

NCA DRAFT BUDGET 2018

|    | A                                | B  | C | D           | E                 | F                  | G            | H            | I                        | J                          | K           | L                             |
|----|----------------------------------|--|---|-------------|-------------------|--------------------|--------------|--------------|--------------------------|----------------------------|-------------|-------------------------------|
| 1  | Account                          | Description                                |   | 2017 Budget | % Change 17 to 18 | \$ Change 17 to 18 | 2014 actuals | 2015 Actuals | 2016 Actuals (Pre-Audit) | % actuals to budget - 2017 | 2018 Budget | 2017 Actuals as of 08/31/2017 |
| 2  | <b>OPERATING EXPENSES:</b>       |  |   |             |                   |                    |              |              |                          |                            |             |                               |
| 3  |                                  |  |   |             |                   |                    |              |              |                          |                            |             |                               |
| 4  | <b>Swimming Pool Expenditure</b> |  |   |             |                   |                    |              |              |                          |                            |             |                               |
| 5  | 7110                             | Contract - Pool                            |   | 48,000.00   | 0.00              | 0.00               | 48,533.33    | 47,298.31    | 47,466.66                | 67%                        | 48,000.00   | 32,000.00                     |
| 6  | 7130                             | Supplies & Exp. - Pool/Rec                 |   | 8,000.00    | 0%                | 0.00               | 8,213.55     | 7,703.28     | 10,288.87                | 74%                        | 8,000.00    | 5,959.38                      |
| 7  | 7150                             | Non-Contract Pool Maintenance              |   | N/A         |                   |                    |              |              |                          |                            | 500.00      | 0.00                          |
| 8  | 7170                             | Utilities-Electricity-Pool/Re              |   | 6,000.00    | 0%                | 0.00               | 5,505.76     | 6,145.36     | 5,810.13                 | 66%                        | 6,000.00    | 3,984.20                      |
| 9  | 7180                             | Utilities-Telephone-Pool/Rec               |   | 400.00      | 0%                | 0.00               | 750.41       | 361.00       | 414.65                   | 67%                        | 400.00      | 266.42                        |
| 10 | 7190                             | Utilities-Water-Pool/Rec                   |   | 3,200.00    | 0%                | 0.00               | 2,762.82     | 4,068.86     | 0.00                     | 102%                       | 3,200.00    | 3,260.55                      |
| 11 |                                  | Swimming Pool Expenditure                  |   | 65,600.00   | 1%                | 500.00             | 65,765.87    | 65,576.81    | 63,980.31                | 69%                        | 66,100.00   | 45,470.55                     |
| 12 |                                  |  |   |             |                   |                    |              |              |                          |                            |             |                               |
| 13 | <b>Common Area Maintenance</b>   |  |   |             |                   |                    |              |              |                          |                            |             |                               |
| 14 | 7220                             | Common Grounds Improvement                 |   | 8,000.00    | 0%                | 0.00               | 1,050.79     | 7,575.23     | 30,336.00                | 2%                         | 8,000.00    | 175.00                        |
| 15 | 7260                             | Grounds Maintenance Contract               |   | 99,500.00   | 0%                | 0.00               | 94,594.96    | 97,359.96    | 99,307.08                | 67%                        | 99,500.00   | 66,204.72                     |
| 16 | 7290                             | Materials/Supplies                         |   | 200.00      | 0%                | 0.00               | 244.89       | 98.66        | 0.00                     | 207%                       | 200.00      | 413.18                        |
| 17 | 7310                             | New/Replacement Trees & Shrub              |   | 3,000.00    | 0%                | 0.00               | 5,561.08     | 1,829.39     | 2,561.41                 | 0%                         | 3,000.00    | 0.00                          |
| 18 | 7360                             | Storage Lot Lighting                       |   | 500.00      | 0%                | 0.00               | 491.05       | 452.69       | 457.27                   | 65%                        | 500.00      | 327.21                        |
| 19 | 7365                             | General Repairs                            |   | 4,000.00    | 0%                | 0.00               | 3,612.92     | 6,522.95     | 1,032.59                 | 127%                       | 4,000.00    | 5,081.56                      |
