99	830.95	1,440.00	1,440.00	0.00%
Maintenance & Landscaping								
6110 -- Landscape R&M	1,213.05	2,413.50	0.00	84.94	0.00	0.00	0.00	0.00%
6515 -- Building R&M- Materials	0.00	0.00	281.12	0.00	0.00	0.00	750.00	0.00%

Budget Summary Trend

Sudden Valley Community Association

Maintenance

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Maintenance & Landscaping								
6610 -- Raw Materials	498.31	228.12	0.00	0.00	0.00	550.00	825.00	50.00%
6621 -- Raw Materials: Sand & Gravel	2,263.21	1,951.55	0.00	962.91	0.00	1,000.00	1,030.00	3.00%
6675 -- Equipment R&M	8,222.00	8,595.77	13,283.71	12,429.07	5,240.24	7,724.00	7,956.00	3.00%
6765 -- Small Tools & Equipment	3,275.14	4,594.67	4,148.90	3,011.70	2,279.08	3,910.00	4,027.00	2.99%
6775 -- Vehicle R&M	10,339.91	10,079.48	15,888.62	16,538.27	11,785.58	7,000.00	7,210.00	3.00%
6785 -- Vehicle Fuel	9,367.34	10,782.18	15,650.01	13,580.37	5,061.92	8,847.00	11,382.00	28.65%
6795 -- Other Supplies	0.00	3,890.79	2,554.48	2,908.07	32.71	2,500.00	2,500.00	0.00%
B6795.01 -- BUDGET-Supplies Maint 1 FTE	0.00	0.00	0.00	0.00	0.00	0.00	10,994.00	0.00%
B6795.02 -- BUDGET-Supplies Maint 1 PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
B6795.03 -- BUDGET-SuppliesMaint. 1 PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
6796 -- Other R&M	1,786.60	4,343.32	5,813.07	13,353.91	2,023.64	3,000.00	3,158.00	5.27%
Total Maintenance & Landscaping	36,965.56	46,879.38	57,619.91	62,869.24	26,423.17	34,531.00	49,832.00	44.31%
Contracted & Professional Services								
5085 -- Equipment Lease & Rental	371.07	0.00	0.00	228.27	0.00	1,000.00	1,800.00	80.00%
6440 -- Safety & Security Services	9,325.00	2,476.16	4,835.19	2,695.44	1,031.41	1,400.00	1,868.00	33.43%
6442 -- Snow Removal Services	0.00	26,914.86	61,677.30	8,258.07	110,754.80	15,000.00	15,000.00	0.00%
7095 -- Other Professional Services	0.00	4,332.42	9,450.00	0.00	0.00	0.00	0.00	0.00%
Total Contracted & Professional Services	9,696.07	33,723.44	75,962.49	11,181.78	111,786.21	17,400.00	18,668.00	7.29%
Total Maintenance Expense	266,548.27	278,318.39	339,895.88	310,560.92	243,687.86	314,109.00	394,626.00	25.63%
Total Maintenance Net Income / (Loss)	(266,548.27)	(277,070.04)	(336,575.00)	(308,447.71)	(243,388.21)	(311,802.00)	(392,226.00)	25.79%

Budget Summary Trend Sudden Valley Community Association Marina

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Marina Income								
4415 -- Marina Wet Slip Income	4,385.84	9,957.50	13,115.00	8,955.00	9,945.00	8,295.00	9,125.00	10.01%
4420 -- Marina Dry Slip Income	44,860.00	37,070.00	41,305.00	41,780.03	29,610.00	39,310.00	43,241.00	10.00%
4425 -- Marina Wet/Dry Combo Income	66,060.00	61,775.00	63,385.00	61,535.00	62,340.00	59,740.00	65,714.00	10.00%
4426 -- BD Expense- Marina	1,921.02	(1,425.00)	(970.00)	2,335.00	(3,796.25)	0.00	0.00	0.00%
Total Marina Income	117,226.86	107,377.50	116,835.00	114,605.03	98,098.75	107,345.00	118,080.00	10.00%
Other Income								
4220 -- Marina Gate & Access Cards	1,917.00	1,982.00	2,516.00	2,755.00	1,025.00	2,000.00	2,000.00	0.00%
Total Other Income	1,917.00	1,982.00	2,516.00	2,755.00	1,025.00	2,000.00	2,000.00	0.00%
Total Marina Income	119,143.86	109,359.50	119,351.00	117,360.03	99,123.75	109,345.00	120,080.00	9.82%
Administrative								
5015 -- Bank Charges & Fees	0.00	0.00	0.00	0.00	168.57	0.00	0.00	0.00%
5210 -- Printing & Copying	0.00	0.00	91.66	103.80	211.97	0.00	0.00	0.00%
5227 -- Training & Conferences	0.00	0.00	343.54	0.00	0.00	0.00	0.00	0.00%
6408 -- Uniforms	0.00	0.00	499.50	243.04	0.00	0.00	0.00	0.00%
Total Administrative	0.00	0.00	934.70	346.84	380.54	0.00	0.00	0.00%
Regulatory Compliance								
6300 -- Permits & Licenses	0.00	0.00	0.00	433.17	0.00	0.00	0.00	0.00%
7110 -- Regulatory Compliance	0.00	1,745.01	1,754.09	1,698.81	803.17	1,743.00	1,825.00	4.70%
9005 -- State B&O Tax	1,794.11	1,690.13	1,861.51	1,845.07	1,545.52	1,820.00	1,820.00	0.00%
Total Regulatory Compliance	1,794.11	3,435.14	3,615.60	3,977.05	2,348.69	3,563.00	3,645.00	2.30%
Payroll & Benefits								
5300 -- Salaries	0.00	0.00	16,011.19	2,478.00	0.00	0.00	0.00	0.00%
5335 -- Payroll Taxes- Employer	0.00	0.00	2,287.80	359.00	0.00	0.00	0.00	0.00%
5385 -- Payroll Benefits - Medical	0.00	0.00	(181.20)	431.00	0.00	0.00	0.00	0.00%
Total Payroll & Benefits	0.00	0.00	18,117.79	3,268.00	0.00	0.00	0.00	0.00%
Utilities								
6023 -- Utilities- Water & Sewer	1,984.80	2,298.96	1,404.79	2,143.02	1,228.16	1,587.00	2,229.00	40.45%
6033 -- Utilities- Electricity	1,144.49	1,108.19	1,801.20	1,900.40	1,458.86	1,914.00	2,216.00	15.78%

Budget Summary Trend Sudden Valley Community Association Marina

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Utilities								
6050 -- Utilities- Communications Service	1,505.70	1,720.18	1,855.94	1,894.52	970.12	2,069.00	2,004.00	(3.14%)
Total Utilities	4,634.99	5,127.33	5,061.93	5,937.94	3,657.14	5,570.00	6,449.00	15.78%
Maintenance & Landscaping								
6110 -- Landscape R&M	5,336.56	21.04	16,607.56	0.00	1,635.95	0.00	7,500.00	0.00%
6515 -- Building R&M- Materials	2,864.51	1,871.31	2,639.39	55.75	1,055.61	0.00	0.00	0.00%
6610 -- Raw Materials	0.00	23.21	0.00	0.00	0.00	0.00	0.00	0.00%
6621 -- Raw Materials: Sand & Gravel	785.84	0.00	0.00	2,112.42	1,442.48	1,000.00	1,100.00	10.00%
6675 -- Equipment R&M	1,646.37	0.00	628.41	0.00	0.00	0.00	0.00	0.00%
6765 -- Small Tools & Equipment	0.00	21.68	1,478.22	0.00	804.21	0.00	0.00	0.00%
6775 -- Vehicle R&M	0.00	0.00	288.23	0.00	0.00	0.00	0.00	0.00%
6785 -- Vehicle Fuel	0.00	0.00	2,780.38	(211.06)	0.00	0.00	0.00	0.00%
6795 -- Other Supplies	1,334.29	19.75	611.22	557.84	215.49	600.00	600.00	0.00%
6796 -- Other R&M	130.07	206.65	2,313.04	426.12	695.54	5,000.00	5,000.00	0.00%
Total Maintenance & Landscaping	12,097.64	2,163.64	27,346.45	2,941.07	5,849.28	6,600.00	14,200.00	115.15%
Contracted & Professional Services								
6440 -- Safety & Security Services	0.00	0.00	429.80	0.00	162.75	0.00	0.00	0.00%
7095 -- Other Professional Services	0.00	0.00	815.25	6,188.00	(336.50)	0.00	0.00	0.00%
Total Contracted & Professional Services	0.00	0.00	1,245.05	6,188.00	(173.75)	0.00	0.00	0.00%
Total Marina Expense	18,526.74	10,726.11	56,321.52	22,658.90	12,061.90	15,733.00	24,294.00	54.41%
Total Marina Net Income / (Loss)	100,617.12	98,633.39	63,029.48	94,701.13	87,061.85	93,612.00	95,786.00	2.32%

Budget Summary Trend
Sudden Valley Community Association
SVCA Operations- Admin
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Other AR Income								
4806 -- BD Expense- ACC Fines	208.00	(1,767.60)	0.00	0.00	0.00	0.00	0.00	0.00%
Total Other AR Income	208.00	(1,767.60)	0.00	0.00	0.00	0.00	0.00	0.00%
Other Income								
4200 -- Member Services Fees	481.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4220 -- Marina Gate & Access Cards	30.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4235 -- Trash Service	85.55	698.99	0.00	0.00	0.00	0.00	0.00	0.00%
4245 -- Photocopy Income	99.85	171.80	130.50	295.10	46.05	0.00	0.00	0.00%
4255 -- Maps and Signs	1,517.48	1,919.14	1,865.80	1,428.91	569.80	1,500.00	1,500.00	0.00%
4835 -- Miscellaneous Income	136.00	1,749.56	1,637.86	1,045.02	1,860.80	0.00	0.00	0.00%
4840 -- Non-Taxable Income	0.00	0.00	0.00	0.00	422.75	0.00	0.00	0.00%
4870 -- Member Donation Income	1,235.00	7,431.20	1,655.49	1,105.81	0.00	0.00	0.00	0.00%
Total Other Income	3,585.51	11,970.69	5,289.65	3,874.84	2,899.40	1,500.00	1,500.00	0.00%
Total SVCA Operations- Admin Income	3,793.51	10,203.09	5,289.65	3,874.84	2,899.40	1,500.00	1,500.00	0.00%
Administrative								
5000 -- General Administrative	732.14	2,456.35	1,449.39	508.70	283.15	1,000.00	0.00	(100.00%)
5015 -- Bank Charges & Fees	2,955.00	3,354.64	2,829.85	1,472.31	1,572.62	3,500.00	3,000.00	(14.29%)
5045 -- Dues & Subscriptions	892.00	2,076.50	962.00	1,521.42	867.03	1,622.00	1,622.00	0.00%
5090 -- Office Supplies	23,957.70	22,926.78	13,420.71	23,443.38	9,545.73	19,000.00	22,000.00	15.79%
5100 -- GM Discretionary Funds	9,686.95	3,653.24	5,199.27	6,222.59	1,172.93	4,000.00	7,500.00	87.50%
5107 -- Advertising Costs	980.40	5,400.00	40.00	0.00	0.00	200.00	0.00	(100.00%)
5120 -- Cash Over/Short	(416.00)	(10.65)	(27.81)	(33.02)	3.27	0.00	0.00	0.00%
5205 -- Events Charges	5,885.50	2,723.82	2,842.85	12,818.45	(670.86)	12,500.00	15,000.00	20.00%
5210 -- Printing & Copying	6,110.38	7,136.84	6,341.70	5,970.43	2,978.27	5,000.00	6,500.00	30.00%
5227 -- Training & Conferences	1,790.89	6,234.40	7,161.33	2,455.17	1,589.07	2,500.00	2,500.00	0.00%
5325 -- Recruiting Expense	0.00	0.00	0.00	0.00	5,370.00	0.00	7,400.00	0.00%
Total Administrative	52,574.96	55,951.92	40,219.29	54,379.43	22,711.21	49,322.00	65,522.00	32.85%
Regulatory Compliance								
6300 -- Permits & Licenses	803.90	132.50	127.50	0.00	0.00	0.00	0.00	0.00%

Budget Summary Trend
Sudden Valley Community Association
SVCA Operations- Admin
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Regulatory Compliance								
9005 -- State B&O Tax	20.60	92.77	139.01	17.73	19.34	70.00	70.00	0.00%
Total Regulatory Compliance	824.50	225.27	266.51	17.73	19.34	70.00	70.00	0.00%
CC&Rs/ Mandates								
5003 -- Annual General Meeting	27,585.99	16,483.02	9,120.59	10,236.46	0.00	15,000.00	15,000.00	0.00%
5007 -- Special General Meeting	0.00	12,082.33	12,897.78	16,505.85	0.00	0.00	0.00	0.00%
5020 -- Board Support	2,837.67	2,781.94	6,258.31	6,166.35	1,309.06	3,000.00	3,000.00	0.00%
5115 -- Web Site Maintenance	985.00	6,576.71	(480.35)	5,812.00	991.34	4,000.00	4,000.00	0.00%
5215 -- Postage	1,357.21	928.78	611.42	1,066.94	298.54	1,000.00	1,050.00	5.00%
Total CC&Rs/ Mandates	32,765.87	38,852.78	28,407.75	39,787.60	2,598.94	23,000.00	23,050.00	0.22%
Payroll & Benefits								
5300 -- Salaries	183,265.19	241,170.18	258,889.64	259,908.71	138,541.02	346,545.00	371,551.00	7.22%
5335 -- Payroll Taxes- Employer	17,152.96	21,609.10	22,421.59	20,790.59	11,145.56	31,136.00	33,384.00	7.22%
5385 -- Payroll Benefits - Medical	5,144.00	9,142.45	8,797.51	11,744.06	6,052.56	25,496.00	28,186.00	10.55%
Total Payroll & Benefits	205,562.15	271,921.73	290,108.74	292,443.36	155,739.14	403,177.00	433,121.00	7.43%
Insurance								
5400 -- Insurance Premiums	0.00	55.90	0.00	0.00	0.00	0.00	0.00	0.00%
Total Insurance	0.00	55.90	0.00	0.00	0.00	0.00	0.00	0.00%
Utilities								
6035 -- Utilities- Trash & Recycling Service	0.00	0.00	90.00	50.00	450.00	100.00	0.00	(100.00%)
6050 -- Utilities- Communications Service	1,680.00	1,380.00	1,500.00	1,834.58	719.40	1,440.00	1,440.00	0.00%
Total Utilities	1,680.00	1,380.00	1,590.00	1,884.58	1,169.40	1,540.00	1,440.00	(6.49%)
Maintenance & Landscaping								
6515 -- Building R&M- Materials	10.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
6675 -- Equipment R&M	2,050.96	1,745.00	1,629.56	0.00	0.00	0.00	0.00	0.00%
6765 -- Small Tools & Equipment	0.00	0.00	742.40	0.00	0.00	0.00	0.00	0.00%
6775 -- Vehicle R&M	(110.66)	179.96	0.00	0.00	0.00	0.00	0.00	0.00%
6785 -- Vehicle Fuel	734.04	222.23	64.67	55.73	94.08	0.00	0.00	0.00%
6795 -- Other Supplies	(313.57)	0.00	0.00	106.54	0.00	0.00	0.00	0.00%

Budget Summary Trend
Sudden Valley Community Association
SVCA Operations- Admin
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Maintenance & Landscaping								
6796 -- Other R&M	29.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Maintenance & Landscaping	2,400.96	2,147.19	2,436.63	162.27	94.08	0.00	0.00	0.00%
Contracted & Professional Services								
5085 -- Equipment Lease & Rental	5,672.52	6,289.19	4,130.57	4,186.05	1,879.00	5,100.00	4,500.00	(11.76%)
5125 -- IT Support and Services	38,199.15	29,546.46	43,235.73	33,726.40	17,313.89	30,000.00	30,000.00	0.00%
7095 -- Other Professional Services	150,301.19	0.00	732.16	20,552.48	11,987.79	0.00	0.00	0.00%
Total Contracted & Professional Services	194,172.86	35,835.65	48,098.46	58,464.93	31,180.68	35,100.00	34,500.00	(1.71%)
Total SVCA Operations- Admin Expense	489,981.30	406,370.44	411,127.38	447,139.90	213,512.79	512,209.00	557,703.00	8.88%
Total SVCA Operations- Admin Net Income / (Loss)	(486,187.79)	(396,167.35)	(405,837.73)	(443,265.06)	(210,613.39)	(510,709.00)	(556,203.00)	8.91%

Budget Summary Trend Sudden Valley Community Association Parks

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Non-Lease Facility Rentals								
4411 -- Picnic Shelter Rentals	1,195.00	1,640.00	1,345.00	2,540.00	800.00	1,195.00	1,195.00	0.00%
Total Non-Lease Facility Rentals	1,195.00	1,640.00	1,345.00	2,540.00	800.00	1,195.00	1,195.00	0.00%
Total Parks Income	1,195.00	1,640.00	1,345.00	2,540.00	800.00	1,195.00	1,195.00	0.00%
Administrative								
5205 -- Events Charges	0.00	0.00	0.00	0.00	0.00	350.00	361.00	3.14%
5227 -- Training & Conferences	0.00	0.00	0.00	0.00	0.00	1,071.00	1,104.00	3.08%
6408 -- Uniforms	0.00	0.00	0.00	0.00	1,119.80	276.00	500.00	81.16%
Total Administrative	0.00	0.00	0.00	0.00	1,119.80	1,697.00	1,965.00	15.79%
Payroll & Benefits								
5300 -- Salaries	0.00	0.00	0.00	0.00	22,927.39	58,240.00	63,424.00	8.90%
5335 -- Payroll Taxes- Employer	0.00	0.00	0.00	0.00	2,764.01	8,460.00	5,554.00	(34.35%)
5385 -- Payroll Benefits - Medical	0.00	0.00	0.00	0.00	4,393.81	11,892.00	13,190.00	10.91%
Total Payroll & Benefits	0.00	0.00	0.00	0.00	30,085.21	78,592.00	82,168.00	4.55%
Utilities								
6035 -- Utilities- Trash & Recycling Service	0.00	0.00	0.00	0.00	1,508.01	0.00	0.00	0.00%
Total Utilities	0.00	0.00	0.00	0.00	1,508.01	0.00	0.00	0.00%
Maintenance & Landscaping								
6110 -- Landscape R&M	43,990.95	0.00	0.00	0.00	10,692.75	17,006.00	18,707.00	10.00%
6621 -- Raw Materials: Sand & Gravel	0.00	0.00	0.00	0.00	0.00	3,500.00	3,850.00	10.00%
6675 -- Equipment R&M	0.00	0.00	0.00	0.00	764.88	1,030.00	1,061.00	3.01%
6765 -- Small Tools & Equipment	0.00	0.00	0.00	0.00	413.01	2,075.00	2,138.00	3.04%
6775 -- Vehicle R&M	0.00	0.00	0.00	0.00	283.27	1,090.00	1,123.00	3.03%
6785 -- Vehicle Fuel	0.00	0.00	0.00	0.00	2,514.80	5,000.00	5,500.00	10.00%
6795 -- Other Supplies	0.00	0.00	0.00	0.00	16.90	3,957.00	4,076.00	3.01%

Budget Summary Trend
Sudden Valley Community Association
Parks

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Maintenance & Landscaping								
6796 -- Other R&M	0.00	0.00	0.00	0.00	39.47	600.00	618.00	3.00%
Total Maintenance & Landscaping	43,990.95	0.00	0.00	0.00	14,725.08	34,258.00	37,073.00	8.22%
Total Parks Expense	43,990.95	0.00	0.00	0.00	47,438.10	114,547.00	121,206.00	5.81%
Total Parks Net Income / (Loss)	(42,795.95)	1,640.00	1,345.00	2,540.00	(46,638.10)	(113,352.00)	(120,011.00)	5.87%

Budget Summary Trend
Sudden Valley Community Association
Main Pool and Quiet Pool
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Rec Center and Pools Income								
4250 -- Adult Center Quiet Pool Fees	2,185.00	2,546.00	3,265.00	12.00	0.00	0.00	0.00	0.00%
4513 -- Main Pool Income	0.00	0.00	0.00	0.00	463.00	0.00	4,900.00	0.00%
4516 -- Quiet Pool Income	0.00	0.00	0.00	0.00	402.00	0.00	0.00	0.00%
Total Rec Center and Pools Income	2,185.00	2,546.00	3,265.00	12.00	865.00	0.00	4,900.00	0.00%
Total Main Pool and Quiet Pool Income	2,185.00	2,546.00	3,265.00	12.00	865.00	0.00	4,900.00	0.00%
Administrative								
5227 -- Training & Conferences	0.00	0.00	0.00	0.00	325.00	0.00	0.00	0.00%
6408 -- Uniforms	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00%
Total Administrative	0.00	0.00	0.00	0.00	325.00	0.00	300.00	0.00%
Regulatory Compliance								
6300 -- Permits & Licenses	0.00	330.00	0.00	0.00	591.22	500.00	515.00	3.00%
9005 -- State B&O Tax	32.78	38.19	50.45	0.00	0.00	0.00	180.00	0.00%
Total Regulatory Compliance	32.78	368.19	50.45	0.00	591.22	500.00	695.00	39.00%
Payroll & Benefits								
5300 -- Salaries	0.00	0.00	0.00	0.00	0.00	42,717.00	45,250.00	5.93%
5335 -- Payroll Taxes- Employer	0.00	0.00	0.00	0.00	0.00	5,003.00	4,657.00	(6.92%)
Total Payroll & Benefits	0.00	0.00	0.00	0.00	0.00	47,720.00	49,907.00	4.58%
Utilities								
6005 -- Utilities- Natural Gas	0.00	0.00	0.00	0.00	0.00	6,280.00	6,469.00	3.01%
6023 -- Utilities- Water & Sewer	0.00	0.00	0.00	0.00	96.00	4,741.00	4,884.00	3.02%
Total Utilities	0.00	0.00	0.00	0.00	96.00	11,021.00	11,353.00	3.01%
Maintenance & Landscaping								
6795 -- Other Supplies	0.00	0.00	0.00	0.00	257.68	0.00	250.00	0.00%
Total Maintenance & Landscaping	0.00	0.00	0.00	0.00	257.68	0.00	250.00	0.00%
Contracted & Professional Services								
6438 -- Pool Management	46,335.93	11,600.04	31,077.19	27,313.96	15,582.66	22,464.00	22,844.00	1.69%

Budget Summary Trend
Sudden Valley Community Association
Main Pool and Quiet Pool
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Contracted & Professional Services								
7095 -- Other Professional Services	0.00	0.00	0.00	0.00	1,282.50	0.00	0.00	0.00%
Total Contracted & Professional Services	46,335.93	11,600.04	31,077.19	27,313.96	16,865.16	22,464.00	22,844.00	1.69%
Total Main Pool and Quiet Pool Expense	46,368.71	11,968.23	31,127.64	27,313.96	18,135.06	81,705.00	85,349.00	4.46%
Total Main Pool and Quiet Pool Net Income / (Loss)	(44,183.71)	(9,422.23)	(27,862.64)	(27,301.96)	(17,270.06)	(81,705.00)	(80,449.00)	(1.54%)

Budget Summary Trend

Sudden Valley Community Association

ACC / Security

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
New Home Construction Fees								
4350 -- New Home Construction	0.00	51,246.00	60,800.00	113,304.00	21,820.00	35,000.00	35,000.00	0.00%
Total New Home Construction Fees	0.00	51,246.00	60,800.00	113,304.00	21,820.00	35,000.00	35,000.00	0.00%
Other AR Income								
4805 -- Compliance Fees & Fines - ACC	2,336.56	4,812.00	29,215.00	(2,865.37)	(374.50)	0.00	0.00	0.00%
4806 -- BD Expense- ACC Fines	(22.79)	0.00	(25,420.40)	20,641.92	3,142.09	0.00	0.00	0.00%
4810 -- Compliance Fines - SEC	4,310.00	(350.00)	(380.00)	0.00	0.00	0.00	0.00	0.00%
4811 -- BD Expense- Sec Fines	(1,964.67)	724.91	380.00	200.00	0.00	0.00	0.00	0.00%
Total Other AR Income	4,659.10	5,186.91	3,794.60	17,976.55	2,767.59	0.00	0.00	0.00%
Other Income								
4295 -- Security House Checks	1,137.50	1,155.00	975.00	1,305.00	135.00	555.00	1,100.00	98.20%
4835 -- Miscellaneous Income	410.00	0.00	0.00	0.00	162.75	0.00	0.00	0.00%
4870 -- Member Donation Income	0.00	0.00	0.00	8,045.18	0.00	0.00	0.00	0.00%
Total Other Income	1,547.50	1,155.00	975.00	9,350.18	297.75	555.00	1,100.00	98.20%
Total ACC / Security Income	6,206.60	57,587.91	65,569.60	140,630.73	24,885.34	35,555.00	36,100.00	1.53%
Administrative								
5090 -- Office Supplies	0.00	0.00	0.00	1,389.92	0.00	0.00	0.00	0.00%
5210 -- Printing & Copying	0.00	0.00	70.66	0.00	0.00	0.00	0.00	0.00%
6408 -- Uniforms	0.00	55.42	0.00	0.00	130.20	0.00	0.00	0.00%
Total Administrative	0.00	55.42	70.66	1,389.92	130.20	0.00	0.00	0.00%
Regulatory Compliance								
6165 -- Hazardous Tree Removal/ Pruning	12,184.00	15,349.10	28,289.40	59,054.02	11,976.16	20,000.00	20,000.00	0.00%
6300 -- Permits & Licenses	58.75	107.50	297.25	201.25	68.75	200.00	200.00	0.00%
9005 -- State B&O Tax	114.87	894.55	436.40	430.03	(3.39)	550.00	550.00	0.00%
Total Regulatory Compliance	12,357.62	16,351.15	29,023.05	59,685.30	12,041.52	20,750.00	20,750.00	0.00%
CC&Rs/ Mandates								
5215 -- Postage	0.48	21.69	204.60	84.06	0.00	100.00	103.00	3.00%

Budget Summary Trend

Sudden Valley Community Association

ACC / Security

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
CC&Rs/ Mandates								
7097 -- Professional Security Services	306,365.69	188,539.37	189,841.43	186,310.04	74,846.78	185,618.00	200,346.00	7.93%
Total CC&Rs/ Mandates	306,366.17	188,561.06	190,046.03	186,394.10	74,846.78	185,718.00	200,449.00	7.93%
Payroll & Benefits								
5300 -- Salaries	60,706.77	62,138.71	92,599.03	96,885.51	37,622.77	101,816.00	113,752.00	11.72%
5335 -- Payroll Taxes- Employer	6,094.81	5,925.36	8,620.84	7,554.82	3,204.91	9,350.00	10,414.00	11.38%
5385 -- Payroll Benefits - Medical	2,019.83	1,012.83	5,258.25	5,665.54	2,797.04	7,437.00	8,239.00	10.78%
Total Payroll & Benefits	68,821.41	69,076.90	106,478.12	110,105.87	43,624.72	118,603.00	132,405.00	11.64%
Utilities								
6035 -- Utilities- Trash & Recycling Service	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00%
6050 -- Utilities- Communications Service	1,616.09	1,650.06	1,728.66	1,440.54	924.46	2,207.00	1,068.00	(51.61%)
Total Utilities	1,616.09	1,700.06	1,728.66	1,440.54	924.46	2,207.00	1,068.00	(51.61%)
Maintenance & Landscaping								
6515 -- Building R&M- Materials	32.61	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
6675 -- Equipment R&M	219.65	118.39	979.76	0.00	0.00	922.00	922.00	0.00%
6765 -- Small Tools & Equipment	149.04	268.91	1,388.00	0.00	0.00	250.00	250.00	0.00%
6775 -- Vehicle R&M	8,740.01	2,970.18	1,647.12	2,147.91	1,246.94	1,500.00	1,500.00	0.00%
6785 -- Vehicle Fuel	12,281.41	4,397.96	5,250.10	6,300.75	2,476.65	5,768.00	6,345.00	10.00%
6795 -- Other Supplies	2,072.60	341.27	48.66	4,470.24	0.00	500.00	500.00	0.00%
6796 -- Other R&M	48.92	0.00	14.93	0.00	0.00	1,000.00	0.00	(100.00%)
Total Maintenance & Landscaping	23,544.24	8,096.71	9,328.57	12,918.90	3,723.59	9,940.00	9,517.00	(4.26%)
Contracted & Professional Services								
6440 -- Safety & Security Services	2,358.10	13,090.56	18,279.40	19,097.82	15,567.32	19,000.00	19,000.00	0.00%
6450 -- Storm Response Tree Removal	42,481.33	3,906.00	0.00	4,613.75	737.50	5,068.00	5,068.00	0.00%
6460 -- ACC Consultant	0.00	32,250.00	41,075.00	77,860.00	5,330.93	27,500.00	27,500.00	0.00%
7095 -- Other Professional Services	0.00	24,851.94	1,443.60	8,740.78	0.00	0.00	0.00	0.00%
Total Contracted & Professional Services	44,839.43	74,098.50	60,798.00	110,312.35	21,635.75	51,568.00	51,568.00	0.00%
Other Expenses								
9120 -- Vandalism & Towing	2,062.88	958.55	(325.40)	516.33	0.00	3,000.00	3,000.00	0.00%

Budget Summary Trend
Sudden Valley Community Association
ACC / Security

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Other Expenses								
9210 -- Emergency Preparedness Committee	0.00	0.00	0.00	0.00	1,203.73	4,900.00	4,900.00	0.00%
Total Other Expenses	2,062.88	958.55	(325.40)	516.33	1,203.73	7,900.00	7,900.00	0.00%
Total ACC / Security Expense	459,607.84	358,898.35	397,147.69	482,763.31	158,130.75	396,686.00	423,657.00	6.80%
Total ACC / Security Net Income / (Loss)	(453,401.24)	(301,310.44)	(331,578.09)	(342,132.58)	(133,245.41)	(361,131.00)	(387,557.00)	7.32%

Budget Summary Trend Sudden Valley Community Association Turfcare

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Administrative								
5000 -- General Administrative	835.15	100.64	84.67	0.00	0.00	0.00	0.00	0.00%
5015 -- Bank Charges & Fees	67.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
5045 -- Dues & Subscriptions	1,585.00	780.00	1,650.00	1,630.00	1,130.00	1,600.00	1,700.00	6.25%
5090 -- Office Supplies	528.11	0.00	0.00	0.00	0.00	0.00	100.00	0.00%
5205 -- Events Charges	137.22	77.87	99.78	0.00	0.00	0.00	0.00	0.00%
5210 -- Printing & Copying	158.24	0.00	138.16	0.00	0.00	0.00	0.00	0.00%
5227 -- Training & Conferences	393.20	2,192.73	2,231.86	2,603.01	2,137.51	2,400.00	2,600.00	8.33%
6408 -- Uniforms	3,266.55	3,816.48	5,533.27	7,118.33	4,240.26	4,100.00	4,500.00	9.76%
Total Administrative	6,971.26	6,967.72	9,737.74	11,351.34	7,507.77	8,100.00	8,900.00	9.88%
Regulatory Compliance								
6165 -- Hazardous Tree Removal/ Pruning	515.38	0.00	216.00	488.25	0.00	1,400.00	1,500.00	7.14%
6300 -- Permits & Licenses	552.00	565.00	545.75	617.75	448.75	800.00	1,000.00	25.00%
Total Regulatory Compliance	1,067.38	565.00	761.75	1,106.00	448.75	2,200.00	2,500.00	13.64%
CC&Rs/ Mandates								
5215 -- Postage	14.33	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
Total CC&Rs/ Mandates	14.33	0.00	0.00	0.00	0.00	50.00	50.00	0.00%
Payroll & Benefits								
5300 -- Salaries	233,308.36	225,211.08	235,611.16	265,253.62	99,029.98	269,072.00	290,648.00	8.02%
5335 -- Payroll Taxes- Employer	28,682.92	25,351.81	24,897.46	25,607.06	9,624.70	28,467.00	29,695.00	4.31%
5385 -- Payroll Benefits - Medical	28,601.00	28,762.89	27,961.67	25,786.34	8,065.41	29,748.00	32,981.00	10.87%
Total Payroll & Benefits	290,592.28	279,325.78	288,470.29	316,647.02	116,720.09	327,287.00	353,324.00	7.96%
Utilities								
6005 -- Utilities- Natural Gas	16.92	0.00	33.48	0.00	0.00	35.00	0.00	(100.00%)
6023 -- Utilities- Water & Sewer	1,003.55	1,041.39	1,165.43	217.84	0.00	988.00	1,000.00	1.21%
6033 -- Utilities- Electricity	9,764.52	10,694.68	11,973.75	11,852.50	3,077.59	11,187.00	12,306.00	10.00%
6050 -- Utilities- Communications Service	1,977.39	1,954.74	2,174.81	2,479.02	1,092.45	2,539.00	2,304.00	(9.26%)
Total Utilities	12,762.38	13,690.81	15,347.47	14,549.36	4,170.04	14,749.00	15,610.00	5.84%

