



Westchester Lakes Homeowners Association, Inc.

2010 FYE Treasurer Report

Fellow Association Members:

I am providing this summary and the attached reports to aide our annual meeting and provide a comprehensive update for those who could not attend.

I would welcome any recommendations / suggestions that you would provide and I am prepared to answer any questions you might have related to the finances of the Association and/or my responsibilities.

Sincerely,

Rik Meyer, Treasurer

Note: Proposed budget was approved by membership

DEPOSIT ACCOUNTS – HOMEOWNERS ASSOCIATION and WATER TRUST

Current Balances and Comparison to Previous FY

		<u>4-22(Today)</u>	<u>April-18-09</u>	<u>Difference</u>
Homeowners Association	WLHOA-CHK 0047487 638	\$ 15,624.77	23,358.73	(7,733.96)
Water Trust	WLWT-CHK 0047487 627	\$ 46,455.33	67,108.08	(20,652.75)
	TOTAL	\$ 62,080.10	\$ 90,466.81	(\$ 23,386.71)

FY2010 BUDGET RESULTS – Notable Projects and Over-Budget Expenses (see attached FY2010 budget)

Homeowners Association

Amount Over Budget

Printed, Bound and Distributed Directories (Thanks to Cheryl Reed and Lisa Lange)	\$ 317.89
Pump House #2 Electric Utility over budget (requested analysis from WE energies)	\$ 1,106.17
Holiday lights at both entrance gazebos required removal and replacement.	\$ 600.00

Water Trust

Pump House 1 & 2 Roof Repair and Treatment, Cedar Preservation Specialists	\$ 1,575.00
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Water System Major Maintenance - October 2009

Layne Christensen Invoice 10607455 Equipment & Labor:	\$ 26,064.73*
Layne Christensen Invoice 10607451 Water Testing:	\$ 400.80

**Significant expenditure not included in FY2010 budget*

FY2011 PROPOSED BUDGET (see attached FY2011 proposed budget)

- No Special Assessments anticipated for this fiscal.
- No extraneous maintenance investments or expenses are expected for this fiscal.
- Propose \$10 increase in General Assessments to improve cash reserve.
When many members fail to pay assessments on time, HOA account balance runs too low.
- Propose \$20 increase in Water Service to begin to increase cash reserve for future maintenance and ensure funds are available in the event of a major failure to system components.

PROPOSED DUES / GENERAL ASSESSMENTS – History and FY2011 Proposed (approved)

Homeowners Assoc. General Assessment

	<u>FY2008</u>	<u>FY2009</u>	<u>FY2011 Proposed (approved)</u>
Common Area Owners (48 lots)	\$ 360	\$ 350	\$ 360 (same as '08 amount)
Limited Common Area Owners (45 lots)	\$ 485	\$ 475	\$ 485 (same as '08 amount)

Water Trust General Assessment

Water Service (93 lots)	\$ 210	\$ 200	\$ 220 (increased to build up acct.)
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WESTCHESTER LAKES HOMEOWNERS ASSOCIATION

