

**Roxborough Park Foundation (RPF)**

**Submission to the RPF Community**

*of*

**The 2009 Adopted Budget**

*Budget Proposed by*

**The RPF Board of Directors**

November 2008

*Prepared by*

**The RPF Budget Committee:**

**Dave Thomas**

Treasurer and Chairperson

**Denise Foat**  
Homeowner

**Jim Hermann**  
Homeowner

**Mike Jacoby**  
Homeowner

**Pam Page**  
Homeowner

**Jay Peaslee**  
Homeowner

**Taralee Distel**  
Bookkeeper

**Trudy Peterson**  
General Manager

## INTRODUCTION

This booklet presents and describes the proposed 2009 Budget for the Roxborough Park Foundation (RPF). In compliance with our governing documents this budget as proposed by the Board of Directors, and an enclosed ballot, is mailed to all owners in the community at least 14 days before the regular November, 2008 Board Meeting. **The deadline for returning the ballots to the Foundation is 4:00 PM, Monday, November 17, 2008, one (1) day before the regular November Meeting at which results will be announced.** Prior to submitting your ballot, the Board urges you to review all aspects of this budget, ask questions, raise issues and discuss various components of the budget with members of the Board or the General Manager. If a majority of owners vote not to approve the budget, then the Foundation is required to revert back to the previous year's adopted budget, in this case, the FY2008 budget, until or unless the Board revises and resubmits a new budget to the community for approval. If the proposed budget receives less than a majority "No" vote, it is ratified for FY2009.

The Budget Committee spent many hours reviewing prior year Budgets and line item variances, the capital projects that the RPF needs to accomplish in 2009 and the income available with which they can be done. The committee has performed its duties under the auspices of Colorado Senate Bill SB100, which, beginning January 1, 2006, mandates extensive public disclosure of Board and Committee Meetings.

This coming year, the largest project funded is the relocation of the entry station functions (\$90,000). In addition, the Board plans the continuation of other important projects such as maintenance of vehicles and common areas, maintenance of our trail system, ongoing fire mitigation projects and street maintenance.

The current budget incorporates the concept of separate operating and capital reserve "funds" to budget and account for operating and capital reserve costs. The operating "fund" accounts for all of the functions that are routine in nature and are needed to maintain the current level of maintenance and services. The Budget Committee has recommended that a 15% (of each current year budgeted expenditures) be maintained as an emergency operating reserve. This operating reserve is needed to fund unexpected, unbudgeted expenditures. An example of this type of expenditure is the extreme snow season of 2006-2007. The Foundation faced \$100,000 in unbudgeted snow removal costs that winter due to the extreme amount of snow. An operating reserve can help defray those types of unexpected expenses. This Budget accomplishes a 4.7% emergency operating reserve. The Board of Director's goal is to establish and maintain a 12% to 15% operating reserve in future years.

The capital reserve "fund" was established in 2007 and was used in 2008 to account solely for the income and expenses associated with the construction of the new Community Center. At a recent Board Study Session the Directors took a "straw poll" and reaffirmed their commitment to fund capital reserves to ensure the continued long term financial health and stability of the Foundation. The Foundation has accumulated funds for capital purchase and improvement use in the past however they have always been included in the operating funds. Building reserves, through operating surplus, is how over \$1,000,000 was accumulated for the construction of the Community Center. The exercise of separating the capital needs from the operating needs adds transparency and is a tool to plan for repair/replacement of Foundation assets and fund amenity additions as the community chooses to add amenities. 2009 is the first year the capital reserve "fund" will be used to isolate and fund for the costs of building a long term reserve balance to prepare for the ongoing maintenance and repair/replacement of current assets and for funding new capital purchases and improvement projects. A Reserve Study was completed late in 2007 to identify the long term (20 year) repair/replacement needs of current assets and to guide the Foundation towards a plan to be prepared to fund those needs over time. That Study is on file in the Foundation office for member review.

The Foundation has revised the entire budget document and updated its accounting software in an effort to accomplish better, more detailed and more accurate financial reporting. By separating the operating needs of the community from the capital needs, more informed financial decisions can be made about what level of services and amenities the Members choose to receive. The capital reserve "fund" also insures that funds are being saved to keep all assets well maintained and to replace assets as they age. It is expected that, over time, costs will rise to maintain the current level of services. However, the continued funding of capital reserves will serve to stabilize the level of assessment. The membership may also choose to increase the level of services or add amenities in future years which would be reflected in future annual assessments.