Budget Summary Trend Sudden Valley Community Association Turfcare

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Maintenance & Landscaping								
6110 -- Landscape R&M	51,578.71	35,470.40	39,368.60	30,057.50	10,771.88	40,000.00	33,200.00	(17.00%)
6515 -- Building R&M- Materials	1,160.00	0.00	0.00	194.22	0.00	0.00	0.00	0.00%
6610 -- Raw Materials	21,807.00	22,894.88	23,119.75	45,055.53	15,681.86	25,000.00	26,000.00	4.00%
6621 -- Raw Materials: Sand & Gravel	25,343.05	22,804.70	21,827.02	19,087.66	7,610.46	34,000.00	35,000.00	2.94%
6635 -- Janitorial Supplies	37.38	152.24	6.64	251.37	0.00	250.00	250.00	0.00%
6675 -- Equipment R&M	43,813.00	37,644.45	41,963.48	49,991.40	18,835.05	39,000.00	43,000.00	10.26%
6765 -- Small Tools & Equipment	3,577.93	3,106.56	2,168.90	2,923.28	1,202.33	2,600.00	2,730.00	5.00%
6775 -- Vehicle R&M	2,546.63	2,498.10	813.77	1,496.08	299.20	1,500.00	1,575.00	5.00%
6785 -- Vehicle Fuel	12,440.47	10,298.03	12,158.60	11,354.01	6,268.94	14,000.00	15,400.00	10.00%
6795 -- Other Supplies	10,906.21	12,273.26	11,789.39	9,419.13	9,413.87	13,000.00	13,400.00	3.08%
6796 -- Other R&M	910.71	2,114.88	2,081.58	367.40	391.30	2,300.00	2,400.00	4.35%
Total Maintenance & Landscaping	174,121.09	149,257.50	155,297.73	170,197.58	70,474.89	171,650.00	172,955.00	0.76%
Contracted & Professional Services								
5085 -- Equipment Lease & Rental	851.36	332.53	1,163.09	0.00	1,402.21	1,800.00	2,000.00	11.11%
6440 -- Safety & Security Services	995.31	1,076.83	1,142.82	624.03	324.14	500.00	550.00	10.00%
7095 -- Other Professional Services	0.00	542.50	146.74	0.00	438.06	1,500.00	1,650.00	10.00%
Total Contracted & Professional Services	1,846.67	1,951.86	2,452.65	624.03	2,164.41	3,800.00	4,200.00	10.53%
Total Turfcare Expense	487,375.39	451,758.67	472,067.63	514,475.33	201,485.95	527,836.00	557,539.00	5.63%
Total Turfcare Net Income / (Loss)	(487,375.39)	(451,758.67)	(472,067.63)	(514,475.33)	(201,485.95)	(527,836.00)	(557,539.00)	5.63%

Budget Summary Trend
Sudden Valley Community Association
UDR Activity

2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Reserve UDR Projects								
9895 -- UDR - GM Recruiting Expenses	0.00	1,906.41	0.00	28,573.01	3,750.00	0.00	0.00	0.00%
Total Reserve UDR Projects	0.00	1,906.41	0.00	28,573.01	3,750.00	0.00	0.00	0.00%
Total UDR Activity Expense	0.00	1,906.41	0.00	28,573.01	3,750.00	0.00	0.00	0.00%
Total UDR Activity Net Income / (Loss)	0.00	(1,906.41)	0.00	(28,573.01)	(3,750.00)	0.00	0.00	0.00%

Budget Summary Trend
Sudden Valley Community Association
All Department Summary
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Dues and Assessment Income- Ops								
4003 -- BD Expense- 2019 Ops	(125,250.00)	(83,044.12)	(54,123.39)	(46,834.64)	(30,509.42)	(188,932.00)	(181,032.00)	(4.18%)
4005.19 -- Member Assessments 2019	1,437,395.00	1,524,967.15	1,746,387.57	1,752,557.59	864,634.22	2,077,939.00	2,250,263.00	8.29%
Total Dues and Assessment Income- Ops	1,312,145.00	1,441,923.03	1,692,264.18	1,705,722.95	834,124.80	1,889,007.00	2,069,231.00	9.54%
Special Ops Assmt Incom- Rec/Pool/s								
4010 -- Recreation Special Assmt 062018 to(0.00	0.00	0.00	220,185.35	161,937.34	388,966.00	399,585.00	2.73%
4011 -- BD Expense- Rec SA 062018 to 0520	0.00	0.00	0.00	(5,054.53)	(1,742.08)	(35,007.00)	(31,967.00)	(8.68%)
Total Special Ops Assmt Incom- Rec/Pool/s/Parks	0.00	0.00	0.00	215,130.82	160,195.26	353,959.00	367,618.00	3.86%
Golf Income								
4150 -- Golf Course Annual Greens Fees	216,953.26	219,248.87	242,930.61	285,917.41	251,852.23	285,000.00	308,399.00	8.21%
4151 -- BD Expense- Golf	(692.08)	(578.13)	(1,646.05)	1,113.98	(1,743.28)	0.00	0.00	0.00%
4154 -- Golf Course Daily Greens Fees	393,154.57	348,616.46	350,846.08	357,043.93	84,307.17	351,300.00	402,961.00	14.71%
4170 -- Driving Range Fees	23,189.00	20,802.20	17,102.10	17,354.29	6,171.28	16,300.00	21,443.00	31.55%
4174 -- Golf Cart Rental	116,178.83	110,273.81	118,090.81	119,384.22	27,821.64	118,000.00	127,416.00	7.98%
4176 -- Golf Club Storage	1,521.38	1,823.00	1,339.00	1,144.00	770.00	1,200.00	770.00	(35.83%)
4178 -- Trail Fees	16,450.71	15,108.56	13,664.00	15,567.01	12,213.00	13,250.00	16,048.00	21.12%
Total Golf Income	766,755.67	715,294.77	742,326.55	797,524.84	381,392.04	785,050.00	877,037.00	11.72%
Marina Income								
4415 -- Marina Wet Slip Income	4,385.84	9,957.50	13,115.00	8,955.00	9,945.00	8,295.00	9,125.00	10.01%
4420 -- Marina Dry Slip Income	44,860.00	37,070.00	41,305.00	41,780.03	29,610.00	39,310.00	43,241.00	10.00%
4425 -- Marina Wet/Dry Combo Income	66,060.00	61,775.00	63,385.00	61,535.00	62,340.00	59,740.00	65,714.00	10.00%
4426 -- BD Expense- Marina	1,921.02	(1,425.00)	(970.00)	2,335.00	(3,796.25)	0.00	0.00	0.00%
Total Marina Income	117,226.86	107,377.50	116,835.00	114,605.03	98,098.75	107,345.00	118,080.00	10.00%
Area Z Rental Income								
4410 -- Area Z Storage Rental Income	20,060.00	19,911.70	17,523.50	18,347.20	9,170.00	19,000.00	20,900.00	10.00%
4412 -- BD Expense- Area Z	(1,317.00)	(601.06)	551.79	(783.35)	(261.61)	0.00	0.00	0.00%
Total Area Z Rental Income	18,743.00	19,310.64	18,075.29	17,563.85	8,908.39	19,000.00	20,900.00	10.00%
Lease Income								
4430 -- Lease Income - Restaurant	28,026.00	25,656.00	26,430.00	26,206.00	11,645.00	27,717.00	29,076.00	4.90%

Budget Summary Trend
Sudden Valley Community Association
All Department Summary
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Lease Income								
4435 -- Lease Income - Barn 8	1,114.00	8,305.00	9,012.00	8,810.00	3,755.00	7,800.00	7,800.00	0.00%
4439 -- Lease Income- Library	3,091.00	3,372.00	3,372.00	3,372.00	1,405.00	3,372.00	3,372.00	0.00%
Total Lease Income	32,231.00	37,333.00	38,814.00	38,388.00	16,805.00	38,889.00	40,248.00	3.49%
Non-Lease Facility Rentals								
4400 -- Facility Rentals	3,947.00	5,478.00	2,589.00	3,030.00	1,057.50	2,000.00	2,500.00	25.00%
4411 -- Picnic Shelter Rentals	1,195.00	1,640.00	1,345.00	2,540.00	800.00	1,195.00	1,195.00	0.00%
Total Non-Lease Facility Rentals	5,142.00	7,118.00	3,934.00	5,570.00	1,857.50	3,195.00	3,695.00	15.65%
Rec Center and Pools Income								
4223 -- Gym and Pool Access Cards	0.00	0.00	0.00	3,266.00	1,327.00	500.00	1,500.00	200.00%
4227 -- Main Pool & Gym Fees	0.00	0.00	0.00	3,557.00	0.00	0.00	0.00	0.00%
4250 -- Adult Center Quiet Pool Fees	2,185.00	2,546.00	3,265.00	12.00	0.00	0.00	0.00	0.00%
4502 -- Instructor & Trainer Fees	0.00	0.00	0.00	376.00	1,598.20	1,250.00	2,000.00	60.00%
4510 -- Fitness Center Income	0.00	0.00	0.00	2,912.00	364.00	9,800.00	4,900.00	(50.00%)
4513 -- Main Pool Income	0.00	0.00	0.00	0.00	463.00	0.00	4,900.00	0.00%
4515 -- Locker Rental	0.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00%
4516 -- Quiet Pool Income	0.00	0.00	0.00	0.00	402.00	0.00	0.00	0.00%
Total Rec Center and Pools Income	2,185.00	2,546.00	3,265.00	10,123.00	4,154.20	11,550.00	13,600.00	17.75%
New Home Construction Fees								
4350 -- New Home Construction	0.00	51,246.00	60,800.00	113,304.00	21,820.00	35,000.00	35,000.00	0.00%
Total New Home Construction Fees	0.00	51,246.00	60,800.00	113,304.00	21,820.00	35,000.00	35,000.00	0.00%
Other AR Income								
4240 -- Title & Recording Fees	33,075.00	39,375.00	40,875.00	39,548.96	11,375.00	28,800.00	30,000.00	4.17%
4241 -- BD Expense- Title Fees	469.59	25.00	0.00	(47.94)	47.94	0.00	0.00	0.00%
4705 -- NSF Service Fees	511.00	1,379.00	1,629.74	1,512.00	766.00	800.00	800.00	0.00%
4706 -- BD Expense- NSF Fees	(223.51)	(120.00)	(126.37)	251.33	(223.96)	0.00	0.00	0.00%
4805 -- Compliance Fees & Fines - ACC	2,336.56	4,812.00	29,215.00	(2,865.37)	(374.50)	0.00	0.00	0.00%
4806 -- BD Expense- ACC Fines	185.21	(1,767.60)	(25,420.40)	20,641.92	3,142.09	0.00	0.00	0.00%
4810 -- Compliance Fines - SEC	4,310.00	(350.00)	(380.00)	0.00	0.00	0.00	0.00	0.00%

Budget Summary Trend
Sudden Valley Community Association
All Department Summary
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Other AR Income								
4811 -- BD Expense- Sec Fines	(1,964.67)	724.91	380.00	200.00	0.00	0.00	0.00	0.00%
4830 -- Advertising Income	30,830.00	32,646.45	35,128.50	36,742.00	13,584.00	30,000.00	30,000.00	0.00%
4831 -- BD Expense- Views Ads	162.00	(436.50)	473.50	29.00	(235.50)	0.00	0.00	0.00%
4842 -- Member Donation Income Monthly	0.00	489.60	306.00	367.20	153.00	0.00	0.00	0.00%
Total Other AR Income	69,691.18	76,777.86	82,080.97	96,379.10	28,234.07	59,600.00	60,800.00	2.01%
Other Income								
4200 -- Member Services Fees	481.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
4220 -- Marina Gate & Access Cards	1,947.00	1,982.00	2,516.00	2,755.00	1,025.00	2,000.00	2,000.00	0.00%
4235 -- Trash Service	85.55	1,947.34	3,320.88	2,113.21	299.65	2,307.00	2,400.00	4.03%
4245 -- Photocopy Income	99.85	171.80	130.50	295.10	46.05	0.00	0.00	0.00%
4255 -- Maps and Signs	1,517.48	1,919.14	1,865.80	1,428.91	569.80	1,500.00	1,500.00	0.00%
4295 -- Security House Checks	1,137.50	1,155.00	975.00	1,305.00	135.00	555.00	1,100.00	98.20%
4610 -- Timber Income	0.00	6,723.40	0.00	0.00	0.00	0.00	0.00	0.00%
4835 -- Miscellaneous Income	546.00	8,667.73	1,637.86	1,045.03	2,023.55	0.00	0.00	0.00%
4840 -- Non-Taxable Income	0.00	0.00	0.00	0.00	422.75	0.00	0.00	0.00%
4870 -- Member Donation Income	2,600.51	7,431.20	1,655.49	11,709.37	0.00	0.00	0.00	0.00%
Total Other Income	8,415.52	29,997.61	12,101.53	20,651.62	4,521.80	6,362.00	7,000.00	10.03%
Investment Income								
4900 -- Interest Earned - Operating Accounts	231.00	182.86	398.56	761.18	403.81	500.00	500.00	0.00%
Total Investment Income	231.00	182.86	398.56	761.18	403.81	500.00	500.00	0.00%
Total All Department Summary Income	2,332,766.23	2,489,107.27	2,770,895.08	3,135,724.39	1,560,515.62	3,309,457.00	3,613,709.00	9.19%
Administrative								
5000 -- General Administrative	1,567.29	2,976.99	1,812.77	616.59	502.65	2,600.00	1,648.00	(36.62%)
5015 -- Bank Charges & Fees	18,951.29	20,042.35	17,357.03	21,606.99	7,537.22	20,582.00	23,518.00	14.26%
5045 -- Dues & Subscriptions	21,566.49	20,050.36	20,199.76	27,771.09	16,217.83	19,662.00	19,534.00	(0.65%)
5090 -- Office Supplies	24,512.82	23,224.79	14,534.40	30,764.64	10,287.99	21,600.00	24,469.00	13.28%
5100 -- GM Discretionary Funds	9,686.95	3,653.24	5,199.27	6,222.59	1,172.93	4,000.00	7,500.00	87.50%
5107 -- Advertising Costs	8,656.40	13,126.98	7,181.93	9,540.07	1,134.83	7,200.00	10,000.00	38.89%

Budget Summary Trend
Sudden Valley Community Association
All Department Summary
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Administrative								
5120 -- Cash Over/Short	(409.00)	530.16	(375.16)	(11.35)	1.61	0.00	0.00	0.00%
5121 -- Currency Gain/Loss	513.00	870.01	248.03	1,350.25	254.40	0.00	0.00	0.00%
5205 -- Events Charges	6,022.72	2,801.69	2,942.63	13,143.95	(670.86)	12,850.00	15,361.00	19.54%
5210 -- Printing & Copying	12,017.34	13,747.86	16,148.05	12,849.13	4,577.13	12,280.00	14,284.00	16.32%
5227 -- Training & Conferences	3,247.09	8,427.13	10,542.73	5,832.07	4,454.58	8,242.00	8,544.00	3.66%
5325 -- Recruiting Expense	0.00	0.00	0.00	0.00	5,370.00	0.00	7,400.00	0.00%
5399 -- Payroll Service Fees	5,345.08	8,307.40	8,751.72	7,365.23	4,264.75	8,975.00	6,700.00	(25.35%)
6408 -- Uniforms	4,598.40	5,033.99	7,064.76	12,200.29	6,150.07	6,729.00	6,250.00	(7.12%)
Total Administrative	116,275.87	122,792.95	111,607.92	149,251.54	61,255.13	124,720.00	145,208.00	16.43%
Regulatory Compliance								
6165 -- Hazardous Tree Removal/ Pruning	12,699.38	15,349.10	28,505.40	59,542.27	11,976.16	21,400.00	21,500.00	0.47%
6300 -- Permits & Licenses	2,422.68	3,271.10	3,469.90	4,169.52	2,377.02	4,079.00	4,509.00	10.54%
7000 -- Audit & Tax Services	30,555.00	28,250.00	26,650.00	26,260.00	3,000.00	28,000.00	27,500.00	(1.79%)
7110 -- Regulatory Compliance	2,376.16	2,633.39	2,635.13	5,021.02	1,170.27	7,638.00	2,720.00	(64.39%)
9005 -- State B&O Tax	7,043.07	8,907.03	7,259.36	12,359.88	4,069.15	7,628.00	8,204.00	7.55%
9015 -- Property/Real Estate Tax	32,367.00	29,613.59	31,704.57	30,733.83	15,661.10	32,686.00	33,667.00	3.00%
Total Regulatory Compliance	87,463.29	88,024.21	100,224.36	138,086.52	38,253.70	101,431.00	98,100.00	(3.28%)
CC&Rs/ Mandates								
5003 -- Annual General Meeting	27,585.99	16,483.02	9,120.59	10,236.46	0.00	15,000.00	15,000.00	0.00%
5007 -- Special General Meeting	0.00	12,082.33	12,897.78	16,505.85	0.00	0.00	0.00	0.00%
5020 -- Board Support	2,837.67	2,781.94	6,258.31	6,166.35	1,309.06	3,000.00	3,000.00	0.00%
5025 -- Collection Charges	2,089.36	0.00	0.00	4.00	0.00	0.00	0.00	0.00%
5040 -- Transfer Fees	0.00	73.00	1,250.00	612.76	0.00	0.00	0.00	0.00%
5115 -- Web Site Maintenance	985.00	6,609.69	119.65	5,976.90	991.34	4,000.00	4,000.00	0.00%
5215 -- Postage	5,927.16	5,368.47	7,617.79	6,742.92	1,476.71	5,770.00	6,234.00	8.04%
5216 -- Postage- Views	13,528.00	15,519.34	11,584.60	10,881.05	4,460.00	14,000.00	13,000.00	(7.14%)
5225 -- Newsletter Services	49,765.00	46,200.83	51,326.00	53,871.14	21,364.50	52,000.00	54,392.00	4.60%
7020 -- Legal Services	51,594.00	46,828.78	42,783.51	64,963.30	13,623.98	50,000.00	50,000.00	0.00%

Budget Summary Trend
Sudden Valley Community Association
All Department Summary
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
CC&Rs/ Mandates								
7097 -- Professional Security Services	306,365.69	188,539.37	189,841.43	186,328.53	74,846.78	185,618.00	200,346.00	7.93%
Total CC&Rs/ Mandates	460,677.87	340,486.77	332,799.66	362,289.26	118,072.37	329,388.00	345,972.00	5.03%
Payroll & Benefits								
5300 -- Salaries	993,218.89	1,047,819.84	1,184,806.33	1,340,101.90	608,755.66	1,607,522.00	1,743,731.00	8.47%
5335 -- Payroll Taxes- Employer	116,249.43	109,541.03	119,927.26	126,218.40	56,410.71	167,888.00	172,775.00	2.91%
5385 -- Payroll Benefits - Medical	69,909.50	76,322.15	90,289.99	115,157.41	55,993.78	164,361.00	178,939.00	8.87%
5390 -- Workers Compensation	0.00	1,196.00	0.00	0.00	0.00	0.00	0.00	0.00%
B5395.01 -- BUDGET- WTB Maint 1 FTE	0.00	0.00	0.00	0.00	0.00	0.00	50,671.00	0.00%
B5395.02 -- BUDGET- WT Maint 1 PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
B5395.03 -- BUDGET- WT Maint. 1 PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
B5395.04 -- BUDGET- WTB Janitorial 1 FTE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Payroll & Benefits	1,179,377.82	1,234,879.02	1,395,023.58	1,581,477.71	721,160.15	1,939,771.00	2,146,116.00	10.64%
Insurance								
5400 -- Insurance Premiums	91,340.46	98,555.80	100,292.06	104,323.28	43,876.50	111,133.00	114,415.00	2.95%
Total Insurance	91,340.46	98,555.80	100,292.06	104,323.28	43,876.50	111,133.00	114,415.00	2.95%
Utilities								
6000 -- Utilities	5,855.94	0.00	(2.97)	0.00	0.00	0.00	0.00	0.00%
6005 -- Utilities- Natural Gas	14,857.30	9,004.51	12,412.74	12,384.93	7,870.78	21,219.00	20,892.00	(1.54%)
6023 -- Utilities- Water & Sewer	35,005.81	24,704.00	29,004.74	40,828.72	19,517.49	41,320.00	49,930.00	20.84%
6033 -- Utilities- Electricity	50,733.30	39,120.52	45,096.27	51,251.79	22,130.88	59,532.00	53,829.00	(9.58%)
6035 -- Utilities- Trash & Recycling Service	11,681.02	10,840.77	10,502.52	13,562.02	7,742.62	19,642.00	14,725.00	(25.03%)
6050 -- Utilities- Communications Service	30,580.33	28,457.54	28,487.42	33,220.18	17,823.40	33,194.00	38,628.00	16.37%
Total Utilities	148,713.70	112,127.34	125,500.72	151,247.64	75,085.17	174,907.00	178,004.00	1.77%
Maintenance & Landscaping								
6110 -- Landscape R&M	102,119.27	44,594.33	57,248.77	47,638.69	23,100.58	57,006.00	59,407.00	4.21%
6515 -- Building R&M- Materials	21,364.58	6,155.11	14,540.16	18,924.48	9,407.92	23,423.00	29,315.00	25.15%
6520 -- Building R&M- Contract Vendor	10,605.00	26,341.00	27,840.00	22,246.00	17,573.69	37,553.00	42,281.00	12.59%
6610 -- Raw Materials	22,305.31	23,146.21	23,119.75	45,598.20	15,681.86	25,550.00	26,825.00	4.99%

Budget Summary Trend
Sudden Valley Community Association
All Department Summary
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Maintenance & Landscaping								
6621 -- Raw Materials: Sand & Gravel	28,392.10	24,756.25	21,827.02	27,515.74	9,052.94	39,500.00	40,980.00	3.75%
6635 -- Janitorial Supplies	9,193.38	10,477.19	7,162.65	14,164.83	2,308.79	13,980.00	14,392.00	2.95%
6675 -- Equipment R&M	55,951.98	49,260.58	58,484.92	71,892.32	28,268.13	50,706.00	57,400.00	13.20%
6765 -- Small Tools & Equipment	7,177.21	8,207.74	10,132.65	6,625.54	5,036.93	9,085.00	9,395.00	3.41%
6775 -- Vehicle R&M	22,152.06	15,727.72	19,072.54	25,362.31	13,614.99	11,990.00	12,408.00	3.49%
6785 -- Vehicle Fuel	40,124.73	29,966.55	41,114.20	40,557.09	18,399.43	41,005.00	45,958.00	12.08%
6795 -- Other Supplies	33,265.36	20,844.06	19,392.26	36,627.01	16,139.04	30,114.00	35,675.00	18.47%
B6795.01 -- BUDGET-Supplies Maint 1 FTE	0.00	0.00	0.00	0.00	0.00	0.00	13,406.00	0.00%
B6795.02 -- BUDGET-Supplies Maint 1 PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
B6795.03 -- BUDGET-SuppliesMaint. 1 PT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
B6795.04 -- BUDGET-Supplies Janitorial 1F1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
6796 -- Other R&M	2,905.65	6,664.85	10,593.98	23,038.87	6,024.37	11,900.00	19,528.00	64.10%
Total Maintenance & Landscaping	355,556.63	266,141.59	310,528.90	380,191.08	164,608.67	351,812.00	406,970.00	15.68%
Contracted & Professional Services								
5085 -- Equipment Lease & Rental	9,974.95	9,017.81	7,393.66	7,872.64	3,681.16	10,000.00	10,650.00	6.50%
5125 -- IT Support and Services	52,528.15	38,895.46	52,534.73	52,720.31	21,462.89	47,463.00	47,939.00	1.00%
6438 -- Pool Management	46,335.93	11,600.04	31,077.19	27,313.96	15,582.66	22,464.00	22,844.00	1.69%
6440 -- Safety & Security Services	12,678.41	17,359.65	24,962.33	24,382.65	18,985.00	20,900.00	22,218.00	6.31%
6442 -- Snow Removal Services	0.00	26,914.86	61,677.30	8,258.07	110,754.80	15,000.00	15,000.00	0.00%
6450 -- Storm Response Tree Removal	42,481.33	3,906.00	0.00	4,613.75	737.50	5,068.00	5,068.00	0.00%
6460 -- ACC Consultant	0.00	32,250.00	41,075.00	77,860.00	5,330.93	27,500.00	27,500.00	0.00%
7095 -- Other Professional Services	285,193.14	65,171.15	26,055.99	117,329.47	24,965.16	20,000.00	19,805.00	(0.98%)
Total Contracted & Professional Services	449,191.91	205,114.97	244,776.20	320,350.85	201,500.10	168,395.00	171,024.00	1.56%
Other Expenses								
9120 -- Vandalism & Towing	2,062.88	958.55	(325.40)	516.33	0.00	3,000.00	3,000.00	0.00%
9210 -- Emergency Preparedness Committee	0.00	0.00	0.00	0.00	1,203.73	4,900.00	4,900.00	0.00%
Total Other Expenses	2,062.88	958.55	(325.40)	516.33	1,203.73	7,900.00	7,900.00	0.00%

Budget Summary Trend
Sudden Valley Community Association
All Department Summary
2020 Budget Draft- Actuals as of 5/31/19

Description	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD Actual	2019 Budget	2020 Budget	Budget % Change
Reserve UDR Projects								
9895 -- UDR - GM Recruiting Expenses	0.00	1,906.41	0.00	28,573.01	3,750.00	0.00	0.00	0.00%
Total Reserve UDR Projects	0.00	1,906.41	0.00	28,573.01	3,750.00	0.00	0.00	0.00%
Total All Department Summary Expense	2,890,660.43	2,470,987.61	2,720,428.00	3,216,307.22	1,428,765.52	3,309,457.00	3,613,709.00	9.19%
Total All Department Summary Net Income / (Loss)	(557,894.20)	18,119.66	50,467.08	(80,582.83)	131,750.10	0.00	0.00	0.00%
Total Association Net Income / (Loss)	(557,894.20)	18,119.66	50,467.08	(80,582.83)	131,750.10	0.00	0.00	0.00%

2020 Proposed DRAFT Budget FTE Count & FTE History

6.21.19

	Proposed DRAFT		
	2020	2019	2018
Administration	5.00	5.04	3.84
Accounting	3.75	3.75	3.75
Facilities	1.12	1.12	1.27
Maintenance	4.68	4.68	3.90
Security/ACC	2.25	2.25	2.25
Golf Enterprise	12.82	12.82	12.19
Recreation Community Center	3.16	3.16	3.14
Parks	2.00	2.00	-
Pools	1.49	1.49	0.95
Subtotal FTE Count	36.27	36.31	31.29
Proposed Maintenance FTEs	1.00	-	-
Proposed Janitorial FTE	-	-	-
Grand Total FTE Count	37.27	36.31	31.29

2020 Budget

Cost Detail for Potential New Maintenance & Janitorial Staff

5.23.19

Department	GL Number/ Description	Position			
		1FTE Maintenance	1PT (6mo Seasonal) Maintenance	1PT (6mo Seasonal) Maintenance	1FTE Janitorial
MAINT	6515 -- Building R&M	2,365	1,178	1,178	-
MAINT	6610 -- Raw Materials	2,143	1,072	1,072	-
MAINT	6621 -- Raw Materials: Sand & Gravel	993	496	496	-
MAINT	6635 -- Janitorial Supplies	990	495	495	-
MAINT	6765 -- Small Tools & Equipment	750	375	375	-
MAINT	6775 -- Vehicle R&M	1,368	684	684	-
MAINT	6785 -- Vehicle Fuel	973	469	469	-
MAINT	6795 -- Other Supplies	250	125	125	-
MAINT	6796 -- Other R&M	937	468	468	-
MAINT	6408 -- Uniforms	225	112	112	-
Subtotal Maintenance Dept Additional Supplies		\$ 10,994	\$ 5,474	\$ 5,474	\$ -
<i>GL Code for Budgeting only</i>		<i>B6795.01</i>	<i>B6795.02</i>	<i>B6795.03</i>	<i>B6795.04</i>
FAC	6110 - Landscape R&M	55	27	27	-
FAC	6515 -- Building R&M	2,357	1,179	1,179	-
FAC	6635 -- Janitorial Supplies	-	-	-	8,223
FAC	6765 -- Small Tools & Equipment	-	-	-	500
FAC	6785 -- Vehicle Fuel	-	-	-	700
FAC	6408 -- Uniforms	-	-	-	700
Subtotal Facilities Dept Additional Supplies		\$ 2,412	\$ 1,206	\$ 1,206	\$ 10,123
<i>GL Code for Budgeting only</i>		<i>B6795.01</i>	<i>B6795.02</i>	<i>B6795.03</i>	<i>B6795.04</i>
MAINT	Wages, Taxes, & Benefits (FT only)	50,671	20,022	20,022	-
FAC	Wages, Taxes, & Benefits (FT only)	-	-	-	39,812
Subtotal Wages		\$ 50,671	\$ 20,022	\$ 20,022	\$ 39,812
<i>GL Code for Budgeting only</i>		<i>B5395.01</i>	<i>B5395.02</i>	<i>B5395.03</i>	<i>B5395.04</i>
Total Cost for Potential New Staff		\$ 64,077	\$ 26,702	\$ 26,702	\$ 49,935
Additional Developed Lot Monthly Dues*		\$ 1.88	\$ 0.79	\$ 0.79	\$ 1.47
Grand Total Cost for 4 Potential New Positions		\$ 167,416			
Grand Total Additional Developed Lot Monthly Dues*		\$ 4.93			

*Based on 92% collections rate and a total of 2,645 developed lots and 501 vacant lots

Required Hours for 2020 Routine Preventative Maintenance Work Plan

*Does not include Janitorial or Corrective Maintenance Requests

Maintenance Operations

v50319

HOURS BREAKOUT

YEAR	2080	Hours
MONTH	173.3	Hours
WEEK	40	Hours

REQUIRED FTE STAFFING / MONTH for PM's												
3.7	3.7	3.3	10.7	4.4	5.8	4.2	5.1	4.2	3.5	1.9	1.6	4.3
												4.3

	TOTAL HOURS BY MONTH												
	J	F	M	A	M	J	J	A	S	O	N	D	
	634	639	565	1,844	758	1,010	724	882	727	604	334	271	
CLUBHOUSE	13	14	48	42	160	41	22	25	116	25	13	32	548
ADULT CENTER	8	10	22	35	19	32	33	17	38	8	6	16	245
BARN 8 - LOWER AREA - REC CENTER	5	5	5	43	18	6	6	6	19	57	5	5	179
BARN 8 - UPPER AREA - DANCE BARN	57	57	57	73	100	69	69	69	111	57	57	57	829
SECURITY BUILDING	12	12	20	31	14	21	14	14	25	16	12	19	210
GOLF MAINTENANCE BUILDING	3	3	15	15	39	14	2	2	26	2	2	14	135
PM PICNIC SHELTER	0	0	0	7.5	0	0	0	0	0	0	0	0	7.5
PM RESTROOM	0	0	0	0	2	0	0	0	1.5	0	0	0	3.5
MARINA PICNIC SHELTER	0	0	0	8	0	0	0	0	0	0	0	0	8
MARINA RESTROOM	18	18	26	29	17	21	17	17	23	20	18	22	243
MARINA HARBOR	5	5	8	61	22	32	36	9	19	5	5	8	213
GATE ENTRANCES	4	5	8	22	22	25	22	22	25	5	5	8	170
MAILBOXES	15	15	21	36	15	36	15	15	42	15	15	21	264
ROADS - OPERATIONS	426	426	268	190	150	140	309	100	100	228	128	0	2,465
BUS SHELTERS	0	2	0	6	4	6	4	19	4	2	0	2	47
OTHER	69	69	69	1,248	177	569	177	569	179	165	69	69	3,429

