

**Approval of FY 2022 Budget  
Resolution Worksheet**

Date: February 17, 2021

**Suggested Motion:**

“I move to approve the FY 2022 Budget with \_\_\_\_ % increase in Assessments over the level of Assessments in FY 2021”

2<sup>nd</sup>:

**Summary:**

The FY 2022 draft budget is attached.

**Vote:**

	In Favor	Opposed	Abstained	Absent
Scott Buchanan				
Dan Courtney				
Susan Cox				
James Konkel				
Dave Bush				
Jeff Lisanick				
Robin Woods				

Approved Draft Parkfairfax FY22 Budget w/Managements 1.99% Proposed Increase

<b>Assessment Income</b>			<b>2021</b>	<b>2022</b>
<b>Barkan Codes</b>			<b>Current Budget</b>	<b>Draft budget with PKFX Reserves</b>
		Percentage Increase over previous FY	0.25%	1.99%
5110.001	4001	Residential Assessments	9076414	9257382
		Subtotal	9076414	9257382
<b>Unit Rental Income</b>				
oncall	4501	Rental-309-3544 M Custis Dr	6804	6804
rental	4502	Rental-309-3546 M Custis Dr	17580	17580
rental	4503	Rental-309-3552 M Custis Dr	17580	17580
rental	4504	Rental-401-1401 M Custis Dr	18720	18720
rental	4505	Rental-401-1403 M Custis Dr	18960	18960
rental PD	4507	Rental-401-1407 M Custis Dr	12000	12000
rental	4508	Rental-802-3344 Valley Dr	24000	24000
oncall	4509	Rental-309-3554 M Custis Dr	6804	6804
oncall	4510	Rental-802-3354 Valley Dr	8160	8160
oncall	4515	Rental-401-1405 M Custis Dr	9708	9708
		Subtotal	140316	140316
<b>Other Income</b>				
5990.310	4610	Cable Revenue	16800	16800
5920.000	4615	Late Fees & Interest	20000	20000
5990.600	4625	Key Fees	8000	8000
5990.008	4630	In Unit Service Fees/USP Income	40000	40000
5910.000	4635	Laundry Fees	40000	40000
5991.010	4645	Newsletter Advertising	28000	28000
5110.180	4650	Facilities Rental Income	5000	5000
5990.190	4655	Storage Facility Rental Income	50000	53946
5990.220	4660	Resale Processing Fees	48000	48000
5990.000	4690	Other User Income	8000	8000
5410.000	4910	Interest Earned-Reserve Accounts	70000	70000
		Subtotal Other Income	333800	337746
		total other income and unit rental income	474116	478062
		Total Income	9550530	9735444
<b>Administrative</b>				
6301.000	5010	Activity Charges/Activities Committees	11700	11700
6351.020	5020	Computer Repair & Maintenance	38000	38000
6311.080	5030	Office Equipment Lease	7200	7200
6311.000	5035	Office Supplies	15500	15500
6311.010	5036	Copying	0	0
6311.130	5040	Office Systems Services	40000	40000
6391.000	5045	Dues & Subscriptions	300	300
6390.900	5050	Newsletter Services	32000	12000
6390.180	5055	Unit Assessments/Assn Fees for AO Units	91888	93822
6311.050	5060	Postage	10000	20000
6311.010	5070	Printing	11200	11200
6360.000	5080	Telephone Services	36000	36000
	5090	Other Administrative Services	30000	28000