Budget FY09-10 Results

Group / Category (Key: A=Association, L=Limited, W=Water Trust)		FY09-10 Budgeted	FY09-10 Results	(Over)/Under Budget
Income				
100 - General Assessments	Invoiced Units			
100A - Common Area Lot Owners	\$ 350 48	16,800.00	16,800.00	-
100L - Limited Common Area Lot Owners	\$ 475 45	21,375.00	21,385.00	10.00
100W - Water Trust - Water Service (All Lot Owners)	\$ 200 93	18,600.00	18,610.00	10.00
101 - Special Projects / Assessments				
1011A - Post Lamp Replacement Project		-	390.00	390.00
1012A - Aerator Project - Common Area Owners		-	109.00	109.00
1012L - Aerator Project - Limited Common Area Owners		-	270.00	270.00
102 - Interest Income (Taxable)				
102A - Interest WLHOA-CHK 1164-9500-300		5.00	0.05	(4.95)
102A - Interest WLHOA-MMA 1164-9500-292		50.00	3.29	(46.71)
102W - Interest WLWT-CHK 1164-9500-326		5.00	0.10	(4.90)
102W - Interest WLWT-MMA 1164-9500-318		600.00	19.77	(580.23)
Total Income		57,435.00	57,587.21	152.21
Expense				
101 - Special Projects / Assessments - Expenses				
1011A - Post Lamp Replacement Project		-	209.09	(209.09)
1012AL - Aerator Project		-		-
200 - Primary Expenses				
201A - Professional Services (Tax Preparation)		-	-	-
202A - Insurance - General Liability & Umbrella		1,500.00	1,385.50	114.50
202W - Insurance - General Liability & Umbrella		1,500.00	1,385.50	114.50
203A - Bank Fees - Homeowners Association Accounts		25.00	20.00	5.00
203W - Bank Fees - Water Trust Accounts		25.00	8.21	16.79
204W - Federal Taxes (Form 1120-H)		260.00	68.00	192.00
300 - Membership Services				
301A - Office Supplies, Postage, Printing		100.00	417.98	(317.98)
301W - Office Supplies, Postage, Printing		100.00	31.21	68.79
302A - Association Social Events		425.00		425.00
303A - Member Communication Services		1,000.00	1,000.00	-
400 - Waste & Recycling Collection				
401A - Weekly Waste & Recyclables Collection		15,300.00	15,778.99	(478.99)
500 - Electric Utilities				
501A - Entrance Lighting 1		325.00	305.12	19.88
502A - Entrance Lighting 2		325.00	302.04	22.96
503L - Aerator 1		1,000.00	1,070.86	(70.86)
504L - Aerator 2		1,000.00	1,063.69	(63.69)
505L - Aerator 3,4		1,800.00	1,408.51	391.49
506W - Pump House 1		2,500.00	2,684.65	(184.65)
507W - Pump House 2		2,000.00	3,106.17	(1,106.17)
600 - Landscaping & Grounds Maintenance				
601A - Common Area Landscaping and Maintenance		13,000.00	10,994.93	2,005.07
601W - Common Area Landscaping and Maintenance (WT)		200.00	1,775.00	(1,575.00)
602W - Snow Removal for Pump House Access		250.00	348.48	(98.48)
603A - Common Area Holiday Decoration		1,000.00	1,600.00	(600.00)
604A - Other		1,500.00	1,105.00	395.00
700 - Lakes & Waterway Maintenance				
701L - Permits		60.00	55.00	5.00
702L - Special Treatments (Cattail Control, Etc)		300.00	-	300.00
703L - Aerator Removal, Re-installation and Maintenance		600.00	81.00	519.00
704L - Other			-	-
800 - Storm Water Management System				
802A - Water Treatments / Maintenance		4,000.00	3,966.00	34.00
900 - Drinking Water Distribution System				
901W - Monthly Water Sampling & Analysis		2,040.00	2,154.24	(114.24)
902W - Special Analyses (Cu, Pb, other)		1,500.00	1,900.80	(400.80)
903W - Bi-Annual Hydrant Flushing Services		1,000.00	400.00	600.00
904W - Equipment Maintenance		2,000.00	137.31	1,862.69
905W - Other		-	26,064.73	(26,064.73)
Total Expenses		56,635.00	80,828.01	(24,193.01)
INCOME MINUS EXPENSE		800.00	(23,240.80)	