| 20 | 7370                             | Tree Maintenance/Labor                     |   | 26,000.00   | 0%                | 0.00               | 24,905.96    | 25,685.00    | 22,276.56                | 11%                        | 26,000.00   | 2,875.00                      |
| 21 | 7390                             | Pest Control                               |   | 340.00      |                   |                    |              |              | 295.00                   | 0.50                       | 340.00      | 170.00                        |
| 22 |                                  | Common Area Maintenance                    |   | 141,540.00  | 0%                | 0.00               | 130,461.65   | 139,523.88   | 156,265.91               | 53%                        | 141,540.00  | 75,246.67                     |
| 23 |                                  |  |   |             |                   |                    |              |              |                          |                            |             |                               |
| 24 | <b>Street Lts/Snow Rem/Trash</b> |  |   |             |                   |                    |              |              |                          |                            |             |                               |
| 25 | 7410                             | Private Trash Hauling service              |   | 350.00      | 186%              | 650.00             | 180.00       | 335.00       | 835.00                   | 392%                       | 1,000.00    | 1,371.00                      |
| 26 | 7420                             | Snow Removal                               |   | 10,000.00   | 0%                | 0.00               | 15,210.00    | 14,796.25    | 23,935.00                | 15%                        | 10,000.00   | 1,481.25                      |
| 27 | 7430                             | Street Lighting (THs only)                 |   | 15,250.00   | 0%                | 0.00               | 15,107.19    | 14,832.75    | 14,619.58                | 64%                        | 15,250.00   | 9,815.41                      |
| 28 | 7435                             | Curb Painting/street repairs (THs only)    |   | 4,000.00    | 0%                | 0.00               | 8,640.30     | 8,719.00     | 4,020.62                 | 63%                        | 4,000.00    | 2,523.69                      |
| 29 | 7440                             | Trash Clean up Day                         |   | 250.00      | 0%                | 0.00               | 185.89       | 192.71       | 150.00                   | 112%                       | 250.00      | 280.42                        |
| 30 | 7450                             | Trash Collection                           |   | 113,500.00  | -11%              | -12,730.00         | 105,743.40   | 105,743.40   | 108,933.48               | 67%                        | 100,770.00  | 75,562.56                     |
| 31 | 7460                             | Trash-Kids Pick Up                         |   | 100.00      | 0%                | 0.00               | 70.00        | 0.00         | 0.00                     | 0%                         | 100.00      | 0.00                          |
| 32 |                                  | Street Lts/Snow Rem/Trash                  |   | 143,450.00  | -8%               | -12,080.00         | 145,136.78   | 144,619.11   | 152,493.68               | 63%                        | 131,370.00  | 91,034.33                     |
| 33 |                                  |  |   |             |                   |                    |              |              |                          |                            |             |                               |
| 34 | <b>Committee Expenses</b>        |  |   |             |                   |                    |              |              |                          |                            |             |                               |
| 35 | 7510                             | Architectural Control: Expenses            |   | 0.00        |                   | 0.00               | 0.00         | 0.00         | 0.00                     |                            | 0.00        | 0.00                          |
| 36 | 7515                             | Architectural Control: Inspections         |   | 0.00        |                   | 0.00               | 0.00         | 0.00         | 0.00                     |                            | 0.00        | 0.00                          |
| 37 | 7520                             | Publicity: Newsletter Printing             |   | 5,000.00    | 0%                | 0.00               | 4,561.13     |              | 4,565.12                 | 63%                        | 5,000.00    | 3,163.70                      |
| 38 | 7525                             | Publicity: Newsletter Typing/ web maintain |   | 0.00        |                   | 3,180.00           | 2,915.00     | 5,498.49     | 690.00                   |                            | 3,180.00    | 0.00                          |
| 39 | 7530                             | Welcoming                                  |   |             |                   |                    | 0.00         | 3,020.00     | 0.00                     |                            |             |                               |
| 40 | 7550                             | Recreation: Activities                     |   | 1,500.00    | 0%                | 0.00               | 1,118.01     | 589.72       | 483.57                   | 5%                         | 1,500.00    | 78.44                         |