BUILDINGS

W = Weekly 52
 M = Monthly 12
 Q = Quarterly 4

SA = Semi Annual 2
 A = Annual 1

HOURS/WEEK
 HOURS/MONTH
 HOURS PER QUARTER

HOURS/YEAR 2080

BUILDING ROUTINE TOTAL LABOR LOAD

2405.75

MONTH

2405.75

JANITORIAL SERVICE NOT INCLUDED

TASK	J	F	M	A	M	J	J	A	S	O	N	D
TOTAL HOURS	114.5	117.5	192	281.5	368.25	202.75	161.25	148.75	358.5	184.75	112	164

2405.75

Contract Activity

CLUBHOUSE

Season	FRQ	STAFF	HRS	TOTAL HOURS	J	F	M	A	M	J	J	A	S	O	N	D
				231.5	12.5	13.5	48	41.5	160	41	21.5	25	115.75	24.5	12.5	32

547.75

TASK	Season	FRQ	STAFF	HRS	TOTAL HOURS	J	F	M	A	M	J	J	A	S	O	N	D
A1 Remove debris from roof	SSFW	Q	2	3	6			6			6			6			6
A2 De-moss roof	S	1	2	2	4			4									
A9 Inspect roof area for damage	SSF	Q	2	1	2			2			2			2			2
A2 Clean Gutters	SF	Q	2	8	16			16			16			16			16
A12 Inspect down spouts for damage	SF	Q	1	0.5	0.5			0.5			0.5			0.5			0.5
A11 Inspect gutters for damage	SF	Q	1	0.5	0.5			0.5			0.5			0.5			0.5
A9 Inspect building exterior for damage	S	1	1	2	2					2							
Inspect exterior doors for Ops/damage	SF	2	1	1	1					1				1			
Clean/lubricate exterior door locks	SF	2	1	3.5	3.5				3.5				3.5				
Inspect interior doors for Ops/damage	F	1	1	2	2					2							
Clean/lubricate interior door locks	SF	2	1	5	5					5				5			
A4 Pressure wash building siding	S	1	2	36	72					72							
Wash exterior windows	SF	2	2	24	48					48				48			
A5 Pressure wash concrete walkways	S	2	1	6	6					6							
A7 De-moss asphalt walkways	S	1	1	2	2					2							
A8 De-moss parking areas	S	1	1	3	3					3							
VC5 Building landscape maintenance	SSF	M	1	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Inspect flag pole and flags	SSFW		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
M4 Gas fire boiler maintenance	F	A	1	0.25	0.25					0.25				0.25			
M9 Hot water heater, - gas fired	F	A	1	0.25	0.25					0.25				0.25			
M5 Gas fire boiler inspection			1	0.5	0.5												
M1 Air Handler Equip Maintenance	S	SA	1	0.25	0.25					0.25							
M2 Air Handling Filter Change	SSFW	Q	1	0.25	0.25					0.25							
M3 Air Conditioning Maintenance	S	A	1	0.25	0.25					0.25							
SE2 Fire water sprinkler system test	S	A	1	0.25	0.25		0.25										
P1 Water backflow prevention test	S	A	1	0.25	0.25		0.25										
P3 State pressure vessel inspection			1	0.5	0.5												
CM4 Rodent control	SSFW	M			0												
SE4 Emergency evacuation equip test	SSFW	M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
SE6 Fire system drain - warm weather	S	A	1	0.5	0.5			0.5									
A13 Inspect interior windows for operation	SF	SA	1	0.25	0.25					0.25				0.25			
E2 Exterior building lighting - Test	F	A	1	1	1	1	1	1	1					1	1	1	1
E3 Interior lighting inventory	SF	SA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
SE1 Annual fire extinguisher inspection/testing	S	A	1	0.5	0.5		0.5										
Fire extinguisher check	SSFW	M	1	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
P2 Hot water heating - electrical type	SSFW	Q	1	0.5	0.5			0.5		0.5				0.5			0.5
Shampoo carpets - Upstairs	SF	SA	1	5	5				5					5			
Shampoo carpets - Downstairs	SF	SA	1	12	12			12							12		
Clean florescent lighting bezels	SF	SA	1	14	14			14						14			
A23 Upper parking area debris clean up	SSFW	M	1	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
Vegetation clean up upper parking lot	SSFW	M	1	4	4	4	4	4	4	4	4	4	4	4	4	4	4
Vegetation clean up lower parking lot	SSFW	M	1	6	6			6	6	6	6	6	6	6			
Grade lower parking lot	SF	M	1	4	4					4	4	4	4				

BUILDINGS

JANITORIAL SERVICE NOT INCLUDED

- Burg alarm system test
- Burg alarm system battery check

TASK					J	F	M	A	M	J	J	A	S	O	N	D
SSFW	M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
SF	M	1	0.5	0.5			0.5									

ADULT CENTER

- A1 Remove debris from roof
- A2 De-moss roof
- A9 Inspect roof area for damage
- A2 Clean Gutters
- A12 Inspect down spouts for damage
- A11 Inspect gutters for damage
- A9 Inspect building exterior for damage
- Inspect exterior doors for Ops/damage
- Clean/lubricate exterior door locks
- Inspect interior doors for Ops/damage
- Clean/lubricate interior door locks
- A4 Pressure wash building siding
- A5 Pressure wash concrete walkways
- A8 De-moss parking areas
- VC5 Building landscape maintenance
- M6 Gas fired furnace PM
- M2 Air Handling Filter Change
- P1 Water backflow prevention test
- P3 State pressure vessel inspection
- CM4 Rodent control
- SE4 Emergency evacuation equip test
- A23 Parking area debris clean up
- A14 Inspect doors for operation
- A13 Inspect windows for operation
- E2 Exterior building lighting - Test
- E3 Interior lighting inventory
- SE1 Annual fire extinguisher inspection/testing
- Fire extinguisher check
- E5 Clean florescent lighting bezels
- A26 Bar-B-Q Unit
- CM2 Trash collection
- Burg alarm system test
- Burg alarm system battery check

T HRS					J	F	M	A	M	J	J	A	S	O	N	D
Season	FRQ	STAFF	HRS	59.5	7.75	9.75	22.25	35	19.25	32.25	33.25	17.25	38	8.25	6.25	15.75
SSFW	Q	2	2	4			4			4			4			
S	A	2	1	2			2									
S	Q	2	0.5	1			1			1			1			1
SF	Q	2	4	8			8			8			8			8
SF	Q	1	0.5	0.5			0.5			0.5			0.5			0.5
SF	Q	2	0.5	1				1								
S	SA	1	0.75	0.75				0.75					0.75			
SF	SA	1	1	1				1					1			
SF	SA	1	3.5	3.5		3.5							3.5			
F	A	1	1	1				1							1	
SF	SA	1	1	1				1							1	
S	A	1	16	16							16					
S	SA	1	3	3				3								
S	A	1	1	1					1							
SSFW	W	1	3	3				12	12	12	12	12	12	12		
F	A	1	0.25	0.25												
SSFW	Q	1	0.25	0.25												
S	A	1	0.25	0.25												
		1	0.5	0.5												
SSFW	M			0												
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SSFW	W	1	1	0.5	2	2	2	2	2	2	2	2	2	2	2	2
SF	SA	1	1.5	1.5	1.5					1.5						
SU	M	1	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
SFW	M	1	1	1	1	1	1	1	1				1	1	1	1
SF	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
S	A	1	0.5	0.5												
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SF	SA	1	3.5	3.5												
SSFW	M	1	0.25	0.25												
SSFW	W	1	0.5	0.5												
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SF	M	1	0.5	0.5			0.5									

245

QUITE POOL PUMP BUILDING

- A1 Remove debris from roof
- A2 De-moss roof
- A9 Inspect roof area for damage
- A9 Inspect building exterior for damage
- Inspect exterior doors for Ops/damage
- Clean/lubricate exterior door locks
- Inspect interior doors for Ops/damage
- Clean/lubricate interior door locks
- A4 Pressure wash building siding

S	A	1	0.5	0.5				0.5						0.5		
S	A	1	0.5	0.5				0.5								
S	Q	1	0.5	0.5				0.5					0.5			
S	A	1	0.5	0.5				0.5								
SF	SA	1	0.25	0.25				0.25								
SF	SA	1	0.25	0.25				0.25								
F	A	1	0.25	0.25				0.25								
SF	SA	1	0.25	0.25				0.25								
S	A	1	6	6				6								

Adult Center Garden - VOLUNTEERS

BUILDINGS

JANITORIAL SERVICE NOT INCLUDED

- NA Lighting (not functional)
- NA Water system (not functional)
- VC4 Garden maintenance/watering

TASK					J	F	M	A	M	J	J	A	S	O	N	D
				0												
				0												
SSF	W	1	0.5	0.5			0.5	0.5	0.5	0.5	0.5	0.5				

Contract Activity

BARN 8 - LOWER AREA - REC CENTER

- A1 Remove debris from FLAT roof
- A2 De-moss FLAT roof
- A9 Inspect FLAT roof area for damage
- A2 Clean Gutters
- A12 Inspect down spouts for damage
- A11 Inspect gutters for damage
- A9 Inspect building exterior for damage
- A4 Pressure wash building siding
- A7 De-moss asphalt walkways
- VC5 Building landscape maintenance
- M3 Air Conditioning Maintenance
- P1 Water backflow prevention test
- P3 State pressure vessel inspection
- CM4 Rodent control
- SE1 Annual fire extinguisher inspection/testing
- Fire extinguisher check
- M12 Hot Water in-line heater, gas fired
- SE4 Emergency evacuation equip test
- Inspect exterior doors for Ops/damage
- Clean/lubricate exterior door locks
- Inspect interior doors for Ops/damage
- Clean/lubricate interior door locks
- E2 Exterior building lighting - Test
- E3 Interior lighting inventory
- P2 Hot water heating - electrical type
- VC14 Lawn mowing associated w/buildings
- E5 Clean florescent lighting bezels
- CM2 Trash collection
- Burg alarm system test
- Burg alarm system battery check

				T -HRS	J	F	M	A	M	J	J	A	S	O	N	D
Season	FRQ	STAFF	HRS	45.25	4.75	4.75	4.75	43.25	18.25	5.75	5.75	5.75	18.75	57.25	4.75	4.75
SF	SA	2	1	2				2						2		
S	A	1	1	1				1						1		
S	A	1	0.5	0.5				0.5						0.5		
SF	SA	1	0.5	0.5				0.5						0.5		
SF	SA	1	0.5	0.5				0.5						0.5		
SF	SA	1	0.5	0.5				0.5						0.5		
S	A	1	0.5	0.5				0.5						18		
F	A	1	18	18				18						18		
S	A	1	1	1				1								
SSF	M	1	1	1				1	1	1	1	1	1			
S	A	1	1	1												
S	A	1	0.5	0.5												
	A	1	0.5	0.5												
SSF	M			0												
S	A	1	0.5	0.5												
	M	1	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
F	A	1	1	1												
SSF	M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
SF	SA	1	1	1					1					1		
SF	SA	1	3.5	3.5					3.5					3.5		
F	A	1	2	2					2					2		
SF	SA	1	5	5					5					5		
SF	M	1	1	1	1	1	1	1	1				1	1	1	1
SF	SA	1	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5	1.5
SSF	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SSF	W	1	2.5	2.5												
SF	SA	1	12	12				12						12		
SSF	W	1	1	1				1	1	1	1	1	1	1		
SSF	M	1	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75
SF	M	1	0.5	0.5			0.5									

178.5

Contract Activity

BARN 8 - UPPER AREA - DANCE BARN

- A9 Inspect building exterior for damage
- A4 Pressure wash building siding
- A7 De-moss asphalt walkways
- VC6 Weed eating
- SE4 Emergency evacuation equip test
- Inspect exterior doors for Ops/damage
- Clean/lubricate exterior door locks
- Inspect interior doors for Ops/damage
- Clean/lubricate interior door locks
- A13 Inspect windows operation
- E2 Exterior building lighting - Test

				T -HRS	J	F	M	A	M	J	J	A	S	O	N	D
Season	FRQ	STAFF	HRS	58.25	56.5	56.5	57	73.25	100	68.5	68.5	68.5	110.75	56.5	56.5	56.5
F	A	2	3	6										6		
SF	SA	2	10	20					20					20		
SF	A	1	0.5	0.5					0.5					0.5		
SSF	M	1	3	3				12	12	12	12	12	12	12		
SSF	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SF	SA	1	0.5	0.5					0.5					0.5		
SF	SA	1	3.5	3.5					3.5					3.5		
SF	SA	1	2	2					2					2		
SF	SA	1	5	5					5					5		
SF	A	1	0.25	0.25				0.25						0.25		
SF	M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

829

BUILDINGS

JANITORIAL SERVICE NOT INCLUDED

		TASK			J	F	M	A	M	J	J	A	S	O	N	D
E3	Check OD lighting mech timer setting	SFW	M	1	1	1	1	1	1	1	1	1	1	1	1	1
	Interior lighting inventory	SF	SA	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
	Fire extinguisher check	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SE1	Annual fire extinguisher inspection/testing	S	A	1	0.5	0.5										
P2	Hot water heating - electrical type	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
CM2	Trash collection	SSFW	W	1	0.5	0.5	2	2	2	2	2	2	2	2	2	2
CM4	Rodent control	SSFW				0.5										
A27	Building "bridge" walkway inspection	SF	SA	1	0.5	0.5		0.5					0.5			
M14	Cooking venting fan	SF	A	1	0.5	0.5		0.5					0.5			
CM1	Janitorial tasks - Community Ctr & DB	SSFW	W	1	12.5	12.5	50	50	50	50	50	50	50	50	50	50
E5	Clean florescent lighting bezels	SF	SA	1	3.5	3.5		3.5					3.5			
	Burg alarm system test	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
	Burg alarm system battery check	SF	M	1	0.5	0.5		0.5								

Contract Activity

SECURITY BUILDING

		Season	FRQ	STAFF	HRS	T HRS	J	F	M	A	M	J	J	A	S	O	N	D
						33.25	12.25	12.25	19.75	30.5	13.75	20.75	13.75	13.75	25	16.25	12.25	19.25
A1	Remove debris from roof	SSFW	Q	2	1	2			2			2			2			2
A2	De-moss roof	S	A	1	1	1									1			
A9	Inspect roof area for damage	S	Q	2	0.5	1			1			1			1			1
A2	Clean Gutters	SF	Q	2	1	2			2			2			2			2
A12	Inspect down spouts for damage	SF	Q	2	0.5	1			1			1			1			1
A11	Inspect gutters for damage	SF	Q	2	0.5	1			1			1			1			1
A9	Inspect building exterior for damage	S	A	1	0.75	0.75			0.75									
A4	Pressure wash building siding	S	A	1	8	8			8									
A5	Pressure wash concrete walkways	S	SA	1	2	2			2					2				
A7	De-moss asphalt walkways	S	A	1	1	1			1									
A8	De-moss parking areas	S	A	1	1	1			1									
VC5	Building landscape maintenance	SSF	M	1	1.5	1.5			1.5	1.5	1.5	1.5	1.5	1.5				
SE4	Emergency evacuation equip test	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
A23	Parking area debris clean up	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
	Inspect exterior doors for Ops/damage	SF	SA	1	0.5	0.5			0.5						0.5			
	Clean/lubricate exterior door locks	SF	SA	1	1.5	1.5			1.5						1.5			
	Inspect interior doors for Ops/damage	F	A	1	1	1			1						1			
	Clean/lubricate interior door locks	SF	SA	1	1	1			1						1			
E2	Exterior building lighting - Test	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
E3	Interior lighting inventory	SSFW	M	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
SE1	Annual fire extinguisher inspection/testing	S	A	1	0.5	0.5												
P2	Hot water heating - electrical type	F	A	1	0.5	0.5								0.5				
CM1	Janitorial tasks	SSFW	W	1	2.5	2.5	10	10	10	10	10	10	10	10	10	10	10	10
E1	Electrical baseboard heating	F	A	1	0.75	0.75								0.75				
	Burg alarm system test	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
	Burg alarm system battery check	SF	M	1	0.5	0.5			0.5									

209.5

GOLF MAINTENANCE BUILDING

		Season	FRQ	STAFF	HRS	T HRS	J	F	M	A	M	J	J	A	S	O	N	D
						82	3	3	14.5	14.5	38.5	13.5	2	2	26	2	2	13.5
A1	Remove debris from roof	SSFW	Q	2	3	6			6			6			6			6
A2	De-moss roof	S	1	1	2	2			2									
A9	Inspect roof area for damage	SSF	Q	1	0.5	0.5			0.5			0.5			0.5			0.5
A2	Clean Gutters	SF	Q	1	3	3			3			3			3			3
A12	Inspect down spouts for damage	SF	Q	1	0.5	0.5			0.5			0.5			0.5			0.5
A11	Inspect gutters for damage	SF	Q	1	0.5	0.5			0.5			0.5			0.5			0.5

134.5

BUILDINGS

JANITORIAL SERVICE NOT INCLUDED

- A9 Inspect building exterior for damage
- A4 Pressure wash building siding
- SE4 Emergency evacuation equip test
- A23 Parking area debris clean up
- Inspect exterior doors for Ops/damage
- Clean/lubricate exterior door locks
- Inspect overhead doors for Ops/damage
- Inspect interior doors for Ops/damage
- Clean/lubricate interior door locks
- A13 Inspect windows operation
- E2 Exterior building lighting - Test
- E3 Interior lighting inventory
- SE1 Annual fire extinguisher inspection/testing
- P2 Hot water heating - electrical type
- E1 Electrical baseboard heating
- Burg alarm system test
- Burg alarm system battery check

TASK					J	F	M	A	M	J	J	A	S	O	N	D
S	A	1	0.5	0.5					0.5							
S	A	1	36	36					36							
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SF	SA	1	1.5	1.5			1.5					1.5				
SF	SA	1	3.5	3.5			3.5					3.5				
F	A	1	2	2								2				
F	A	1	0.5	0.5			0.5					0.5				
SF	SA	1	3	3			3					3				
SF	SA	1	1	1			1					1				
SFW	M	1	1	1	1	1	1	1				0	0	0	0	
SSFW	M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
S	A	1	0.5	0.5												
SSFW	Q	1	1	1			1		1			1				1
F	A	1	1	1								1				
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SF	M	1	0.5	0.5			0.5									

PM PICNIC SHELTER

- A1 Remove debris from roof
- A2 De-moss roof
- A9 Inspect roof area for damage
- A9 Inspect building exterior for damage

Season	FRQ	STAFF	HRS	T HRS	J	F	M	A	M	J	J	A	S	O	N	D
				7.5	0	0	0	7.5	0	0	0	0	0	0	0	0
S	A	2	1.5	3				3								
S	A	2	1.5	3				3								
S	A	2	0.5	1				1								
S	A	1	0.5	0.5				0.5								

PM RESTROOM

- Activate water to building
- Prep restroom for use
- Hibernate restrooms for winter
- Deactivate water to building

Season	FRQ	STAFF	HRS	T HRS	J	F	M	A	M	J	J	A	S	O	N	D
					0	0	0	0	2	0	0	0	1.5	0	0	0
S	A	1	1	1					1							
S	A	1	1	1					1							
F	A	1	1	1									1			
F	A	1	0.5	0.5									0.5			

Hibernate restrooms

MARINA PICNIC SHELTER

- A1 Remove debris from roof
- A2 De-moss roof
- A9 Inspect roof area for damage
- A9 Inspect building exterior for damage

Season	FRQ	STAFF	HRS	T HRS	J	F	M	A	M	J	J	A	S	O	N	D
				7.5	0	0	0	7.5	0	0	0	0	0	0	0	0
S	A	2	1.5	3				3								
S	A	2	1.5	3				3								
S	A	2	0.5	1				1								
S	A	1	0.5	0.5				0.5								

MARINA RESTROOM

- A1 Remove debris from roof
- A2 De-moss roof
- A9 Inspect roof area for damage
- A2 Clean Gutters
- A12 Inspect down spouts for damage
- A11 Inspect gutters for damage
- A9 Inspect building exterior for damage
- A4 Pressure wash building siding
- SE4 Emergency evacuation equip test

Season	FRQ	STAFF	HRS	T HRS	J	F	M	A	M	J	J	A	S	O	N	D
				25.75	17.75	17.75	25.75	28.5	16.5	21	16.5	16.5	22.75	20	17.75	22.25
SSFW	Q	2	1	2			2			2			2			2
S	1	2	1	2			2									
SSFW	Q	2	0.5	1			1			1			1			1
SSFW	Q	2	0.5	1			1			1			1			1
SSFW	Q	1	0.5	0.5			0.5			0.5			0.5			0.5
SSFW	Q	2	0.5	1			1									
S	A	1	0.5	0.5			0.5									
S	A	1	8	8				8								
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5

BUILDINGS

JANITORIAL SERVICE NOT INCLUDED

- A23 Parking area debris clean up
- Inspect exterior doors for Ops/damage
- Clean/lubricate exterior door locks
- Inspect interior doors for Ops/damage
- Clean/lubricate interior door locks
- E2 Exterior building lighting - Test
- E3 Interior lighting inventory
- E1 Electrical baseboard heating
- Clean baseboard heaters
- CM1 Janitorial tasks

TASK					J	F	M	A	M	J	J	A	S	O	N	D
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SF	SA	1	0.5	0.5			0.5							0.5		
SF	SA	1	0.75	0.75			0.75							0.75		
SF	SA	1	0.25	0.25			0.25							0.25		
SF	SA	1	0.75	0.75			0.75							0.75		
SSFW	M	1	0.75	0.75	0.75	0.75	0.75	0.75					0.75	0.75	0.75	0.75
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
SFW	M	1	0.5	0.5	0.5									0.5	0.5	0.5
SF		1	1	1			1						1			
SSFW	W	1	0.75	3.75	15	15	15	15	15	15	15	15	15	15	15	15

MARINA HARBOR

W=Weekly
M = Monthly 12 SA = Semi Annual 2
Q = Quarterly 4 A = Annual 1

MARINA ROUTINE TOTAL LABOR LOAD

212.5

MONTH

MARINA HARBOR

TASK
TOTAL
HOURS

J	F	M	A	M	J	J	A	S	O	N	D	TOTAL
5	5	7.5	61	21.5	32	35.5	8.5	19	5	5	7.5	212.5

Contract Activity

MARINA HARBOR

Season	FRQ	STAFF	HRS	TOTAL HOURS	J	F	M	A	M	J	J	A	S	O	N	D	TOTAL	
				66	5	5	7.5	61	21.5	32	35.5	8.5	19	5	5	7.5	212.5	
A15	Inspect East & West wet slip docks	SSFW	M	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Inspect fire extinguishers on west dock	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
	Inspect fire extinguishers on east dock	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
A16	Inspect East & West wet slip access ramp	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
A17	Inspect East & West wet slip fence gate	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
	Inspects and operate west dock access gate	SSFW	Q	1	0.25		0.25			0.25			0.25				0.25	0.25
	Inspects and operate east dock access gate	SSFW	Q	1	0.25		0.25			0.25			0.25				0.25	0.25
A18	Inspect West boat launch's float	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
A19	Inspect West boat launch's float ramp	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
	Inspect West boat launch's concrete ramp	SSFW	Q	1	0.5		0.5			0.5			0.5				0.5	0.5
A20	Inspect & operate West boat launch gate	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
	Inspect East boat launch's concrete ramp	SSFW	Q	1	0.5		0.5			0.5			0.5				0.5	0.5
	Inspect & operate East boat launch gate	SSFW	SS	1	0.5		0.5	0.5	0.5	0.5	0.5	0.5	0.5				0.5	0.5
	Inspect canoe & kayak racks	SSFW	Q	1	0.5		0.5			0.5			0.5				0.5	0.5
	Inspect Maria spit tables and BBQ stands	SSFW	Q	1	0.5		0.5			0.5			0.5				0.5	0.5
A21	Inspect marina/marine signage	SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5
M16	Prep SVCA skiff for summer lake tasks	S	A	2	2		4											4
A24	Inventory marina channel buoys	S	A	1	0.5		0.5											0.5
	Pressure wash dock and mooring spaces	S	A	1	1		30											30
	Clean dock and mooring spaces	SS	M	1	2		2		2	2	2	2	2			0		2
	Dry storage vegetation control	SS	SA	1	6		6			6	6	6						6
	Inspect dry storage spaces	SS	M	1	1		1		1	1	1	1	1					1
	Shoreline vegetation control	SSFW	W	1	3		3		3	3	3	3						3
	Mow Marina spit	SS	W	1	1.5		6		6	6	6	6						6
	Mow grass areas south of dry storage	SS	W	1	1		4		4	4	4	4						4
	Grade gravel driveway & parking	SS	M	1	8		8			8	8							8
	Inspect boat trailer storage pads	S		1	1		1											1

GATE ENTRANCES

W=Weekly
M = Monthly 12
Q = Quarterly 4
SA = Semi Annual 2
A = Annual 1

GATE ENTRANCE ROUTINE TOTAL LABOR LOAD

169.75

MONTH

169.75

GATE ENTRANCES

GATE 1

- Test gate lighting
- Inspect gate sign
- Mow sign area
- Mow exit lawn
- Mow Bus parking area
- Clean up Bus parking area
- Clean off vehicle parking area
- Inspect parking area signage
- Flower bed maintenance ?

					MONTH														
					TASK TOTAL HOURS	J	F	M	A	M	J	J	A	S	O	N	D		
Season	FRQ	STAFF	HRS		59.25	1.75	1.75	5.25	13.75	13.75	17.25	13.75	13.75	17.25	1.75	1.75	5.25	107	
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
SSFW	M	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	
SSF	W	1	0.5	0.5				2	2	2	2	2	2	2					
SSF	W	1	0.5	0.5				2	2	2	2	2	2	2					
SSF	W	1	2	2				8	8	8	8	8	8	8					
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
SSFW	Q	1	3.5	3.5			3.5			3.5				3.5				3.5	
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
SSF	W	1	2.5	2.5															

GATE 2

- Test gate lighting
- Inspect gate sign
- Mow sign area

					MONTH													
Season	FRQ	STAFF	HRS		24.25	0.75	0.75	0.75	1.75	1.75	1.75	1.75	1.75	1.75	0.75	0.75	1.75	15
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
SSFW	M	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	
SSF	W	1	0.5	1				1	1	1	1	1	1	1				

GATE 3

- Test gate lighting
- Inspect gate sign
- Mow North entrance
- Mow South entrance
- Flower bed maintenance ?

					MONTH													
Season	FRQ	STAFF	HRS		11.25	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	0.75	9
SSFW	M	1	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
SSFW	M	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	
SSF	W	1	0.75	0.75														
SSF	W	1	1	1														
SSF	W	1	0.5	0.5														

GATE 5

- Inspect gate sign
- Flower bed maintenance ?

					MONTH													
Season	FRQ	STAFF	HRS		4.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	3
SSFW	M	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	
SSF	W	1	0.5	0.5														

GATE 9

- Inspect gate sign
- Vegetation control of sign area
- Vegetation control of Bus parking area
- Clean up Bus parking area

					MONTH													
Season	FRQ	STAFF	HRS		1.75	0.5	0.75	0.75	4.75	4.75	4.75	4.75	4.75	4.75	0.75	0.75	0.75	32.75
SSFW	M	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	
SSF	W	1	0.5	0.5				2	2	2	2	2	2	2				
SSF	W	1	0.5	0.5				2	2	2	2	2	2	2				
SSFW	M	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	

GATE 13

- Inspect gate sign

					MONTH													
Season	FRQ	STAFF	HRS		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	3
SSFW	M	1	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	

W=Weekly 4
 M = Monthly 12
 Q = Quarterly 4
 SA = Simi Annual 2
 A = Annual 1

MAILBOX SITE ROUTINE TOTAL LABOR LOAD

263.55

MONTH

MAILBOXES						MONTH														
						J	F	M	A	M	J	J	A	S	O	N	D			
TASK TOTAL HOURS						15.4	15.4	20.9	36.4	15.4	35.65	15.4	15.4	41.9	15.4	15.4	20.9			
SITE 1	15	3.8	Season	FRQ	STAFF	HRS	5.8	1.4	1.4	1.9	5.15	1.4	3.4	1.4	1.4	5.65	1.4	1.4	1.9	
Clean exterior			SF	SA	1	3.8	3.75				3.75					3.75				
Sweep off parking area			SSFW		1	0.5	0.5			0.5			0.5			0.5				0.5
Pressure wash under CBUs			S		1	1.5	1.5						1.5							
Empty trash can			SSFW		1	0.35	0.35	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
SITE 2	9	2.3	Season	FRQ	STAFF	HRS	4.1	1.4	1.4	1.9	3.65	1.4	2.9	1.4	1.4	4.15	1.4	1.4	1.9	
Clean exterior			SF	SA	1	2.3	2.25				2.25					2.25				
Sweep off parking area			SSFW		1	0.5	0.5			0.5			0.5			0.5				0.5
Pressure wash under CBUs			S		1	1	1						1							
Empty trash can			SSFW		1	0.35	0.35	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
SITE 3	13	3.3	Season	FRQ	STAFF	HRS	6.1	1.4	1.4	1.9	4.65	1.4	3.9	1.4	1.4	5.15	1.4	1.4	1.9	
Clean exterior			SF	SA	1	3.3	3.25				3.25					3.25				
Sweep off parking area			SSFW		1	0.5	0.5			0.5			0.5			0.5				0.5
Pressure wash under CBUs			S		1	2	2						2							
Empty trash can			SSFW		1	0.35	0.35	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
SITE 4	12	3.0	Season	FRQ	STAFF	HRS	5.9	1.4	1.4	1.9	4.4	1.4	3.9	1.4	1.4	4.9	1.4	1.4	1.9	
Clean exterior			SF	SA	1	3.0	3				3					3				
Sweep off parking area			SSFW		1	0.5	0.5			0.5			0.5			0.5				0.5
Pressure wash under CBUs			S		1	2	2						2							
Empty trash can			SSFW		1	0.35	0.35	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
SITE 5	7	1.8	Season	FRQ	STAFF	HRS	3.6	1.4	1.4	1.9	3.15	1.4	2.9	1.4	1.4	3.65	1.4	1.4	1.9	
Clean exterior			SF	SA	1	1.8	1.75				1.75					1.75				
Sweep off parking area			SSFW		1	0.5	0.5			0.5			0.5			0.5				0.5
Pressure wash under CBUs			S		1	1	1						1							
Empty trash can			SSFW		1	0.35	0.35	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
SITE 6	14	3.5	Season	FRQ	STAFF	HRS	6.6	1.4	1.4	1.9	4.9	1.4	4.15	1.4	1.4	5.4	1.4	1.4	1.9	
Clean exterior			SF	SA	1	3.5	3.5				3.5					3.5				
Sweep off parking area			SSFW		1	0.5	0.5			0.5			0.5			0.5				0.5
Pressure wash under CBUs			S		1	2.25	2.25						2.25							
Empty trash can			SSFW		1	0.35	0.35	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
SITE 7	1	0.3	Season	FRQ	STAFF	HRS	1.9	1.4	1.4	1.9	1.65	1.4	2.65	1.4	1.4	2.15	1.4	1.4	1.9	
Clean exterior			SF	SA	1	0.3	0.25				0.25					0.25				
Sweep off parking area			SSFW		1	0.5	0.5			0.5			0.5			0.5				0.5
Pressure wash under CBUs			S		1	0.75	0.75						0.75							

MAIL BOX SITES

					TASK	J	F	M	A	M	J	J	A	S	O	N	D						
					SSFW	1	0.35	0.35			1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4					
SITE 8	1		0.3		Season	FRQ	STAFF	HRS	1.9		1.4	1.4	1.9	1.65	1.4	2.65	1.4	1.4	2.15	1.4	1.4	1.9	
					SF	SA	1	0.3	0.25					0.25					0.25				
					SSFW		1	0.5	0.5				0.5						0.5				0.5
					S		1	0.75	0.75				0.75										
					SSFW		1	0.35	0.35		1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
SITE 9	2		0.5		Season	FRQ	STAFF	HRS	2.4		1.4	1.4	1.9	1.9	1.4	2.9	1.4	1.4	2.4	1.4	1.4	1.9	
					SF	SA	1	0.5	0.5					0.5					0.5				
					SSFW		1	0.5	0.5				0.5						0.5				0.5
					S		1	1	1						1								
					SSFW		1	0.35	0.35		1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
SITE 10	3		0.8		Season	FRQ	STAFF	HRS	2.6		1.4	1.4	1.9	2.15	1.4	2.9	1.4	1.4	2.65	1.4	1.4	1.9	
					SF	SA	1	0.8	0.75					0.75					0.75				
					SSFW		1	0.5	0.5				0.5						0.5				0.5
					S		1	1	1						1								
					SSFW		1	0.35	0.35		1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4
SITE 11	7		1.8		Season	FRQ	STAFF	HRS	4.1		1.4	1.4	1.9	3.15	1.4	3.4	1.4	1.4	3.65	1.4	1.4	1.9	
					SF	SA	1	1.8	1.75					1.75					1.75				
					SSFW		1	0.5	0.5				0.5						0.5				0.5
					S		1	1.5	1.5						1.5								
					SSFW		1	0.35	0.35		1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4	1.4