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		5095	Website Design & Maintenance	0	0
			Subtotal Administrative	323788	313722
<b>Board/Annual Meeting Expenses</b>					
	6390.009	5100	Annual Meeting Expenses	14000	14000
			Subtotal	14000	14000
<b>Payroll Taxes/Benefits</b>					
	6723.001	5325	Bonuses	1000	1000
	6723.001	5330	Health Life Benefits	459728	481436
	6392.020	5335	Mileage	300	300
	6711.000	5340	Payroll Taxes - Management	33379	33868
	6711.000	5345	Payroll Taxes - Administrative	28032	26666
	6711.000	5350	Payroll Taxes - Maintenance	116275	120325
	6723.001	5365	Retirement - Management	12931	13190
	6723.001	5370	Retirement - Administrative	7053	7194
	6723.001	5375	Retirement - Maintenance	30533	31144
	6313.000	5380	Employee Recruitment	400	1000
	6722.000	5390	Workers Compensation	82585	61585
	6513.000	5395	Education/Training Benefit	8000	8000
			Subtotal Payroll Taxes/Benefits	780216	785707
<b>Utilities</b>					
	6451.000	6010	Water Service & Sewer	1289555	1328242
	6542.000	6020	Gas Service	220000	210000
	6450.000	6030	Electric Service	100000	95000
	6525.000	6035	Trash & Recycling Service	352975	355113
			Subtotal Utilities	1962530	1988354
<b>Contracted Services and Supplies</b>					
	6537.000	6100	Grounds & Landscaping - Contracts	283009	283009
	6550.300	6115	In Unit Supplies/USP Parts & Supplies	10000	10000
	6537.101	6120	Tree Maintenance	180000	220000
	6537.040	6130	Landscape Other	120000	120000
	6519.000	6140	Pest Control	83000	73000
	6518.000	6150	Uniforms	20000	20000
	6548.000	6160	Snow Removal Services	20000	20000
	6541.043	6170	Exercise Facility Equipment R&M	3000	3000
	6570.000	6195	Vehicle Gas & Maintenance/major repairs	47000	47000
			Subtotal Contracted Services & Supplies	766009	796009
<b>Repair &amp; Maintenance</b>					
	6541.000	6410	Building Repair & Maintenance	100000	100000
	6541.810	6420	Equipment Rental/Repair & Maintenance	2500	2500
	6541.230	6440	General Maintenance Suppies & Equip	35000	37000
	6515.000	6445	Janitorial and Cleaning Supplies	20000	22000
	6562.000	6450	Painting Services (contracted)	240000	240000
	6562.100	6452	Painting Supplies	19000	19000
	6541.280	6455	Plumbing Supplies	30000	32000
	6541.001	6470	Tools	3000	3000
			Subtotal Repair & Maintenance	449500	455500

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<b>Pool Expenses</b>					
	6547.000	6510	Pool Management	113400	113020
	6541.810	6520	Pool Supplies	15000	18000
			Subtotal Pool Expenses	128400	131020
<b>Professional Services</b>					
	6350.000	6610	Audit/Tax Return Preparation	15500	15500
	6393.050	6620	Engineering Services	10000	10000
	6340.100	6630	Legal Fees - Collections	15000	15000
	6340.000	6640	Legal Fees - General Counsel	45000	45000
	6340.800	6645	Legal Fees - Labor	5000	5000
	6320.000	6650	Management Fees	75833	75833
			Subtotal Professional Services	166333	166333
<b>Other Expenses</b>					
	6370.000	6710	Bad Debt	1500	1500
	6720.000	6720	General Liability Insurance Premiums/Insurance - Bldg	354784	354784
	6719.000	6430	Permits & Licenses	3000	3000
	6718.010	6740	Income Tax	15000	15000
	6710.000	6750	Property/Real Estate Tax	24020	21340
	3590.380	6765	Prior Year Owners Equity	0	0
	6720.030	1125	Insurance Claims/Insurance Losses	50000	25000
	6730.000	6781	Capital Expenses	100000	90000
			Subtotal Other Expense	548304	510624
	9901.015	6900	Reserves Repair & Replacement	2691340	<b>2823360</b>
			Total Parkfairfax Expense	9550528	9735444
					<b>184916</b>

