

December 7, 2016

TO: Village Las Palmas Condominium Unit Owners

FROM: Village Las Palmas Board of Directors

2017 Annual Budget - Monthly Maintenance Fees

Maintenance Fees: A monthly maintenance fee of **\$425.00** is due and payable on the first day of each month, beginning January 1, 2017 through December 1, 2017. **PLEASE MAKE YOUR CHECK PAYABLE TO VILLAGE LAS PALMAS.** Include your unit number on the memo line of your check, (not on the outside of your mailing envelope) and mail your check to:

**Village Las Palmas, 4600 A1A South,
St. Augustine, FL 32080.**

Late Fees: Any assessments or partial balance that remain due over thirty (30) days past the original due date will be charged **late fees**. In addition, the Village Las Palmas Condominium Association, Inc. bylaws allow other charges to be levied.

Authorization Agreement – Automatic Payments: For those who would like to join and have your payments deducted automatically each month, just contact us for an enrollment form. If you are already enrolled for your VLP assessments, your payments will automatically continue. *This authorization is strictly for your Village Las Palmas Maintenance.*

If you have any questions concerning this correspondence, please contact the Property Management office.



Ocean Gallery~4600 A1A South, St. Augustine, FL 32080~Phone 904-471-6655
www.oceangalleryprop.com

11/23/16

VILLAGE LAS PALMAS 2017

	2015 Budget	2015 Actual	2016 Budget	2017 Proposed
INCOME	\$425		\$425	\$425
Revenue				
4601 Maintenance Assessments	372,300	372,300	372,300	372,300
4608 Interest Earned	0			
4627 Prior Year surplus/deficit /excess operating		-10,024	20,000	24,452
4644 Dryer Vent & Income other	0	1,669		2,000
Total Revenue	372,300		392,300	
TOTAL INCOME	372,300	373,969	392,300	398,752
 EXPENSES				
Expenses				
5801 Insurance-General	55,000	53,121	56,650	56,650
5803 Insurance - Flood	25,000	27,881	32,262	32,262
5805 Utilities-Cable Tv	77,000	80,014	83,000	83,000
5807 Utilities - Electric	11,000	10,185	9,425	9,425
5809 Utilities-Heat Pool/Spa	0		0	0
5811 Utilities-Sewer	19,000	21,350	22,000	22,000
5813 Utilities-Trash	4,900	5,555	4,843	5,600
5815 Utilities-Water	17,000	17,034	18,000	18,000
5823 Termite Service	750		750	750
5824 Grounds-Replace/Upkeep	3,000	1,865	3,000	3,000
5825 Irrigation	1,000	762	1,000	1,000
5829 Pool/Spa Repair & Supply	7,500	8,259	8,000	8,000
5831 Repairs/Maint.-Bldg.	5,000	6,163	5,000	6,000
5833 Maintenance Supplies	500	651	500	700
5834 Landscape Contract	15,500	15,024	15,500	15,500
5840 Management Fee	32,600	39,974	33,000	33,000
5843 Maint.-Mgmt. Salaries	8,300	8,320	8,300	8,300
5832 Maint Spec Teams P/R	0	0	0	
5847 Maint.-Payroll	40,294	40,289	40,000	42,000
5849 Maint.-P/R Taxes	4,400	4,512	4,759	4,759
5851 Maint.-W/C Insurance	2,800	2,465	2,315	2,500
5852 Maintenance-Group Health	8,400	7,874	10,750	10,750
5853 Maintenance-Uniforms	300	254	300	300
5866 Licenses/Taxes	1,100	1,218	1,100	1,300
5864/5868/5870 Adm Exp	0		0	
5877 Bank Loan	0		0	
5874/5879/5889 Misc Expense	0		0	
5881 Monthly Reserve Transfer	28,956		28,956	28,956.00
5888 Contingency & Other Exp.	-			
5860 Accounting - Outside service	3,000		2,890	5000
Total Expenses	372,300		392,300	398,752
TOTAL EXPENSES	372,300		392,300	398,752
TOTAL EXPENSES	0			
NET INCOME (LOSS)	372,300			

VILLAGE LAS PALMAS

2017 Budget Reserve Funding Estimates

Roof Replacement Fund

9 roofs @ \$33,000.00 each	
Average Years Remaining	11
Inflation Rate Used	1.5%
Funding Required	\$297,000
Reserve Funds YE 2016	114702
Balance	182298
Annual Reserve	16572 / 1381 per month

Building & Paint Fund

Wood replacement @ \$196,000.00	
Painting 9 building @ \$112716.00	
Average Years Remaining	8
Inflation Rate Used*	1.5%
Funding Required	\$254,500
Reserve Funds YE 2016	239733
Balance	68983
Annual Reserve	8622 / 718 per month

Pool Fund

Pool lining@\$24,000.00	
Spa resurfacing @ 9,800.00	
Average Years Remaining	7
Inflation Rate Used*	1.5%
Funding Required	\$33,800.00
Reserve Funds YE 2016	7468
Balance	26332
Annual Reserve	3761 / 313 per month

RESERVE TOTAL **\$28,956.00** / **\$2,413 per month**

**Notice to all Ocean Gallery
Property Owners Association, Inc. Members**

Dear Owners,

The 2017 Annual Assessment per Unit is

\$1250.00

*and is PAYABLE IN TWO EQUAL PAYMENTS of \$625.00
on February 1, 2017 and July 1, 2017*

Please make Payable to OGPOA

Please note that all standard late fees and interest will apply to outstanding balances on March 1, 2017

If you were enrolled in ACH for your OGPOA assessment last year, your payment will be automatic and you do not need to take action. Please make note that the amount of \$625.00 will be automatically deducted on or about February 5, 2017 and the second payment will be automatically deducted on or about July 5, 2017.