W=Weekly
M = Monthly 12
Q = Quarterly 4

SA = Semi Annual 2
A = Annual 1

Sweeping Avg Speed: 3
Road Mowing 2

ROADS ROUTINE TOTAL LABOR LOAD

2465

MONTH

ROADS - OPERATIONS

OPERATIONS ROADS

- Road sweeping 35
- Road mowing 30
- Road cross culvert inspection
- Culvert catch basin inspection
- Bridge drain inspection
- Street sign inspection
- Traffic sign inventory
- Traffic sign cleaning
- Road ditch clean up (branches, trash, etc.)
- Pothole inventory
- Road side danger tree inventory
- Weather (Snow, wind, etc.) - 3 yr. average

					MONTH													
					TASK	J	F	M	A	M	J	J	A	S	O	N	D	
					TOTAL	426	426	268	190	150	140	309	100	100	228	128	0	2465
					HOURS													
Season	FRQ	STAFF	HRS	990	426	426	268	190	150	140	309	100	100	228	128	0	2465	
SF	SA	1	128	128			128								128	128		384
SS	M	1	90	90				90	90	90	90							360
S	A	1	40	40							40							40
S	A	1	92	92							92							92
S	A	1	2	2							2							2
SF	SA	1	25	25							25	0						25
SF	SA	1	20	20							20	0						20
SSF	M	1	173	173						50	40	40	40	40	40			210
SSF	M	2	170	340			60	60	60			60	60	60	60			360
S	A	1	40	40				40										40
S	A	1	40	40				40										40
S	A	1	40	852	426	426	40											892

W=Weekly
M = Monthly 12 SA = Simi Annual 2
Q = Quarterly 4 A = Annual 1

SCHOOL BUS SHELTERS ROUTINE MAINT LOAD

47.25

MONTH

47.25

BUS SHELTERS

GATE 1 BUS SHELTER

Inspect shelter
Clean glass roof
Clean solar light panel
Test solar light
Smooth out gravel pad

TASK	TOTAL HOURS	MONTH												TOTAL			
		J	F	M	A	M	J	J	A	S	O	N	D				
		0	1.75	0	5.75	4	5.75	4	18.5	4	1.75	0	1.75	47.25			
Season	FRQ	STAFF	HRS	4	0	0.5	0	0.5	0	0.5	0	4	0	0.5	0	0.5	33
FWS	Q	1	0.5	0.5		0.5		0.5		0.5		0.5		0.5		0.5	
F	A	1	1.5	1.5						1.5							
F	A	1	1	1						1							
F	A	1	0.5	0.5						0.5							
F	A	1	0.5	0.5						0.5							

GATE 3 BUS SHELTER

Inspect shelter
Clean roof
Clean glass panels
Clean solar light panels
Test solar light
Pressure wash floor
Inspect gravel path
Inspect vehicle gravel parking area
Mow/trim grass

TASK	TOTAL HOURS	MONTH												TOTAL			
		J	F	M	A	M	J	J	A	S	O	N	D				
		0	0.5	0	4.5	4	4.5	4	10.5	4	0.5	0	0.5	33			
Season	FRQ	STAFF	HRS	8	0	0.5	0	4.5	4	4.5	4	10.5	4	0.5	0	0.5	33
FWS	Q	1	0.5	0.5		0.5		0.5		0.5		0.5		0.5		0.5	
F	A	1	1.5	1.5						1.5							
F	A	1	1	1						1							
F	A	1	1	1						1							
F	A	1	0.5	0.5						0.5							
S	A	1	1.5	1.5						1.5							
S	A	1	0.25	0.25						0.25							
S	A	1	0.25	0.25						0.25							
SSF	M	1	1	1			4	4	4	4	4	4					

GATE 5 BUS SHELTER

Inspect shelter
Clean roof
Smooth out gravel pad

TASK	TOTAL HOURS	MONTH												TOTAL			
		J	F	M	A	M	J	J	A	S	O	N	D				
		0	0.25	0	0.25	0	0.25	0	1.25	0	0.25	0	0.25	2.5			
Season	FRQ	STAFF	HRS	1	0	0.25	0	0.25	0	0.25	0	1.25	0	0.25	0	0.25	2.5
FWS	Q	1	0.25	0.25		0.25		0.25		0.25		0.25		0.25		0.25	
F	A	1	1.5	0.5						0.5							
F	A	1	0.5	0.5						0.5							

GATE 9 BUS SHELTER

Inspect shelter
Clean roof
Smooth out gravel pad

TASK	TOTAL HOURS	MONTH												TOTAL			
		J	F	M	A	M	J	J	A	S	O	N	D				
		0	0.25	0	0.25	0	0.25	0	1.25	0	0.25	0	0.25	2.5			
Season	FRQ	STAFF	HRS	1	0	0.25	0	0.25	0	0.25	0	1.25	0	0.25	0	0.25	2.5
FWS	Q	1	0.25	0.25		0.25		0.25		0.25		0.25		0.25		0.25	
F	A	1	0.5	0.5						0.5							
F	A	1	0.5	0.5						0.5							

HARBOR VIEW DR BUS SHELTER

Inspect shelter
Clean roof
Smooth out gravel pad
Inspect path to shelter

TASK	TOTAL HOURS	MONTH												TOTAL			
		J	F	M	A	M	J	J	A	S	O	N	D				
		0	0.25	0	0.25	0	0.25	0	1.5	0	0.25	0	0.25	2.75			
Season	FRQ	STAFF	HRS	0	0	0.25	0	0.25	0	0.25	0	1.5	0	0.25	0	0.25	2.75
FWS	Q	1	0.25	0.25		0.25		0.25		0.25		0.25		0.25		0.25	
F	A	1	0.5	0.5						0.5							
F	A	1	0.5	0.5						0.5							
FWS	Q	1	0.25	0.25						0.25							

TASKS - OTHER

W=Weekly 4
M = Monthly 12 SA = Simi Annual 2
Q = Quarterly 4 A = Annual 1

OTHER - ROUTINE TOTAL LABOR LOAD

3429

MONTH

OTHER	TASK TOTAL HOURS	J	F	M	A	M	J	J	A	S	O	N	D	
		69	69	69	1248	177	569	177	569	179	165	69	69	3429
OTHER	Season FRQ STAFF HRS 23.5	69	69	69	1248	177	569	177	569	179	165	69	69	3429 #REF!

Daily Vehicle Check	SSFW	D	4	5	20	26	26	26	26	26	26	26	26	26	26
Daily Break x 2	SSFW	D	4	0.5	2	43	43	43	43	43	43	43	43	43	43
Barn View Barn View's Ct west side hill	SSF	W	1	1.0	1				4	4	4	4	4		
Gate 5 overflow - grade area for winter	S	A	1	2	2								2		
Clean Green program	SSF	W	2	7	14			28	28	28	28	28			
Area Z - Clean Green clean up	SSF	W	3	8	24			48	48	48	48	48			
Area Z -Grade Z road	SSF	M	1	8	8			8	8	8	8	8			
Area Z -Secure storage	SSF	M	1	4	4			4	4	4	4	4			
Security Cam lens maintenance	SSF	M	2	8	16			16	16	16	16	16			
Prep for winter storms (vehicles, Sand, Deicer)	SSF	A	4	12	48								96		
Transition vehicles from winter configuration	S	A	2	3.5	7			35							
Fire Wise	S	W	7	40	280			1120							
CVC capital (funded in Roads Fund)	SSF	W	7	40	280										
4th of July	S	W	7	56	392			392							
Bite of Sudden Valley	S	W	7	56	392					392					
					0										
					0										
					0										
					0										
PERSONAL TIME	SSFW	Y	4	24	96										
SICK TIME	SSFW	Y	4		0										
VACATION	SSFW	Y	4	80	320										
BREAK TIME (per month)	SSFW	M	4	44.7	178.8										
30 min/day x 4 = 120 m/day															
120 min x 5 days = 600 m/week															
600 min x 53.6 weeks = 32,160															
32,160 min / 60 min = 536 hours															

594.8

TOTAL FOR LINE ITEM
CURRENTLY NOT PERFORMED

CLUBHOUSE

2019 TASK HOURS
Allotted 3 hours/day

UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Check Sum			12.7	8.1	6.5	27.4	5.7	3.0	0.5	0.1
Hours Total			12.68	8.1	6.5	27.4	5.7	3.0	0.5	0.1
Minutes Total			761	484	387	1644	343	179	32	7

UPPER FLOOR

Task Description	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
South hallway - hardwood floor				18	32	0	0	0	17	4	0
Floor - vacuum	1	D	5	5					10		
Floor - mop	1	D	7	7					7		
Wall - wipe down	1	M	6		6						
Air Vent - clean	1	M	6	6	6						
Light bezel - clean <i>(Est 6 min/light if done at one time)</i>		Q	0				0				
Entry door glass - wipe	4	W	1							4	
Entry door glass - clean	4	D	5		20						
Men/Women Restroom hallway - hardwood floor				12	3	5	6	5	5	0	0
Floor - Vacuum	1	D	5	5				5			
Floor - Mop	1	Dx3	5	5					5		
Wall - Wipe down	1	M	5			5					
Ceiling - Dust	1	M	3		3						
Clean air vent	1	Q	6				6				
Light bezel - clean		Q	0				0				
Drinking fountain - clean	1	D	2	2							
Reception door entrance - hardwood floor				31	18	27	0	5	6	0	0
Carpet, outdoor - sweep	2	D	5	10							
Carpet, outdoor - pressure wash/clean	2	M	7			14					
Door, glass - clean	4	D	4	16							
Floor - Vacuum	1	D	5	5				5			
Floor- Mop	1	Dx3	6		18				6		
Wall - Wipe down	1	M	8			8					
Ceiling - dust	1	M	5			5					

CURRENTLY NOT PERFORMED

2019 TASK HOURS			
Allotted 3 hours/day			
MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
12	7	0	0
10			
	7		
2			
14	21	0	0
2			
	5		
6			
	5		

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Lighting, entry, fixtures - clean	1	Q	6				0
Reception hallway - hardwood floor				17	21	10	15
Floor - Vacuum	1	D	10	10			
Floor - Mop	1	Dx3	7		21		
Waste basket, Office - empty	1	D	2	2			
Wipe down furniture	1	D	5	5			
Wall - Wipe down	1	M	5			5	
Ceiling - Wipe down	1	M	5			5	
Glass wall partition - Clean hallway side	1	Q	15				15
Lighting fixtures - clean	1	Q	0				0
Admin Office -Carpeted				50	75	43	338
Managing Director's office							
Waste basket, Office - empty	1	D	2	2			
Wall - Wipe down	1	M	5			5	
Ceiling - Wipe down	1	M	5			5	
Air vent - Clean	1	Q	6				6
Carpet - vacuum - Light (backpack vac)	1	D	5	5			
Carpet - vacuum - deep (upright/beater brush)	1	W	7		7		
Carpet - shampoo	1	SA	60				
Windows - Clean	3	Q	20				20
Windows - Dust sills & blinds	3	W	4		4		
Admin main office area							
Waste basket, Office - empty	3	D	2	6			
Paper shredder - Empty	1	W	4		4		
Surfaces - Wipe down	1	D	10	10			
Wall - Wipe down	1	M	7			7	
Ceiling - Dust	1	M	5			5	
Air vent - Clean	1	Q	15				15
Carpet - vacuum - Light (backpack vac)	1	D	5	5			
Carpet - vacuum - deep (upright/beater brush)	1	W	8		8		
Carpet - shampoo	1	Q	240				240
Lighting fixtures - clean	1	Q	0				0
Sliding glass window - clean	1	D	5	5			

CURRENTLY NOT PERFORMED

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	2019 TASK HOURS			
								Allotted 3 hours/day			
								MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Ceiling - Dust	1	M	3			3					
Air Vent - clean	1	M	6			6					
Lighting fixtures - clean		Q	0								
Mirror - clean	1	D	3	3				2			
Counter - wipe/sanitize	1	D	2	2				2			
Sink - wipe	2	D	2	4				2			
Sink - wipe/sanitize	2	D	4		8						
Toilet & seat - wipe/sanitize	2	D	4	8					8		
Toilet & seat - wipe	2	D	1	2				2			
Toilet partitions - wipe down/sanitize	2	W	4		4						
Paper towel clean surface	1	D	1	1							
Paper towel - replace roll	1	D	3	3				3			
Paper towel - Replace batteries	1	Q	7								
Paper towel - functional test	1	D	1	1							
Toilet paper dispenser clean surface	2	D	5	10							
Toilet paper dispenser replace roll	2	D	3	6					6		
Toilet paper - functional test	2	D	1	2							
Toilet seat dispenser - replace pack	2	W	1		1				1		
Toilet seat dispenser - functional test	1	W	4		4						
Hand soap dispenser -refill	1	D	1	1					1		
Hand soap dispenser clean surface	1	D	1	1							
Hand soap dispenser Clean inside	1	D	2		2						
Hand soap dispenser - functional test	1	D	1		1						
Sanitary napkin dispenser - empty	2	D	2	4				4			
Waste basket, Office - empty	2	D	2	4				4			
Men's restroom - tiled floor				52	9	10	13	11	29	2	7
Floor (tiled) Sweep	1	D	4	4				4			
Floor sanitize mop	1	D	10	10					10		
Floor - re-seal tile	1	A	480								
Door, Wipe down & sanaitize	1	D	3	3							
Wall - Wipe down	1	M	5			5					
Ceiling - Dust	1	M	3			3					
Air Vent - clean	1	Q	6				6				

CURRENTLY NOT PERFORMED

2019 TASK HOURS			
Allotted 3 hours/day			
MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
	3		
1			
1			
1			
2			
		2	
	3		
			7
	5		
	4		
	4		
2			
5	0	3	0
5			
		3	
5	0	0	0

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Lighting fixtures - clean		Q	0				0
Mirror - clean	1	D	3	3			
Counter - wipe	1	D	1				
Sink - wipe	2	D	1	2			
Toilet & seat - wipe	1	D	1				
Toilet & seat - wipe/sanitize	1	D	4		4		
Urinal - wipe	2	D	2				
Urinal - wipe/sanitize	2	D	4	4			
Urinal -replace screen & floor pad	2	M	2			2	
Paper towel clean surface	1	D	1	1			
Paper towel - replace roll	1	D	3	3			
Paper towel - functional test	1	D	1	1			
Paper towel - Replace batteries	1	Q	7				7
Toilet paper dispenser clean surface	1	D	1	1			
Toilet paper dispenser replace roll	1	D	5	5			
Toilet paper - functional test	1	D	1	1			
Toilet seat dispenser - replace pack	1	W	4		4		
Toilet seat dispenser - functional test	1	W	1		1		
Hand soap dispenser - refill	2	D	2	4			
Hand soap dispenser clean surface	2	D	1	2			
Hand soap dispenser Clean inside	2	D	2	4			
Hand soap dispenser - functional test	2	D	1	2			
Waste basket, Office - empty	1	D	2	2			
Stairway to lower floor - carpeted				5	13	15	180
Carpet - vacuum - Light (backpack vac)	1	D	5	5			
Carpet - vacuum - deep (upright/beater brush)	1	W	10		10		
Carpet - shampoo	1	Q	180				180
hand rail -wipe down	1	W	3		3		
Walls - Wipe down	1	M	10			10	
Ceiling - Dust	1	M	5			5	
Lighting fixtures - clean		Q	0				0

LOWER FLOOR

Hallway Golf area - carpeted				5	5	6	8
-------------------------------------	--	--	--	----------	----------	----------	----------

CURRENTLY NOT PERFORMED

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Sauna unit - Wipe down/sanitize	1	D		0			
Sauna rocks - clean/replace	1	Q	10				10
Wood walls - wipe (oil?)	1	M	20			20	
Wood seats - wipe (oil)	1	M	8			8	
Mirror - clean	2	D	3	6			
Counter - wipe/sanitize	2	D	2	4			
Sink - wipe	4	D	2	8			
Toilet & seat - wipe	3	D	4	12			
Toilet & seat - wipe/sanitize	2	D	4	8			
Urinal - wipe	2	D	2				
Urinal - wipe/sanitize	2	D	4	4			
Urinal -replace screen & floor pad	2	M	2			2	
Urinal -partitions - wipe & sanitize	2	D	3	6			
Counter - wipe/sanitize	2	D	2	4			
Sink - wipe/sanitize	4	D	2	8			
Paper towel clean surface	2	D	1	2			
Paper towel - replace roll	2	D	3	6			
Paper towel - functional test	2	D	1	2			
Paper towel - Replace batteries	2	Q	7				
Toilet paper dispenser clean surface	3	D	1	3			
Toilet paper dispenser replace roll	3	D	3	9			
Toilet paper - functional test	3	D	1	3			
Toilet seat dispenser - replace pack	3	W	1		1		
Toilet seat dispenser - functional test	3	W	2		2		
Hand soap dispenser - refill	2	D	2	4			
Hand soap dispenser clean surface	2	D	1	2			
Hand soap dispenser Clean inside	2	D	2	4			
Hand soap dispenser - functional test	2	D	1	2			
Empty waste basket	1	D	2	2			
Shower - tile floor							
Walls & fixtures - wipe down	3	D	5				
Floor - mop & sanitize	1	D	6				
Shower room - disinfect for mold	1	M	15			15	

2019 TASK HOURS Allotted 3 hours/day			
MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
	6		
4			
8			
12			
		8	
2			
	4		
		2	
	6		
4			
8			
6			
9			
	1		
4			
2			

CURRENTLY NOT PERFORMED

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Air Vent - clean	2	Q	6				12
Lighting fixtures - clean		Q	0				0
Golf Manager's Office				11	11	6	120
Wall -Dust	4	M	3			3	
Ceiling - Dust	1	M	3			3	
Carpet - vacuum - Light (backpack vac)	1	D	4	4			
Carpet - vacuum - deep (upright/beater brush)	1	W	6		6		
Carpet - shampoo	1	Q	120				120
Lighting fixtures - clean		Q	0				0
Clean door glass window	1	D	5	5			
Wipe down furniture	1	W	3		3		
Waste basket, Office - empty	1	D	2	2			
AC Wall mount - dust	1	W	2		2		
Accounting Office Secured Area				11	0	5	6
Office #3 Account Collections							
Carpet - vacuum - Light (backpack vac)	1	D	3	3			
Carpet - vacuum - deep (upright/beater brush)	1	D	6	6			
Carpet - shampoo	1	SA	120				
Wall -Dust	4	M	3			3	
Ceiling - Dust	1	M	2			2	
Air Vent - clean	1	Q	6				6
Lighting fixtures - clean		Q	0				0
Waste basket, Office - empty	1	D	2	2			
Accounting - Printer/copier area				15	7	5	0
Wall -Dust	4	M	3			3	
Ceiling - Dust	1	M	2			2	
Carpet - vacuum - Light (backpack vac)	1	D	5	5			
Carpet - vacuum - deep (upright/beater brush)	1	W	7		7		
Carpet - shampoo	1	SA	180				
Lighting fixtures - clean		Q	0				0
Wipe down equipment surfaces	1	D	8	8			
Waste basket, Office - empty	1	D	2	2			
Conference Room				29	15	15	6

2019 TASK HOURS			
Allotted 3 hours/day			
MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
11	0	0	0
4			
5	0	0	0
2			
5	0	0	0
3			
2			
15	0	0	0
5			
8			
2			
9	15	0	0

 CURRENTLY NOT PERFORMED

2019 TASK HOURS			
Allotted 3 hours/day			
MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
	7		
	7		
	5		

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Main entrance lower stairs/walkway - sweep	1	D	5	5			
Main entrance sidewalk flower beds - remove trash	2	D	5	10			
Main entrance sidewalk cigarette can - empty	1	W	7		7		
ADA entrance cigarette - empty	1	W	7		7		
ADA entrance sidewalk - sweep	1	D	5	5			
South building flower beds - remove trash	2	D	6	12			
Upper parking lot - trash pick up	1	W	10		10		
Upper parking landscaping - branch & trash pick up	1	W	30		30		
Upper asphalt parking/driveways - clear needles	1	W	120		120		

ROUTINE TASKS NOT LISTED ABOVE

	Hours Total		1.25	1.1	0.0	0.0	1.3	1.6	0.0	0.0
	Minutes Total		75	67	0	0	75	97	0	0
Inventory supply closet	1	W	7		7			7		
Order supplies	1	W	20		5			5		
Receive & restock main supply room	1	W	10		10			10		
Restock location supplies	4	W	5		20			20		
Daily vehicle safety check	1	D	15	15			15			
Fueling vehicle	1	W	10		10			10		
Mid breaks	2	D	15	30			30			
Travel time	1	D	30	30			30	30		
Restroom breaks	1	W	15		15			15		

D = Daily (x 5) Q = Quarterly M = Monthly
 W = Weekly SA AN = As needed
 SM = Simi Mo A = Annual (12 months) *No weekend/holiday service*



TOTAL FOR LINE ITEM

CURRENTLY NOT PERFORMED

BARN 8

2019 TASK HOURS
Allotted 3.5 hours/day

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Check Sum				18.8	15.5	11.5	27.2	3.6	3.8	1.5	0.0
1 2 3 4				18.8	15.5	11.5	27.5	3.6	3.8	1.5	0.0
Hours Total											
Minutes Total				1126	927	689	1650	218	230	90	0
Room 100_Entry Hall				9	17	0	69	9	15	0	0
Ceiling - Dust	1	Q	4				4				
Door - Entry glass - clean	1	D	2		2						
Floor - mop	1	D	15		15				15		
Floor - sweep Floor	1	D	7	7				7			
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Waste basket, Office - empty	1	D	2	2				2			
Wall - Dust	1	M	45				45				
Room 102_Lounge				27	40	60	20	12	0	0	0
Air Vent - clean	1	Q	6				6				
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	40		40						
Carpet - Light vacuum carpet (backpack vac)	1	D	10	10				10			
Carpet - Shampoo	1	SA	480								
Furniture - Wipe down	1	D	15	15							
Ceiling - Dust	1	M	25			25					
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Waste basket, Office - empty	1	D	2	2				2			
Wall - Dust	1	M	35			35					
Room 105_Hallway				4	9	7	0	4	0	0	0
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	5		5						
Carpet - Light vacuum carpet (backpack vac)	1	D	3	3				3			
Carpet - Shampoo	1	SA	120								
Ceiling - Dust	1	M	4			4					
Door, Exercises Room - glass - clean	1	W	4		4						
Door, Exercises Room - glass - Wipe	1	D	1	1				1			

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Wall - Dust	1	M	3			3					
Room 106_Info Counter				13	30	0	20	8	2	0	0
Air Vent - clean	1	Q	6				6				
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	10		10						
Carpet - Light vacuum carpet (backpack vac)	1	D	4	4				4			
Carpet - Shampoo	1	SA	120								
Ceiling - Dust	1	M	4		4						
Counter - wipe	1	D	2	2				2			
Counter - wipe/sanitize	1	D	5	5							
Manager's office window - Wipe	1	W	2		2				2		
Manager's office window - Clean	1	W	10		10						
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Waste basket, Office - empty	1	D	2	2				2			
Wall - Dust	1	M	4		4						
Room 110_Rec Manager's Office				20	24	8	42	2	8	0	0
Air Vent - clean	1	Q	6				6				
IT Cabinet - dust exterior	1	Q	2				2				
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	12		12						
Carpet - Light vacuum carpet (backpack vac)	1	D	6	6				6			
Carpet - Shampoo	1	SA	180								
Ceiling - Dust	1	M	4			4					
Furniture - Wipe down	4	D	3	12							
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	4	Q	10				40				
Window, Managers' interior - Clean	1	W	10		10						
Window, Managers' interior - Wipe	1	W	2		2				2		
Waste basket, Office - empty	1	D	2	2				2			
Wall - Dust	1	M	4			4					
Room 107_Class Room "A"				7	10	8	26	0	4	0	0
Air Vent - clean	1	Q	6				6				
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	10		10						
Carpet - Light vacuum carpet (backpack vac)	1	D	4	4					4		
Carpet - Shampoo	1	SA	240								
Ceiling - Dust	1	M	3			3					
Furniture - Wipe down	1	D	3	3							

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Wall - Dust	1	M	5			5					
Room 108 Class Room "B"				9	10	6	26	2	4	0	0
Air Vent - clean	1	Q	6				6				
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	10		10						
Carpet - Light vacuum carpet (backpack vac)	1	D	4	4				4			
Carpet - Shampoo	1	SA	240								
Ceiling - Dust	1	M	3			3					
Furniture - Wipe down	1	D	3	3							
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Waste basket, Office - empty	1	D	2	2				2			
Wall - Dust	1	M	3			3					
Room 109 Youth Craft Room				59	95	89	86	2	7	0	0
Air Vent - clean	1	Q	6				6				
Floor - Sweep	1	D	7	7				7			
Floor - Mop	1	W	15		15						
Furniture - Wipe down	1	D	10	10							
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	8	Q	10				80				
Windows, Interior, East wall - Wipe	4	D	10	40							
Windows, Interior, East wall - Clean	4	W	20		80						
Windows, Exterior, East wall - Clean	4	M	20			80					
Waste basket, Office - empty	1	D	2	2				2			
Ceiling - Dust	1	M	3			3					
Wall - Dust	1	M	6			6					
Room 150 North Mechincal Room				0	3	0	20	0	0	0	0
Floor- sweep	1	W	3		3						
HVAC - Dust surfaces	1	SA	7								
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Room 111 Kids Club				12	10	9	16	2	5	0	0
Air Vent - clean	1	Q	6				6				
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	10		10						
Carpet - Light vacuum carpet (backpack vac)	1	D	5	5				5			

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Carpet - Shampoo	1	SA	240								
Ceiling - Dust	1	M	3			3					
Furniture - Wipe down	1	D	5	5							
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	1	Q	10				10				
Waste basket, Office - empty	1	D	2	2				2			
Wall - Dust	1	M	6			6					
Room 112 Teen Room				12	15	5	32	2	7	0	0
Air Vent - clean	2	Q	6				12				
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	15		15						
Carpet - Light vacuum carpet (backpack vac)	1	D	7	7				7			
Carpet - Shampoo	1	SA	300								
Furniture - Wipe down	1	D	3	3							
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Waste basket, Office - empty	1	D	2	2				2			
Wall - Dust	1	M	5			5					
Room 113 Exercise Room - Rubber Mat Floor				175	46	12	348	0	0	0	0
Air Vent - clean	3	Q	6				18				
Floor - Light vacuum	1	D	20	20							
Floor - Damp mop	1	W	40		40						
Floor - Remove mat & Sanitize	1	Q	240				240				
Monitors -dust	2	W	3		6						
Exerices Equipment - Wipe down w/sanitizer	19	D	3	57							
Exerices Equipment - Deep sanitizer	19	D	5	95							
Other ?											
Ceiling - Dust	1	M	6			6					
Furniture - Wipe down	1	D	3	3							
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	9	Q	10				90				
Wall - Dust	1	M	6			6					
Room 114 Treadmill Exercise Room				59	43	10	36	0	0	0	0
Air Vent - clean	1	Q	6				6				
Floor - Light vacuum	1	D	8	8							
Floor - Damp mop	1	W	20		20						
Monitors -dust	1	W			0						

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Mirror - wipe (3 sections)	1	D	3	3							
Mirror - clean -(3 sections)	1	W	7		7						
Exercises Equipment - Wipe down w/sanitizer	7	D	3	21							
Exercises Equipment - Deep sanitizer	7	D	3	21							
Other ?											
Ceiling - Dust	1	M	4			4					
Furniture - Wipe down	0	D	3								
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	3	Q	10				30				
Windows, Interior, East wall - Wipe	2	D	1	2							
Windows, Interior, East wall - Clean	2	W	4		8						
Windows, Exterior, East wall - Wipe	2	D	1	2							
Windows, Exterior, East wall - Clean	2	W	4		8						
Waste basket, Office - empty	1	D	2	2							
Wall - Dust	1	M	6			6					
Room 115_Exercise Equipment				77	8	39	186	0	0	0	0
Air Vent - clean	1	Q	6				6				
Floor - Light vacuum	1	D	4	4							
Floor - Damp mop	1	W	8		8						
Floor - Remove mat & Sanitize	1	Q	160				160				
Exercises Equipment - Wipe down w/sanitizer	7	D	3	21							
Exercises Equipment - Deep sanitizer	7	D	7	49							
Other ?											
Ceiling - Dust	1	M	3			3					
Furniture - Wipe down	1	D	3	3							
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Waste basket, Office - empty	0	D	2	0							
Wall - Dust	1	M	6			6					
Mirror - Wipe	5	M	2			10					
Mirror - clean	5	M	4			20					
Room 134_Maint				0	5	0	4	0	0	0	0
Floor - Sweep	1	W	2		2						
Ceiling - Dust	1	Q	2				2				
Shelves - Wipe down	1	W	3		3						

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Light bezel - clean <i>(Est 6 min/light if done at one time)</i>	0	Q	3								
Wall - Dust	1	Q	2				2				
Room 117 Towel Room				0	5	0	10	0	0	0	0
Floor - Sweep	1	W	3		3						
Ceiling - Dust	1	Q	1				1				
Light bezel - clean <i>(Est 6 min/light if done at one time)</i>	1	Q	5				5				
Wall - Dust	1	Q	4				4				
Fire Panel - Dust	1	W	2		2						
Room 116 South Hallway				2	16	6	56	0	14	0	0
Air Vent - clean	6	Q	6				36				
Floor - Sweep	1	W	4		4			4			
Floor - Mop	1	W	8		8			8			
Drinking Fountain - Wipe	1	D	2	2				2			
Drinking Fountain - Clean & sanitize	1	W	4		4						
Ceiling - Dust	1	M	3			3					
Light bezel - clean <i>(Est 6 min/light if done at one time)</i>	2	Q	10				20				
Wall - Dust	1	M	3			3					
Room 125 Men's Showers and Toilet				73	114	123	119	31	37	34	0
Air Vent - clean	6	Q	6				36				
Door, entry, wipe down & sanitize	1	D	3	3							
Ceiling - Dust	1	M	6			6					
Counter - wipe	1	D	2	2				2			
Counter - wipe/sanitize	1	D	5	5							
Mirror - Clean	1	W	3		3						
Mirror - wipe	1	D	1	1				1			
Paper towel dispense - replace roll	1	W	4		4				4		
Paper towel dispense - wipe down	1	D	1	1				1			
Paper towel dispense - replace batteries	1	Q	7				7				
Hand soap dispenser - refill	1	W	4		4				4		
Hand soap dispenser - clean surface	1	D	1	1				1			
Hand soap dispenser - clean inside	1	M	2			2					
Hand soap dispenser - functional test	1	D	1	1				1			
Sink - wipe	1	D	1	1				1			
Sink - wipe/sanitize	1	W	3		3						

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Toilet & seat - wipe	3	D	2	6				6			
Toilet & seat - wipe/sanitize	3	W	4		12						
Toilet Paper Dispenser - Replace roll	3	W	3		9				9		
Toilet Paper Dispenser - functional test	3	D	1	3				3			
Toilet paper dispenser clean surface	3	D	1	3				3			
Urinal - wipe	2	D	2	4				4			
Urinal - wipe/sanitize	2	W	4		8						
Urinal -replace screen & floor pad	2	M	2			4				4	
Benches - wipe down & sanitize	1	D	2	2							
Exhaust vent	1	Q	6				6				
Floor - mop	1	D	8	8					8		
Floor, sanitize mop (entry, toilet, change room)	1	W	15		15						
Light bezel - clean <i>(Est 6 min/light if done at one time)</i>	7	Q	10				70				
Lockers - Wipe down front and tops	4	W	2		8						
Wall - Dust	1	M	15			15					
Wall - sanitize wipe	1	M	30			30					
Shower											
Walls & fixtures - wipe down	3	D	5	15							
Walls & fixtures - Sanitize	3	W	10		30					30	
Floor - mop & sanitize	3	D	3	9							
Shower room - disinfect for mold	3	M	15			45					
Shower soap dispenser - refill	3	W	4		12				12		
Shower soap dispenser - clean surface	3	D	1	3				3			
Shower soap dispenser - clean inside	3	W	2		6						
Shower soap dispenser - functional test	3	D	1	3				3			
Shower hall mat - Remove, clean & disinfect	1	M	15			15					
Shower hall - mop & disinfect for mold	1	M	6			6					
Waste basket, Office - empty	1	D	2	2				2			
Room 129 Women's Showers and Toilet				67	83	111	89	31	20	15	0
Air Vent - clean	1	Q	6				6				
Door, entry, wipe down & sanitize	1	D	3	3							
Ceiling - Dust	1	M	6			6					
Counter - wipe	1	D	2	2				2			
Counter - wipe/sanitize	1	W	5		5						
Mirror - Clean	2	W	4								