WESTCHESTER LAKES HOMEOWNERS ASSOCIATION

Budget FY10-11 Proposed & Approved

Group / Category (Key: A=Association, L=Limited, W=Water Trust)	FY09-10 Results	FY11 Budget (Approved)	Difference	Treasurer's Notes
Income				
100 - General Assessments				
100A - Common Area Lot Owners	16,800.00	17,280.00	480.00	+\$10/lot, same as FY08 rate
100L - Limited Common Area Lot Owners	21,385.00	21,825.00	450.00	+\$10/lot, same as FY08 rate
100W - Water Trust - Water Service (All Lot Owners)	18,610.00	20,460.00	1,860.00	+\$20/lot, to build acct for emergency
101 - Special Projects / Assessments				
1011A - Post Lamp Replacement Project	390.00	-	(390.00)	No special assessments anticipated
1012A - Aerator Project - Common Area Owners	109.00	-	(109.00)	
1012L - Aerator Project - Limited Common Area Owners	270.00	-	(270.00)	
102 - Interest Income (Taxable)				
102A - Interest WLHOA-CHK 1164-9500-300	0.05	-	(0.05)	Accts no longer interest-bearing
102A - Interest WLHOA-MMA 1164-9500-292	3.29	-	(3.29)	
102W - Interest WLWT-CHK 1164-9500-326	0.10	-	(0.10)	
102W - Interest WLWT-MMA 1164-9500-318	19.77	-	(19.77)	
Total Income	57,587.21	59,565.00	1,997.79	
Expense				
101 - Special Projects / Assessments - Expenses				
1011A - Post Lamp Replacement Project	209.09	-	(209.09)	Purchased last of BBC stock last FY
1012AL - Aerator Project		-	-	No special projects anticipated
200 - Primary Expenses				
201A - Professional Services (Tax Preparation)	-	-	-	Treasurer prepares and files taxes
202A - Insurance - General Liability & Umbrella	1,385.50	1,500.00	114.50	Anticipate same amount, split payable
202W - Insurance - General Liability & Umbrella	1,385.50	1,500.00	114.50	between HOA and WT accts.
203A - Bank Fees - Homeowners Association Accounts	20.00	30.00	10.00	
203W - Bank Fees - Water Trust Accounts	8.21	30.00	21.79	
204W - Federal Taxes (Form 1120-H)	68.00	-	(68.00)	No interest = no income = no taxes
300 - Membership Services				
301A - Office Supplies, Postage, Printing	417.98	100.00	(317.98)	No new directories this fiscal
301W - Office Supplies, Postage, Printing	31.21	100.00	68.79	
302A - Association Social Events		425.00	425.00	Let's use it for a fun event!
303A - Member Communication Services	1,000.00	1,000.00	-	Budgeted high
400 - Waste & Recycling Collection				
401A - Weekly Waste & Recyclables Collection	15,778.99	16,000.00	221.01	Minor increase, fuel
500 - Electric Utilities				
501A - Entrance Lighting 1	305.12	320.00	14.88	Minor increase in utilities
502A - Entrance Lighting 2	302.04	320.00	17.96	
503L - Aerator 1	1,070.86	1,100.00	29.14	
504L - Aerator 2	1,063.69	1,100.00	36.31	
505L - Aerator 3,4	1,408.51	1,500.00	91.49	
506W - Pump House 1	2,684.65	2,700.00	15.35	
507W - Pump House 2	3,106.17	2,500.00	(606.17)	We Energies analysis requested
600 - Landscaping & Grounds Maintenance				
601A - Common Area Landscaping and Maintenance	10,994.93	12,500.00	1,505.07	White Pine FY2011 quote: \$12,110
601W - Common Area Landscaping and Maintenance (WT)	1,775.00	400.00	(1,375.00)	Pump house repairs done last fiscal
602W - Snow Removal for Pump House Access	348.48	350.00	1.52	
603A - Common Area Holiday Decoration	1,600.00	1,200.00	(400.00)	White Pine FY2011 quote: \$1,000
604A - Other	1,105.00	2,000.00	895.00	Repairs + Sign repair balance ~\$605
700 - Lakes & Waterway Maintenance				
701L - Permits	55.00	55.00	-	
702L - Special Treatments (Cattail Control, Etc)	-	300.00	300.00	Budgeting for one extra treatment
703L - Aerator Removal, Re-installation and Maintenance	81.00	600.00	519.00	Re-Install ~\$285/FY. New=low maint
704L - Other	-	-	-	
800 - Storm Water Management System				
802A - Water Treatments / Maintenance	3,966.00	4,100.00	134.00	Marine BioChem contract is \$4,044
900 - Drinking Water Distribution System				
901W - Monthly Water Sampling & Analysis	2,154.24	2,400.00	245.76	
902W - Special Analyses (Cu, Pb, other)	1,900.80	1,500.00	(400.80)	SDWA Compliance testing
903W - Bi-Annual Hydrant Flushing Services	400.00	800.00	400.00	Hydrants flushed 2x/year at \$400/ea
904W - Equipment Maintenance	137.31	1,000.00	862.69	
905W - Other	26,064.73	-	(26,064.73)	None, major maintenance complete
Total Expenses	80,828.01	57,430.00	(23,398.01)	
INCOME MINUS EXPENSE	(23,240.80)	2,135.00		