If you would like to enroll in the ACH program to have your payment deducted automatically, please contact the office prior to January 30, 2016 for an enrollment form.

If you would like to withdraw from the ACH program, please contact sjohnson@ogstaug.com as soon as possible.



4600 A1A South, St. Augustine FL 32080/Ph 904-471-6655 Fax 904-471-1166
For Billing questions: sjohnson@ogstaug.com

Ocean Gallery Property Owners Association

Proposed Budget

Year Ending December 31, 2017

Operating Fund

	<u>2016</u> Approved	<u>2016</u> Projected	<u>2017</u> Proposed
4600 Mtce assessments-lots/homes	40,560	40560	40560
4601 Maintenance assessments	548,750	548750	548750
4602 OGP Management fee	147,194	147194	147194
4603 OGP Office rent	16,825	16825	16825
4605 OGP Housekeeping rent	10,041	10041	10041
4606 OGP dividend	0		0
4607 Bank interest income	200	200	200
4608 Finance charges	1,000	1200	1000
4609 Clubhouse rent	500	1700	1700
4611 Miscellaneous income (vending)	0		0
4615 Garage assessments	17,952	17952	17952
4617 OGP Sales contribution	30,000	30000	30000
4619 Income other			
4623 Special teams credit	150,000	150000	150000
4644 Late fees			
Health insurance rebate	5,000	3300	0
	<u>968,213</u>	<u>967722</u>	<u>964222</u>
 Administrative Expenses			
5860 Accounting outside service	19,000	19000	19000
5862 Communications-website	600	600	600
5863 Management hiring expense	1,000	600	1000
5864 Legal fees	500	6200	2500
5865 Membership fees	1,000	1000	1000
5866 Licenses/taxes	1,300	1100	1300
5867 Postage expense	7,000	7000	5000
5868 Office supplies	3,500	3500	3000
5869 Copier/printing/computer	7,500	7000	7500
Interest expense on equipment lease			
5870 Telephone	4,000	4000	4000
TOTAL ADMINISTRATIVE EXPENSES	<u>45,400</u>	<u>50000</u>	<u>44900</u>
 Insurance Expenses			
5801 Insurance - general	46,350	38000	37290
5803 Insurance - flood	6,050	4500	6050
TOTAL INSURANCE EXPENSES	<u>52,400</u>	<u>42500</u>	<u>43340</u>
 Maintenance Expenses			
5820 Tools/equipment	4,000	4100	4000
5823 Termite service	600	1200	1000
5824 Grounds-replace/upkeep	7,500	7500	7500
5825 Irrigation	750	1000	1000
5826 Palms/shrub-trim/prune	33,000	33000	33000
5827 Lawn/shrub-fert/debug	20,000	20000	20000
5828 Pest control/exterminate	8,000	9000	9000
5829 Pool/spa repair & supply	14,000	13000	13000
5830 Ponds - algae control	2,200	2200	2200
5831 Repairs/maintenance - building - R			
5832 Golf cart supplies/rental	6,000	6000	7000
5833 Maintenance supplies	0		1200

Ocean Gallery Property Owners Association

Proposed Budget

Year Ending December 31, 2017

Operating Fund

	<u>2016</u> Approved	<u>2016</u> Projected	<u>2017</u> Proposed
5834 Landscape contract	23,100	23100	23100
5840 Management payroll/taxes/benefits	43,775	46000	45775
5843 Maintenance management salaries	12,700	12700	12700
5844 Maintenance special teams payroll	150,000	150000	150000
5847 Maintenance payroll	55,000	57000	57000
5849 Maintenance payroll taxes and fees	5,700	5700	5700
5851 Maintenance workers comp insurance	4,200	4400	4500
5852 Maintenance group health	14,000	14000	14000
5853 Maintenance uniforms	3,000	3000	3000
5859 Vehicle expense	1,000	1000	1000
TOTAL MAINTENANCE EXPENSES	<u>408,525</u>	<u>413900</u>	<u>415675</u>
Utilities			
5805 Utilities - cable TV	22,789	22789	22789
5807 Utilities - electric	33,500	33500	26000
5809 Utilities - heat pool/spa	22,000	22000	20000
5811 Utilities - sewer	6,600	5600	5500
5812 Utilities - homes/sewer	3,900	3900	3900
5813 Utilities - trash	6,200	6200	6400
5814 Utilities - homes/water	3,800	3800	3800
5815 Utilities - water	3,900	3700	3900
TOTAL UTILITIES	<u>102,689</u>	<u>101489</u>	<u>92289</u>
Other Expenses			
5875 Maintenance - facilities	25,000	25000	25000
5876 Amenity service	3,800	3800	1500
5877 Insurance loan interest	500	0	300
5879 Administrative fee 401K	500	0	200
5880 Administrative fee payroll	0	0	0
5881 Monthly Replacement transfer	92,173	92173	92173
5882 Assessment - garage unit			
5887 Exercise Facility			5000
5888 Contingency & incentive	4,376	2500	7645
5889 Bank charges	350	550	350
5992 Employee incentive plan	16,000	16000	16000
5993 Community service payroll	182,500	191000	185850
5994 Community service group ins/benefits	9,500	9500	9500
5995 Community service payroll taxes	15,000	15000	15000
5996 Community service expenses	9,000	9000	9000
5997 Community service communications	500	500	500
TOTAL OTHER EXPENSES	<u>359,199</u>	<u>365023</u>	<u>368018</u>
TOTAL EXPENSES	<u>968,213</u>	<u>972912</u>	<u>964222</u>
surplus/deficit	0		