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Mirror - wipe	2	D	1	2				2			
Paper towel dispense - repalce roll	1	W	4		4				4		
Paper towel dispense - wipe down	1	D	1	1				1			
Paper towel dispense - replace batteries	1	Q	7				7				
Hand soap dispenser - refill	1	W	4		4				4		
Hand soap dispenser - clean surface	1	D	1	1				1			
Hand soap dispenser - clean inside	1	W	2		2				2		
Hand soap dispenser - functional test	1	D	1	1				1			
Sink - wipe	2	D	1	2				2			
Sink - wipe/sanitize	2	W	3		6				6		
Toilet & seat - wipe	3	D	2	6							
Toilet & seat - wipe/sanitize	3	W	4		12						
Toilet Paper Dispenser - Repalce roll	3	D	3	9				9			
Toilet Paper Dispenser - functional test	3	D	1	3				3			
Toilet paper dispenser clean surface	3	D	1	3				3			
Sanitary napkin dispenser - empty	2	D	2	4				4			
Benches - wipe down & sanitize	1	D	2	2							
Exhaust vent	1	Q	6				6				
Floor - mop	1	W	8		8				8		
Floor, sanitize mop (entery, toilet, change room)	1	W	15								
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	7	Q	10				70				
Lockers - Wipe down front and tops	3	W	2		6						
Wall - Dust	1	M	15			15					
Wall - sanitize wipe	1	M	15			15					
Shower											
Walls & fixtures - wipe down	3	D	5	15						15	
Walls & fixtures - Sanitiazie	3	W	10		30						
Floor - mop & sanitize	3	D	3	9							
Shower room - disinfect for mold	3	M	15			45					
Shower soap dispenser - refill	1	W	4		4				4		
Shower soap dispenser - clean surface	1	D	1	1				1			
Shower soap dispenser - clean inside	1	W	2		2				2		
Shower soap dispenser - functional test	1	D	1	1				1			
Shower hall mat - Remove, clean & disinfect	1	M	15			15					
Shower hall - mop & disinfect for mold	1	M	15			15					

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Waste basket, Office - empty	1	D	2	2				2			
Room 119_Multipurpose Room				6	20	8	46	0	4	2	0
Air Vent - clean	1	Q	6				6				
Ceiling - Dust	1	M	4			4					
Floor - sweep Floor	1	D	4	4				4			
Floor - mop	1	W	8		8						
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	4	Q	10				40				
Window - Wipe	2	D	1	2						2	
Window - Clean	2	W	4		8						
Window sill - dust	2	W	2		4						
Wall - Dust	1	M	4			4					
Hall 120_Name				6	6	10	26	0	3	0	0
Air Vent - clean	1	Q	6				6				
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	6		6						
Carpet - Light vacuum carpet (backpack vac)	1	D	3	3				3			
Carpet - Shampoo	1	SA	180								
Ceiling - Dust	1	M	6			6					
Furniture - Wipe down	1	D	3	3							
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Wall - Dust	1	M	4			4					
Room 123_Women's Restroom				60	56	20	39	35	32	0	0
Air Vent - clean	1	Q	6				6				
Door, entry, wipe down & sanitize	1	D	3	3							
Ceiling - Dust	1	M	5			5					
Counter - wipe	1	D	2	2				2			
Counter - wipe/sanitize	1	D	5	5							
Mirror - Clean	1	D	5	5							
Mirror - wipe	1	D	2	2				2			
Paper towel dispense - replace roll	1	W	4		4				4		
Paper towel dispense - wipe down	1	D	1	1				1			
Paper towel dispense - replace batteries	1	Q	7				7				
Hand soap dispenser - refill	1	W	4		4				4		
Hand soap dispenser - clean surface	1	D	1	1				1			
Hand soap dispenser - clean inside	1	W	2		2						

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Hand soap dispenser - functional test	1	D	1	1				1			
Sink - wipe	2	D	1	2				2			
Sink - wipe/sanitize	2	W	3		6						
Toilet & seat - wipe	4	D	2	8				8			
Toilet & seat - wipe/sanitize	4	W	4		16						
Toilet Paper Dispenser - Repalce roll	4	W	3		12				12		
Toilet Paper Dispenser - functional test	4	D	1	4				4			
Toilet paper dispenser clean surface	4	D	1	4				4			
Sanitary napkin dispenser - empty	4	D	2	8				8			
Exhaust vent	1	Q	6				6				
Floor - sweep	1	D	4	4					4		
Floor - mop	1	D	8	8					8		
Floor, sanitize mop	1	W	12		12						
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Wall - sanitize wipe	1	M	15			15					
Waste basket, Office - empty	1	D	2	2				2			
Room 124_Men's Restrrom				46	74	23	33	41	20	4	0
Air Vent - clean	1	Q	6				6				
Door, entry, wipe down & sanaitize	1	D	3	3							
Ceiling - Dust	1	M	4			4					
Counter - wipe	1	D	2	2				2			
Counter - wipe/sanitize	1	W	5		5						
Mirror - Clean	1	W	5		5						
Mirror - wipe	1	D	2	2				2			
Paper towel despense - repalce roll	1	W	4		4				4		
Paper towel despense - wipe down	1	D	1	1				1			
Paper towel despense - replace batteries	1	Q	7				7				
Hand soap dispenser - refill	1	W	4		4				4		
Hand soap dispenser - clean surface	1	D	1	1				1			
Hand soap dispenser - clean inside	1	W	2		2						
Hand soap dispenser - functional test	1	D	1	1				1			
Sink - wipe	2	D	1	2				2			
Sink - wipe/sanitize	2	W	3		6						
Urinal - wipe	2	D	2	4				4			
Urinal - wipe/sanitize	2	W	4		8						

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Urinal -replace screen & floor pad	2	M	2			4				4	
Toilet & seat - wipe	4	D	2	8				8			
Toilet & seat - wipe/sanitize	4	W	4		16						
Toilet Paper Dispenser - Repalce roll	4	W	3		12				12		
Toilet Paper Dispenser - functional test	4	D	1	4				4			
Toilet paper dispenser clean surface	4	D	1	4				4			
Exhaust vent	1	Q	6								
Floor - sweep	1	D	4	4				4			
Floor - mop	1	D	8	8				8			
Floor, sanitize mop	1	W	12		12						
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Wall - sanitize wipe	1	M	15			15					
Waste basket, Office - empty	1	D	2	2							
Room 147_ Stair Hall				2	6	2	20	0	0	2	0
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	4		4						
Carpet - Light vacuum carpet (backpack vac)	1	D	2	2						2	
Carpet - Shampoo	1	SA	120								
Ceiling - Dust	1	M	2		2	2					
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Room 113_ Stairs				14	6	15	45	0	0	0	0
Ceiling - Dust	1	M	20								
Banister - wipe	2	D	3	6							
Stair - sweep/vacuum	1	D	8	8							
Stair - mop	1	W	6		6						
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	8	Q	5				40				
Window - Clean	1	Q	5				5				
Wall - Dust	1	M	15			15					
Room 200_ Main Room				60	66	20	0	12	23	0	0
Side ceiling - Dust	1	SA	20								
Carpet - Deep vacuum carpet (upright/beater brush)	1	W	60		60						
Carpet - Light vacuum carpet (backpack vac)	1	D	20	20					20		
Carpet - Shampoo	1	SA	320								
Floor, hardwood - dust mop	1	D	12	12				12			
Floor, hardwood - damp mop	1	D	15	15							

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Floor, hardwood - wood finish mop	1	A	480								
Stage, hardwood - dust mop	1	W	6		6						
Stage, hardwood - damp mop	1	D	10	10							
Stage, under floor - vacuum	1	SA	120								
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	X	Q	10								
Waste basket, 30 Gl - empty	1	D	3	3				3			
Wall - Dust	1	M	20			20					
Room 202_Serving Room				8	15	30	47	0	0	13	0
Door, entry, wipe down & sanitize	1	D	3	3							
Floor, vinyl - sweep	1	W	4		4					4	
Floor, vinyl - damp sanitize	1	W	6		6						
Sink - wipe	1	W	3		3						
Sink - sanitize	1	M	10			10					
Hand soap dispenser - refill	1	M	4			4				4	
Hand soap dispenser - clean surface	1	D	1	1							
Hand soap dispenser - clean inside	1	M	2			2					
Hand soap dispenser - functional test	1	D	1	1							
Paper towel dispense - replace roll	1	M	4			4				4	
Paper towel dispense - wipe down	1	D	1	1						1	
Paper towel dispense - replace batteries	1	Q	7				7				
Refrigerator, exterior - wipe	1	W	2		2						
Refrigerator, interior - clean & sanitize	1	Q	20				20				
Refrigerator, freezer - defrost, clean & sanitize	1	SA	40								
Wall - Dust	1	M	7			7					
Ceiling - Dust	1	M	3			3					
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Waste basket, Office - empty	1	D	2	2							
Room 203_ADA Restroom				32	26	46	26	16	12	10	0
Door, entry, wipe down & sanitize	1	W	3		3						
Floor, vinyl - sweep	1	D	4	4				4			
Floor, vinyl - damp sanitize	1	D	8	8					8		
Ceiling - Dust	1	M	5			5					
Counter - wipe	1	D	2	2				2			
Counter - wipe/sanitize	1	D	5		5						

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Mirror - Clean	1	D	3		3						
Mirror - wipe	1	D	1	1				1			
Paper towel dispense - replace roll	1	W	4		4				4		
Paper towel dispense - wipe down	1	D	1	1				1			
Paper towel dispense - replace batteries	1	M	7			7					
Hand soap dispenser - refill	1	W	4		4					4	
Hand soap dispenser - clean surface	1	D	1	1				1			
Hand soap dispenser - clean inside	1	M	2			2					
Hand soap dispenser - functional test	1	D	1	1				1		1	
Sink - wipe	1	D	1	1				1			
Sink - wipe/sanitize	1	W	3		3						
Toilet & seat - wipe	1	D	2	2				2			
Toilet & seat - wipe/sanitize	1	W	4		4						
Toilet Paper Dispenser - Replace roll	1	D	3	3						3	
Toilet Paper Dispenser - functional test	1	D	1	1				1			
Toilet paper dispenser clean surface	1	D	1	1							
Urinal - wipe	1	D	2	2				2			
Urinal - wipe/sanitize	1	D	4	4							
Urinal -replace screen & floor pad	1	M	2			2				2	
Exhaust vent	1	Q	6				6				
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	2	Q	10				20				
Wall - Dust	1	M	15			15					
Wall - sanitize wipe	1	M	15			15					
East Entry 204				245	0	0	0	0	5	0	0
Floor - sweep Floor	1	D		5					5		
Walls - pressure wash	1	M		240							
Room 205_Kitchen				22	69	22	145	9	8	10	0
Air Vent - clean	1	Q	6				6				
Floor, vinyl - sweep	1	D	5	5				5			
Floor, vinyl - damp sanitize	1	W	15		15						
Sink - wipe	2	D	4	8					8		
Sink - sanitize	2	W	8		16						
Hand soap dispenser - refill	1	M	4			4				4	
Hand soap dispenser - clean surface	1	D	1	1							

	UNIT	FREQUENCY	Min/Unit	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR	MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
Hand soap dispenser - clean inside	1	M	2			2				2	
Hand soap dispenser - functional test	1	D	1	1				1			
Paper towel dispense - replace roll	1	M	4			4				4	
Paper towel dispense - wipe down	1	D	1	1				1			
Paper towel dispense - replace batteries	1	Q	7				7				
Refrigerator, exterior - wipe	1	W	2		2						
Refrigerator, interior - clean & sanitize	1	Q	20				20				
Refrigerator, freezer - defrost, clean & sanitize	1	SA	40								
Stove, electric, surface - wipe	1	D	2	2							
Stove, electric, surface - sanitize	1	W	4		4						
Stove, electric, surface grease pans - wipe	1	W	6		6						
Stove, electric, surface grease pans - sanitize	1	Q	12								
Stove, electric, oven - wipe	1	W	3		3						
Stove, electric, oven - clean	1	Q	60				60				
Microwave, exterior - wipe down	1	D	1	1							
Microwave, interior - clean/sanitize	1	W	10		10						
Serving counter, wipe down	1	D	2	2				2			
Serving counter, sanitize	1	W	6		6						
Portable serving counter - wipe	1	D	1	1							
Portable serving counter - sanitize	1	W	3		3						
Washer, wipe down exterior	1	W	2		2						
Dryer, wipe down exterior	1	W	2		2						
Washer - move and clean floor	1	Q	6				6				
Dryer - move and clean floor	1	Q	6				6				
Ceiling - Dust	1	M	4			4					
Wall - Dust	1	M	8			8					
Light bezel - clean (<i>Est 6 min/light if done at one time</i>)	4	Q	10				40				

UNIT **FREQUENCY** **Min/Unit** **MIN/DAY** **MIN/WEEK** **MIN/MONTH** **MIN/QTR**
ROUTINE TASKS NOT LISTED ABOVE

MIN/DAY	MIN/WEEK	MIN/MONTH	MIN/QTR
---------	----------	-----------	---------

			1.25	1.1	0.0	0.0	1.3	1.6	0.0	0.0
Hours Total										
Minutes Total			75	67	0	0	75	97	0	0
Inventory supply closet	1	W	7		7			7		
Order supplies	1	W	20		5			5		
Receive & restock main supply room	1	W	10		10			10		
Restock location supplies	4	W	5		20			20		
Daily vehicle safety check	1	D	15	15			15			
Fueling vehicle	1	W	10		10			10		
Mid breaks	2	D	15	30			30			
Travel time	1	D	30	30			30	30		
Restroom breaks	1	W	15		15			15		

D = Daily (x 5)
 W = Weekly
 SM = Simi Mo
 Q = Q = Monthly
 SA AN = As needed
 A = A No weekend/holiday service

as of 06.21.19

2020 Hazard Tree Budget Increase Request

Year	No. of Trees	\$\$	Average Cost Per Tree
Completed or Bid Tree Removals			
2015	Not Tracked	\$12,148	
2016	Not Tracked	\$15,349	
2017	Not Tracked	\$28,289	
2018	32	\$59,054	\$1,845
2019 YTD, 4/30/19	8	\$11,976	\$1,497
2019 UDR Request	17	\$16,991	\$999
Pending Tree Removals			
2019 I.D. and Evaluated	11	\$15,917	\$1,447
2019 Notified Pending Eval. Tree House Park	9	\$13,023	
	31	\$44,857	
Subtotal 2019 Completed + Pending		76	\$102,764
2020 Budget Request		13	\$ 20,000
			\$1,498

Key

Orange= Est. based on historical data

Sudden Valley Community Association
Hazard Tree Evaluation
Standard Operating Procedure

- Purpose:** This standard operating procedure establishes the methods and mechanisms SVCA utilizes to evaluate and determine status of SVCA hazard trees.
- Scope:** Hazard Tree Evaluation on Commonly Owned Property.
- Responsible Staff:** **Safety, Security and Compliance Manager** – Work within the guidelines of the Tatum Guide and SVCA Field Evaluation to assess and classify hazard trees. Ensure tracking methods are adequate and staff receive support.
Maintenance Manager – Work within the guidelines of the Tatum Guide and SVCA Field Evaluation to assess and classify hazard trees. Coordinate with ACC Coordinator to complete Tree Tours.
Turfcare Manager – Work within the guidelines of the Tatum Guide and SVCA Field Evaluation to assess and classify hazard trees. Coordinate with ACC Coordinator to complete Tree Tours.
ACC Coordinator – Inform members, process Hazard Tree Reports, schedule Tree Tours, monitor/audit trees based on classifications, work within the guidelines of the Tatum Guide and SVCA Field Evaluation to assess and classify hazard trees. Obtain all permits from County. Manage the hazard tree budget.
- Required Training:** SVCA staff shall be trained by a certified arborist to evaluate trees using the Tatum Guide and SVCA Field Evaluation.
- Tools or Materials:** Tatum Guide, SVCA Field Evaluation, Arborist Materials for Disease Identification, Wilson Engineering Valley Analysis, Yellow Ribbon, Plat Maps, Measuring Tape, Hazard Tree Evaluation Chart, Field Evaluation Report, Note Pad, Writing Utensil and Camera. Note: At times, it may be necessary to utilize signs for pictures and flaggers and signs for traffic control.
- PPE:** Close-toed shoes, pants and reflective vest.
- HAZMAT:** None.
- References:** None.

Procedure

This procedure is a three-step process which includes: Initial Notification, Evaluation and Post Evaluation.

Sudden Valley Community Association
Hazard Tree Evaluation
Standard Operating Procedure

1. Initial Notification

Notification must be in written form. If a phone call is received, refer the caller to the website and request they fill out and submit an ACC form for Tree / Vegetation Removal. Evaluation of hazard trees begins with receipt of this form. SVCA shall date the notification upon receipt and verify necessary information has been included (see addendum). If incomplete, SVCA shall contact individual(s) who submitted report to obtain the necessary information prior to routing to the responsible staff.

Tracking Notifications and Reported Trees:

- a. The ACC Coordinator shall enter the necessary information into tracking software and notify the other responsible staff. The ACC Coordinator, in collaboration with other responsible staff, shall create a schedule for evaluation of reported trees and shall notify other responsible staff when it is time to evaluate trees.

2. Evaluation

The ACC Coordinator shall print plat maps for dissemination and discussion with the other responsible staff. Responsible staff will work with the ACC Coordinator to schedule tours of trees for initial evaluation. Responsible staff will use proven, industry standard practices to objectively evaluate trees. Responsible staff will determine rotation of Designated Evaluator duties.

The Designated Evaluator (as assigned) shall:

- a. Locate property lines to verify the tree is within SVCA property boundaries.
- b. If no ribbon is present, contact requestor to meet at tree and mark with ribbon. Number each tree ribbon to identify it.
- c. Take pictures of each tree and its relationship to any items of value, e.g. structures, buildings, driveways; or, areas frequented by persons or vehicles. Ensure that each picture is relatable to each tree by naming the picture with the tree ribbon number – consider using a sign with the tree ribbon number in the picture.
- d. Using the Tatum Guide and SVCA Risk Rating System, evaluate each tree.
- e. Complete Field Evaluation Report.
- f. Submit report to ACC Coordinator, with electronic courtesy copy to all responsible staff.

3. Post Evaluation

The Designated Evaluator shall rate trees based on the Tatum Guide and the SVCA Hazard Tree Chart. Trees will be rated either for removal or for monitoring. If a tree has been rated for removal, the Designated Evaluator shall work with Safety, Security and Compliance Manager to determine if SVCA staff can remove it or if it must be done by a contractor.

Sudden Valley Community Association
Hazard Tree Evaluation
Standard Operating Procedure

Tree rated for removal:

If a member proposes to split or fully fund removal of an SVCA-owned tree, they shall fill out the Tree Clearing Waiver (see addendum) which shall be filed by the ACC Coordinator.

SVCA Removal:

- a. Responsible staff shall schedule the tree for removal and notify all other staff.
- b. ACC Coordinator shall draft a response to the reporting individual of the pending actions.

Contractor Removal:

- a. The ACC Coordinator/ Maintenance Manager will request sealed bids from three companies.
- b. Upon receipt of bids, the Accounting Manager will open and provide the evaluation to the staff who will work to award the contract and schedule the work.
- c. The ACC Coordinator will sign for Account Authority and the Maintenance Manager will sign for work completion.
- d. The dual signed invoice will be submitted to Accounts Payable.

Tree rated for monitoring:

If tree has been rated for monitoring, the ACC Coordinator shall ensure the tree is added to tracking list for monitoring as specified by the Tatum Guide. The ACC Coordinator shall:

- a. File data from the Field Evaluation Report in tracking list to ensure tree is added to monitoring schedule.
- b. Draft response letter to initial notification, include findings from Field Evaluation Report.
- c. Ensure all responsible staff have been updated.

SVCA Hazardous Tree Tracking Log

Priority (Higher # = Higher Risk)	Member Name	Member Address	Tree Location	Div.	Lot	Date Received	MGR Notified	Date of Field Eval.	# of Trees & Species (Div/Lot-#)	Status	Funding Source	Date of Letter	Estimate (including tax)	Comments
Monitor Yearly														
7	Kelly Collins	8 Sunflower Circle	SV Greenbelt	18		11/16/2018	Yes	1/7/2019	18-1 Alder	Pending	SV	1/30/2019		11" DBH. Leaning toward 8 Sunflower Circle. Majority of canopy remaining.
7	Kelly Collins	8 Sunflower Circle	SV Greenbelt	18		11/6/2018	Yes	1/7/2019	18-2 Alder	Pending	SV	1/30/2019		8.5" DBH. Leaning toward 8 Sunflower Circle. 1/8 canopy remaining.
7	Charles and Judith Katopodis	43 Harbor View Drive	SV Greenbelt	16	39	7/13/2018	Yes	10/18/2018	16/39-2 Western Red Cedar	Pending	SV	10/22/2018		8" DBH dead, no canopy remaining.
7	Charles and Judith Katopodis	43 Harbor View Drive	SV Greenbelt	16	39	7/13/2018	Yes	10/18/2018	16/39-4 Western Red Cedar	Pending	SV	10/22/2018		11" DBH Dead, no canopy remaining, Early signs of bug and woodpecker holes. 1/4 base is hollow.
7	Charles and Judith Katopodis	43 Harbor View Drive	SV Greenbelt	16	39	7/13/2018	Yes	10/18/2018	16/39-5 Western Red Cedar	Pending	SV	10/22/2018		13" DBH, dead, no canopy remaining, 1/8 base is hollow, early signs of bug infestation.
7	Amy Pillay	12 Gooseberry Cir	SV Common Area	27	29	6/16/2018	Yes	7/24/2018	27/29-1 Douglas-fir	Pending	SV	7/26/2018	\$556.06	8.5" DBH, no canopy remaining, early signs of bug infestation. 21' from 12 gooseberry cir
7	Noreen Fujita-Sacco	22 Fairway Lane	SV Greenbelt	23	14	5/5/2018	Yes	7/30/2018	23/14-1 Douglas-fir	Work Order placed for Turfcare to remove 8/1/18	SV	8/1/2018	N/A	9" DBH- Tree has fallen over and is being supported by a smaller deciduous tree. Roots have been pulled from the ground.
7	Richard Morrison	171 Sudden Valley Drive	SV Common Area	6	9	9/8/2015	Yes	2/20/2018	6/9-1 Black Cottonwood	Pending	SV	2018		Tree is 22" DBH and 55' from 171 Sudden Valley Drive
7	Sarah Koski	142 Sudden Valley Drive	SV Right-of-Way	10	186	2/21/2017	Yes	2/21/2017	5/21-1 Western Red Cedar	Pending	SV	6/6/2017		24" DBH Some erosion, but roots are stable
7	DJ & DJ Holdings	99 Harbor View Drive	SV Common Area	16	10	1/5/2018	Yes	1/5/2018	16/10-1 Alder	Pending	SV	1/25/2018		9.5" DBH, 7.2% Lean toward 99 HB Drive. 5' split starting at base.
7	Chris Shierk	104 Harbor View Drive	SV Common Area	16	157	5/19/2017	Yes	6/9/2017	16/158-4 Bigleaf Maple	Pending	SV	6/15/2017		Four leaders coming out of one base. A) 12" DBH dead B) 4" DBH dead C) 7" DBH dying D) 8" DBH dying
7	Thomas and Brenda Hazelwood	60 Deer Run Lane	SV Right-of-Way	4	28	5/23/2017	Yes	6/9/2017	4/28-1 Hemlock	Pending	SV	6/15/2017		Losing needles and leaning towards Deer Run Lane. Bifurcated in two spots, signs of bug infestation, dying.
7	Mark Troyer	21 Cascade Lane	SV Common Area	4	67	1/24/2017	Yes	2/21/2017	4/66-1 Western Red Cedar	Pending	SV	6/6/2017		
7	Bruce and Robin Anderson	19 Twin Flower Circle	SV Common Area	22	76	2/14/2017	Yes	3/1/2017	22/77-3-16 Cottonwood	Pending	SV	6/6/2017		
7	Pauline & William Rossner	59 Grand View Lane	SV Green Belt	7	125	9/8/2015	Yes	2015	Big Leaf Maple	Pending	SV	2015	\$1,800.00	
Monitor Quarterly														
8	Ray Andrews	22 Lost Lake Ln	SV Right-of-Way	9	137	5/1/2019	Yes	5/7/2019	9/137-2 Black Cottonwood	Pending	SV	5/9/2019		10" DBH- Dead, w/1 striking distance of 22 Lost Lake Ln.
8	Richard Schillinger	19 Inlet Circle	SV Greenbelt	21		10/26/2018	Yes	1/7/2019	21-1 Alder	Pending	SV	1/30/2019		10" DBH, Signs of bug and woodpecker holes, dying, 16 yards from 19 Inlet Circle, near an eroding slope.
8	Craig and Rondi Johnson	199 Sudden Valley Dr	SV Greenbelt	14	6	7/16/2018	Yes	7/30/2018	14/5-3 Western Red Cedar	Pending BOD Approval	SV	10/22/2018	\$2,576.88	20" DBH top is bifurcated
8	SVCA Maint MGR	Gate 2 Entrance	SV Right-of-Way			7/31/2018	Yes	7/31/2018	Gate 2-1 Pine	SEPA Required	SV	N/A		12" DBH, Dead, Hollow.
8	Rich Hart	19 Sweetclover Circle	SV Common Area	25	129	10/20/2018	Yes	10/26/2018	25/129-4 Hemlock	Pending BOD Approval	SV	10/30/2018	\$458.41	17" DBH, dying, 1/4 canopy remaining, sap running down trunk. 13 Sweetclover Circle target is failure occurs.
8	Rich Hart	19 Sweetclover Circle	SV Common Area	25	129	10/20/2018	Yes	10/26/2018	25/129-3 Douglas-fir	Pending BOD Approval	SV	10/30/2018	\$458.41	13" DBH, Dying, crook in top, 1/4 canopy remaining.
8	Rich Hart	19 Sweetclover Circle	SV Common Area	25	129	10/20/2018	Yes	10/26/2018	25/129-2 Douglas-fir	Pending BOD Approval	SV	10/30/2018	\$458.41	16" DBH, Dying, bifurcated, early signs of bug infestation.
8	Charles and Judith Katopodis	43 Harbor View Drive	SV Greenbelt	16	39	7/13/2018	Yes	10/18/2018	16/39-1 Western Red Cedar	Bid Sent 3/21/19	SV	10/22/2018	\$868	13" DBH dead, no canopy remaining, 1/8 base is hollow, early signs of bug and woodpecker holes.
8	Charles and Judith Katopodis	43 Harbor View Drive	SV Greenbelt	16	39	7/13/2018	Yes	10/18/2018	16/39-6 Western Red Cedar	Bid Sent 3/21/19	SV	10/22/2018	\$868	17" DBH, no canopy remaining, dead, early signs of bug infestation
8	Bob Almond	1 Rosebud Pl	SV Greenbelt	25	151	5/29/2018	Yes	7/17/2018	25/151-2 Hemlock	Maintenance to Remove	SV	7/26/2018		11" DBH, dead, no canopy remaining
8	Lynn and Jean Peterson	14 Highwood Circle	SV Common Area	6	43	6/14/2018	Yes	7/25/2018	6/43-1 Hemlock	Maintenance to Remove	SV	7/26/2018		Dead w/ missing top
8	Emily and Garrett Smith	16 Nighthawk Circle	SV Right-of-Way	20	57	2/16/2018	Yes	2/20/2018	20/57-1 Douglas-fir	SEPA Required	SV	2/22/2018		28" DBH with fungal bodies growing around trunk. Tree is sound when tapped. No canopy remaining.
8	Eduardo Viladevall	22 Louise View Drive	SV Right-of-Way	25	12	1/3/2018	Yes	1/24/2018	25/12-1 Western Hemlock	Pending BOD Approval	SV	1/25/2018	\$759.50	17" DBH, stressed, missing top.
Monitor Monthly														