Westchester Lakes Homeowners Association, Inc.

2010 FYE Treasurer Report

FY2010 PROJECTS COMPLETED - TREASURER

WEBSITE: Changes / Improvements Made

- "Forgot Password" feature - at login screen will send the member's password to their email address in the event they lost/forgot it.
- "Babysitter List" - the excellent feature of the paper directory that shows which member children are available for babysitting is now incorporated into the web site. The member can edit their account to mark if a son or daughter is available for babysitting. When defining the son/daughter birthdate, the site calculates the age of the babysitter and displays their age.
- "Email Board Members" - a quick link was added so members can easily send a message to all board members
- "Upload a File" – (For board members). Allows the easy uploading of files to one of the Homeowners Resource categories (secure side only) without the need to program in HTML. Any board member can now post documents to the web.
- Added Lot Number to the association members directory. Making it easier for members to identify neighbors when used in conjunction with the subdivision plat map.

ATTENTION MEMBERS:

Members are asked to do the following to ensure accurate membership data:

Log in and update your household account, and add son(s)/daughter(s) and mark if they are available for babysitting in order for the babysitter list to become a useful online tool.

Other Modifications/Enhancements to web site:

1. Created New Bylaws Web Page: The Declaration of Restrictions, Amendment 1, and Declaration of Water Trust were scanned, OCR'ed (converts pixelized text back into ascii characters), and cleaned up. Inserted the resulting text into one consistent web page that is now easier to read and searchable for keywords using any internet browser (Ctrl-F)[†].

The new web page was added to both the public and members-only sections of the website.

Here is the public link: <http://www.westchesterlakes.com/Bylaws/WestchesterLakesBylaws.htm>

2. Added links fiscal budgets.
3. Posted results of previous fiscal year finances.
4. Posted a historical chart illustrating dues paid by members by fiscal year.
5. Posted a downloadable, email-able proxy and ballot form (and also a printable version form).
6. Cleaned up members database on the website and reformatted pages to more clearly display the members directory.

[†]*Note: Providing access to the bylaws in this web-based format allows our members to quickly look-up and cite the information by simply selecting and copying paragraphs from the bylaws page to email or other correspondence we might have with the board or other members concerning the regulations and requirements of our subdivision.*

BANKING: Established new M&I deposit accounts for HOA and Water Trust

1. Account signature forms and Corporate Resolutions were executed by President and Treasurer and balances were transferred from the Bank Mutual checking and MMA accounts to the two new M&I accounts. Closed Bank Mutual accounts.
3. Set up our account classification codes in the new M&I accounts and entered our payees to make it easier and more accurate to generate banking reports and to pay our bills electronically. Established new deposit account in the MSMoney program that I use to document and track all transactions, manage payees, and all association and water trust expenses versus budget.
4. Set-up IRS EFTPS account and PIN using new M&I account. The Electronic Federal Tax Payment System is a tax payment system provided free by the U.S. Department of Treasury that will eliminate the need for ordering the special pre-printed forms for manual tax payment at a financial institution (unlike individual taxpayers, we can't pay our taxes by mail). We are now able to pay the association taxes electronically and have historical tax information available directly from the IRS on-line.