**Supplementary Information on Future Major Repairs and Replacements
The Ocean Gallery Property Owners Association, Inc.
2017**

Common Reserve Components	Estimated Remaining Useful Life	Estimated Current Replacement Costs	projected Balance 12/31/2016	Balance Needed	Annual Contribution Replacement Funding	
						5 Years
Paving	5 Years	\$250,000	\$90,981	\$159,019	\$31,803	
Building and painting	5	438,750	213,947	\$224,803	44,294	
Roof Tiles	8	75,000	30,321	\$44,679	5,585	
Pool and spa	5	25,408	20,185	\$5,223	1,045	
Recreation facility	11	38,072	5,633	\$32,439	2,949	
Front wall Painting	8	4,000	2,514	\$1,486	186	
Boardwalks	14	144,268	55,908	\$88,360	6,311	
Total replacement reserves		<u>\$975,498</u>	<u>\$419,489</u>	<u>\$556,009</u>	<u>\$92,173</u>	

VILLAGE LAS PALMAS

President	Tim Domke	VLP 31
VP	Ray Ryan	VLP 94
Treasurer	Donna Nolan	VLP 95
Secretary	Peggy Meehan	VLP 33
Director	Jack Osgard	VLP 86
Director	David Rosenbloom	VLP 15
Director	George Ferment	VLP 44

UGFOA

President	Ray Belz	CRV 106
VP	Kathy Wiles	VDL 65
Secretary	Carolyn Harbourt	AGN 310
Treasurer	Brandi Noegel	PAC310
Director	Jack Osgard	VLP 86
Secretary	Les Stoklosa	VDL 59
Director	John Heyer	VDL 35

VILLAGE DEL LAGO

President	John Mofran	VDL 34
VP	Dennis Jane	VDL 36
Treasurer	Sandy Shanley	VDL 102
Secretary	Kathy Wiles	VDL 65
Director	Les Stoklosa	VDL 59
Director	Reuben Plant	VDL 65
Director	Don Richardson	VDL 107

OGP, Inc.

President	Bill Loughead	PRV 308
Director	Pat Walsh	PRV305
Treasurer	Ken Reali	Org
Secretary	Kay Domke	VLP 31
Director	Fran Seawright	105 VDP Ln
Director	Don Swanson	PAC 113

VILLAGE DEL PRADO

President	Dave Stelbrink	VDP 35
VP	Jim Cargilo	VDP 72
Secretary	Carol McGee	VDP 93
Director	Alex Stamatelos	VDP 78
Director	Ana Bailey	VDP 43
Treasurer	Rob Woodward	VDP 83
Director	Pat Petrick	VDP 76

PROPERTY MANAGEMENT STAFF

General Mgr.	Scott Simmons
Asst to GM/HR	Sherri Johnson
Admin. Asst.	Tori Pellicer
Maint. Mgr.	Dave Garris
SpecialTeams	Dave Herndon

OGP STAFF PERSONNEL

Rental Mgr	Anne Martinez
Acct Mgr	Lea Boyd
Reservations	Irene Carignan
Reservations	Tiffany Gross
Reservations	Kristy Grove
Reservations	Juliana Higgason
Hskpng Mgr	Richard Hanes
Rental Maint	Josh Simmons
Rental Maint	Eddie Hernandez

VISTAS

President	Bill Loughead	PRV 308
VP	Ray Belz	CRV 106
Treasurer	Brandi Noegel	PAC 310
Secretary	Carolyn Harbourt	AGN 310
Director	Kathy Wiles	AGN 311
Director	Randy Emmons	CRV205

ARC Committee

Nancy Stevens	117 VDL Lane
Anne Belz	CRV 106
Thomas Inman	VDL 75

Property Mgmt Fax	904-471-1166fax	www.oceangalleryprop.com
Rental Fax	904-471-5994	www.theoceangal.com
Main Gate	904-471-2449	Premier Prop 904-471-4204
Hskpng.	904-471-8689	Maintenance 904-461-5478