SVCA Hazardous Tree Tracking Log

9	Brian and Rose Keith	13 Little Strawberry Ln	SV Common Area	3	53	4/16/2019	Yes	5/7/2019	3/52-1 Alder	Pending	SV	5/9/2019		14" DBH- Dead, no canopy remaining, top appears to be bifurcated, slight lean towards keyway, signs of bug infestation, if failure occurs, very likely to hit surrounds residences.
9	Ben Kirkendall	4 Valley View Circle	SV Right-of-Way	7	57	11/1/2018	Yes	1/9/2019	7/57-1 Hemlock	Pending	SV	N/A		16" DBH, konks, bifurcated, insect and woodpecker holes, dying / dead. Within striking distance of two homes.
9	Charles and Judith Katopodis	43 Harbor View Drive	SV Greenbelt	16	39	7/13/2018	Yes	10/18/2018	16/39-3 Western Red Cedar	Pending BOD Approval	SV	10/22/2018	\$868	24" DBH Dead, no canopy remaining, rotten center
9	Richard Hart	19 Sweetclover Circle	SV Common Area	25	129	10/20/2018	Yes	10/26/2018	25/129-1 Hemlock	Pending BOD Approval	SV	10/30/2018	\$458.41	20" DBH, Dying, early signs of bug infestation and woodpecker holes, 1/4 base is hollow, 1/8 canopy remaining.
9	Danielle Price	198 Polo Park Drive	SV Right-of-Way	8	102	9/6/2018	Yes	10/18/2018	8/102-1 Western Red Cedar	As- Built Required 30-days after removal	SV	10/22/2018		27" DBH Signs of bug infestation. Sap running down tree. 1/8 base is hollow. Is in danger of falling across Polo Park Drive
9	Bob Almond	1 Rosebud Pl	SV Greenbelt	25	151	5/26/2018	Yes	7/17/2018	25/151-3 Douglas-fir	Pending BOD Approval	SV	7/26/2018	\$759.50	12.5" DBH- forked top- no canopy remaining, old wound exposed on W side. Early signs of bug infestation.
9	Amy Pillay	12 Gooseberry Cir	SV Common Area	27	29	6/16/2018	Yes	7/24/2018	27/29-2 Douglas-fir	Pending BOD Approval	SV	7/26/2018	\$556.06	13" DBH, no canopy remaining, early signs of bug infestation. 21' from 12 gooseberry cir
9	Alex Pfister	4 Gooseberry Cir	SV Common Area	27	24	7/16/2018	Yes	7/30/2018	27/24-1 Douglas-fir	Pending BOD Approval	SV	8/1/2018	\$623.88	18" DBH, Dead / dying, no foliage remaining. Early signs of bug infestation.
9	Alex Pfister	4 Gooseberry Cir	SV Common Area	27	24	7/16/2018	Yes	7/30/2018	27/24-2 Douglas-fir	Pending BOD Approval	SV	8/1/2018	\$623.88	16" DBH, signs of bug infestation, konks, multiple old wounds exposed.
9	Rick Stefani	9 Whistling Swan Pl	SV Greenbelt	9	92	6/15/2018	Yes	6/26/2018	9/92-1 Douglas-fir	Pending BOD Approval	SV	7/26/2018	\$3,038	36" DBH, signs of bug infestation, tree is dying.
9	Jeffrey and Linda Pont	2 Cascade Lane	SV Greenbelt	4	103	6/21/2018	Yes	6/26/2018	4/103-1 Western Hemlock	Pending BOD Approval	SV	7/30/2018	\$813.75	20" DBH, 1/8 canopy remaining, signs of bug infestation, top is bifurcated.
9	Noreen Fujita-Sacco	22 Fairway Lane	SV Greenbelt	23	14	5/7/2018	Yes	7/30/2018	23/14-2 Douglas-fir	Pending BOD Approval	SV	8/1/2018	\$813.75	19" DBH tree is bifurcated. There are early signs of bug infestation. If failure occurs it poses a danger to 22 and 24 Fairway Lane.
9	Anna and Gene Graul	71 Windward Drive	SV Green Belt	12	63	2/9/2018	Yes	2/20/2018	12-63-1 Alder	As- Built Required 30-days after removal	SV	2/22/2018		16" DBH, multiple cracks up trunk, 30' from 71 Windward Drive
Remove in 30 Days														
10	Ben Kirkendall	12 Highwood Circle	SV Common Area	6	49	11/1/2018	Yes	1/7/2019	6/49 Douglas-fir	Imminent	SV	NA		20" DBH, No canopy remaining, dead, evidence of woodpecker holes, within striking distance of 4 homes.
Remove in 24-Hours														
11	Ray Andrews	22 Lost Lake Ln	SV Right-of-Way	9	136	5/1/2019	Yes	5/7/2019	9/136-1 Cedar	Imminent	SV	5/9/2019		>36" DBH- Dead, 4-leaders coming from one base. Possible to strike homes if failure occurs.
Remove Immediately														
REMOVED														
9	Tom Montanaro	9 Water Tower Court	SV Right-of-Way	22	127	10/15/2018	Yes	10/18/2018	22/127-1 Douglas Fir	Removed 2019	SV	10/22/2018	\$1,603.32	25" DBH Roots compromised during construction
10	Bruce Bishop	67 Louise View Drive	SV Right-of-Way	30	74	2/20/2019	Yes	2/20/2019	Dead Evergreen	Remoed 2019	SV	N/A	\$1,085.00	Imminent Hazard
10	Bruce Bishop	67 Louise View Drive	SV Right-of-Way	30	74	2/20/2019	Yes	2/20/2019	Dead Evergreen	Remoed 2019	SV	N/A	\$1,085.00	Imminent Hazard
10	Bruce Bishop	67 Louise View Drive	SV Right-of-Way	30	74	2/20/2019	Yes	2/20/2019	Dead Alder	Remoed 2019	SV	N/A	\$1,085.00	Imminent Hazard
10	Bruce Bishop	67 Louise View Drive	SV Right-of-Way	30	74	2/20/2019	Yes	2/20/2019	3-5 Alder	Remoed 2019	SV	N/A	\$1,085.00	Imminent Hazard
10	Elizabeth Gifford	9 Rose Ridge Loop	SV Greenbelt	22		3/11/2019	Yes	3/11/2019	Western Hemlock	Remoed 2019	SV	N/A	\$1,820.72	Imminent Hazard
10	Terry and Mariah Getsch	15 Jasper Ridge Ln	SV Greenbelt	10		12/19/2018	Yes	12/19/2018	10-1 Hemlock	Removed 2019	SV	N/A	\$3,478.40	Approx. 17" DBH with multiple cracks throughout trunk. Making significant noise in wind storms and in stiking distance of multiple homes.
10	Eric Ashley	200 Polo Park Drive	SV Greenbelt	8	109	5/29/2018	Yes	6/26/2018	8/109-1 Alder	Removed 2019	SV	7/26/2018	\$733.72	9" DBH - Tree is leaning toward 200 Polo Park Drive. Located in creek bed.
5	Eric Coburn	374 Sudden Valley Drive	SV Common Area	3	13	8/25/2017	Yes	9/27/2017	3/14-2 Western Hemlock	Removed 2018	SV		\$2,096.83	13.75" DBH, Signs of bug infestation, hollow
11	Priscilla Powell and Job Galvan	290 Sudden Valley Drive	SV Common Area	4	154	12/4/2017	Yes	12/20/2017	4/154-3 Western Red Cedar	Removed 9/2018	SV	12/21/2017	\$1,820.73	54" DBH, rotten center, 3' hole at base that goes to center of tree.
11	Ivan and Natalie Skrinmik	297 Sudden Valley Drive	SV Right-of-Way	3	78	10/25/2017	Yes	11/14/2017	3/78-1 Douglas-fir	Removed 9/2018	SV		\$2,907.73	40.5" DBH - Dead
10	Priscilla Powell and Job Galvan	290 Sudden Valley Drive	SV Right-of-Way	4	153	12/4/2017	Yes	12/20/2017	4/154-1 Western Hemlock	Removed 9/2018	SV	12/20/2017	\$1,820.73	21" DBH, bifurcated w/ konks, 1/8 canopy remaining. 1/3 base is hollow. 45' from home at 290 Sudden Valley Drive

SVCA Hazardous Tree Tracking Log

10	Corinne and Mike Houston	113 Sudden Valley Drive	SV Right-of-Way	10	74	12/14/2017	Yes	12/20/2017	10-74-1 Douglas-fir	Removed 9/2018	SV	12/20/2017	\$1,440.28	26" DBH, Dead, early signs of bug infestation. 1/3 hollow base. Poses potential danger to 107 SV and 113 SV Dr.
10	Nick Taylor	36 Morning Glory Drive	Beaver Ridge Park	11	Park	10/16/2017	Yes	11/14/2017	11/ Park- Douglas-fir	Removed 9/2018	SV		\$2,799.03	38" DBH - Dead with bug infestation and mold / sap 1/3 of tree bas is hollow
9	Dennis Logan	30 Fairway Lane	SV Right-of-Way	23	107	11/4/2017	Yes	11/21/2017	23/107-1 Douglas-fir	Removed 9/2018	SV		\$1,290.81	35" DBH- Signs of bug infestation. Sap running down tree. 1/8 of base is hollow
9	Joe and Amy Luce	3 Kinglet Court	SV Green Belt	22		11/1/2017	Yes	11/30/2017	22/99-1 Western Red Cedar	Removed 9/2018	SV		\$2,907.72	24" DBH - Rotten in the center and bifurcated / splitting
9	Nancy Alyanak	4 Sandalwood Circle	SV Right-of-Way	10	29	7/28/2017	Yes	9/27/2017	10/32-1	Removed 9/2018	SV	9/28/2017	\$1,415.00	14" DBH, 22 Yards from structure, no canopy remaining / dead.
9	Eric Coburn	374 Sudden Valley Drive	SV Common Area	3	13	8/25/2017	Yes	9/27/2017	3/14-1 Western Hemlock	Removed 9/2018	SV	9/28/2017	\$2,096.83	23" DBH, 21 yds from structure, signs of bug infestation, 24" split under fork.
8	Dennis Logan	30 Fairway Lane	SV Right-of-Way	23	107	11/4/2017	Yes	11/21/2017	23/107-1 Douglas-fir	Removed 9/2018	SV		\$1,290.81	23" DBH- Early signs of bug infestation.
8	Eric Coburn	374 Sudden Valley Drive	SV Common Area	3	13	8/25/2017	Yes	9/27/2017	3/14-3 Douglas-fir	Removed 9/2018	SV	9/28/2017	\$2,096.83	20" DBH, Signs of bug infestation, hollow
4	George and Carol Houlton	5 Eagle Crest Court	SV Green Belt	2	81	7/27/2017	Yes	8/10/2017	2/81- 3 Western Hemlocks	Maint. Removed 2018	SV	8/24/2017		All trees are less than 8" DBH. Dead, maintenance scheduled to remove
4	Roseanne Bramlett	15 Lookout Mountain Lane	SV Right-of-Way	2	114	N/A	Yes	12/4/2017	2/114-1 Bigleaf Maple	Maint. Removed 2018	SV	N/A		12" DBH- 13.5 degree lean eastward toward 15 Lookout Mtn Ln. Maintenance Department to remove upon receipt of approved whatcom county permit.
10	Damien Cribbs	46 Sudden Valley Drive	SV Right-of-Way	2	151	1/3/2018	Yes	1/24/2018	2/151-1 Western Hemlock	Maint. Removed 2018	SV	N/A		Tree is an imminent hazard to SV Drive. Top has broken off twice.
9	Kristin Valgardson	47 Cascade Lane	SV Common Area	16	137	6/10/2017	Yes	8/15/2017	16/137-1 Western Hemlock	Removed 2018	SV	8/24/2017	\$1,415.00	24" DBH- Signs of insect infestation, pitch draining from effected areas. Hollow near woodpecker hole. 30' from 45 Cascade Lane and 50' from 49 Cascade Lane and propane tank.
9	Rachel and Fabian White	58 Louise View Drive	SV Right-of-Way	27	54	3/1/2017	Yes	3/1/2017	27/54-1 Douglas Fir 45" DBH	Removed 2018	SV	6/6/2017	\$1,415.00	47" DBH- Branches are dead and falling close to hom and vehicles at 58 Louise View Drive. Resident willing to contribute \$1000.00 to remove. 6/29/17- No changes
9	Lita Marrom/ Cindy Wallace	33 Tumbling Water Drive	SV Green Belt	24	124	5/1/2017	Yes	5/9/2017	24/124-1 Douglas Fir	Removed 2018	SV	6/6/2017	\$1,415.00	32" DBH- Pitch draining down tree, hollow 6/29/17 Losing branches otherwise no changes.
8	Lynn Bakeman	51 Valley Crest Way	SV Right-of-Way	1	147	10/11/2016	Yes	1/24/2017	1/139-1 Douglas fir	Removed 2018	SV	9/21/2017	\$1,415.00	Dead, no remaining foliage
8	Lori Johnson	7 Thunder Peak	SV Right-of-Way	10	107	9/10/2015	Yes	2015	Western Red Cedar Alder across street	Removed 2018	SV	2015	\$2,830.00	
8	Jon & Elizabeth Hjelmsmith	24 Holly View Way	SV Common Area	11	20	9/4/2015	Yes	2015	11/23-1 Western Hemlocks	Removed 2018	SV	2015	\$1,415.00	1- 20" DBH Home is potential target
8	Jon & Elizabeth Hjelmsmith	24 Holly View Way	SV Common Area	11	20	9/4/2015	Yes	2015	11/23-2 Western Hemlocks	Removed 2018	SV	2015	\$1,415.00	2- 15" DBH Home is potential target
8	Brian Barkley	22 Basin View Circle	SV Common Area	10	41	7/24/2015	Yes	2015	2 very rotten trees	Removed 2018	SV	2015	\$1,415.00	
8	George and Carol Houlton	5 Eagle Crest Court	SV Green Belt	2	81	7/27/2017	Yes	8/23/2017	2/81- 5 Douglas -fir	Removed 2018	SV	8/24/2017	\$1,415.00	14" DBH- 10' split down middle, hollow around split, 15' from home adjacent to green belt.
8	George and Carol Houlton	5 Eagle Crest Court	SV Green Belt	2	81	7/27/2017	Yes	8/23/2017	2/81-1 Western Hemlock	Removed 2018	SV	8/24/2017	\$1,415.00	16" DBH- Hollow near old wound, no signs of insect or disease
8	Bruce Ahrendt	5 Fairway Lane	SV Right-of-Way	23	116	5/30/2017	Yes	6/9/2017	23/116-1 Douglas Fir	Removed 2018	SV	6/15/2017	\$1,415.00	24" DBH Pitch covered and is bug infested. Tree sounds solid, small hollow sections near bug holes.
8	Chris Shierk	104 Harbor View Drive	SV Common Area	16	157	5/19/2017	Yes	6/9/2017	16/158-1 Hemlock	Removed 2018	SV	6/15/2017	\$1,415.00	24" DBH- Bifurcated, woodpecker habitat, hollow, leaning towards driveway and harbor view drive, 1/4 of canopy remaining. Knife penetrated 2" N side
8	Chris Shierk	104 Harbor View Drive	SV Common Area	16	157	5/19/2017	Yes	6/9/2017	16/158-3 Hemlock	Removed 2018	SV	6/15/2017	\$1,415.00	29" DBH- bifurcated, 1/4 canopy remaining, woodpecker holes
8	Jean Cox- Treverton	28 Little Strawberry Lane	SV Green Belt	3		9/27/2016	Yes	3/1/2017	3/108-1 Western Hemlock	Removed 2018	SV	6/6/2017	\$1,415.00	24" DBH bug infested, dead, leaning Changes 6/29/17 No
8	Bruce and Robin Anderson	19 Twin Flower Circle	SV Common Area	22	77	2/14/2017	Yes	3/1/2017	22/77-2 Alder	Removed 2018	SV	6/6/2017	\$1,415.00	8" DBH Dead- 6/29/17 No Changes
8	Bruce and Robin Anderson	19 Twin Flower Circle	SV Common Area	22	77	2/14/2017	Yes	3/1/2017	22/77-1 Alder	Removed 2018	SV	6/6/2017	\$1,415.00	8" DBH Dead- 6/29/17 No Changes
8	Jesse Emery	6 Sundew Court	SV Common Area	22	196	1/3/2017	Yes	1/24/2017	22/97-3 Western Red Cedar	Removed 2018	SV	6/6/2017	\$1,415.00	48" DBH sapsucker holes and old top Changes 6/29/17 No
8	Jesse Emery	6 Sundew Court	SV Common Area	22	186	1/3/2017	Yes	1/24/2017	22/97-6 Western Red Cedar	Removed 2018	SV	6/6/2017	\$1,415.00	52" DBH bifurcated, broken top. 28' from 6 Sundew Court home and propane tank. 6/29/17 No Changes
9	Mark Lester	55 Hillside Place	SV Common Area	16	197	6/14/2017	Yes	8/14/2017	16/198-1 Douglas-fir	Removed 2018	SV	8/24/2017	\$1,415.00	24" DBH- Insect and woodpecker holes, signs of root disease. Exposed old wound. Recommend felling tree for habitat.
12	Bruce Bishop	26 Morning Glory Drive	SVCA Greenbelt			2/7/2018	Yes	2/7/2018	Douglas-fir	Removed 2018	SV	N/A	\$2,800.00	Imminent Hazard

Failure Impact (Target)

3 points = High failure impact: extensive damage expected if failure occurs. Probability of impacting a target (exposure time) high (e.g., overnight exposure); defective tree or tree parts large enough to cause extensive damage; target of high value. Examples include campsites, lodges, hotels, dormitories, residences and 24-hour visitor service and restroom facilities.

2 points = Medium failure impact: moderate damage expected if failure occurs. Exposure time moderate (daytime or intermittent only); defective tree or tree parts of sufficient size to cause moderate damage; target of moderate value. Moderately used paved trails, picnic and other day use areas, interpretive sites, amphitheaters and kiosks, moderate to high-use road networks within campgrounds, roadside attractions, such as vista points or historic stops, information stations, visitor centers, fee collection portals, high use daytime parking areas, designated trailhead parking areas, plazas, staging areas and commercial sites, roads and intersections with moderate to high traffic volume, haul routes during periods of commercial use, active projects along roads where work is stationary.

1 point = Low failure impact: Minor damage expected if failure occurs. Exposure time low; defective tree or tree parts is small; target of low value. Highway corridors or improved Forest Service roads with little or sporadic traffic, unimproved roads, turnouts, bicycle paths, or structures with sporadic occupancy, such as storage buildings.

Failure Potential (Defect)

3 points = high potential for failure: serious defects.

2 points = medium potential for failure: moderate defects.

1 point = low potential for failure: minor defects.

0 points = no defect observed

Add 1 point if multiple, interacting defects are present, e.g. leaning tree with other defects.

Score 4 points (the maximum score) if tree is dead.

Cracks

High (3 points):

- Crack goes completely through stem or branch.
- Stem has two cracks on the same segment with a cavity or extensive decay.
- Crack in contact with another defect or is at the base of a leaning tree.
- Branch (4" or larger) with any crack.
- Conifer stem with a single crack with inrolled bark and a cavity or decay inside.

Medium (2 points):

- Hardwood stem with a single crack with a cavity or decay (the decay should also be evaluated based on the "Stem and Branch Decay" criteria below).

Low (1 point):

- Trees with a single frost crack and no internal decay.

Branch Unions/Forked Tops

High (3 points):

- Weak branch union (V-shaped with inrolled bark) that is also cracked, cankered, decayed or streaming pitch. Strong (U-shaped) branch unions with these defects, except as listed below, should be assessed on the basis of the associated defects.
- Heavy U-shaped branches of all species except for pines and incense cedar that form when branches turn up to become leaders. Pine and incense cedar receive a high rating only if an associated defect (cracked, cankered, decayed or streaming pitch) is also present at the branch union.
- Large epicormic branches on decaying stems and branches.

Medium (2 points):

- Weak (V-shaped) union with inrolled bark.

Low (1 point):

- Heavy U-shaped branches of pines and incense cedar that form when side branches turn up to become leaders (no additional defect in the branch union).

Stem or Branch Decay

High (3 points):

- Less than 1/3 of the tree's radius (or diameter) is sound. Additional sound wood needed if tree is leaning, decay is off-center or present between four feet above the groundline and the lowest live branch, or is associated with an open cavity.

Stem or Branch Decay (cont.)

High (3 points)

- Cavity, decay or fruiting body associated with an open crack or weak branch union.
- Decay in a horizontal branch.
- True fir and hardwoods with known, but unmeasured decay, especially if a cavity is open to the outside.

Medium (2 points):

- Trees with greater than 1/3 of the tree's radius in sound wood may or may not have medium failure potential, depending on the extent of decay, species of decay fungus and position within the tree. At the very least, trees with identified decay should be closely monitored on a regular schedule and after significant weather events.
- Douglas-fir, incense cedar and pine species with known, but unmeasured decay, especially if a cavity is open to the outside.

Note: All trees with moderate or high failure impact ratings should be thoroughly evaluated for decay with the proper equipment and/or mitigated regardless of the species.

Fungal Fruiting Bodies

High (3 points):

- *Phaeolus schweinitzii* conks associated with butt swell on Douglas-fir.
- One or more Indian paint fungus (*Echinodontium tinctorium*) conks on true fir or hemlock
- Five or more red ring rot (*Porodaedalia (Phellinus) pini*) conks on Douglas-fir, ponderosa pine, Jeffrey pine, lodgepole pine, or more than one on true fir or hemlock.
- One or more quinine (*Fomitopsis officinalis*) conks on Douglas-fir, pines, western larch, spruce or hemlock.
- One or more sulfur fungus (*Laetiporus sulphureus*) conks on a wide range of conifers and hardwoods, including Douglas-fir, true firs, pines, hemlocks, spruces, larch, western redcedar, oaks, maples, birch and willow.

Medium (2 points)

- *P. schweinitzii* conks without associated with butt swell on Douglas-fir.
- Fewer than five red ring rot (*P. pini*) conks on Douglas-fir, ponderosa pine, Jeffrey pine, lodgepole pine, or one on true fir or hemlock.
- Incense cedar pecky rot conks (*Oligoporus amarus*) conks on incense cedar greater than 150 years old.

Cankers

High (3 points):

- Cankers with associated fruiting bodies of decay fungi.
- Cankers with associated internal decay.
- Canker physically connected to a crack or other defect.
- Single or multiple cankers without decay over more than 1/2 of the tree's circumference, particularly if the cankers are between four feet above the groundline and the lowest live branch.
- Basal cankers in true fir that affect over 1/3 of the bole circumference.

Cankers (cont.)

High (3 points):

- Cankers in oak or tanoak caused by *Phytophthora ramorum* (ramorum canker or sudden oak death) that affect more than 1/3 of the bole circumference, or have associated decay fungi, ambrosia beetles or bark beetles.
- Deep charring in true fir over more than 1/3 of the bole circumference when the relationship between deep char and cambial mortality has been confirmed.
- Deep charring in sugar pine, ponderosa pine, Jeffrey pine, incense cedar or Douglas-fir over 1/2 of the bole circumference when the relationship between deep char and cambial mortality has been confirmed.

Medium (2 points):

- For all species other than true fir, single or multiple cankers without decay that affect less than 1/2 of the tree's circumference (including fire-caused cankers).
- For true fir, single or multiple cankers without decay that affect less than 1/3 of the bole circumference (including fire-caused cankers).
- For oak or tanoak, cankers caused by *Phytophthora ramorum* (ramorum canker or sudden oak death) without associated decay, ambrosia beetles or bark beetles that affect less than 1/3 of the bole circumference.
- A large old wound or canker with no decay at the base of a leaning tree.

Low (1 point):

- True fir with bole swelling from dwarf mistletoe with no bark sloughing or evidence of decay.
- Lodgepole pine or ponderosa pine with basal (hip) cankers from western gall rust with no bark sloughing or evidence of decay.
- Lodgepole pine or ponderosa pine with elongated stalactiform rust cankers covering less than 1/3 of the bole circumference.

Dead Tree, Top Or Branches

Extremely High (4 points):

- Dead tree.

High (3 points):

- Dead top greater than ten feet long or smaller ones with associated decay or other defect (note that old dead tops of pine, incense cedar, juniper or Douglas-fir may not have high failure potential).
- Dead branches greater than two inches in diameter, branches that are hanging or lodged in the crown, large dead dwarf mistletoe brooms and large live dwarf mistletoe brooms with associated decay or defect.

Medium (2 points):

- Dead tops less than ten feet long with no associated decay or other defect (note that old dead tops of pine, incense cedar, juniper or Douglas-fir may have lower than medium failure potential).
- Any branch greater than two inches in diameter and more than 2/3 dead (remove the entire branch).
- Live dwarf mistletoe brooms with no associated decay or other defect (monitor closely).

Low (1 point):

- Old spike tops in pine, incense cedar, juniper or Douglas-fir that give evidence of long-term persistence.

Bark and/or Wood Boring Beetle-Attacked Trees

High (3 points) If any of the following over at least 1/3 of the bole circumference (excluding basal attack by red turpentine beetle):

- Pitch tubes with pink or reddish (not clear) boring dust.
- Pouch fungus conks and/or current woodpecker (not sapsucker) activity.
- Boring dust or frass in bark crevices, webbing along the bole, or accumulation of boring dust or frass at the base of the tree.

Bark and/or Wood Boring Beetle-Attacked Trees (cont.)

High (3 points):

If tree has significant bark and/or wood boring beetle activity, as indicated by:

- 50% or more of the foliage-bearing crown actively fading, as indicated by a uniform change in color over that part of the crown. Dead tops that have no foliage do not count toward this 50%. Also does not include drought-induced needle cast (non-uniform fading restricted to the older needles) or branch mortality ("flagging") caused by dwarf mistletoe/*Cytospora* infections in true fir.

Root Damage and Root Disease

High (3 points):

- Recently leaning trees, or with recent root-lifting, soil movement or mounding near the base, or with broken/decayed roots.
- Inadequate root support, with more than half of the root system within the drip line severed, broken, undermined or decayed by erosion or excavation.
- Host tree species visibly infected with root disease fungi, adjacent to visibly infected trees or stumps, or with advanced crown symptoms in the immediate area where Heterobasidion root disease has been identified.

Medium (2 points):

- Less than 1/2 of the root system within the drip line severed, broken, undermined or decayed by erosion or excavation.
- Host tree with few or no crown symptoms within 50 feet of a confirmed root disease-infected tree or stump or within 50 feet of a host tree with advanced crown symptoms.

Leans and Poor Tree Architecture

High (3 points):

- Leaning with an angle greater than 45° from vertical.
- Leaning with other contributing defects.
- Freshly leaning tree with recent root lifting, soil movement or mounding near the base.
- Lean associated with unstable soils or cracks in the tree.
- Uncorrected lean compounded by unbalanced crown shape weighted in the direction of the lean.
- Uncorrected lean at a location with frequent storm or wind injury.

Medium (2 points):

- Uncorrected lean with an angle between 10° and 45° from vertical without other contributing defects. Monitor closely for changes in the lean.
- Branches with a twist, sharp angle or bend.
- Branches that are lopsided or unbalanced with respect to the rest of the crown, especially if nearby trees were pruned or removed within the last ten years.

III. Hazard Tree Summary

Methodology

The sheer numbers of trees as well as the difficulty in determining precise tree ownerships has hampered hazard tree identification on the SVCA property. We did identify twenty-eight trees or groups of trees as high risk hazards and those are marked with pink ribbon. (We note that upon re-inspection, some ribbons had been removed) In addition we identified groves of trees with significant defects and have indicated those on maps and in tables in Addendum IV and in the back cover. These areas would need on the ground property line identification in order to determine ownership.

Tree hazards include dead or dying trees, dead parts of live trees, or unstable live trees (due to structural defects or other factors) that are within striking distance of people or property (a target). Hazard trees are those with defects that have the potential to cause property damage, personal injury or fatality in the event of a failure. ([Hazard Tree Guidelines for Forest Service Facilities](#). USDA Report #RO-12-01). In a nutshell, a tree with a defect (decay, mechanical failure, etc.) that is likely to cause failure of all or part of the tree that is within striking distance of a man made structure or human use area is a hazard.

The standard process for assessing risk is termed Visual Tree Assessment (VTA). This process is a visual inspection that looks for obvious indications of defect and targets.

The tree assessment process involves the examination of many factors:

- The **crown** of the tree is examined for current vigor. This is comprised of inspecting the crown (foliage, buds and branches) for color, density, form, and annual shoot growth, limb **dieback** and disease.
- The **bole** or main stem of the tree is inspected for decay, which includes cavities, wounds, fruiting bodies of decay (conks or mushrooms), seams, insects, bleeding, callus development, broken or dead tops, structural defects and unnatural leans. Structural defects include crooks, forks with V-shaped crotches, multiple attachments, and excessive sweep.
- The **root collar** and roots are inspected for the presence of decay, insects and/or damage, as well as if they have been injured, undermined or exposed, or original grade has been altered.
- The vicinity of human occupations or use, and potential property damage.

Inspection methods included examining the trees from ground level that may include binoculars and sounding trunks with a mallet. At SVCA, no invasive methods were utilized to assess defects in trees.

Defects are indicators of potential failure and can include mechanical (leaning trees, broken limbs, splintered trunks, heaving root systems) or the presence or disease that affect the structural integrity of wood (wood decaying fungus).

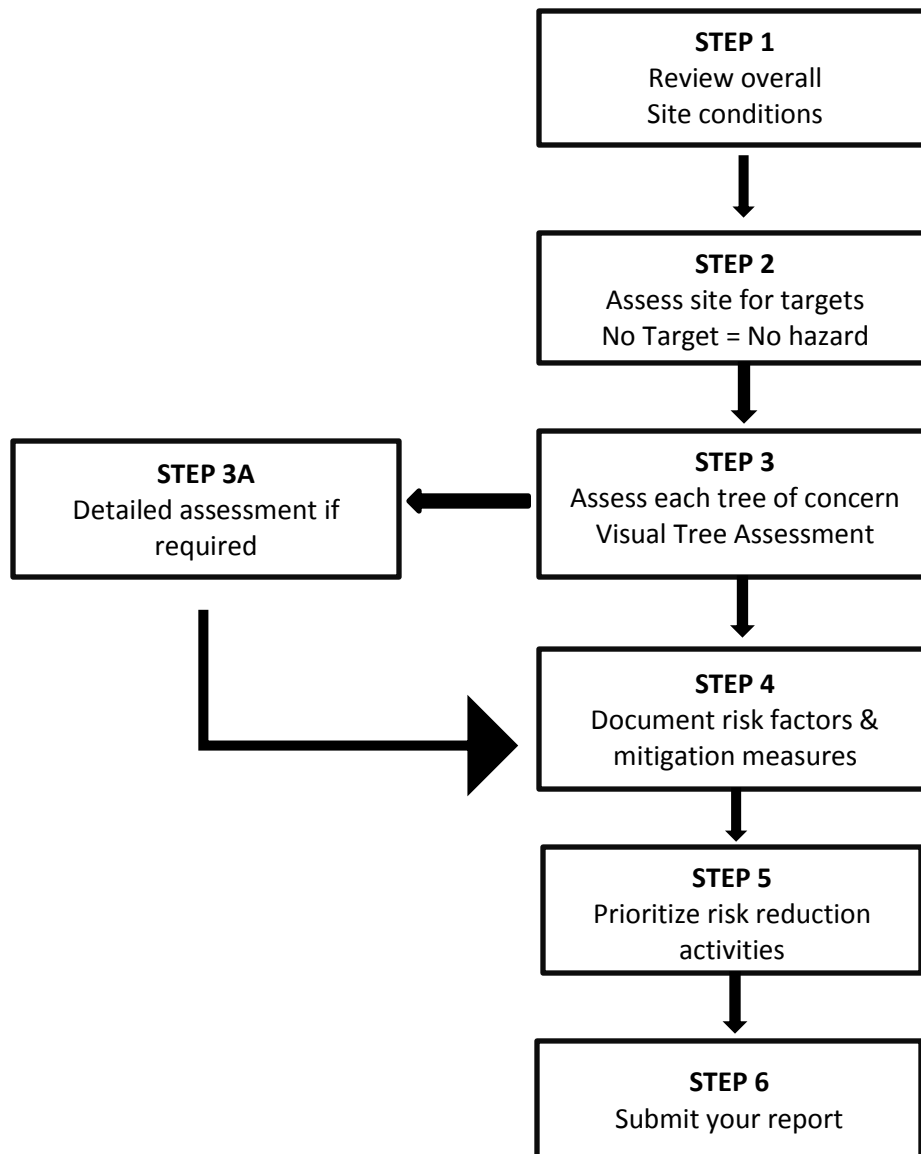
Risk Assessment

Tree Risk Assessment is a complex undertaking. It involves a stepwise process similar to that shown in the following flow chart. Risk is defined as "...the probability that an undesirable event will or will not occur. It is the product of the probability of the event taking place, the probability of being exposed to the event, and the probability of certain outcomes occurring if exposure did take place. Risk can be statistically quantified in a risk assessment. Acknowledgement for the foregoing to: (Dunster and Dunster in Tree Risk Assessment in Urban Areas and Urban/Rural Interface—Course Manual. PNW International Society of Arboriculture.)

Risk Assessment steps are demonstrated by the following Chart.

Figure 4

Tree Risk Assessment



Risk Assessment typically considers:

- The size of the tree component that might fail
- The probability of it failing
- The probability of a target being hit in the event of failure
- The damage/harm likely to result to the target.

Risk Assessment is undertaken to:

- Limit the amount of risk to people
- Limit the amount of risk to property
- Limit the amount of risk to tree owners
- Identify the highest risk trees
- Prescribe actions to reduce risk (Risk Management)

A hazard tree exists when the sum of the risk factors assessed equals or exceeds a predetermined threshold of risk. In its simplest terms, trees with defects and near targets are higher risk than healthy trees away from targets. Risk Assessment attempts to quantify risk even though the uncertainty factor requires judgement on the part of the assessor. The key concepts of assessing risk besides uncertainty are probability and significance. Risk assessment is not hard and fast—nor is the level of risk one would tolerate. Much of the risk assessment process is driven not only by biomechanics, but also by litigation. Importantly, risk assessment is dependent on that seen or predicted at the time of the assessment.

Risk Assessment is used to determine which trees are actively failing (extreme), which will fail soon (high) and which might fail soon (moderate). There are no guarantees in risk assessment and no “for sure” categories of safe or unsafe. Risk assessment is a subjective process, based on an understanding of biological and mechanical factors. The task of the risk manager (entity responsible for the tree) is to balance tree risk issues against economic, social, political and regulatory requirements.

Most assessment protocols are ordinal—factors that might lead to tree collapse and damage to humans or structures are assigned numbers. For instance the International Society of Arboriculture Tree Risk Rating System “scores” trees as summarized following.

Table 4

Risk Rating System

Size of Part		<u>Potential to Fail</u>		Target	
<u>Score</u>	<u>Range</u>	<u>Score</u>	<u>Narrative</u>	<u>Score</u>	<u>Narrative</u>
1	1-6"	1	Low	1	Low
2	6-18"	2	Medium	2	Medium
3	18-30"	3	High	3	High
4	>30"	4	Severe	4	Severe

Scores are totaled for each tree. Scores above 9 are considered “high risk” and those ranging toward 12 are those in imminent danger of failing.

At SVCA we focused on those trees totaling 9 and above recognizing that lower ranked trees could fail as well. (An interesting feature of the system is that although there are many more tree limbs in a forest

under 6" in diameter, those limbs are ranked lower than large limbs even though the probability of failure is greater based solely on their frequency.)

Rather than describe each tree and target in detail, we simply noted the tree size and defect indicator with the understanding that targets were in obvious reach for each. The majority of the hazard trees we noted are over 18-inches in diameter, had a high to severe failure potential and had high to severe targets (ranges 9-12). We abbreviated the reporting procedures and developed the Hazard Tree Summary table in Addendum V.

Hazard trees were located and mapped using **GPS** tools. See Addendum V.

