

FLCA Budget Process

August Board Meeting- determine dates for budget meetings and process.

September - detail process and dates in monthly newsletter

Mid-September - Community Group, Inc. (CGI) to develop full year cost and revenue projections for current year, based on 8-month actuals through August. For categories that are not purely based on “level of effort” or board judgement, CGI to develop projections for budget year, based on inflation or other methods. For “level of effort” / judgement areas, assume straight-line levels to start.

September Board Meeting - Draft budget session. Review categories and determine any changes needed, update category descriptions document. Note: no attempt is made to adjust current year or prior year to match new/changed categories. Review CGI projections and adjust as needed. Develop initial list of discretionary items (e.g., annual maintenance items) and any desired changes to “level of effort” areas. Develop list capital expenditure/reserve items to be addressed in coming year and ensure that level is supportable by existing reserve balance plus budget year contributions. Get cost estimates through CGI or otherwise. Establish reserve contribution (including contingency fund) to include in budget: start with current year level, unless new reserve study has just been completed, and add amounts to cover any new items - ones not in reserve study at all, e.g., amenity improvements - and cost overruns of recently completed, on schedule items. Determine residential assessment level based on results of above. Ensure assessment level falls within allowable increase levels. Ensure assessment is evenly divisible by four (and by 12).

October 1- post draft budget and list of planned reserves items on website and in office. Solicit input/feedback from homeowners.

October Board Meeting - Board work session to finalize budget and assessment.

November 1- required completion date for budget.

Early November - Provide budget highlights in monthly newsletter and post on web and have available in FLCA office. Show bridge from prior year and note those items that are most significant in the annual budget. Notify homeowners of next year’s assessment.

Notify homeowners of next year’s assessments in annual meeting notice mailed out to all homeowners in December or January.