The Board was able to reduce the assessment for 2006 and maintain the assessment level in 2007 and 2008. The 2009 Budget reflects a total increase in assessment of \$127. \$20 of that increase is to fund the operating "fund" and \$107 is to fund new projects. \$147,440 for improvements and long term maintenance items is allocated from the \$107 portion of the total \$127 increase. \$90,000 of this total is allocated for the relocation of the entry station.

We are confident that our General Manager will continue to execute the 2009 Budget as proposed in the same professional manner we have come to expect in the past and strive to institute cost savings where feasible. We look forward to working with you and welcome any and all suggestions, both critical as well as positive.

## What is in this Booklet?

- **Key Features of FY2009 Budget**
- **FY2009 Owner Assessments**
- **What is Roxborough Park Foundation?**
- **What Does The Foundation Do?**
- **Roxborough Park Foundation is a Colorado Homeowners Association**
- **FY2009 Budget Assumptions**
- **Detailed FY2009 Budget**

The Board of Directors and the Budget Committee welcome your comments and suggestions on the budget process. Please send them via e-mail to [tpeterson@roxborough-park.com](mailto:tpeterson@roxborough-park.com) or in writing to: Roxborough Park Foundation, 6237 Roxborough Drive, Littleton, CO 80125.

## Key Features of FY2009 Budget

- ✓ \$1,273 per lot assessment for 2009.
- ✓ Relocation of Entry Station lower on Roxborough Drive.
- ✓ Continued repair and improvements of roads and roadside drainage.
- ✓ Increase in funding for noxious weed control in fire mitigated areas.
- ✓ Continued maintenance of our Trail System.
- ✓ Continuation of fire mitigation efforts.

FY2009 Assessments Increase from \$1,146 (2006, 2007 & 2008) to \$1273 = \$10.58 per month increase

- ❖ Total Number of Owners Assessed: 1,056
- ❖ FY2008 Per Lot/Owner Assessment: \$1,273
- ❖ Proposed Total FY 2009 Owner Assessment: \$1,343,744
- ❖ Proposed FY2009 Arrowhead Golf Course Assessment: \$41,396

## WHAT IS ROXBOROUGH PARK FOUNDATION?

- 1048 Platted Lots and Property Owners – expected to be 1056 in 2009 due to the plat completion of PA-6
- More than 900 Residences
- 118 Acres of Common Area
- 79 Parcels of Common Area
- Newly completed Community Center for resident use and administrative functions
- 19 Miles of Roads and 38 Miles of Road Edges
- 770 Culverts
- Maintenance Building
- Entrance Building
- After Hours Entry Building
- Trash Transfer Area
- Two Playgrounds
- Two Parks
- Three Town Home Complexes

## WHAT ARE THE FOUNDATION RESPONSIBILITIES?

1. Keep Members Informed
2. Maintain the Roads
3. Plow the Snow, Spread Sand on RPF Roads
4. Maintain RPF Equipment and Buildings
5. Equip, Clean and Operate an Environmental Center to accomplish domestic solid waste disposal and complete recycle functions
6. Mow and maintain the Common Areas
7. Control Weeds in Common Areas
8. Clean the Common Area Culverts
9. Keep all Necessary Records
10. Pay Bills
11. Collect Debts
12. Interface with: Title Companies, The Water and Sanitation District, Douglas County, West Metro Fire District and other jurisdictions as needed
13. Procure Insurance
14. Procure Legal Support
15. Procure and Supervise Outside Contractors – Accountants, Payroll, Entry Personnel
16. Determine and Assess Annual Assessments
17. Oversee Volunteer Committees
18. Install and Maintain Traffic and Information Signs

## ROXBOROUGH PARK FOUNDATION IS A COLORADO HOMEOWNERS ASSOCIATION.

Roxborough Park Foundation (RPF), an HOA, is a nonprofit corporation chartered in the State Of Colorado under the Colorado Revised Nonprofit Corporation Act. The Foundation is governed by a set of amended and restated Articles of Incorporation, Protective Covenants and By-Laws approved and certified in 2004.