| 41 | 7570                             | Recreation: Youth Activities               |   | 200.00      | 0%                | 0.00               | 125.00       | 125.00       | 150.00                   | 75%                        | 200.00      | 150.00                        |
| 42 |                                  | Committee Expenses                         |   | 6,700.00    | 47%               | 3,180.00           | 8,719.14     | 9,233.21     | 5,888.69                 | 51%                        | 9,880.00    | 3,392.14                      |

NCA DRAFT BUDGET 2018

|    | A                       | B                                | C | D           | E                 | F                  | G            | H            | I                        | J                          | K           | L                             |
|----|-------------------------|----------------------------------|---|-------------|-------------------|--------------------|--------------|--------------|--------------------------|----------------------------|-------------|-------------------------------|
| 1  | Account                 | Description                      |   | 2017 Budget | % Change 17 to 18 | \$ Change 17 to 18 | 2014 actuals | 2015 Actuals | 2016 Actuals (Pre-Audit) | % actuals to budget - 2017 | 2018 Budget | 2017 Actuals as of 08/31/2017 |
| 44 | Administration Expenses |                                  |   |             |                   |                    |              |              |                          |                            |             |                               |
| 45 | 7603                    | Accounting & Bookkeeping         |   | 14,500.00   | 2%                | 225.00             | 13,994.80    | 14,557.90    | 14,145.72                | 67%                        | 14,725.00   | 9,666.66                      |
| 46 | 7605                    | ADP Service                      |   | 1,650.00    | 6%                | 100.00             | 1,595.00     | 1,574.50     | 1,651.52                 | 67%                        | 1,750.00    | 1,109.06                      |
| 47 | 7607                    | Assistant Community Managers     |   | 11,750.00   | 2%                | 250.00             | 9,273.64     | 11,620.01    | 11,303.33                | 81%                        | 12,000.00   | 9,568.88                      |
| 48 | 7610                    | Audit & Tax Preparation          |   | 3,500.00    | 1%                | 50.00              | 3,300.00     | 3,400.00     | 3,450.00                 | 0%                         | 3,550.00    | 0.00                          |
| 49 | 7612                    | Bad Debt Expense                 |   | 2,000.00    | 0%                | 0.00               | 1,893.63     | 73.78        | 3,723.73                 | 0%                         | 2,000.00    | 0.00                          |
| 50 | 7615                    | Bank Service Charges             |   | 25.00       | 0%                | 0.00               | 36.00        | 122.50       | 0.00                     | 144%                       | 25.00       | 36.00                         |
| 51 | 7620                    | Community Manager                |   | 27,800.00   | 31%               | 8,600.00           | 22,947.64    | 26,732.21    | 20,531.98                | 54%                        | 36,400.00   | 14,884.38                     |
| 52 | 7623                    | Employee Bonuses                 |   | 1,000.00    | 0%                | 0.00               | 1,500.00     | 1,500.00     | 1,000.00                 | 0%                         | 1,000.00    | 0.00                          |
| 53 | 7625                    | Delinquency Processing           |   | 4,000.00    | 0%                | 0.00               | 4,955.00     | 5,265.00     | 3,645.00                 | 75%                        | 4,000.00    | 3,000.00                      |
| 54 | 7630                    | Insurance and Bonds              |   | 9,500.00    | 0%                | 0.00               | 8,415.00     | 9,485.96     | 9,342.00                 | 84%                        | 9,500.00    | 7,970.00                      |
| 55 | 7640                    | Collections Attorney             |   | 30,000.00   | 0%                | 0.00               | 42,572.12    | 29,241.11    | 26,765.96                | 65%                        | 30,000.00   | 19,635.77                     |
| 56 | 7639                    | General Counsel                  |   | 3,000.00    | 0%                | 0.00               | 785.50       | 2,123.00     | 4,430.60                 | 90%                        | 3,000.00    | 2,705.00                      |
| 57 | new                     | Collections Attorney - NJF       |   | 0.00        |                   |                    | 0.00         |              |                          | 0%                         | 0.00        | 0.00                          |
| 58 | 7650                    | Mileage Reimbursement            |   | 700.00      | 0%                | 0.00               | 582.67       | 572.80       | 767.13                   | 50%                        | 700.00      | 350.09                        |
| 59 | 7652                    | quarterly invoices               |   | 3,600.00    | 0%                | 0.00               | 2,971.50     | 3,599.04     | 3,661.60                 | 77%                        | 3,600.00    | 2,758.16                      |
| 60 | 7655                    | NCA Annual Board Reg in VA       |   | 450.00      | 0%                | 0.00               | 425.27       | 359.82       | 321.60                   | 8%                         | 450.00      | 35.00                         |
