

The Townhomes at Tohoqua
Community Association, Inc.

Adopted Budget
January 1, 2025 through December 31, 2025



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The Townhomes at Tohoqua

Community Association, Inc.

Adopted Budget Operating Fund

Description	Adopted Budget FY2025
<u>Revenues</u>	
Assessments	\$ 355,880
Total Revenues	\$ 355,880
<u>Expenditures</u>	
<i><u>General & Administrative</u></i>	
Management Fees	\$ 25,020
Legal Services	\$ 1,000
Copies, Printing & Postage	\$ 500
Office Supplies	\$ 500
Accounting Fees / Tax Preparation	\$ 3,000
Information Technology	\$ 1,800
Website Administration	\$ 1,200
Insurance	\$ 35,894
Master Association Assessment	\$ 26,040
Annual Corporate Report	\$ 71
Contingency	\$ 500
<i><u>Subtotal General & Administrative</u></i>	\$ 95,525

The Townhomes at Tohoqua

Community Association, Inc.

Adopted Budget Operating Fund

Description	Adopted Budget FY2025
<u><i>Building/Grounds Maintenance:</i></u>	
Grounds/Landscaping Maintenance	\$ 133,413
Mulch	\$ 22,000
Landscape Replacement	\$ 10,000
Irrigation Repairs & Maintenance	\$ 5,000
Termite Bond	\$ 27,125
Building Repair & Maintenance	\$ 5,000
Building and Sidewalks Pressure Washing	\$ 6,350
Roof Repairs	\$ 10,000
Misc. Grounds Expense / Contingency	\$ 500
<u><i>Subtotal Building/Grounds Maintenance</i></u>	<u>\$ 219,388</u>
<u><i>Utilities</i></u>	
Irrigation Water	\$ 17,000
<u><i>Subtotal Utilities</i></u>	<u>\$ 17,000</u>
<u><i>Reserves</i></u>	
Contingency Reserve	\$ 23,967
<u><i>Subtotal Reserves</i></u>	<u>\$ 23,967</u>
Total Expenditures	\$ 355,880
Excess Revenues/(Expenditures)	\$ -

Assessments	<u><u>\$355,880</u></u>
Assessable Units	217
Per Unit Assessment	<u><u>\$1,640.00</u></u>
Monthly Assessment	<u><u>\$136.67</u></u>
Quarterly Assessment	<u><u>\$410.00</u></u>

The Townhomes at Tohoqua

Community Association, Inc.

Operating Fund Narrative

Revenues:

Assessments

The charges levied by the Association against each lot as authorized in the governing documents in order to pay for the operating expenditures during the year.

Expenditures:

General & Administrative:

Management Fees

The association receives Management, Accounting and Administrative services as part of a Management Agreement with Community Association and Lifestyle Management, LLC. The services include but are not limited to, regular communication with community members regarding association related concerns, questions and/or inquiries, conduct regular inspections of the entire community to ensure compliance with the community Declaration and guidelines, drafting and distributing correspondence to members, coordination and distribution of Design Review Board ("DRB") applications and decisions to residents, assist residents with DRB processes, the noticing, attending, conducting and recording of board meetings, administrative services, budget preparation, all financial reports, accounts payable, assessment billing, collections, annual audits, etc.

Legal Services

The Association's legal counsel will be providing general legal services to the Association, e.g. preparation and review of agreements, amendments, and other research as directed by the Board of Directors and the Association Manager.

Copies, Printing & Postage

Printing and copying of communications to the community, stationary, envelopes etc. and mailing of meeting notifications, overnight deliveries, correspondence, etc.

Office Supplies

Represents the cost of daily supplies required by the Association to facilitate operations, assessments' BB&T coupon booklets and bank account's checks used to pay vendors.

Accounting Fees/Tax Preparation

The Association is required by Florida Statutes to arrange for a compilation of the financial statements by an Independent Certified Public Accounting Firm.

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Community Association, Inc.

Operating Fund Narrative

Information Technology

Represents costs related to the Association's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the Association's website. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Insurance

The costs for the Association's insurance coverage.

Master Association Assessment

Represents the payment for the assessments to the Master Association (Tohoqua Master Association).

Annual Corporate Report

Represents cost for filing the current year Corporate Report to the Florida Department of State.

Administrative Contingency

Represents funds allocated to administrative expenditures that the Association could incur throughout the current year that do not fit into any other category.

Building/Grounds Maintenance:

Grounds/Landscape Maintenance

Represents the estimated maintenance of the landscaping of all the townhome units of the Association after the installation of landscape material has been completed.

Mulch

Represents the replacement of mulch in the landscape beds.

Landscape Replacement

Represents estimated costs related to the replacement of any landscaping needed throughout the year.

Irrigation Water

Represents the estimated cost for reclaimed water utilities within the Association.

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Operating Fund Narrative

Irrigation Repairs & Maintenance

The Association will incur costs related to repairing and maintaining its irrigation systems. The amount is based on estimated costs.

Termite Bond

The Association will contract with a vendor to provide subterranean termite control services and treatment of the buildings.

Building Repairs & Maintenance

Represents estimated costs for the general repairs and maintenance of the buildings in the Association.

Building & Sidewalks Pressure Washing

Represents estimated costs related to the pressure washing of the buildings and Association's sidewalks.

Roof Repairs

Represents the costs for repairing the building's roofs which shall only include shingles and roof decking only.

Building & Grounds Contingency

Represents funds allocated to building and grounds expenditures that the Association could incur throughout the current year that do not fit into any other category.

Contingency Reserve

Represents funds reserved for unexpected expenditures.