

General Information

Woodwinds is a percentage of ownership community. Percentage of ownership is directly proportional to the square footage of each unit. This means that instead of each unit having an equal vote in governance, those with larger units have a bigger share of the vote, and those with smaller units have a smaller share of the vote. There are 102 garden style units, and their percentage of ownership varies between 0.6235 and 0.6850. There are 28 townhome style units, and their percentage of ownership varies between 0.8936 and 0.9071. There are 14 patiohome style units, and their percentage of ownership varies between 0.63 and 0.6429.

Monthly assessments are also based on percentage of ownership, with those units with larger percentages of ownership paying proportionally more than those with units with smaller percentage of ownership.

There are two major components to the budget.

The operating budget covers all the normal and expected costs to keep the community running each year. This covers utilities, contracts for services, routine repairs and maintenance, insurance, taxes, administrative costs and fees, and the like. Some operating expenses apply to all unit types, but others apply only to a single type of unit. In calculating fees, budgeted expenses that apply to only one type of unit are only shared among units of that type.

Reserves can be thought of as a structured, long term savings plan for major repairs and replacements that are anticipated in the future. Associations need to save for future expenses not only to make sure they have the cash on hand to pay for needed work (loans are hard to come by, expensive, and make it almost impossible for owners to sell their units), but also to properly allocate costs among past, present, and future owners. In Virginia, associations are required to conduct a reserve study at least every five years. A reserve study looks at each component of the infrastructure, and estimates its remaining useful life and the cost to repair or replace it at the end of its useful life. A reserve study also calculates at what rate reserves need to be funded each year in order to meet anticipated future expenses. Last year Woodwinds completed a new reserve study for the period beginning January 1, 2013.

Woodwinds governing documents state that the board must ensure that monthly assessments are adequate to fund operating expenses and reserves.

Woodwinds Finances as of December 31, 2012 (Audited)

Woodwinds ended 2012 with assets of \$771,237. Note that associations generally use the accrual method of accounting so assessment income is treated as earned when it is due, even if all those assessments have not actually been paid. So those assets included \$31,513 in unpaid assessments. \$24,906 of that has been allowed as doubtful debt – delinquent assessments that we are unlikely to be able to collect. (If any of these doubtful debts are eventually paid, they will be treated as income in the year in which they are received.) \$23,100 of our assets represented prepaid assessments (January 2013 monthly fees that had been received prior to December 31). Woodwinds ended 2012 with \$514,742 in reserves, as compared to a year end target, per our reserve study, of \$448,000. We ended 2012 with \$85,970 in Unappropriated Members Equity, which can basically be thought of as the excess operating funds accumulated over Woodwinds' 39 year existence. This is about 13.8% of Woodwinds annual assessments,

and falls within the generally accepted target for Unappropriated Members Equity of 10 – 20% of annual assessments. This is to ensure that potential operating deficits do not consume funds designated for reserves.

Woodwinds Finances as of October 31, 2013 (Unaudited)

It is difficult to assess our financial situation before the end of the year, because our expenses tend to be back loaded in the final quarter of the year. In particular, our largest line item is sewer and water, which is billed quarterly. However, at this point, I project that we should end the year about \$25,000 under budget, with much of the savings coming in General Repairs/Maintenance, and Water Leaks. However, both are very unpredictable; we could still incur large costs this year.

Current Status of Woodwinds Operating Accounts

As of the end of October, Woodwinds had \$123,678 in our checking account. All income is deposited in this account, and all operating expenses are paid out of this account. Each month, the monthly contribution to reserves is transferred out of this account into one of our reserves accounts. The current annual percentage yield (APY) on the checking account is 0.1%, and the interest earned through October is \$94.

As of the end of October, Woodwinds had \$32,121 in a money market account that can be thought of as our savings account for annual operating expenses. Since operating expenses can be very unevenly distributed throughout the year, this account provides a needed buffer in those months when expenses greatly exceed monthly income: As necessary, money can be transferred from this account to the checking account to cover checks that need to be written. The APY for this account is 0.15%, and the interest through October is \$40.

Current Status of Woodwinds Reserve Accounts

As of the end of October, Woodwinds had \$118,890 in a money market account for reserve funds. The current APY for this account is 0.2%, and the interest earned through October is \$186. The usual procedure is to transfer the monthly contribution to reserves into this account, and maintain an adequate balance in this account to cover any reserve expenses that we anticipate coming up in the next four to six months. When the balance in this account gets above that level, we transfer money to our Capital One savings account which has a higher APY.