| 61 | 7660                    | Office Equipment & expenses      |   | 1,500.00    | 0%                | 0.00               | 139.79       | 480.11       | 1,351.37                 | 125%                       | 1,500.00    | 1,874.29                      |
| 62 | 7662                    | Office Mailings/Postage (Summit) |   | 1,500.00    | 0%                | 0.00               | 2,293.13     | 1,770.64     | 1,778.99                 | 79%                        | 1,500.00    | 1,184.27                      |
| 63 | 7665                    | Office Security Sys Monitoring   |   | 340.00      | 0%                | 0.00               | 483.48       | 328.48       | 328.48                   | 64%                        | 340.00      | 218.98                        |
| 64 | 7667                    | Office & Web Page Supplies/Ex    |   | 1,500.00    | 0%                | 0.00               | 1,928.78     | 1,623.24     | 1,155.22                 | 122%                       | 1,500.00    | 1,831.14                      |
| 65 | 7670                    | P.O. Box                         |   | 100.00      | 10%               | 10.00              | 100.00       | 102.00       | 106.00                   | 108%                       | 110.00      | 108.00                        |
| 66 | 7672                    | Postage (office)                 |   | 1,700.00    | 0%                | 0.00               | 1,413.21     | 1,756.49     | 902.11                   | 13%                        | 1,700.00    | 213.89                        |
| 67 | 7674                    | Printing (office)                |   | 700.00      | 0%                | 0.00               | 83.66        | 1,057.05     | 441.18                   | 17%                        | 700.00      | 122.06                        |
| 68 | 7675                    | Rent-Meeting Room                |   | 250.00      | -40%              | -100.00            | 75.00        | 400.00       | 250.00                   | 0%                         | 150.00      | 0.00                          |
| 69 | 7677                    | Returned Checks                  |   | 0.00        |                   | 0.00               | -4.00        | 100.00       | 175.00                   |                            | 0.00        | 0.00                          |
| 70 | 7678                    | reserve study                    |   | 0.00        |                   | 0.00               | 4,650.00     |              |                          |                            | 0.00        | 0.00                          |
| 71 | 7680                    | Taxes - Income (Federal)         |   | 1,000.00    | 0%                | 0.00               | 0.00         | 1,867.00     | 800.00                   | 10%                        | 1,000.00    | 100.00                        |
| 72 | 7681                    | Taxes - State                    |   | 500.00      | 0%                | 0.00               |              | 786.00       | 0.00                     | 0%                         | 500.00      | 0.00                          |
| 73 | 7683                    | Taxes - Other                    |   |             |                   |                    | 0.00         |              |                          |                            |             | 0.00                          |
| 74 | 7685                    | Taxes - Payroll                  |   | 3,000.00    | 0%                | 0.00               | 2,873.51     | 3,152.66     | 2,592.54                 | 61%                        | 3,000.00    | 1,835.35                      |
| 75 | 7687                    | Taxes - Unemployment             |   |             |                   |                    | 0.00         |              |                          |                            |             | 0.00                          |
| 76 | 7690                    | Telephone (office and cell)      |   | 2,400.00    | 0%                | 0.00               | 2,137.51     | 2,495.73     | 2,895.75                 | 68%                        | 2,400.00    | 1,623.93                      |
| 77 |                         | Administration Expenses          |   | 127,965.00  | 7%                | 9,135.00           | 131,421.84   | 126,147.03   | 117,516.81               | 63%                        | 137,100.00  | 80,830.91                     |
| 79 |                         | TOTAL OPERATING EXPENSES         |   | 485,255.00  | 0%                | 735.00             | 481,505.28   | 485,100.04   | 496,145.40               |                            | 485,990.00  | 295,974.60                    |

NCA DRAFT BUDGET 2018

|     | A                       | B  | C   | D                  | E                            | F                            | G                    | H                  | I                        | J                          | K  | L                                   |
|-----|-------------------------|--|---|--------------------|------------------------------|------------------------------|----------------------|--------------------|--------------------------|----------------------------|--|-------------------------------------|
| 1   | Account                 | Description  |   | 2017 Budget        | % Change 17 to 18            | \$ Change 17 to 18           | 2014 actuals         | 2015 Actuals       | 2016 Actuals (Pre-Audit) | % actuals to budget - 2017 | 2018 Budget                                    | 2017 Actuals as of 08/31/2017       |
| 86  |                         |  |   |                    |                              |                              |                      |                    |                          |                            |  |                                     |