Approved Draft FY22 Reserve Budget

PKFX Codes	Barkan Codes	Item Description	2021 Final Approved	2022 Draft
		Aluminum Light Poles		
1.003	9114.210	Asbestos Abatement, Crawl spaces, Partial (7 year project)	\$120,000.00	\$120,000.00
1.006	9114.210	Building Settlement Allowance - 1 bldg/yr (2013-2024)	\$600,000.00	\$600,000.00
1.009	9114.210	Building Waterproofing Allowance - Years 1-10	\$100,000.00	\$120,000.00
1.011	9901.011	Building Entry Porches/Handrails (Years 1-10)	\$25,000.00	\$25,000.00
1.012	9901.011	Concrete Stoops, Railings, Phased	\$10,000.00	\$10,000.00
1.015	9901.011	Building Stoop Replacement - Years 1-10	\$140,000.00	\$140,000.00
1.016		Crawlspaces Ventilation		
1.018	9114.210	Building - Laundry Room Doors Allowance - Years 1-10	\$5,000.00	\$5,000.00
1.021	9114.210	Building Fascia Repairs	\$100,000.00	\$100,000.00
1.024	9901.016	Building Downspout/Gutter and Pine Guard Replacement	\$125,000.00	\$125,000.00
1.027	9901.010	Site Security Lighting Fixtures /Electrical	\$30,000.00	\$30,000.00
1.030	9114.210	Building Mold Abatement Allowance	\$60,000.00	\$60,000.00
1.033	9901.016	Building Terra Cotta Tile Roofs Years 1-10	\$115,000.00	\$125,000.00
		Building Roof Replacement Assembly		
1.039	9901.016	Building Cupola Replacement Allowance (3 per year)	\$15,000.00	\$15,000.00
1.042	9901.016	Building Copper Roof Valleys-Years 1-10	\$18,000.00	\$18,000.00
1.043	9901.016	Building Copper Roof Flashing - Years 1-10	\$65,000.00	\$65,000.00
1.045	9114.210	Building - Shutter Replacement Allowance - Years 1-10	\$7,500.00	\$7,500.00
1.048	9901.006	Building - Masonry Tuckpointing Allowance - Years 1-10	\$60,000.00	\$75,000.00
1.051	9901.006	Building "Sand Brick" Repair Allowance - Years 1-10	\$10,000.00	\$10,000.00
1.054	9114.210	Building - Wood Trim Replacement Allowance - Years 1-10	\$130,000.00	\$130,000.00
1.055	9114.210	Building Louver/Vent Gable End Allowance - Years 1-10	\$40,000.00	\$40,000.00
1.057	9901.024	Electrical Meter Panels Inspection/Repair - Years 1-10		
1.060	9901.008	PEX Domestic Water Piping (Cold/Hot Water crawlspace) yr 6	\$345,000.00	\$345,000.00
1.063	9901.008	Domestic Water Piping (Hot/Cold Water Laterals) - Years 1-10		
1.066	9901.008	Building Gas Pipe Repair	\$20,000.00	\$20,000.00
1.069	9901.008	Sewer Line Repairs	\$127,000.00	\$127,000.00
1.070	9901.008	Pipes, Subsurface Utilities, Storm Sewer Lines, Partial	\$125,000.00	\$181,000.00
		Storm Sewer Laterals		
1.071	9901.008	Building Attic Smoke Alarm Maintenance	\$5,000.00	\$5,000.00
1.072	9901.029	Boiler Room Sump Pumps (10 every year)	\$4,260.00	\$4,260.00
1.075		Water Heaters, Phased		
1.076	9901.040	Building Falling Ceiling Repair Allowance - Years 1-10	\$30,000.00	\$30,000.00
1.078		Building Condition Assessment		
1.079	9901.008	Fire Hydrants - Replacement	\$3,600.00	\$3,600.00
1.080		Laundry Room Heaters (Replacement Allowance)		
2.003		Furnishings, Phased		
2.006		HVAC Equipment, Phased		
2.009		Interior Renovation		
2.012	9801.390	Office Equipment, Computers, Phased		
2.018	9901.121	Office Equipment, Telephone System		
2.024		Windows and Doors		
3.003		Exercise Equipment, Cardiovascular, Phased		
3.006	9901.005	Exercise Equipment, Strength Training		
3.009		HVAC Equipment		
3.012	9901.004	Interior Renovation (Finishes, Light Fixtures, Plumbing Fixtures)		
3.015		Windows and Doors		
4.006	9901.870	AU Air Conditioners - Years 1-10	\$2,500.00	\$2,500.00
4.009	9901.870	AU Appliances - Years 1-10	\$2,500.00	\$2,500.00
4.010	9901.940	AU Kitchen Cabinet - On-call Unit (2)	\$3,500.00	\$3,500.00
4.012	9901.940	Bathroom Renovations - On-call Units (2)	\$3,500.00	\$3,500.00
5.009	9801.390	Information Technology Equipment, Partial (Computers, Server, Telephone System)		