The Foundation is operated and managed by a non-resident full-time General Manager and a five person Board of Directors who are current owners/residents in good standing, elected by the owners of the Foundation for terms of three years.

### **The Roxborough Board of Directors and General Manager:**

Herb Livingston, President	Term expires 2011
Lloyd Whittall, Vice-President	Term expires 2009
Dave Thomas, Treasurer	Term expires 2010
Greg Liptak, Secretary	Term expires 2010
Neil Schilmoeller, Member At Large	Term expires 2009
Trudy Peterson, General Manager	Full-Time

### **The Foundation Staff:**

Two Fulltime Support Staff  
Design Review/Compliance Coordinator  
Full-time On-site Maintenance Supervisor  
Four Full-time Maintenance Staff  
6 Part-time Environmental Center Monitors  
Contract entry control personnel

## **Additional Support Contributions:**

In addition to this staff, the Foundation enjoys the contributions of a number of community volunteers who serve on the following support committees:

1. Design Review Committee (DRC)
2. Budget Committee
3. Election Committee
4. Image Committee
5. Fire Mitigation Committee
6. Trails and Paths Committee
7. Environmental Committee
8. Events Committee
9. Long Range Planning Committee
10. Community Center Phase 2 Planning Committee
11. Art Committee
12. Additional specific task-limited committees, such as the Community Center Building Committee, and Governing Documents/Rules and Regulations Committee

## **2009 BUDGET ASSUMPTIONS**

### **Income Assumptions:**

- **Cash Carry Forward:** The estimated amount of cash carry forward from 2008 is \$109,670.
- **Increased Level of Assessments:** The assessment for 2009 has been increased by \$127 to \$1273. \$20 is allocated to fund operations and \$107 is allocated to fund capital expenditures.
- **New Home Starts:** New home starts in 2008 have decreased considerably. Only five (5) new home starts are projected in this Budget. It is estimated that there are 80 to 140 remaining building sites. The Plat for Pa-6 is expected to be recorded very soon. This future development will add 9 lots to the existing roster. The future development of the "School Property" in the North will add another 10 lots should it be approved by the County. Should that project proceed there is the potential for the addition of as many as 10 more lots in 2010. The Board expects that income from new starts will continue to taper off in future years.

### **Expense Assumptions:**

- **Entry Building Location:** Funds have been allocated for the past several years to move the entry building closer to the entrance of the Park to allow security of all access points. The exact location has not yet been determined but the intent is to cover the new Community Center/Office building, trash facility and entrance to Arrowhead Golf. Due to the length of time it has taken to complete the Community Center project the work has not progressed. This project is of the highest priority for 2009.
- **Entry Building Staffing:** The entry building staffing continues to be a major expenditure for the community and represents almost 11% of the annual owner assessments.
- **Environmental Center Monitoring Staff:** This budget anticipates the current level of staffing at the Environmental Center. This function will be re-evaluated when the Entry Station relocation is complete.
- **Insurance:** Property, Liability and D&O Insurance premiums increased substantially in 2008. The Foundation is currently looking for new sources for our insurance coverage. We do have a quote for 2009 that will save approximately \$20,000 over the 2008 cost. This reduction is due to the length of time it has been since there was a substantial loss. We continue to look for additional savings and should those materialize before the adoption of this Budget those savings will be reflected in the document and assessment level.
- **Fire Mitigation:** The Board continues to work with the Fire Mitigation Committee and Forester Keith Worley to selectively treat potential fire Areas. \$24,270 has been allocated in 2009 for fire mitigation planning and execution.
- **Ongoing Repair of Foundation Roads:** \$25,000 has been budgeted for routine repair of roadways.
- **Echoes Newsletter:** This Budget does not include funds for the mailing of the Echoes newsletter. When the new format was adopted in 2006 the anticipation was that the newsletter would be an e-newsletter. There are funds included in this budget to print a reduced number of the publication to have on hand at the Community Center. Members can have the newsletter e-mailed to them, access it on the website or pick a copy up at the Community Center or Entry Station.
- **Old Ranch Trail SDAA:** \$165,000 is shown as a revenue and \$185,000 is shown as an expenditure. The \$20,000 difference is the net cost to the Foundation to participate in the SDAA because the Foundation owns a lot on Old Ranch Trail that is included in the SDAA. The \$165,000 will be collected from the other 8 lot owners on Old Ranch Trail.