| 87  | <b>RESERVES</b>         | <b>Description</b>   | <b>USE THIS LINE AS HEADER FOR RESERVES SECTION</b> | <b>2017 Budget</b> | <b>% change (2018vs2017)</b> | <b>\$ change (2018-2017)</b> | <b>2014 actual</b>   | <b>2015 actual</b> | <b>2016 actual</b>       | <b>2018 Budget</b>         |  | <b>2017 Actuals as of 8/31/2017</b> |
| 89  | Contributions           |  |   |                    |                              |                              |                      |                    |                          |                            |  |                                     |
| 90  | 8000                    | Common Area Reserve Contribution                                   |   | 38,450.00          | 37.23                        | 14,313.76                    | 30,000.00            | 36,000.00          | 36,000.00                | 52,763.76                  |  | 19,225.00                           |
| 91  | 8001                    | Common Area Reserve - eminent domain earn                          |   | 0.00               |                              | 0.00                         | 0.00                 | 0.00               | 0.00                     | 0.00                       |  | 0.00                                |
| 92  |                         | 609.00 Residences (quarterly)                                      |   | \$15.78            | 37.23                        | 5.88                         |                      |                    |                          | \$21.66                    |  |                                     |
| 93  | 8005                    | Street/Curb Reserve Contribution                                   |   | 78,950.00          | 3%                           | 2,207.12                     | 70,000.00            | 72,000.00          | 77,500.00                | 81,157.12                  |  | 39,475.00                           |
| 94  |                         | 524.00 Town homes (quarterly)                                      |   | \$37.67            | 3%                           | \$1.05                       |                      |                    |                          | \$38.72                    |  |                                     |
| 95  |                         |  |   |                    |                              | \$0.00                       |                      |                    |                          |                            |  |                                     |
| 96  | 8010/6400               | Interest Contribution  |   | 2,000.00           | 0%                           | \$0.00                       | 2,482.18             | 17,862.28          | 5,145.06                 | 2,000.00                   |  | 2,441.41                            |
| 97  |                         | Reserve Contribution   |   | 119,400.00         | 14%                          | \$16,498.22                  | 102,482.18           | 125,862.28         | 118,645.06               | 135,898.22                 |  | 61,141.41                           |
| 99  | INCOME:                 |  |   |                    |                              |                              |                      |                    |                          |                            | 2018 Budget                                    |                                     |
| 100 | 6000                    | Assessment Income  |   | 588,855.00         |                              |                              |                      | 579,428.92         | 580,081.52               | 601,988.22                 |  | 294,428.36                          |
| 101 |                         | 524.00 Town homes (quarterly)                                      |   | \$248.27           | 2.23%                        | \$5.54                       |                      |                    |                          | \$253.81                   |  |                                     |
| 102 |                         | 85.00 Single Family Homes (quarterly)                              |   | \$201.42           | 2.23%                        | \$4.49                       |                      |                    |                          | \$205.91                   |  |                                     |
| 103 | 6210                    | Late Fees (old) Delinquency Admin Reimb (new)                      |   | 2,000.00           | 0.00                         | 2,000.00                     | 6,392.28             | 7,541.46           | 6,445.26                 | 4,000.00                   |  | 3,282.22                            |
| 104 | 6100                    | Disclosure packet inspections                                      |   | 1,800.00           |                              |                              | 2,800.00             | 2,000.00           | 1,850.00                 | 1,800.00                   |  | 1,200.00                            |
| 105 | 6212                    | Legal Fee Reimbursement  |   | 5,000.00           | 40.00                        | 2,000.00                     | 12,343.45            | 8,374.56           | 14,056.28                | 7,000.00                   |  | 6,806.65                            |
| 106 | 6220                    | Miscellaneous Income   |   | 1,500.00           | 0.00                         | 0.00                         | 1,006.43             | 2,151.00           | 6,204.68                 | 1,500.00                   |  | 801.51                              |
