

# **Mandarin Professional Complex Condominium Association, Inc.**

## ***2019 Operating Budget Assumptions***

### **Assessments**

The total expense budget for 2019 is \$56,480 with no anticipated uncollected loss due to non-payment and foreclosures.

### **Miscellaneous Income**

This income is budgeted the monthly payment from Enterprise Leasing Company and includes the collection of late fees which is charged at 18% interest from the due date until the date paid and includes the collection of NSF fees and any other miscellaneous type income.

## ***Administrative Expenses***

### **Insurance**

The current property insurance policies renew in May and are written through J. P. Perry Insurance, Inc. and include:

- Old Dominion Insurance Company – General liability in the amount of \$1M/\$2M
- Old Dominion Insurance Company – Property insurance in the amount of \$1,475,000 with a \$1,000 deductible

There is not any evidence of Directors & Officers Insurance or a Fidelity Bond.

### **Legal/Professional Fee**

Legal fees for the filing of liens and foreclosures as necessary, anticipated cost for the filing of Form 1120H due to the IRS in March; renewal of the non-profit corporation with the State of Florida due in March.

### **Phone – Elevator**

Payment to AT&T for multi business lines for the elevator phone and fire panel.

### **Management Fee**

Based upon the current contract with Duval Realty, Inc. at a rate of \$375 monthly.

### **Miscellaneous Administrative**

This category includes renewal of the non-profit corporation with the State of Florida due in March, payment to Bureau of Condominiums (\$4.00 per unit) due in January, and postage, printing and/or office supplies that are not furnished by Duval Realty for the notices and mailings to the owners as required throughout the year and miscellaneous expenses that are not specifically attributable to any of the other “Administrative” categories.

## *General Expenses*

### **Building Exterior**

Repairs to any of the common elements located throughout the property including electrical, plumbing, roof leaks, etc.as may become necessary throughout the year.

### **Elevator**

Payment to Otis Elevator Company payable twice a year (February and August) and an inspection fee in January.

### **Fire Alarm**

The budgeted expense is the same as the 2018 budget as we have not found a contract for this service.

### **General Labor**

This expense category includes the porter service (once a week) and pressure washing the common walkways twice a year.

### **Landscaping**

We have budgeted this expense based upon the bid received from Full-Haul & Lawn, Inc. which provides for mowing, edging and blowing of the common areas. Services are to be provided weekly from March through October and every two weeks from November through February. Also included are repairs to the irrigation system, plant replacement in the planters and fresh mulch twice a year.

### **Lift Station**

The budgeted expense is the same as the 2018 budget as we have not found a contract for this service.

### **Refuse Removal**

The current contract is with Waste Pro for a 4 yard dumpster emptied twice a week at a monthly cost of \$215

### **Termite Bond**

The current contract is with Orkin Pest Control, Inc. for subterranean termite and provides for five years of re-treatment at a cost of \$434 (plus annual CPI increases) due in September.

### **Miscellaneous Repair**

This includes any repair that is not specifically attributable to any of the above “General Expenses” categories.

*Utilities*

**Electricity**

Payment to JEA based upon the current usage average for the common area electricity.

**Water/Sewer**

Based upon the historical expenses for the water and sewer usage.

*Reserves*

**Reserves**

Monthly transfer of funds to the Reserve Account based upon the separate Reserve Budget.