**Roxborough Park Foundation  
2009 Budget - BoD Worksheet**

		2006	2007	2008		2008	2009	Comments
ADMINISTRATIVE EXPENSES		YE Act	YE Act	YTD Act	Project YE	YE Budget	Proposed	
50100	ADMIN SALARIES	155,084	179,622	145,811	190,382	213,205	221,232	Maintain Current Level of Staffing - Includes 2% increase
50110	TEMP/PART TIME SALARIES	13,872	0	11,817	11,800	0	0	
50120	HEALTH/DENTAL INSURANCE	20,883	31,943	22,611	32,100	25,000	25,000	Based on Current Staff Level + 10%
50130	RETIREMENT	1,178	3,740	3,054	3,800	4,008	4,715	
50140	PAYROLL TAXES FICA	13,818	28,768	11,169	14,564	16,300	16,924	
50150	PAYROLL UNEMPLYMT/FED&STATE	1,727	6,746	3,682	4,000	3,250	4,390	
50160	PAYROLL PROCESSING	1,724	1,994	1,784	2,378	2,300	2,300	
50170	PAYROLL - INSURANCE W.C.	8,134	18,553	9,286	10,200	14,000	11,000	
50300	AUDIT & TAX RETURNS	4,059	4,091	4,250	4,250	4,100	4,500	
50310	BAD DEBT-OPER-ASSESSMNT/CHARGE	320	19,821	4,395	5,895	10,000	12,000	
	DEBT SERVICE ON CUMMUNITY CENTER LOAN	0	0	0	0	0	51,573	2008 Debt Service was budgeted from reserves
50320	BANK CHARGES	1,441	1,250	971	1,300	0	500	
50330	COMMITTEES-EVENTS	868	645	13,544	14,000	2,000	2,000	\$1,000 for Events and \$1,000 for Art
50340	CPA SERVICES	0	8,629	6,030	7,000	3,100	4,000	
50350	DESIGN CONSULTANTS -DRC REVIEW	28,456	29,391	12,418	17,000	19,200	17,000	2 Outside Retained Architect/Consultants
	COMMITTEES-SUPPLIES,MAIL,ETC	377	0	0	0	0	0	
50360	COMPUTER NETWORK SUPPORT	17,135	13,472	4,920	6,000	6,000	6,000	Retained Outside IT Consultant
50370	COMPUTER REPAIR	0	0	0	0	3,000	3,000	
50380	COMPUTER SOFTWARE/HARDWARE	10,894	5,554	750	750	2,000	12,000	Work Station 2k, Server 10K(No support avail after 05-09)
50390	COMPUTER BACK-UP SERVICE	0	0	1,846	2,500	1,200	3,000	
50400	DUES/EDUCATION/SUBSCRIPTIONS	145	550	579	579	1,300	300	
50410	EMPLOYEE EXPENSE	10,660	333	175	175	0	0	
50420	PROFESSIONAL CONSULTANTS	62,365	23,943	3,950	3,950	5,000	5,000	General Professional Consulting (08-Land Appraisal)
50430	CONSULTANTS-RESERVE STUDY	0	2,630	(1,000)	(1,000)	0	0	
50440	GOVERNING DOCUMENTS	1,940	618	0	0	0	0	
50450	INSURANCE-PROP/LIAB/UM/AUTO/DO	74,990	77,899	92,127	92,127	74,000	70,000	