| 107 | 6235                    | Newsletter Ad Income   |   | 500.00             | 0.00                         | 0.00                         | 1,225.50             | 1,120.50           | 658.75                   | 500.00                     |  | 33.75                               |
| 108 | 6254                    | Pool Fees  |   | 2,000.00           | 0.00                         | 0.00                         | 3,492.00             | 3,371.75           | 3,533.00                 | 2,000.00                   |  | 1,808.00                            |
| 109 | 6280                    | Storage Lot Fees   |   | 900.00             | 11.11                        | 100.00                       | 990.00               | 940.00             | 1,045.00                 | 1,000.00                   |  | 10.00                               |
| 110 | 6402                    | Interest Income, Operations Accounts                               |   | 100.00             | 0.00                         | 0.00                         | 100.47               | 403.82             | 5,143.06                 | 100.00                     |  | 136.83                              |
| 111 |                         | Total Income   |   | 602,655.00         |                              |                              | 28,350.13            | 605,332.01         | 619,017.55               | 619,888.22                 |  | 308,507.32                          |
| 112 |                         |  |   |                    |                              |                              |                      |                    |                          |                            |  |                                     |
| 113 | ASSESSMENT CALCULATIONS |  |   |                    |                              |                              |                      |                    |                          |                            | Annual Common Operating Expenses per Residence |                                     |
| 114 |                         |  |   |                    |                              |                              |                      |                    |                          |                            |  |                                     |
| 115 |                         | Total Operating Expenses   |   | 485,990.00         |                              |                              | Total NCA residences |                    |                          |                            |  |                                     |
| 116 |                         | - Other Income   |   | 17,900.00          |                              |                              |                      |                    |                          |                            |  |                                     |
| 117 |                         | - Street Lighting/curb painting                                    |   | 19,250.00          |                              |                              |                      |                    |                          |                            |  |                                     |
| 118 |                         | Required Common Operating Expense Income                           |   | 448,840.00         | divided by                   | 609.00                       |                      |                    | =                        | 737.01                     |  |                                     |
| 119 |                         |  |   |                    |                              |                              | Single Family        |                    |                          | Townhomes                  |  |                                     |
| 121 |                         | Quarterly Common Operating Expenses per Residence                  |   |                    |                              |                              | \$184.25             |                    |                          | \$184.25                   |  |                                     |
| 122 |                         | Quarterly Common Area reserve contributions (total NCA residences) |   |                    |                              |                              | \$21.66              |                    |                          | \$21.66                    |  |                                     |
| 123 |                         | Quarterly Street/Curb reserve contribution (TH only)               |   |                    |                              |                              | n/a                  |                    |                          | \$38.72                    |  |                                     |
| 124 |                         | Quarterly street lighting/curb painting (TH only)                  |   |                    |                              |                              | n/a                  |                    |                          | \$9.18                     |  |                                     |
| 125 |                         | Calculated Quarterly assessment                                    |   |                    |                              |                              | \$205.91             |                    |                          | \$253.81                   |  |                                     |
| 128 |                         |  |   |                    |                              |                              |                      |                    |                          |                            |  |                                     |