As of the end of October, Woodwinds had \$200,580 in our Capital One account. The current APY is 0.4%, and the interest through September is \$598.

The balance in each of these accounts needs to be kept below \$250,000, the current FDIC insurance limit.

Woodwinds needs to keep the money that will be needed for reserve expenses over the next few years in liquid form, and since the current return on short term CDs is very low, Woodwinds does not currently hold any CDs.

In 2008 the Woodwinds Board established an Edward Jones account. This is where we put reserve funds that we have accumulated toward more distant future expenses -- it is money that we do not anticipate having to access in the next several years. As of October 25, the value of this account is \$216,388, and the year to date income is \$5,594.

Analysis of Woodwinds Reserves

The reserve study calls for \$238,670 be contributed to reserves in 2014. The recommended contribution then increases approximately 2.4% each year for the next three years.

WOODWINDS 2013 BUDGET

Assessment Income

The amount of Assessment Income is determined after all other line items in the budget have been established, and is set at whatever level is necessary to cover all line items in the budget.

Other Revenue

Other Revenue accounts for a minor percentage of Total Income. Interest on Reserves, which accounts for most Other Revenue, is reinvested in reserves, so has no impact on the annual operating budget. Other line items in the Other Revenue category, besides accounting for only a fraction of a percent of Total Income, are what they are – not much can be done to increase or decrease them. Based on recent court cases, our legal counsel has advised us that, based on our governing documents, we cannot assess late fees greater than \$10, we cannot recover legal fees that the association incurs in the collection of unpaid assessments, and we cannot levy assessments for violations of our rules.

All Unit Type Expenses

All Unit Type Expenses are distributed among all 144 units at Woodwinds, according to percentage of ownership.

Generally, very little of All Unit Type spending is discretionary. Contracted services (grounds maintenance, janitorial services, snow removal, trash removal), utilities (water & sewer, and electricity for exterior lighting), necessary services and repairs (water leaks, tree care, lighting supplies and labor for exterior lighting, and pest control), property management services and related administrative costs, required insurance coverages, and legal fees account for the majority of All Unit Type expenses. A small part of the General Repairs/Maintenance category is discretionary, along with Landscape Enhancements, and the small amount budgeted for the Bird Sanctuary (primarily for seed).

However, in 2014 we are budgeting for legal fees, extra copying and postage, and extra property management administrative charges in support of an effort to modify our governing documents. The primary goals of this effort will be:

- to modify the quorum requirement, and clarify handling of proxies, for meetings of the association
- to allow for late fees greater than \$10, allow for the collection of legal fees, and allow for assessments for violations of rules.

Garden Style Expenses

Garden Style Expenses are distributed only among the 102 garden style units, according to their proportional percentage of ownership.

Very little of Garden Style spending is discretionary. Utilities (natural gas for hot water heaters, and electricity for stairwells), plumbing repairs and maintenance, maintenance of stairwell lighting, janitorial services, and inspection and maintenance of fire extinguishers and smoke alarms account for about 90% of spending.

In 2014 we are budgeting to have the stairwell carpets cleaned twice, and the entryway windows washed three times. We are also budgeting \$5,115 to fully recover the cost of replacement of fogged windows and damaged screens in the stairwells, work which was done in 2013, but not fully covered by the 2013 budget.

Townhome Expenses

Townhome Expenses are distributed only among the 28 townhome units, according to their proportional percentage of ownership. Annual chimney inspection is a requirement of our Master Hazard Insurance Policy. Plumbing is basically a placeholder to allow the board to track the distribution of total plumbing expenses across all unit types.

Patio Home Expenses

Patio Home Expenses are distributed only among the 14 patio home units according to their proportional percentage of ownership. Plumbing is basically a placeholder to allow the board to track the distribution of total plumbing expenses across all unit types.

Reserve Contributions

The reserve study calls for Woodwinds to contribute \$238,670 to reserves in 2014, in order to continue to build the reserve fund to meet future expenses. Reserve contributions are distributed among all 144 units, according to percentage of ownership.

Woodwinds 2014 Monthly Fees

For 2014, monthly assessments will increase by 1.047% overall. This translates to a monthly increase of \$3 or \$4, depending on unit type and percentage of ownership.