**Roxborough Park Foundation  
2009 Budget - BoD Worksheet**

	2006	2007	2008		2008	2009	Comments
	YE Act	YE Act	YTD Act	Project YE	YE Budget	Proposed	
ADMINISTRATIVE EXPENSES							
INSURANCE DED/LEGAL CONTING	250	750	25,000	25,000	0	0	
50460 HONORARIUM	2,312	1,318	0	0	2,000	0	
50510 LEGAL - GENERAL & RETAINER	22,996	15,670	33,477	11,500	18,000	18,000	
50520 LEGAL - COLLECTIONS A/R	6,102	17,301	23,278	25,000	7,000	18,000	
50600 LICENSES & PERMITS	0	10	25	25	100	100	
50610 MAILBOX - NAMEPLATES/SUPPLIES	351	1,404	104	400	1,000	800	
50620 MILEAGE REIMBURSED	1,815	6,561	4,059	4,200	2,500	1,000	
50630 ELECTION & ANNUAL MEETING	400	734	275	275	1,000	600	
50640 BOD & STAFF MEETING	649	1,322	583	600	1,000	1,000	
50650 MISCELLANEOUS/OTHER	2,771	2,223	(131)	450	1,000	1,000	
50660 OFFICE SUPPLIES	5,764	9,781	6,012	7,000	7,000	6,000	
50670 OFFICE TELEPHONE AND FAX	0	0	4,724	6,200	8,300	7,000	
50680 OFFICE PAGERS AND WIRELESS	0	0	2,653	3,700	1,500	3,700	
50690 POSTAGE	5,978	9,771	2,959	5,000	6,000	6,000	
50700 METER RENTAL	0	0	1,887	2,600	3,485	3,500	
50710 POSTAGE - ECHOES NEWSLETTER	1,797	2,866	1,458	2,000	2,100	0	No More Mailings-Availabel at CC
50720 PRINTING - ECHOES NEWSLETTER	1,596	3,477	2,633	3,500	3,100	2,000	
50730 DIRECTORY	0	59	0	2,500	2,500	0	
PRINTING-COPIES & EQUIP RENTAL	4,037	3,026	0	0	0	0	
50740 COPIER LEASE	0	0	1,953	2,300	2,673	2,600	
50750 MISC PRINTING	0	0	1,626	1,650	500	560	
50800 RENT OFFICE	32,480	33,152	16,576	15,000	24,000	0	
50810 WEBSITE MANAGEMENT	0	1,905	2,075	2,500	1,300	3,000	
50820 TAXES - INCOME	17,649	16,000	25,968	25,968	9,000	15,000	
50830 TAXES - PROPERTY	9,040	(4,826)	4,413	4,413	4,000	4,500	
OLD RANCH TRAIL SDA	0	0	0	0	185,000	185,000	

**Roxborough Park Foundation  
2009 Budget - BoD Worksheet**

	2006	2007	2008		2008	2009	Comments
	YE Act	YE Act	YTD Act	Project YE	YE Budget	Proposed	
ADMINISTRATIVE EXPENSES							
TRANSFER TO CAPITAL RESERVES	0	0	0	11,730	15,933	0	Funding for 2009 Reserve Contribution-From Operating Cash Reserves
50840 TRAINING - OFFICE STAFF	0	0	0	0	1,000	1,000	
50900 JANITORIAL SERVICES	0	0	3,720	2,000	3,000	9,000	
50910 JANITORIAL SUPPLIES	0	0	107	200	200	200	
50920 COMMUNITY CENTER MAINTENANCE	0	0	424	3,000	3,000	5,000	
50930 COMMUNITY CENTER UTILITIES	0	0	3,772	4,000	0	5,000	
	546,057	582,696	523,799	596,461	726,155	775,994	

Roxborough Park Foundation  
2009 Budget - BoD worksheet

ENTRY BUILDING EXPENSE	2006	2007	2008		2008	2009	Comments
	YE Act	YE Act	YTD Act	Project YE	YE Budget	Proposed	
52100 CONTRACT SERVICES-GUARDS	136,442	134,201	95,183	127,000	140,000	140,000	
52110 UTILITIES			455	600	1,200	500	
52120 TELEPHONE			290	600	600	600	
52130 MAINTENANCE-ENTRY BLDG	617	2,641	788	900	1,000	1,000	
52140 ENTRY BUILDING SUPPLIES	47	0	0	100	200	200	
52150 JANITORIAL			1,080	2,000	1,600	2,600	
<b>TOTAL ENTRY BUILDING EXPENSE</b>	<b>137,106</b>	<b>136,842</b>	<b>97,796</b>	<b>131,200</b>	<b>144,600</b>	<b>144,900</b>	