Summary of Findings

At SVCA we located twenty-eight hazard trees or small groups of trees defective and within striking distance of human activities or structures. We also noted several areas or groups of hazard trees where ownership was undetermined. The primary defects are root and bole decay as evidenced by fruiting bodies, known as **conks** and/or dead and declining tops and crowns. In Addendum V we have provided visual aids that describe the decay diseases found. Those major diseases are categorized as affecting either roots or the bole or stem of the trees. They are further categorized as white, brown or soft decays. In each case, the structural integrity of the wood is affected, decreasing the ability of the tree to stand. The most common fungi noted are those following.

Root Diseases:

Red-Brown Cubical Rot: Affects Douglas-fir by destroying the connective tissue (**lignin**) of root wood. It enters through root or lower stem wounds. It is often exacerbated by hoofed animals, root zone soil compaction. It affects the center of the tree (heartwood) first and trees infected may stand for many years. The fungal **conk** is found on the ground and looks somewhat like a cow-pie.



Laminated Root Rot (yellow ring rot): Affects Douglas-fir by destroying the cell walls (**cellulose**) of root wood and lower bole. It is typically transmitted tree to tree underground. Initial identification is often the appearance of a dead and dying tree top. Fungal conks are inconspicuous, often underground, when found look like a white mat. Identification is often made by the presence of thin tree crowns.



Armillaria Root Rot breaks down both the lignin and cellulose in plant tissue, particularly tree roots. It is often first noticed by thinning or dying tree crowns. The fungal fruiting body is sometimes called “honey mushroom”.



Stem or bole diseases:

Red Ring Rot: Affects Douglas-fir by destroying the lignin in the bole or stem of the trees. It often lives in trees for many years without detection--- as it runs out of healthy wood to live on it produces a conk on the stem of the tree. The conk is shelf-like.



All of these diseases are exacerbated by stress--- changes in micro climate or root disturbance. Cultural control measures are limited generally to removal of the diseased trees and their stumps. Chemical fumigation has had limited results.

TIER 2
Sudden Valley Community Association
2019-2029 CRRRF Capital Plan

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	R	S	T	
1	6/21/2019						2020 CRRRF PLANNING - TIER 2 - Known Cost Updates													
2							REVENUES	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029		
3							January 1 Carryover (does not include Reserves Carryover)													
4							June 1 Carryover in 2019	863,262	141,694	168,099	(1,559,992)	(9,599,193)	(9,529,347)	(13,851,375)	(13,236,129)	(12,626,923)	(12,153,754)	(12,168,832)		
5							Expected CRRRF Reserve Dues Collection (1)	\$ 557,178	\$ 965,091	\$ 965,091	\$ 965,091	\$ 965,091	\$ 965,091	\$ 965,091	\$ 965,091	\$ 965,091	\$ 965,091	\$ 965,091		
6							CRRRF Loan Payments (included in Facilities)													
7							LWWSD Assignment of Savings Returned	\$ 126,745	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
8							Estimated Interest Income	\$ 831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
9							2020 Proposed CRRRF Income (\$8.31/month)	\$ 288,725	\$ 288,725	\$ 288,725	\$ 288,725	\$ 288,725	\$ 288,725	\$ 288,725	\$ 288,725	\$ 288,725	\$ 288,725	\$ 288,725		
10	Escalation: 2.50%						Previous year's Carryover hold back	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000		
11							TOTAL EXPECTED RESERVES/REVENUE	\$2,148,016	\$1,995,509	\$2,021,914	\$293,824	(\$7,745,377)	(\$7,675,532)	(\$11,997,559)	(\$11,382,313)	(\$10,773,108)	(\$10,299,938)	(\$10,315,016)		
12	Cost Est (Total)	Cost Est	Asset	Useful Li	Year	RS Year	Project Name	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029		
17	\$203,225	2019	1331	1	2019	x	CRRRF Loan Repayment	\$ (203,225)	In Progre	\$ (5,081)	\$ (10,288)	\$ (15,626)	\$ (21,097)	\$ (26,705)	\$ (32,454)	\$ (38,346)	\$ (44,385)	\$ (50,575)	\$ -	
23	\$290,000	2019	1349	0	2021	2020	Barn 8 Spec Design for Rebuild	\$ (297,250)	\$ 304,681											
60	\$50,000	2019	1343	30	2019	x	Quiet Pool: Retaining Wall - Repair	\$ (50,000)	In Progre											
61	\$30,000	2019	1124	30	2019	x	Quiet Pool: Shed - Rebuild	\$ (30,000)	In Progre											
89	\$362,656	2019	1215	25	2019	x	Golf: Irrigation System - Repair	\$ (133,373)	A	\$ 271,080										
97	\$12,021	2019	1209	7	2019	x	TURF: Building - Paint	\$ (21)	C					\$ -						
129	\$807,400	2019	1314	0	2019	x	2018 Project	\$ (807,400)	In Progre											
156	\$140,000	2019	1309	40	2019	x	Barn 6 (Ice Barn) - Demolish	\$ (140,000)	In Progre											
172	\$65,000	2019	1248	10	2019	x	Barn 8: Gym Cardio Machines - Replacement	\$ (65,000)	In Progress										\$ -	
222	\$36,772	2019	1053	17	2019	x	Greens King V 186 Mower - Replacement	\$ (36,772)	In Progre											
252	\$8,567	2019	1347	15	2019	x	Turfco Torrent 2 Blower	\$ (8,567)	Comple											
266	\$22,000	2019	1270	5	2019	x	Maint: 00 Dodge Caravan - Replacement	\$ (22,000)	In Progre				\$ 24,891						\$ 28,162	
285	\$36,772	2019	1179	7	2019	x	SEC: 09 Honda CRV - Replacement	\$ (36,772)	In Progre						\$ 43,710					
292	\$42,025	2019	1169	7	2019	x	Maint: 00 F250 - Replacement	\$ (42,025)	In Progre						\$ 49,955					
293	\$52,531	2019	1168	20	2019	x	Maint: 97 GMC Dump Truck - Replacement	\$ (52,531)	In Progre											
301						x	2019 CRRF CAPITAL PROJECTS, IN PROGRESS	\$ 706,364	In Progre											
303							2020 CRRRF LOAN PAYMENT	\$ 118,766		\$ 203,225										
304							Capital Gym Equipment Loan	\$ 9,428		\$ 18,857	\$ 18,857	\$ 7,857								
305							REVERSE 2020 RS TOTALS			\$ (748,140)										
306							New vehicle - Maintenance			\$ 51,000										
307							New vehicle - Janitorial			\$ -										
308							2019 B PROJECTS			\$ 245,483										
309							2020 A PROJECTS			\$ 371,016										
310																				
311							GRAND TOTAL	\$ (793,128)	\$ 110,190	\$ 294,393	\$ (15,626)	\$ (21,097)	\$ (1,814)	\$ (32,454)	\$ 55,319	\$ (44,385)	\$ (50,575)	\$ 28,162		
312							CRRRF Expenses Tier 2: Known cost updates or Adjusted Year													
313							GRAND TOTAL	\$ 2,782,940	\$ 1,050,471	\$ 1,993,752	\$ 8,463,823	\$ 1,097,433	\$ 5,070,763	\$ 612,972	\$ 530,690	\$ 754,063	\$ 1,204,115	\$ 927,229		
314							CRRRF Expenses Tier 1: 2019 RS Planned Project Totals													
314								\$ 1,406,322.00	\$ 1,227,410.80	\$ 2,981,906.00	\$ 9,293,017.00	\$ 1,183,970.00	\$ 5,575,843.00	\$ 638,570.00	\$ 644,610.00	\$ 780,646.00	\$ 1,268,894.00	\$ 1,050,930.00		

TIER 2
Sudden Valley Community Association
2019-2029 CRRRF Capital Plan

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	R	S	T
12	Cost Est (Total)	Cost Est	Asset	Beneficial Li	Year	RS Year	Project Name	2019		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
315							EXPENSES												
316							CRRRF Plan Expenses in current year	\$ 1,989,812		\$ 1,160,661	\$ 2,288,145	\$ 8,448,197	\$ 1,076,336	\$ 5,068,948	\$ 580,518	\$ 586,009	\$ 709,678	\$ 1,153,540	\$ 955,391
317							Less: Unfunded priority B-F items (2019)	\$ (614,627)											
318							Priority B-E Items moved to 2020			\$ -	\$ 422,679								
319							Budgetary Contingency - 10%	\$ 31,137		\$ 66,750	\$ 271,082	\$ 844,820	\$ 107,634	\$ 506,895	\$ 58,052	\$ 58,601	\$ 70,968	\$ 115,354	\$ 95,539
320							Target Reserves Carryover	\$ 600,000		\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
321							(Revenues - Expenses - Reserves Carryover)	\$141,694		\$168,099	(\$1,559,992)	(\$9,599,193)	(\$9,529,347)	(\$13,851,375)	(\$13,236,129)	(\$12,626,923)	(\$12,153,754)	(\$12,168,832)	(\$11,965,946)
322																			
323							Monthly CRRRF Assessment Analysis												
324							2019 Monthly CRRRF Assessment	27.79		27.79	27.79	27.79	27.79	27.79	27.79	27.79	27.79	27.79	27.79
325							Additional Assessment to fund negative expected residual at year-end	0.00		3.51	17.72	31.77	0.38	10.63	(9.37)	(9.19)	(5.28)	8.78	2.51
326							Projects to Consider for Special Assessment	0.00		0.00	40.39	208.07	5.96	122.17	0.00	0.00	0.00	0.00	0.00
327							Total Dues/ Assessment to Base Line Fund Reserve Study	\$ 27.79		\$ 31.30	\$ 85.90	\$ 267.63	\$ 34.13	\$ 160.59	\$ 18.42	\$ 18.60	\$ 22.51	\$ 36.57	\$ 30.30
328																			
329							Projects to Consider for Special Assessment												
330	\$5,510,000	2019	1332	0	2022		Barn 8 Building Rebuild					\$ 5,933,667							
331	\$290,000	2019	1349	0	2021	2020	Barn 8 Spec Design for Rebuild			\$ -	\$ 304,681								
332	\$3,750,000	2019	1333	0	2024		Clubhouse Interior Refurbishment							\$ 4,242,781					
333	\$187,500	2019	1355	0	2023		Clubhouse - Spec Design for Interior Refurbishment						\$ 206,965						
334	\$1,045,000	2019	1334	0	2021		Area Z Maintenance Building - Replacement				\$ 1,097,903								
335	\$600,000	2019	1335	30	2022		Marina: Spit (East Interior) - Rebuild					\$ 646,134							
336	\$600,000	2019	1336	30	2022		Marina: Spit (West Interior) - Rebuild					\$ 646,134							
337							Total of Projects to Consider for Special Assessment	\$ -	\$ -	\$ -	\$ 1,402,584	\$ 7,225,935	\$ 206,965	\$ 4,242,781	\$ -	\$ -	\$ -	\$ -	\$ -
338																			
339							Notes												
340							1) Collections based on 3,146 membes at 92% collections rate years 2020 to 2029												
341							In 2019 8 months projected collections at 91% Collections												
342							2) Blue are in Progress												

TIER 1
Sudden Valley Community Association
2019-2029 CRRRF Capital Plan

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	R	S	T	
1	6.21.19						2020 CRRRF PLANNING - TIER 1 - Ties to 2019 Reserve Study													
2							REVENUES	2019		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
3							January 1 Carryover (does not include Reserves Carryover)													
4							April 1 Carryover in 2019	863,262		(1,312,924)	(1,504,165)	(2,733,015)	(11,078,943)	(11,321,842)	(15,935,404)	(15,645,396)	(15,264,878)	(15,130,070)	(15,490,320)	
5							Expected CRRRF Reserve Dues Collection (1)	\$ 557,178		\$ 964,277	\$ 964,277	\$ 964,277	\$ 964,277	\$ 964,277	\$ 964,277	\$ 964,277	\$ 964,277	\$ 964,277	\$ 964,277	
6							CRRRF Loan Payments (included in Facilities)													
7							LWWSD Assignment of Savings Returned	\$ 126,745		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
8							Estimated Interest Income	\$ 831		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
9							Previous year's Carryover hold back	\$ 600,000		\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	
10	Escalation: 2.50%						TOTAL EXPECTED RESERVES/REVENUE	\$2,148,016		\$251,353	\$60,112	(\$1,168,738)	(\$9,514,666)	(\$9,757,565)	(\$14,371,127)	(\$14,081,119)	(\$13,700,601)	(\$13,565,793)	(\$13,926,043)	
11																				
12	Cost Est (Total)	Cost Est	Asset	Reful Li	Year	RS Year	Project Name	2019	RANKING	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
13	FACILITIES																			
14	\$8,405	2019	1293	40	2021		Airport & Campground - Feasibility Study				\$ 8,831									
15	\$7,000	2019	1330	5	2021		Area Y - Feasibility Study				\$ 7,354					\$ 8,321				
16	\$142,592	2019	1294	15	2032		Area Z, Marina & Rec Corridor - Feasibility Study													
17	\$203,225	2019	1331	1	2019		CRRRF Loan Repayment	\$ 203,225	In Progress	\$ 208,305	\$ 213,513	\$ 218,851	\$ 224,322	\$ 229,930	\$ 235,678	\$ 241,570	\$ 247,610	\$ 253,800	\$ -	
18	\$7,500	2019	1310	3	2019		Reserve Study	\$ 7,500	A			\$ 8,077						\$ 9,366		
19	\$16,810	2019	1162	12	2025		SEC: Rekey Buildings								\$ 19,494					
20	\$4,203	2019	1268	1	2023		2006 Trail Building Program						\$ 4,639	\$ 4,755	\$ 4,874	\$ 4,995	\$ 5,120	\$ 5,248	\$ 5,380	
21	\$5,510,000	2019	1332	0	2022		Barn 8 Building Rebuild					\$ 5,933,667								
22	\$50,000	2019	1350	1	2019		Barn 8 Emergency Repair	\$ 50,000	A	\$ 51,250	\$ 52,531	\$ 53,845	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
23	\$290,000	2019	1349	0	2020		Barn 8 Spec Design for Rebuild			\$ 297,250										
24	\$225,884	2019	1083	30	2052		Barn 8: Building Exterior Envelope Restoration													
25	\$52,531	2019	1091	40	2062		Barn 8: Electrical System - Repair													
26	\$52,531	2019	1093	40	2062		Barn 8: Fire System - Repair													
27	\$12,600	2019	1095	15	2037		Barn 8: Flat Roof - Replacement													
28	\$47,278	2019	1089	20	2042		Barn 8: HVAC - Replacement													
29	\$18,340	2019	1099	7	2029		Barn 8: Painting												\$ 23,477	
30	\$52,531	2019	1090	40	2062		Barn 8: Plumbing System - Repair													
31	\$157,594	2019	1094	20	2042		Barn 8: Restrooms/Locker Rooms - Remodel													
32	\$68,250	2019	1339	20	2042		Barn 8: Roof Replacement													
33	\$12,326	2019	1337	10	2028		Main Pool: ADA Lift - Replacement												\$ 15,393	
34	\$339,714	2019	1105	40	2058		Main Pool: Deck - Repair													
35	\$67,908	2019	1100	12	2028		Main Pool: Equipment - Replacement												\$ 84,808	
36	\$25,170	2019	1104	40	2058		Main Pool: Fence - Replacement													
37	\$206,845	2019	1244	12	2030		Main Pool: Resurface													
38	\$5,428	2019	1338	10	2028		Main Pool: Swim Lanes - Replacement												\$ 6,779	
39	\$7,354	2019	1113	40	2030		Core Area: Field Equipment - Replacement													
40	\$15,759	2019	1109	30	2026		Core Area: Outdoor Amenities - Replacement									\$ 18,733				
41	\$91,350	2019	1110	30	2019		Core Area: Tennis Court - Resurface	\$ 91,350	C											
42	\$25,212	2019	1112	30	2019		Core Area: Tennis Court Fence - Replacement	\$ 25,212	C											
43	\$42,025	2019	1118	20	2023		Adult Center Building: Interior - Renovation						\$ 46,388							
44	\$3,677	2019	1119	12	2021		Adult Center Building: Water Heater - Replacement				\$ 3,863									
45	\$26,003	2019	1116	30	2023		Adult Center Building: Doors & Windows- Repair					\$ 28,702								
46	\$21,013	2019	1284	50	2043		Adult Center Building: Electrical System - Replacement													
47	\$7,371	2019	1115	7	2019		Adult Center Building: Exterior Painting - Replacement	\$ 7,371	C						\$ 8,762					
48	\$5,253	2019	1286	30	2023		Adult Center Building: Fire System - Replacement					\$ 5,798								
49	\$12,608	2019	1117	15	2022		Adult Center Building: HVAC - Replacement				\$ 13,577									
50	\$21,013	2019	1285	50	2043		Adult Center Building: Plumbing System - Replacement													
51	\$19,885	2019	1114	25	2040		Adult Center Building: Roof - Replacement													
52	\$36,890	2019	1245	7	2023		Adult Center Building: Siding - Repair					\$ 40,720								
53	\$12,326	2019	1342	10	2028		Quiet Pool: ADA Lift Replacement												\$ 15,393	
54	\$61,042	2019	1123	30	2048		Quiet Pool: Deck - Repairs													
55	\$8,826	2019	1126	20	2023		Quiet Pool: Fence - Replacement					\$ 9,742								
56	\$2,627	2019	1233	15	2019		Quiet Pool: Filter - Replacement	\$ 2,627	A											
57	\$4,203	2019	1120	15	2019		Quiet Pool: Heater - Replacement	\$ 4,203	A											
58	\$1,051	2019	1122	10	2019		Quiet Pool: Pump - Replacement	\$ 1,051	A										\$ 1,345	

TIER 1
Sudden Valley Community Association
2019-2029 CRRRF Capital Plan

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	R	S	T
12	Cost Est (Total)	Cost Est	Asset	Reful L	Year	RS Year	Project Name	2019	RANKING	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
59	\$73,183	2019	1121	10	2028		Quiet Pool: Resurface - Replacement												\$ 91,396
60	\$50,000	2019	1343	30	2019		Quiet Pool: Retaining Wall - Repair	\$ 50,000	A										
61	\$30,000	2019	1124	30	2019		Quiet Pool: Shed - Rebuild	\$ 30,000	A										
62	\$4,879	2019	1341	10	2028		Quiet Pool: Skimmer- Replacement												\$ 6,093
63	\$3,750,000	2019	1333	0	2024		Clubhouse Interior Refurbishment							\$ 4,242,781					
64	\$10,500	2019	1148	5	2020		Clubhouse: Bar Deck - Recoating			\$ 10,763					\$ 12,177				
65	\$57,784	2019	1157	50	2074		Clubhouse: Electrical Systems - Renovation												
66	\$656,641	2019	1146	42	2056		Clubhouse: Exterior - Replacement												
67	\$21,013	2019	1153	20	2044		Clubhouse: Fire Systems - Upgrade												
68	\$37,450	2019	1318	15	2022		Clubhouse: HVAC 20 Ton					\$ 40,330							
69	\$37,451	2019	1316	20	2038		Clubhouse: HVAC CH												
70	\$37,450	2019	1317	15	2033		Clubhouse: HVAC Economizer												
71	\$20,000	2019	1319	15	2019		Clubhouse: HVAC Exterior Cover	\$ 20,000	A										
72	\$21,013	2019	1156	50	2074		Clubhouse: Plumbing Systems - Renovation												
73	\$39,375	2019	1144	25	2039		Clubhouse: Roof & Gutters - Replacement												
74	\$13,230	2019	1145	7	2021		Clubhouse: Siding - Painting				\$ 13,900								\$ 16,522
75	\$21,013	2019	1151	15	2039		Clubhouse: 19th Hole - Renovation												
76	\$31,519	2019	1150	10	2034		Clubhouse: Admin - Renovation												
77	\$45,000	2019	1351	20	2044		Clubhouse: Golf Locker Rooms & Restrooms - Renovation(copy)												
78	\$21,013	2019	1147	15	2038		Clubhouse: Pro Shop - Renovation												
79	\$52,531	2019	1149	15	2039		Clubhouse: Restaurant - Renovation												
80	\$31,519	2019	1155	20	2044		Clubhouse: Upstairs Restrooms - Renovation												
81	\$10,506	2019	1154	15	2038		Clubhouse: Water Heater - Replacement												
82	\$7,880	2019	1224	10	2022		Golf: Austin Creek - Repair					\$ 8,486							
83	\$9,000	2019	1212	3	2020		Golf: Bridges - Replacement			\$ 9,225			\$ 9,934			\$ 10,698			\$ 11,521
84	\$12,608	2019	1213	1	2019		Golf: Bunkers - Replacement	\$ 12,608	B	\$ 12,923	\$ 13,246	\$ 13,577	\$ 13,916	\$ 14,264	\$ 14,621	\$ 14,986	\$ 15,361	\$ 15,745	\$ 16,139
85	\$10,506	2019	1219	5	2019		Golf: Cart Path - Repair	\$ 10,506	A					\$ 11,887					\$ 13,449
86	\$101,959	2019	1218	20	2022		Golf: Cart Path - Repaving					\$ 109,799							
87	\$45,177	2019	1273	20	2027		Golf: Driving Range Projects											\$ 55,044	
88	\$15,759	2019	1217	1	2019		Golf: Greens & Tee Boxes - Rebuild	\$ 15,759	C	\$ 16,153	\$ 16,557	\$ 16,971	\$ 17,395	\$ 17,830	\$ 18,276	\$ 18,733	\$ 19,201	\$ 19,681	\$ 20,173
89	\$362,656	2019	1215	25	2019		Golf: Irrigation System - Repair	\$ 362,656	A										
90	\$945,563	2019	1214	50	2044		Golf: Irrigation System - Replacement												
91	\$78,797	2019	1269	20	2032		Golf: Lake Louise Dam - Repair												
92	\$36,772	2019	1216	30	2044		Golf: Lake Louise Pump Station - Rebuild												
93	\$31,432	2019	1274	15	2020		Golf: Practice Putting Green			\$ 32,217									
94	\$10,000	2019	1345	43	2022		Golf: Pro Shop Shed - Replacement					\$ 10,769							
95	\$6,304	2019	1246	30	2024		Golf: Pump Houses - Renovation							\$ 7,132					
96	\$31,519	2019	1247	30	2020		Golf: Restrooms - Renovation			\$ 32,307									
97	\$12,021	2019	1209	7	2019		TURF: Building - Paint	\$ 12,021	C							\$ 14,290			
98	\$41,991	2019	1210	30	2019		TURF: Building - Repair	\$ 41,991	C										
99	\$2,097	2019	1254	20	2023		TURF: Building Overhead Door - Replacement						\$ 2,315						
100	\$6,000	2019	1352	15	2019		TURF: Change Room Repair	\$ 6,000	A										
101	\$21,013	2019	1283	50	2021		TURF: Electrical System - Replacement				\$ 22,076								
102	\$5,883	2019	1208	15	2022		TURF: Fence - Replacement/Repair					\$ 6,335							
103	\$3,152	2019	1276	15	2031		TURF: Furnace - Replacement												
104	\$1,178	2019	1255	25	2028		TURF: Gutters - Replacement											\$ 1,471	
105	\$3,152	2019	1280	15	2019		TURF: Restrooms - Replacement	\$ 3,152	A										
106	\$19,872	2019	1204	20	2032		TURF: Roof - Replacement												
107	\$2,502	2019	1205	20	2032		TURF: Sand Storage Roof - Replacement												
108	\$10,506	2019	1207	15	2022		TURF: Vent System - Replacement/Repair					\$ 11,314							
109	\$10,506	2019	1211	25	2025		TURF: Wash Pad - Refurbish								\$ 12,184				
110	\$1,576	2019	1281	12	2019		TURF: Water Heater - Replacement	\$ 1,576	A										
111	\$2,300	2019	1250	10	2031		Area Z Door - Repair												
112	\$1,045,000	2019	1334	0	2021		Area Z Maintenance Building - Replacement				\$ 1,097,903								
113	\$55,000	2019	1353	0	2020		Area Z Maintenance Building - Spec Design for Replacement			\$ 56,375									
114	\$5,106	2019	1253	20	2041		Area Z Service Truck Compound - Replacement												
115	\$9,637	2019	1263	10	2031		Area Z Storage Gate - Replacement												
116	\$187,500	2019	1355	0	2023		Clubhouse - Spec Design for Interior Refurbishment						\$ 206,965						
117	\$15,759	2019	1251	15	2020		Gates Lighting - Replacement			\$ 16,153									
118	\$21,013	2019	1288	20	2024		Maintenance Building: Electrical System - Replacement							\$ 23,774					
119	\$7,354	2019	1130	3	2024		Maintenance Building: Equipment - Replacement							\$ 8,321			\$ 8,961		

TIER 1
Sudden Valley Community Association
2019-2029 CRRRF Capital Plan

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	R	S	T
12	Cost Est (Total)	Cost Est	Asset	Reful Li	Year	RS Year	Project Name	2019	RANKING	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
120	\$21,013	2019	1287	20	2024		Maintenance Building: Plumbing System - Replacement							\$ 23,774					
121	\$36,772	2019	1129	20	2024		Maintenance Building: Siding & Roof - Replacement							\$ 41,604					
122	\$1,576	2019	1289	12	2024		Maintenance Building: Water Heater - Replacement							\$ 1,783					
123	\$35,875	2019	1128	30	2024		RV: Area - Rehab							\$ 40,589					
124	\$35,000	2019	1346	25	2019		Security Building - Electrical	\$ 35,000	A										
125	\$7,354	2019	1301	25	2019		Security Building - Interior- Repair	\$ 7,354	A										
126	\$5,262	2019	1227	15	2029		Security Building - Roof - Replacement												\$ 6,736
127	\$3,024	2019	1229	7	2019		Security Building - Siding - Paint	\$ 3,024	A						\$ 3,595				
128	\$18,158	2019	1228	25	2019		Security Building - Siding - Repair	\$ 18,158	A										
129	\$807,400	2019	1314	0	2019		2018 Project	\$ 807,400	In Progress										
130	\$7,354	2019	1142	7	2026		Marina & AM/PM: Buildings - Painting								\$ 8,742				
131	\$80,000	2019	1320	28	2019		Marina & AM/PM: Buildings - Renovation	\$ 80,000	E										
132	\$10,506	2019	1139	15	2024		Marina: Boat Ramp Harbor - Rebuild							\$ 11,887					
133	\$10,506	2019	1329	5	0		Marina: Dredging												
134	\$7,000	2019	1294	5	2022		Marina: Dredging Assessment					\$ 7,538					\$ 8,529		
135	\$264,309	2019	1348	25	2043		Marina: Fire Standpipe & East/West Gangways												
136	\$5,253	2019	1140	30	2024		Marina: Open Water Boat Ramp - Rebuild							\$ 5,943					
137	\$30,000	2019	1141	5	2019		Marina: Outdoor Amenities - Replacement	\$ 30,000	A					\$ 33,942					\$ 38,403
138	\$133,000	2019	1133	5	2028		Marina: Picnic Shelter - Repairs											\$ 166,099	
139	\$42,025	2019	1136	20	2032		Marina: Restroom - Renovation/Repairs												
140	\$490,149	2019	1138	30	2048		Marina: Spit (East Exterior) - Rebuild												
141	\$600,000	2019	1335	30	2022		Marina: Spit (East Interior) - Rebuild					\$ 646,134							
142	\$600,000	2019	1336	30	2022		Marina: Spit (West Interior) - Rebuild					\$ 646,134							
143	\$91,350	2019	1134	20	2019		Marina: Tennis Court - Resurface	\$ 91,350	C										
144	\$28,994	2019	1135	40	2019		Marina: Tennis Court Fence - Replacement	\$ 28,994	C										
145	\$143,994	2019	1137	20	2027		Marina: Wet Slip Docks - Renovation									\$ 175,443			
146	\$53,000	2019	1131	20	2035		AM/PM: Picnic Shelter - Repairs												
147	\$2,101	2019	1132	20	2035		AM/PM: Restrooms - Repairs												
148	\$5,976	2019	1298	8	2022		Gate 1 Bus Shelter - Replacement					\$ 6,435							
149	\$35,429	2019	1252	25	2040		Gate 3 Bus Shelter - Replacement												
150	\$8,000	2019	1297	25	2019		Gate 9 Bus Shelter	\$ 8,000	A										
151	\$8,000	2019	1299	5	2019		Harbor View Bus Shelter - Replacement	\$ 8,000	A					\$ 9,051					\$ 10,241
152	\$17,861	2019	1257	25	2032		Parking Lot: Gate 5 - Replacement												
153	\$10,000	2019	1290	40	0		Airport												
154	\$5,253	2019	1266	12	2019		Campground - Trails & Roads	\$ 5,253	F										
155	\$1,850	2019	1267	20	2019		Campground Entrance Road Work	\$ 1,850	F										
156	\$140,000	2019	1309	40	2019		Barn 6 (Ice Barn) - Demolish	\$ 140,000	In Progress										
157																			
158																			
159	\$ 20,082,614						SUBTOTAL Facilities	\$ 2,223,191		\$ 742,921	\$ 1,449,775	\$ 7,751,839	\$ 610,837	\$ 4,729,248	\$ 326,002	\$ 353,425	\$ 535,269	\$ 707,796	\$ 146,862
160																			
161							EQUIPMENT												
162	\$105,063	2019	1158	5	2020		System: Computer - Replacement			\$ 107,689					\$ 121,840				
163	\$15,759	2019	1159	7	2022		System: Phone System - Replacement					\$ 16,971							\$ 20,173
164	\$9,456	2019	1160	7	2022		System: Web Page - Redesign					\$ 10,183							\$ 12,104
165	\$5,253	2019	1097	15	2027		Barn 8: Coffee Area: Equipment - Replacement									\$ 6,400			
166	\$4,203	2019	1200	10	2021		Barn 8: Coffee Area: Ice Machine II - Replacement				\$ 4,415								
167	\$10,506	2019	1098	15	2027		Barn 8: Coffee Area: Kitchen - Renovation									\$ 12,801			
168	\$15,759	2019	1096	15	2029		Barn 8: Coffee Area: Lobby - Renovation												\$ 20,173
169	\$31,519	2019	1085	20	2023		Barn 8: Dance Area - Renovation						\$ 34,791						
170	\$10,506	2019	1086	20	2023		Barn 8: Dance Area Heaters - Replacement						\$ 11,597						
171	\$42,025	2019	1087	20	2023		Barn 8: Dance Area Kitchen Equipment - Replacement						\$ 46,388						
172	\$65,000	2019	1248	10	2019		Barn 8: Gym Cardio Machines - Replacement	\$ 65,000	A										\$ 83,205
173	\$78,797	2019	1084	30	2037		Barn 8: Gym Weight Machines - Replacement												
174	\$15,759	2019	1231	15	2028		Barn 8: Safety Nets - Replacement										\$ 19,681		
175	\$26,000	2019	1340	10	2019		Barn 8: Sauna - Replacement	\$ 26,000	C										\$ -
176	\$12,608	2019	1092	12	2034		Barn 8: Water Heaters - Replacement												
177	\$3,152	2019	1196	15	2039		Kitchen (19): Cooler - Replacement												
178	\$3,152	2019	1197	15	2039		Kitchen (19): Drink/Display Cooler - Replacement												

