



WATERGATE

COMMUNITY ASSOCIATION

To: Board of Directors

From: Tim Sutherland, CCAM®
General Manager

Date: **March 25, 2016**

Subject: **Revised** Proposed WCA Operating Budget
Funding Level Request for FY 2016/2017 - **Second Reading**

Enclosed, please find the proposed **updated** WCA 2016/2017 budget request package for review and comment. All proposals herein are subject to review and approval by the WCA Board of Directors.

At the March 21, 2016 Working Session, the general consensus communicated to staff was to: 1) look into additional over the counter fees for revenue enhancement opportunities, and 2) find a way to add a 9th property patrol guard while staying within the **previously presented 3%** total assessment increase.

This has been done by the proposed fee schedule adjustments **totaling \$30,550** WCA Master Fee schedule:

• IDs and Registration

- ✓ Registration fee (charged per move-in, not per person): \$200; **New - \$225**
- ✓ Transfer fee for new owners: \$210, usually covered in ESCROW **New - \$235 (includes \$10 for Coupon book)**
- ✓ Watergate ID card, tenant (new or replacement): \$30, \$25; **New - \$35** is a deposit refunded when card is returned
- ✓ Watergate ID renewal, tenant (with return of old card): \$5; **New - \$10**
- ✓ Watergate ID replacement for lost card, owner: \$5; **New - \$10**
- ✓ Temporary Resident ID card: \$5; **New - \$20**
- ✓ Guest pass: no charge

• Keys

- ✓ Lobby Key: \$50 (deposit)
- ✓ Mailbox key: \$5; **New - \$10**
- ✓ Storage key: \$5; **New - \$10**
- ✓ Mailbox lock replacement: \$20; **New - \$25**
- ✓ Bike room key, buildings A-E: \$50 (deposit)
- ✓ Bike room key, building F: \$25 (deposit, cheaper because F building does not have the electronic keys)
- ✓ Bike room registration or renewal: \$5; **New - \$10**
- ✓ Kayak/sail board room key: \$25 (deposit); **New - Registration \$10**



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- **HOA package:**

- ✓ CC&Rs: \$35; **New -\$60**
- ✓ Rule Book: \$10; **New - \$25**
- ✓ Budget: \$10; **New - \$25**
- ✓ Financial Statement: \$10; **New - \$25**
- ✓ 12 Months Board minutes: \$20; **New - \$40**
- ✓ HOA certification: \$10; **New - \$25** (only charged when part of full package, not charged if they are requesting a cert only)
- ✓ Full package: \$95; **New - \$200**

- **Misc. fees**

- ✓ Unit modification application: \$75; **New - \$100**
- ✓ Copies: \$0.25 per page; **New: \$0.30 per page**
- ✓ Parking rental: \$50/month for outside spaces (Anchor Dr), \$65/month for garage spaces: **New \$65 outside and \$80 inside**
- ✓ Repainting front doors/thresholds: \$25/hour; **New \$30/hour**, minimum charge of 1 hour

In addition to the above revenue enhancements of **\$30,550**, I updated **\$926** in non-labor cost for property patrol uniforms and a color printer for office. Staffing and benefits changes in the property patrol department, correcting a data input typo in Club House Health and Welfare benefits, and the addition of a 9th property patrol guard resulted in a net total labor increase of **\$43,546**. The other adjustment was made in water/sewer monthly projection as conservation efforts are trending favorably resulting in a reduction of **\$13,922** in utilities for a **net operating expense increase of \$30,550**.

Please bring this information packet to the operations budget review working session to be held at 6 pm, March 28, 2016 in the Clipper Club. I expect the updates and meeting to not take more than an hour of your time.

Attachments: Revised '16/'17 Budget Detail - Pages 1-11