**Roxborough Park Foundation  
2009 Budget - BoD worksheet**

GENERAL MAINTENANCE EXPENSE	2006	2007	2008		2008	2009	Comments
	YE Act	YE Act	YTD Act	Project YE	YE Budget	Proposed	
54100 MAINTENANCE SALARIES-FULL TIME	105,158	154,689	105,909	141,600	142,119	170,542	Changes from 4 FT, 1 PT and 2 summer temps to 5 FT
54110 MAINTENANCE SALARIES-PART TIME/TEMP	26,272	11,987	18,706	22,700	32,652	0	
54120 TRASH TRANSFER STATION SALARIES	80,349	39,479	31,497	42,000	43,000	45,000	
54130 HEALTH/DENTAL INSURANCE	20,883		13,546	18,000	25,000	17,000	
54140 RETIREMENT	1,178		1,570	1,800	1,800	1,623	
54150 PAYROLL TAXES FICA	13,818		11,928	15,000	17,000	16,106	
54160 PAYROLL UNEMPLYMT/FED&STATE	1,727		4,613	6,100	2,800	3,200	
54200 MAINTENANCE TELEPHONE			1,224	1,700	1,800	1,800	
54210 MAINTENANCE PAGERS AND WIRELESS			2,748	3,200	7,500	3,500	
54220 MAINTENANCE UTILITIES			7,871	10,500	8,092	13,000	
54230 MAINTENANCE EQUIPMENT REPAIRS/MAINTENANCE	5,446	4,425	6,002	6,500	6,000	8,000	
JANITORIAL SERVICE		5,640	0	3,000	0	3,000	
FITNESS CENTER JANITORIAL SERVICE			0	0	0	0	
FITNESS CENTER EQUIPMENT LEASE	0	0	0	0	0	0	
54240 LANDSCAPE-MAINTENANCE	19,551	1,555	430	430	1,500	1,500	
54250 COMMON AREA MAINTENANCE			4,179	4,500	3,000	5,000	\$1,000 flower bed enhancement & \$1,000 for test pet stations
54260 WEED CONTROL	6,047	4,790	4,961	7,000	8,000	8,000	
54270 MAINTENANCE-BLDG.REPAIR/MAINT	940	4,197	3,480	4,500	4,500	1,000	
54280 SEASONAL LIGHTING	281	692	646	646	500	500	
54290 CONDOMINIUM ASSESSMENT	944	945	1,653	708	1,000	1,000	
54300 MAINTENANCE-OFFICE BUILDING	0	44	0	1,000	1,000	0	
54310 MAINTENANCE-MAIL PODS	784	360	428	600	2,000	2,000	
54320 TRUCK REPAIR & MAINTENANCE	9,718	17,441	5,123	8,000	7,000	10,000	

Roxborough Park Foundation  
2009 Budget - BoD worksheet

GENERAL MAINTENANCE EXPENSE	2006	2007	2008		2008	2009	Comments
	YE Act	YE Act	YTD Act	Project YE	YE Budget	Proposed	
54330 TRAIL MAINTENANCE	8,753	2,633	154	200	6,000	6,000	
54340 ROAD-CONTRACT SERVICE	18,003	29,646	30,888	31,000	26,000	9,000	SWEEPING ONLY - TEST STRIPPING EVERY 2 YEARS
54350 ENGINEERING - ROADS & DRAINAGE	0	0	0	0	20,000	10,000	
54360 ROAD-MAINTENANCE MATERIAL	10,187	7,685	4,049	5,500	15,000	12,000	SALT/SAND/ROAD BASE
54370 ROAD-SNOW REMOVAL/CONTRACT SER	6,600	38,952	55	55	6,000	6,000	
54380 ROAD-ON CALL SNOW REMOVAL			953	953	2,000	2,000	OUTSIDE CONTRACTED DRIVER
54390 SIGNS REPAIR & REPLACE	2,510	1,036	579	1,800	2,500	4,000	
54400 SNOW REMOVAL DAMAGE	0	2,823	0	0	500	0	
54410 GENERAL TOOLS & SUPPLIES	2,001	3,730	2,114	2,200	1,600	2,000	
54420 UNIFORMS	638	1,378	0	0	1,000	1,000	
54430 VEHICLE-GAS/OIL,EMISSION/PLATE/DOT	11,365	20,234	14,231	22,000	15,000	23,000	
54440 ROAD MAINTENANCE			52	36,500	24,000	0	MOVED TO CAPITAL EXPENDITUEES
PEST CONTROL	0	0	0	800	0	1,500	
54450 SPEED HUMP MITIGATION			0	19,500	6,000	0	MOVED TO CAPITAL EXPENDITURES
	<b>353,153</b>	<b>354,361</b>	<b>279,589</b>	<b>419,992</b>	<b>441,863</b>	<b>388,271</b>	