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5.012		Interior Renovation, Maint Office Building		
5.024		MC Building Tuckpointing/Masonry Repairs		
5.020	9901.006	MC Security Camera/System Repairs		
5.039	9801.510	John Deere Gator		
5.040		Snow Blower 1		
5.042		Equipment, Water Jet Machine		
5.048		Vehicle, CC 1500, Chevrolet, 2010		
5.051		Trucks 1 & 13 Chevrolet Express Vans	\$23,980.00	
5.054		Truck #5 Chevrolet C35 Stake		
5.060		Vehicle, Express Van, Chevrolet, 2010		
5.063		Truck #4 Chevrolet G150		
5.069		Truck #10 Chevrolet S10 PU (2000; 17 years old)		
5.072		Truck #8 Toyota Tacoma		
5.075		Vehicle, Tacoma, Toyota, 2010		
6.003	9901.011	Asphalt Pavement, Crack Repair, Patch and Partial Seal Coat		
6.006	9901.011	Asphalt Pavement, Mill and Overlay, Parking Culs-du-sac	\$25,000.00	\$25,000.00
6.009	9901.011	Asphalt Pavement, Mill and Overlay, Private Streets and Recreation Parking Areas		
6.012	9901.011	Allowance for Pavement Repairs	\$15,000.00	\$15,000.00
6.015	9901.011	Catch Basins, Inspections and Capital Repairs, Phased		
6.021	9901.011	Concrete Sidewalks, Partial	\$45,000.00	\$50,000.00
6.024		Fences, Chain Link, Maintenance Facility (Includes Gate and Operator)		
6.027		Fences, Chain Link, Perimeter, Phased	\$10,000.00	\$10,000.00
6.030		Fences, Wood		
6.033	9901.980	Landscape, Partial Replacements	\$125,000.00	\$125,000.00
6.034	9901.980	Mulching - Common Areas		
6.036	9901.980	Retaining Walls, Timber		
6.039	9901.991	Wooden Focal Signs (8 Total)		
7.003	9901.019	Concrete Decks, Inspections, Partial Replacements and Repairs		
7.005		Covers		
7.006		Fences, Aluminum, Pools B and C		
7.007		Fence, Chain Link, Pool A		
7.009	9801.520	Furniture, Phased		
7.011		Light Poles and Fixtures		
7.013		Mechanical Equipment, Phased pool pump		
		Play Hub modular		
7.015		Pool Finishes, Plaster		
7.017		Pool Houses, Exterior Renovations		
7.019		Pool Houses, Interior Renovations		
7.021		Structures and Decks, Total Replacement		
7.065		Tennis Courts, Fences		
7.067		Tennis Courts, Light Poles and Fixtures		
7.071		Light Poles and Fixtures, Along Path		
7.073		Pavilion, Capital Repairs		
7.075		Playground Equipment, Phased (Includes Playgrounds throughout Property)		
7.077		Rest Room Building Renovation		
7.081		Tennis and Basketball Courts, Fences		
7.083		Tennis and Basketball Courts, Light Poles and Fixtures		
		Basketball Court Sealer		
7.085		Tennis and Basketball Courts, Cushioned Hard Court Surface System Replacement		\$50,000.00
		Tennis Court Sealer		
8.003		Management - Reserve Study Update		
			\$2,691,340.00	\$2,823,360.00

**Approved Draft FY22 Reserve Budget**

		<b>\$132,020.00</b>		
			<b>\$2,691,340.00</b>	
			<b>\$2,691,340.00</b>	
		<b>Monthly contribution per fin comm/management recommended</b>		
			<b>\$235,280.00</b>	