TIER 1
Sudden Valley Community Association
2019-2029 CRRRF Capital Plan

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	R	S	T		
12	Cost Est (Total)	Cost Est	Asset	Ref L	Year	RS Year	Project Name	2019	RANKING	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029		
179	\$2,522	2019	1192	10	2034		Kitchen (19): Fryers - Replacement														
180	\$5,253	2019	1198	15	2039		Kitchen (19): Remodel														
181	\$5,253	2019	1195	25	2049		Kitchen (19): Stove & Flat Top - Replacement														
182	\$8,405	2019	1191	26	2050		Kitchen (19): Walk-in Coolers - Repair														
183	\$5,253	2019	1182	7	2031		Kitchen: Dishwasher - Replacement														
184	\$5,253	2019	1183	10	2034		Kitchen: Double Oven - Replacement														
185	\$1,576	2019	1194	5	2029		Kitchen: Exhaust Fan - Replacement												\$	2,017	
186	\$23,114	2019	1188	30	2054		Kitchen: Exhaust Hood - Replacement														
187	\$2,627	2019	1187	15	2039		Kitchen: Flat Top - Replacement														
188	\$2,522	2019	1185	10	2034		Kitchen: Fryers - Replacement														
189	\$2,627	2019	1186	15	2039		Kitchen: Grill Top - Replacement														
190	\$4,203	2019	1199	10	2034		Kitchen: Ice Machine I - Replacement														
191	\$12,608	2019	1193	30	2054		Kitchen: Renovation														
192	\$2,627	2019	1189	15	2039		Kitchen: Salamander - Replacement														
193	\$25,215	2019	1190	26	2050		Kitchen: Walk-in Coolers - Repair														
194	\$20,000	2019	1354	10	2019		Golf: Pond Aerators - Fountains	\$	20,000	A										\$	25,602
195	\$10,506	2019	1296	25	2025		250 Gallon Gas Tank - Replacement								\$	12,184					
196	\$335,000	2019	1258	7	2021		50 Golf Carts - Replacement				\$	351,959							\$	418,369	
197	\$13,563	2019	1344	7	2021		Golf: Club Car Carry All - Replacement				\$	14,250							\$	16,938	
198	\$3,677	2019	1221	7	2021		Golf: Range Picking Unit - Replacement				\$	3,863							\$	4,592	
199	\$3,152	2019	1223	7	2022		Golf: Tee Sheet Software - Replacement					\$	3,394						\$	4,035	
200	\$9,456	2019	1027	20	0		1987 Jacobsen 22" Walking Greensmower														
201	\$9,456	2019	1028	20	0		1987 Jacobsen 22" Walking Greensmower														
202	\$22,063	2019	1079	12	2025		2005 JD ProGator 2030A - Replacement								\$	25,586					
203	\$32,569	2019	1073	10	2020		2008 Toro 3100 Approach Mower - Replacement			\$	33,384										
204	\$11,557	2019	1078	8	2021		2009 Club Car Carryall 252 - Replacement				\$	12,142								\$	14,794
205	\$44,126	2019	1077	13	2025		2012 Toro 5410 Fairway Unit - Replacement								\$	51,173					
206	\$36,772	2019	1076	7	2019		2012 Toro Greens Triplex Mower - Replacement	\$	36,772	B						\$	43,710				
207	\$13,658	2019	1026	20	2036		2016 SIP 650 - Replacement														
208	\$28,626	2019	1025	20	2036		2016 SIP 7000 Reel Grinder - Replacement														
209	\$10,941	2019	1032	15	2031		2016 Toro GTX Light Utility Vehicle - Replacement														
210	\$9,140	2019	1036	30	2022		250 Gal. Gas Storage Tank (Proshop) - Replacement					\$	9,843								
211	\$14,078	2019	1305	15	2031		6000 Bed Knife Grinder - Replacement														
212	\$28,682	2019	1307	15	2031		7000 Reel Grinder - Replacement														
213	\$29,418	2019	1065	20	2024		Aerifier - Verti Core 2100							\$	33,283						
214	\$4,203	2019	1034	20	2022		Alladin 1222 Steam Cleaner - Replacement					\$	4,526								
215	\$10,200	2019	1324	7	2019		Club Car Carry All Light Duty Vehicle I	\$	10,200	B							\$	12,125			
216	\$10,200	2019	1325	7	2019		Club Car Carry All Light Duty Vehicle II	\$	10,200	C							\$	12,125			
217	\$4,203	2019	1046	22	2022		Cushman Greens Groomer Brush - replacement					\$	4,526								
218	\$14,709	2019	1047	25	2023		Cushman Groommaster Trap Rake						\$	16,236							
219	\$72,743	2019	1308	30	2047		Emergency Generator - Replacement														
220	\$36,728	2019	1037	25	2021		Ford 1920 Turf Tractor & Ford 7108 Loader - Replacement				\$	38,587									
221	\$6,304	2019	1070	6	2019		Golf Safety Net/Posts - Replacement	\$	6,304	B						\$	7,310				
222	\$36,772	2019	1053	17	2019		Greens King V 186 Mower - Replacement	\$	36,772	A											
223	\$12,608	2019	1060	15	2019		Greensmaster 1000 Walking Mower - Replacement	\$	12,608	C											
224	\$12,608	2019	1061	15	2019		Greensmaster 1000 Walking Mower - Replacement	\$	12,608	F											
225	\$12,608	2019	1302	15	2031		Honda Walk Behind Mower - Replacement														
226	\$49,379	2019	1074	10	2021		JD 2030 Fairway Sprayer - Replacement				\$	51,879									
227	\$39,924	2019	1059	18	0		Jacobsen LF 3400 Fairway Mower w/ Blades														
228	\$44,126	2019	1056	18	2020		Jacobsen LF3400 Fairway Mower - Replacement			\$	45,229										
229	\$15,759	2019	1022	20	0		Jacobson 5 Gang Mower - Replacement														
230	\$13,158	2019	1322	7	2019		Jacobson Truckster Utility Vehicle I	\$	13,158	D						\$	15,641				
231	\$36,772	2019	1043	18	0		John Deere Tri-Plex Trim Mower 3WD														
232	\$42,025	2019	1064	20	2023		NH 42 HP Tractor Model #TN55 - Replacement						\$	46,388							
233	\$29,838	2019	1306	15	2031		ProCore 648 Gas Aerifier 23 HP - Replacement														
234	\$5,253	2019	1055	20	2021		Ryan Core Harvester - Replacement				\$	5,519									
235	\$12,608	2019	1030	30	2022		Ryan Renovaire Fairway Aerifier - Replacement					\$	13,577								
236	\$6,304	2019	1031	30	2020		Ryan Sod Cutter - Replacement			\$	6,461										
237	\$26,266	2019	1181	10	2022		TURF: 05 Chevy Colorado - Replacement					\$	28,285								
238	\$54,633	2019	1206	25	2039		TURF: Main Pump Panel - Replacement														
239	\$31,519	2019	1303	15	2031		Toro 3300 TriPlex Mower - Replacement														

TIER 1
Sudden Valley Community Association
2019-2029 CRRRF Capital Plan

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	R	S	T	
12	Cost Est (Total)	Cost Est	Asset	Reful L	Year	RS Year	Project Name	2019	RANKING	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
240	\$26,266	2019	1024	15	0		Toro Green Aerifier - Replacement													
241	\$12,608	2019	1039	15	2020		Toro Greensmaster 1000 Mower - Replacement			\$ 12,923										
242	\$12,608	2019	1040	15	2020		Toro Greensmaster 1000 Mower - Replacement			\$ 12,923										
243	\$12,608	2019	1041	15	0		Toro Greensmaster 1000 Mower - Replacement													
244	\$12,608	2019	1042	15	0		Toro Greensmaster 1000 Mower - Replacement													
245	\$15,759	2019	1068	1	0		Toro Prosweep 5200D													
246	\$22,063	2019	1058	18	2020		Toro Utility Turf Truck - Replacement			\$ 22,615										
247	\$14,709	2019	1082	5	2020		Tru Turf Greens Roller - Replacement			\$ 15,076				\$ 17,058						
248	\$9,981	2019	1063	15	2019		Turf II 2-wheel Turf Truck - Replacement	\$ 9,981	D											
249	\$15,759	2019	1080	15	2028		Turfco 1530 Top Dresser - Replacement											\$ 19,681		
250	\$6,304	2019	1029	25	0		Turfco Meter-Matic Sand Topdresser													
251	\$10,506	2019	1057	20	2022		Turfco SP1530 Spreader - Replacement					\$ 11,314								
252	\$8,567	2019	1347	15	2019		Turfco Torrent 2 Blower	\$ 8,567	In Progress											
253	\$27,316	2019	1045	25	2022		TyCrop MH 400 Fairway Top Dresser & Twin Spinner					\$ 29,417								
254	\$42,025	2019	1075	10	2022		Vermeer Brush Chipper 2012-05CRRF					\$ 45,256								
255	\$5,253	2019	1062	15	2019		Vicon PS 403 Fertilizer Spreader - Replacement	\$ 5,253	B											
256	\$10,506	2019	1015	25	2022		1,000 Gal. Gas Storage Tank				\$ 11,314									
257	\$136,581	2019	1012	20	2027		2008 Cat 420e Backhoe - Replacement										\$ 166,411			
258	\$42,025	2019	1019	20	2033		2008 Cat Skid Steer Loader													
259	\$84,050	2019	1018	20	2033		2013 Cat 906h Wheel Loader													
260	\$39,924	2019	1170	7	2023		2016 Chevy HD3500 - Replacement						\$ 44,068							
261	\$8,405	2019	1071	18	2027		500 Gal Diesel Fuel Tank - Replacement										\$ 10,241			
262	\$15,759	2019	1008	15	2019		8 1/2 ft. Meyer Snowplow and Sander Unit	\$ 15,759	A											
263	\$13,658	2019	1014	15	2028		Cat Rotary Brush - Replacement												\$ 17,057	
264	\$6,724	2019	1021	10	2025		Chain and Pole Saws - Replacement							\$ 7,798						
265	\$3,079	2019	1262	15	2025		Driveway/Notice Signs - Replacement							\$ 3,571						
266	\$22,000	2019	1270	5	2019		Maint: 00 Dodge Caravan - Replacement	\$ 22,000	A					\$ 24,891					\$ 28,162	
267	\$36,772	2019	1171	7	2023		Maint: 04 GMC Silverado - Replacement					\$ 40,589								
268	\$36,772	2019	1172	7	2022		Maint: 05 Chevy 3500 - Replacement			\$ 39,599									\$ 47,071	
269	\$84,050	2019	1174	7	2022		Maint: 08 Dodge 4500 Dump Truck - Replacement			\$ 90,513									\$ 107,591	
270	\$84,050	2019	1175	7	2024		Maint: 14 Dodge 4500 - Replacement						\$ 95,095							
271	\$120,822	2019	1176	7	2022		Maint: 15 5500 - Replacement			\$ 130,112									\$ 154,662	
272	\$52,531	2019	1177	7	2023		Maint: 16 3500 - Replacement					\$ 57,985								
273	\$94,556	2019	1278	7	2023		Maint: 16 HydroVac Trailer Pressure Washer - Replacement					\$ 104,372								
274	\$41,785	2019	1311	7	2024		Maint: 18 Silverado - Replacement							\$ 47,276						
275	\$44,075	2019	1315	7	2024		Maint: 18 Silverado - Replacement							\$ 49,867						
276	\$34,039	2019	1326	7	2025		Maint: 19 Silverado - Replacement							\$ 39,475						
277	\$841	2019	1020	10	2025		Pallet Forks - Replacement							\$ 975						
278	\$57,784	2019	1009	18	2019		Road Mower - New Holland TC45DA	\$ 57,784	B											
279	\$6,422	2019	1328	15	2033		Salt Dogg Sander - Replacement													
280	\$11,622	2019	1327	15	2033		Snow Plow/Sander - Replacement													
281	\$47,278	2019	1011	15	2024		Snow Removal Equipment - Replacement							\$ 53,491						
282	\$11,032	2019	1304	15	2031		SnowDogg 9' Snow Plow & Beyers HP 2000 Sander - Replacement													
283	\$11,913	2019	1312	15	2032		SnowDogg 9' Snow Plow & Spreader - Replacement													
284	\$26,266	2019	1180	10	2023		SEC: 05 Honda Element - Replacement					\$ 28,992								
285	\$36,772	2019	1179	7	2019		SEC: 09 Honda CRV - Replacement	\$ 36,772	A							\$ 43,710				
286	\$8,405	2019	1164	10	2021		SEC: Defibrillator - Replacement			\$ 8,831										
287	\$33,244	2019	1178	7	2024		SEC: Honda 16 CRV - Replacement							\$ 37,612						
288	\$26,266	2019	1165	10	2022		SEC: Radio System - Replacement					\$ 28,285								
289	\$168,100	2019	1161	7	2022		SEC: Security/Access Control - Replacement			\$ 181,025									\$ 215,182	
290	\$4,728	2019	1166	10	0		SEC: Speed Guns - Replacement													
291	\$18,829	2019	1010	10	2027		Lawn Mower - Zero Turn - Replacement										\$ 22,942			
292	\$42,025	2019	1169	7	2019		Maint: 00 F250 - Replacement	\$ 42,025	A							\$ 49,955				
293	\$52,531	2019	1168	20	2019		Maint: 97 GMC Dump Truck - Replacement	\$ 52,531	A											
294	\$50,000	2019	1230	1	2019		Parks: Playground Equipment - Replacement	\$ 50,000	A	\$ 51,250	\$ 52,531	\$ 53,845	\$ 55,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
295	\$9,456	2019	1256	10	2019		Parks: Tables & Benches - Replacement	\$ 9,456	A											\$ 12,104
296	\$3,733	2019	1313	15	2032		Summit 7x16 Tilt Trailer - Replacement													
297	\$26,163	2019	1066	12	2029		Toro Z Master Mower Model 6280 - Replacement												\$ 33,491	
298																				
299																				
300																				

TIER 1
Sudden Valley Community Association
2019-2029 CRRRF Capital Plan

	A	B	C	D	E	F	G	I	J	K	L	M	N	O	P	Q	R	S	T
12	Cost Est (Total)	Cost Est	Asset	Beneficial	Year	RS Year	Project Name	2019	RANKING	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
301																			
302																			
303	\$ 3,811,969						SUBTOTAL Equipment	\$ 559,749		\$ 307,550	\$ 543,977	\$ 711,985	\$ 486,597	\$ 341,515	\$ 286,970	\$ 177,265	\$ 218,795	\$ 496,319	\$ 780,367
304																			
305	\$ 23,894,583						GRAND TOTAL CRRRF Expenses Tier 1: 2019 RS Planned Project Totals	\$ 2,782,940		\$ 1,050,471	\$ 1,993,752	\$ 8,463,823	\$ 1,097,433	\$ 5,070,763	\$ 612,972	\$ 530,690	\$ 754,063	\$ 1,204,115	\$ 927,229
306	84.0%						% Facilities	79.9%		70.7%	72.7%	91.6%	55.7%	93.3%	53.2%	66.6%	71.0%	58.8%	15.8%
307	16.0%						% Equipment	20.1%		29.3%	27.3%	8.4%	44.3%	6.7%	46.8%	33.4%	29.0%	41.2%	84.2%
308							EXPENSES												
309							CRRRF Plan Expenses in current year	\$ 2,782,940		\$ 1,050,471	\$ 1,993,752	\$ 8,463,823	\$ 1,097,433	\$ 5,070,763	\$ 612,972	\$ 530,690	\$ 754,063	\$ 1,204,115	\$ 927,229
310							Less: Unfunded priority B-F items (2019)												
311							Priority B-E Items moved to 2020												
312							Budgetary Contingency - 10%	\$ 78,000		\$ 105,047	\$ 199,375	\$ 846,382	\$ 109,743	\$ 507,076	\$ 61,297	\$ 53,069	\$ 75,406	\$ 120,412	\$ 92,723
313							Target Reserves Carryover	\$ 600,000		\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000
314							Expected Residual at Year-end:	(\$1,312,924)		(\$1,504,165)	(\$2,733,015)	(\$11,078,943)	(\$11,321,842)	(\$15,935,404)	(\$15,645,396)	(\$15,264,878)	(\$15,130,070)	(\$15,490,320)	(\$15,545,995)
315																			
316																			
317	Notes																		
318	1) Collections based on 3,146 members at 92% collections rate years 2020 to 2029																		
319	In 2019 8 months projected collections at 91% Collections																		

Sudden Valley Community Association
2019-2029 Road Rehabilitation and Culvert Capital Improvement Plan

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	2020 Roads, Ditches, & Culverts Capital Planning																		
2	6/21/2019		REVENUES																
3	January 1 Carryover (does not include Reserves Carryover)								2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
4	June 1 Carryover in 2019								845,958	214,609	419,615	145,313	(99,818)	(2,392,181)	(2,764,153)	(3,165,741)	(3,471,157)	(3,291,263)	
5	Expected Road Reserve Dues Collection							Note 3	\$ 647,354	\$ 1,121,367	\$ 1,121,367	\$ 1,121,367	\$ 1,121,367	\$ 1,121,367	\$ 1,121,367	\$ 1,121,367	\$ 1,121,367	\$ 1,121,367	\$ 1,121,367
6	2020 Proposed CRRRF Income (\$4.84/month)								\$ 168,226	\$ 168,226	\$ 168,226	\$ 168,226	\$ 168,226	\$ 168,226	\$ 168,226	\$ 168,226	\$ 168,226	\$ 168,226	\$ 168,226
7	Previous year's Carryover hold back								\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
8	TOTAL EXPECTED RESERVES/REVENUE								\$1,993,312	\$2,004,202	\$2,209,207	\$1,934,906	\$1,689,774	(\$602,588)	(\$974,561)	(\$1,376,148)	(\$1,681,565)	(\$1,501,670)	
9																			
10	Cost Est	Cost Est Year	Condition Rating	CIP Num	Year Scheduled (adjusted if applicable)		Project Name	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	
11	Escalation:	2.50%																	
12	Engineering, Planning and Inspection																		
13	\$30,000	2015			Annual		On-Call Engineering Services for CIP	\$ 354,679	\$ 16,800	\$ 33,942	\$ 34,791	\$ 35,661	\$ 36,552	\$ 37,466	\$ 38,403	\$ 39,363	\$ 40,347	\$ 41,355	
14	\$5,000	2015			Bi-Annual		Large Culvert or Bridge Inspection (alternating years)	\$ 61,832	\$ 5,519	\$ 5,657	\$ 5,798	\$ 5,943	\$ 6,092	\$ 6,244	\$ 6,400	\$ 6,560	\$ 6,724	\$ 6,893	
15	\$80,000	2014			2025		Capital Improvement Plan (CIP) 2028 -2037 Update	\$ 104,967							\$ 104,967				
17	SUBTOTAL - ENGINEERING, PLANNING & INSPECTION							\$ 521,478	\$ 22,319	\$ 39,599	\$ 40,589	\$ 41,604	\$ 42,644	\$ 43,710	\$ 44,770	\$ 45,823	\$ 46,871	\$ 47,918	\$ 48,966
18																			
19	Road / Parking Improvements																		
20	\$200,000	2018		R-01	2018		Road Surfacing Demonstration Project- Select Main Roads; Rotunda Parking Lot & Access Dr. (includes Engineering)	\$ -	\$ -										
21	\$308,722	2019		R-02	2019		Road Surfacing - Additional Main Roads+Select Secondary Roads (see Note 1; incl. Engineering and CM)	\$ 549,393	\$ 549,393										
22	\$483,012	2017		R-03	2021	2020	Road Surfacing - Select Main/Secondary/Residential Roads - Gates 3, 9, 13 (see Note 1; includes Engineering and CM)	\$ 533,155		\$ 533,155									
23	\$413,058	2017		R-04	2022	2021	Road Surfacing - Select Main/Secondary/Residential Roads - Gates 1, 2, 5 (see Note 1; includes Engineering and CM)	\$ 467,337		\$ 467,337									
24	\$21,500	2019		R-05a	2019		Windward Retaining Wall - Design/Permitting / CM	\$ 18,657	\$ 18,657										
25	\$104,500	2019		R-05b	2020		Windward Retaining Wall - Construction (NOTE: CA is include in R-05a)	\$ 107,113		107,113									
26	\$30,000	2018		R-06a	2024	2021	Midnight Court 30% Design - cross-slope, drainage only	\$ 34,791					\$ 34,791						
27	\$110,000	2018		R-06b	2025		Midnight Court PLANNING LEVEL EST - Final Design, Const. ASSUMES no storm treatment needed	\$ 130,755						\$ 130,755					
28				R-07; R-08	2019		Southern Court Mitigation - Tree removal; Ditch Cleaning	\$ 32,285	\$ 32,285										
29	\$82,500	2017		R-09	2020		Southern Court - Drainage Repairs	\$ 88,843		\$ 88,843									
30	\$114,000	2017		R-10	2023		Southern Court - Preventative Scaling (conservative estimate)	\$ 132,205					\$ 132,205						
31					2019		DESIGN: Remove Barn 7 & Rotunda Foundations	\$ -	\$ -										
32	\$34,000	2017		R-11	2019		Remove Barn 7 Foundation	\$ -	\$ -										
33	\$26,000	2017		R-12	2019		Remove Rotunda Foundations	\$ 49,823	\$ 49,823										
34	\$71,000	2018		R-14a	2022	2019	DESIGN: Required Stormwater Mitigation Project and Stormwater Mitigation Bank - Clubhouse Lower Parking Lot	\$ 78,371			\$ 78,371								
35	\$392,832	2018		R-14b	2023	2020	CONSTRUCTION: Req'd Stormwater Mitigation Proj. & Stormwater Mitigation Bank - Clubhouse Lower Parking Lot	\$ 444,453				\$ 444,453							
36	\$107,000	2019		R-15 Rev A	2019		DESIGN + CONST: Rec Corridor parking lot- Rev A: Pothole repairs microsurfacing (bandaid)	\$ 105,144	\$ 105,144										
37	\$108,000	2017		R-15a	2025		DESIGN: Rec Corridor Parking Lot	\$ 131,588						\$ 131,588					
38	\$642,000	2017		R-15b	2026		CONSTRUCTION: Rec Corridor Parking Lot	\$ 801,770							\$ 801,770				
39	\$275,000	2017		R-16a	2021		DESIGN: Marina Parking Lot (per Revitalization Plan Estimate; include C-448)	\$ 303,549		\$ 303,549									
40	\$1,933,000	2017		R-16b	2023		CONSTRUCTION: Marina Parking Lot (per Revit Plan Estimate)	\$ 2,241,687				\$ 2,241,687							
41	\$52,000	2015		R-17a	2024		DESIGN: Spring Road Grading and Drainage Improvements	\$ 64,941					\$ 64,941						
42	\$117,200	2015		R-17b	2025		CONSTRUCTION: Spring Road Grading and Drainage Improvements	\$ 150,026						\$ 150,026					
43	\$556,928	2017		R-18	2025		Road Surfacing - All Main Roads (6 year interval)	\$ 678,563						\$ 678,563					
44	\$507,770	2017		R-19	2027		Road Surfacing - All Roads, Paved Parking - Gates 3, 9, 13 (7 year interval)	\$ 649,989									\$ 649,989		
45	\$451,224	2017		R-20	2028		Road Surfacing - All Roads, Paved Parking - Gates 1, 2, 5 (7 year interval)	\$ 592,045										\$ 592,045	
46	\$7,500	2017		R-101	Annual		Pothole Repairs (higher per year until Road Surfacing complete)	\$ 124,044	\$ 25,000	\$ 20,000	\$ 15,000	\$ 8,486	\$ 8,698	\$ 8,915	\$ 9,138	\$ 9,366	\$ 9,601	\$ 9,841	
47																			
48	SUBTOTAL - ROADS							\$ 8,510,526	\$ 780,302	\$ 215,956	\$ 851,703	\$ 554,193	\$ 2,827,043	\$ 108,647	\$ 1,100,070	\$ 811,136	\$ 659,589	\$ 601,886	
49																			
50	Stormwater / Drainage Improvements																		
51	\$70,000	2015		-	Annual		Fast Response for Unforeseen Drainage Issues (see Note 2)	\$ 865,651	\$ 77,267	\$ 79,199	\$ 81,179	\$ 83,208	\$ 85,288	\$ 87,420	\$ 89,606	\$ 91,846	\$ 94,142	\$ 96,496	
52	\$50,000	2019		D-01a	2019		DESIGN: 30 Fairway Lane Drainage	\$ 31,577	\$ 31,577										
53				D-01b	2020		CONSTRUCTION: 30 Fairway Lane Drainage (NOTE: CA is include in D-01a)	\$ 51,250		\$ 51,250									
54				D-02a	2019		PRE-DESIGN: Windward Drive Drainage	\$ 2,779	\$ 2,779										
55	\$25,000	2019		D-02b	2019		DESIGN: Windward Drive Drainage	\$ 25,000	\$ 25,000										
56	\$45,000	2019		D-02c	2020		CONSTRUCTION: Windward Drive Drainage	\$ 46,125		\$ 46,125									
57	\$50,900	2019		C-25a	2019		DESIGN: Culvert 25, Remove and Replace	\$ 64,908	\$ 64,908	6/2/19									
58	\$137,900	2014		C-25b	2020		CONSTRUCTION: Culvert 25, Remove and Replace	\$ 159,922		\$ 159,922									

SVCA Board Meeting

Sudden Valley Community Association
2019-2029 Road Rehabilitation and Culvert Capital Improvement Plan

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Cost Est	Cost Est Year	Condition Rating	CIP Num	Year Scheduled (adjusted if applicable)		Project Name	Total	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
10																		
59	\$52,700	2014	C-	C-315a	2019		DESIGN: Culvert 315, Remove and Replace	\$ 67,204	\$ 67,204									
60	\$143,200	2014		C-315b	2021		CONSTRUCTION: Culvert 315, Remove and Replace	\$ 170,220			\$ 170,220							
61	\$9,400	2014	C	C-200a	2019		DESIGN: Culvert 200, Remove and Replace	\$ 11,987	\$ 11,987									
62	\$19,100	2014		C-200b	2020		CONSTRUCTION: Culvert 200, Remove and Replace	\$ 22,150		\$ 22,150								
63	\$24,400	2014	C	C-212/213a	2019		DESIGN: Culverts 212/213, Remove and Replace	\$ 31,115	\$ 31,115									
64	\$58,200	2014		C-212/213b	2020		CONSTRUCTION: Culverts 212/213, Remove and Replace	\$ 67,494		\$ 67,494								
65	\$6,800	2014	D+	C-182a	2020		DESIGN: Culvert 182, Remove and Replace	\$ 7,886		\$ 7,886								
66	\$11,800	2014		C-182b	2021		CONSTRUCTION: Culvert 182, Remove and Replace	\$ 14,026			\$ 14,026							
67	\$25,500	2014	D+	C-432a	2020		DESIGN: Culvert 432, Remove and Replace	\$ 29,572		\$ 29,572								
68	\$61,500	2014		C-432b	2021		CONSTRUCTION: Culvert 432, Remove and Replace	\$ 73,104			\$ 73,104							
69	\$36,500	2019	D+	C-189a	2020		DESIGN: Culvert 189, Slipline	\$ 37,413		\$ 37,413								
70	\$91,700	2019		C-189b	2022		CONSTRUCTION: Culvert 189, Slipline	\$ 98,751				\$ 98,751						
71	\$53,100	2019	C-	C-409a	2020		DESIGN: Culvert 409, Slipline	\$ 54,428		\$ 54,428								
72	\$129,400	2019		C-409b	2022		CONSTRUCTION: Culvert 409, Slipline	\$ 139,350				\$ 139,350						
73	\$9,700	2014	C	C-33a	2021		DESIGN: Culvert 33, Remove and Replace	\$ 11,530			\$ 11,530							
74	\$19,800	2014		C-33b	2022		CONSTRUCTION: Culvert 33, Remove and Replace	\$ 24,124				\$ 24,124						
75	\$221,700	2014	C-	C-54a	2022		DESIGN: Culvert 54, Remove and Replace w/ Bridge	\$ 270,120				\$ 270,120						
76	\$635,000	2014		C-54b	2024		CONSTRUCTION: Culvert 54, Remove and Replace w/ Bridge	\$ 812,854					\$ 812,854					
77	\$15,700	2014	C-	C-417a	2023		DESIGN: Culvert 417, Remove and Replace	\$ 19,607					\$ 19,607					
78	\$32,100	2014		C-417b	2024		CONSTRUCTION: Culvert 417, Remove and Replace	\$ 41,091						\$ 41,091				
79	\$10,800	2014	C-	C-116a	2023		DESIGN: Culvert 116, Remove and Replace	\$ 13,488					\$ 13,488					
80	\$22,800	2014		C-116b	2024		CONSTRUCTION: Culvert 116, Remove and Replace	\$ 29,186						\$ 29,186				
81	\$27,300	2014	D	C-408a	2023		DESIGN: Culvert 408.1 & 408.2, Remove and Replace w/ Single	\$ 34,094					\$ 34,094					
82	\$66,700	2014		C-408b	2024		CONSTRUCTION: Culvert 408.1 & 408.2, Remove & Replace w/Single	\$ 85,382						\$ 85,382				
83	\$10,200	2014	C	C-82a	2023		DESIGN: Culvert 82, Remove and Replace	\$ 12,738					\$ 12,738					
84	\$21,100	2014		C-82b	2024		CONSTRUCTION: Culvert 82, Remove and Replace	\$ 27,010						\$ 27,010				
85	\$26,400	2014	C-	C-63a	2023		DESIGN: Culvert 63, Remove and Replace	\$ 32,970					\$ 32,970					
86	\$64,100	2014		C-63b	2024		CONSTRUCTION: Culvert 63, Remove and Replace	\$ 82,053						\$ 82,053				
87	\$221,700	2014	C-	C-23a	2026		DESIGN: Culvert 23, Remove and Replace w/ Bridge	\$ 298,162							\$ 298,162			
88	\$635,000	2014		C-23b	2028		CONSTRUCTION: Culvert 23, Remove and Replace w/ Bridge	\$ 897,238										\$ 897,238
89	\$60,000	2017			Annual		Ditch Reconstruction / Repairs - Contract	\$ 643,196	\$ -	\$ 64,613	\$ 66,229	\$ 67,884	\$ 69,582	\$ 71,321	\$ 73,104	\$ 74,932	\$ 76,805	\$ 78,725
90	\$102,500	2017			Annual		Ditches, Culverts and Swales (Staff - 2016 SGM mandate)	\$ 1,249,759	\$ 150,966	\$ 110,381	\$ 113,141	\$ 115,969	\$ 118,869	\$ 121,840	\$ 124,886	\$ 128,008	\$ 131,209	\$ 134,489
91							SUBTOTAL - STORMWATER	\$ 6,656,512	\$ 462,803	\$ 730,432	\$ 529,429	\$ 799,407	\$ 386,636	\$ 1,358,157	\$ 287,596	\$ 592,948	\$ 302,156	\$ 1,206,948
92																		
93							GRAND TOTAL	\$ 15,688,516	\$ 1,265,424	\$ 985,988	\$ 1,421,722	\$ 1,395,204	\$ 3,256,323	\$ 1,510,514	\$ 1,537,436	\$ 1,450,008	\$ 1,008,816	\$ 1,857,082
94							Stormwater + Roads Maintenance + On-Call + Fast Response											
95																		
96							EXPENSES											
97							Roads/Storm Plan Expenses		\$ 1,265,424	\$ 985,988	\$ 1,421,722	\$ 1,395,204	\$ 3,256,323	\$ 1,510,514	\$ 1,537,436	\$ 1,450,008	\$ 1,008,816	\$ 1,857,082
98							Budgetary Contingency	10%	\$ 13,279	\$ 98,599	\$ 142,172	\$ 139,520	\$ 325,632	\$ 151,051	\$ 153,744	\$ 145,001	\$ 100,882	\$ 185,708
99							Target Reserves Carryover		\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
100							Expected Residual at Year-end:		\$214,609	\$419,615	\$145,313	(\$99,818)	(\$2,392,181)	(\$2,764,153)	(\$3,165,741)	(\$3,471,157)	(\$3,291,263)	(\$4,044,460)
101																		
102							Monthly Road Assessment Analysis											
103							2019 Monthly Road Assessment		32.29	32.29	32.29	32.29	32.29	32.29	32.29	32.29	32.29	32.29
104							Additional Assessment to fund negative expected residual at year-end		0.00	(7.23)	4.01	11.91	6.31	15.56	16.41	13.64	(0.33)	26.54
105							Projects to consider for Special Assessment		0.00	0.00	8.74	0.00	64.55	0.00	0.00	0.00	0.00	0.00
106							Total		\$ 32.29	\$ 25.06	\$ 45.04	\$ 44.20	\$ 103.15	\$ 47.85	\$ 48.70	\$ 45.93	\$ 31.96	\$ 58.83
107																		
108							Projects to consider for Special Assessment											
109	\$275,000	2017		R-16a	2021		DESIGN: Marina Parking Lot (per Revitalization Plan Estimate; include C-448)	\$ 303,549			\$ 303,549							
110	\$1,933,000	2017		R-16b	2023		CONSTRUCTION: Marina Parking Lot (per Revit Plan Estimate)	\$ 2,241,687					\$ 2,241,687					
111							Total of Projects to Consider for Special Assessment		\$ -	\$ -	\$ 303,549	\$ -	\$ 2,241,687	\$ -	\$ -	\$ -	\$ -	\$ -
112																		
113							Notes											
114							1) Roads that have been recently repaved and are rated "A" not included.											
115							2) The "unforeseen drainage issues" cost is a contingency for addressing immediate needs and concerns as requested by community members and maintenance personnel.											
116							3) Collections based on 3,146 members at 92% collections rate year 2020 to 2029											
117							In 2019, 8 months projected at 91% Collections											
118							4) 2019 numbers indicated in BLUE are the remaining amounts available to spend on approved projects.											