Roxborough Park Foundation  
2009 Budget - BoD worksheet

PROPERTY-CAPITAL IMPROVEENT EXPENSE	2006	2007	2008		2008	2009	Comments
	YE Act	YE Act	YTD Act	Project YE	YE Budget	Proposed	
70100 COMMON AREA IMPROVEMENT	2,258	6,077	16,291	18,000	22,309	0	Deleated all projects - moved \$1K in flowers to common area maint.
70150 CONDOMINIUM IMPROVEMENTS		416	2,506	2,500	0	0	
OFFICE BUILDING		150		0	0	0	
OFFICE LANDSCAPE & PARKING				0	0	0	
MAINTENANCE BLDG. IMPROVEMENT	2,802	405		0	0	0	
70200 MAINTENANCE EQUIPMENT/VEHICLES	1,014	1,518	76,628	76,628	80,000	0	
70210 OFFICE EQUIPMENT	420	101	0	1,000	2,000	0	
70220 TREES & SHRUBS	717	8,777	3,521	5,000	5,000	0	
70230 ROADS & DRAINAGE	34,865	63,483	45,623	2,000	30,000	0	
70300 OLD RANCH TRAIL SDAA	0	0	0	0	0	0	MOVED TO ADMINISTRATION
70400 TRAIL & BIKE PATH IMPROVEMENT	38,289	27,019	21,892	22,000	20,000	0	
70440 TRASH AREA IMPROVEMENT	4,917	461	662	700	0	0	
70470 ENTRY GATE RELOCATION/NEW BLDG	0	0	0	0	80,000	0	
TRAFFIC/SPEED MONITOR	1,160	4,308	0	0	0	0	
MAIL POD STRUCTURES					0	0	
70490 HANEY PARK IMPROVEMENTS			6,975	19,000	30,000	0	
COMMUNITY CENTER IMPROVEMENTS					0	0	
COYOTE RUN-PAVING					0	0	
70500 TRANSFER TO CAPITAL RESERVES			0	0	0	0	MOVED TO ADMINISTRATION
	<b>86,442</b>	<b>112,714</b>	<b>174,098</b>	<b>146,828</b>	<b>269,309</b>	<b>0</b>	





Roxborough Park Foundation  
2009 Budget - BoD worksheet

2008 Budget Worksheet		2006	2007	2008		2008	2009	
CAPITAL RESERVE FUND EXPENSE		YE Act	YE Act	YTD Act	Project YE	YE Budget	Proposed	Comments
82100	OFFICE BUILDING	0	12,731	1,164,026	987,000	1,041,816	0	
82110	OFFICE LANDSCAPE & PARKING	0	0	0	231,000	0	0	
	DEBT SERVICE - PRINCIPLE & INTEREST			0	11,730	15,933	0	Included in Operations
	NEW PROJECT CONSTRUCTION						90,000	Relocation of Entry Monitoring Activities
	COMPLETION OF LOWER LEVEL						0	Per Phase 2 Estimate
	ENTRY GATE RELOCATION						90,000	Per Long Range Planning-Carried over from 08 budget
	CONSTRUCT BUS SHELTERS						0	Long Range Planning
	TRAIL SYSTEM ENHANCEMENTS						0	\$10K for N Rox Path @ Hawks Nest/1K for signs
	EQUIPMENT PURCHASES		0				0	
	MAINTENANCE EQUIPMENT-KUBOTA						0	Kubota 900 RTU-Maintenance Request
	MAINTENANCE VEHICLES						0	
	SECURITY SYSTEM						0	In anticipation of Trash/CC with Entry Gate relocation
	ONGOING PROJECT ENHANCEMENT						32,440	
	TRASH AREA IMPROVEMENTS						0	Completion of tree screen from Community Center
	MASTER PLAN FOR HANEY PARK						9,940	
	HANEY PARK IMPROVEMENTS						0	Cleaning/thinning "West" HP-Organize a Volunteer Day
	BALANCE OF WATER TAP - CC						22,500	
	SPEED HUMP REMOVAL						0	Ongoing effort
	ONGOINGROAD AND DRAINAGE PROJECTS						25,000	
	ROUTINE ROAD MAINTENANCE						25,000	Ongoing maintenance of road surface
	ROAD/DRAINAGE STUDY PROJECTS						0	Puma and Warriors Per Road and Drainage Study
<b>TOTAL CAPITAL RESERVE FUNDS EXPENSE</b>		<b>0</b>	<b>12,731</b>	<b>1,164,026</b>	<b>1,229,730</b>	<b>1,057,749</b>	<b>147,440</b>	

Roxborough Park Foundation  
2009 Budget - BoD worksheet  
Funds Summary

OPERATING FUND	2007 ACT	2008 EST	2009 PROP
BEG BAL	0	0	109,670
<b>REVENUES</b>	ACT	EST.	EST.
REGULAR INCOME	1,333,391	1,276,829	1,468,092
OTHER INCOME	205,617	145,170	87,600
FUTURE CAP RESERVE FUND ALLOCATION	0	0	0
<b>TOTAL OP REVENUES</b>	<b>1,539,008</b>	<b>1,421,999</b>	<b>1,555,692</b>
<b>EXPENSES</b>			
ADMINISTRATIVE	582,696	596,461	775,994
ENTRY BUILDING	136,842	131,200	144,900
GENERAL MAINTENANCE	354,361	419,992	388,271
FIRE MITIGATION	66,648	54,318	24,270
PROPERTY/CAPITAL IMPROVEMENTS	112,714	146,828	0
UTILITIES	180,645	159,700	166,000
<b>TOTAL OP EXPENSES</b>	<b>1,433,907</b>	<b>1,508,499</b>	<b>1,499,435</b>
<b>NET GAIN OR (LOSS)</b>	<b>105,101</b>	<b>(86,500)</b>	<b>56,257</b>
TRANSFERS TO CAPITAL RESERVE FUND	1,027,950	0	0
<b>TOTAL EXPENSES AND TRANSFERS</b>	<b>2,461,857</b>	<b>1,508,499</b>	<b>1,499,435</b>
<b>ENDING OP CASH BALANCE</b>	<b>0</b>	<b>0</b>	<b>165,927</b>
RESTRICTED CASH (DRC)	0	0	(95,000)
<b>ENDING NET OP CASH BALANCE</b>	<b>0</b>	<b>0</b>	<b>70,927</b>

CAPITAL RESERVE FUND	2007 ACT	2008 EST	2009 PROP
BEG BAL	0	0	0
<b>REVENUES</b>			
ASSESSMENT INCOME-RESERVES	0	0	0
ASSESSMENT INCOME-PROJECTS	0	0	112,448
OTHER INCOME		522,730	35,000
TRANSFERS FROM OPERATING	0		0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>522,730</b>	<b>147,448</b>
<b>EXPENSES</b>			
OFFICE BUILDING/LANDSCAPE	12,731	1,218,000	0
DEBT SERVICE	0	11,730	0
NEW PROJECT CONSTRUCTION	0	0	90,000
EQUIPMENT PURCHASES	0	0	0
ONGOING PROJECT ENHANCEMENT	0	0	32,440
ONGOING ROAD AND DRAINAGE PROJECTS	0	0	25,000
<b>TOTAL EXPENSE</b>	<b>12,731</b>	<b>1,229,730</b>	<b>147,440</b>
<b>NET GAIN OR (LOSS)</b>	<b>(12,731)</b>	<b>(707,000)</b>	<b>8</b>
<b>ENDING BALANCE</b>	<b>(12,731)</b>	<b>(707,000)</b>	<b>8</b>
RESTRICTED-FUTURE CAP PROJECTS	0	0	0
<b>NET ENDING RESERVE CASH BAL</b>	<b>0</b>	<b>0</b>	<b>8</b>