



September 23, 2021

Re: 2022 Draft Budget

Dear Deeded Owner,

The Penn Estates Property Owners Association is responsible for maintaining the standards of our neighborhood's appearance, safety, and values for the property owners that live here. The Board must plan for future repairs, replacements, expenses, legal fees, etc., that may arise from managing the community. This mission is made possible through yearly homeowner dues. Payments that are past due restrict the association's ability to fulfill its mission and maintain the neighborhood in which you live. So that being said:

We want to express our appreciation to our homeowners, who have been diligent in paying their yearly dues and fulfilling their obligation to the POA so that we can perform our duties as needed. Thank you so very much for your commitment to support your community and your POA.

This letter serves as notification that the Board of Directors has proposed to increase the yearly dues by \$26.00 for unimproved and improved properties.

Our community's ever-increasing costs of services to include stormwater, insurance, maintenance repairs, and utilities, are but a few of the necessary expenses paid for with POA dues.

The Board will present the proposed 2022 budget on Tuesday, October 12 at 7:00 pm and Saturday, October 16 at 9:00 am via Zoom, with the approval of the budget on Monday, October 25 at 7:00 pm.

Please email questions or comments pertaining to the proposed 2022 budget to phyllishaase@pepoa.

Sincerely,


Phyllis Haase

Community Manager

304 Cricket Drive, East Stroudsburg PA., 18301
Awarded Community Association of the Year

Account	Description	2022
	DRAFT 2022 OPERATING BUDGET	
INCOME		
DUES REVENUE	Revenue	
04000	Dues Income	\$2,053,057.20
04001	Prior Dues	\$75,000.00
04004	Deferred Dues	\$100,000.00
04020	Interest on late payments	\$53,000.00
04021	Collection Fees	\$6,500.00
04050	Late Fees	\$58,000.00
04051	Payment Plan Fee	\$14,250.00
	SUBTOTAL DUES REVENUE	\$2,359,807.20
OPERATING REV	Operating Revenue	
04030	Public Safety Citations	\$80,000.00
04070	Interest Income	\$100.00
04071	Rental Registration	\$165,000.00
04075	Gate Cards	\$22,000.00
04085	Private Event Rental	\$1,500.00
04080	Resale Certificate Fee	\$13,950.00
04090	Codes Enforcement Permit -Violations	\$9,000.00
04099	Miscellaneous Income	\$600.00
04081	Country Store Lease	\$7,800.00
04079	Beach and Pool Income	\$3,500.00
04073	Amenity Badges	\$25,000.00
04006	Bingo	\$500.00
04070	Procurement Card Rebate	\$1,500.00
	SUBTOTAL OPERATING REVENUE	\$330,450.00
	TOTAL REVENUE	\$2,690,257.20

Account	Description	2022
DRAFT 2022 OPERATING BUDGET		
SCHEDULE A - Maintenance		
06000	Maintenance Payroll	\$290,588.88
06001	Maint P/R Taxes	\$37,776.56
06002	Maint Benefits	\$64,234.79
06020	Janitorial Supplies	\$6,500.00
06030	Buildings & Grounds	\$20,000.00
06040	Landscape Maintenance	\$10,000.00
06050	Amenity Repairs	\$13,000.00
06060	Refuse Collection	\$19,000.00
06061	Tools/Equip Purchase/Repair	\$7,000.00
06062	Road Repair Materials (in-house)	\$5,000.00
06070	Snow Removal	\$25,000.00
06080	Vehicle Fuel	\$20,000.00
06090	Vehicle Maintenance & Repair	\$8,000.00
06092	Personal Protective Equipment	\$3,000.00
06093	Crack Sealing	\$4,180.33
06094	Line Painting	\$900.00
	TOTAL MAINTENANCE	\$534,180.56
SCHEDULE B Public Safety		
07055	Monthly Contract Charges	\$536,640.00
07056	Overtime Charges	\$14,000.00
07057	Monthly Vehicle Charges	\$23,400.00
07059	Security Supplies	\$5,500.00
07060	ACA Surcharge	\$43,680.00
07060	Radar Gun	\$600.00
	TOTAL CONTRACT SECURITY	\$623,820.00
SCHEDULE C - Recreation -Including Pool and Lakes		
08000	Recreation Payroll	\$105,340.00
08001	Recreation Payroll Taxes	\$13,694.20
08002	Recreation Benefits	\$0.00
08020	Lifeguard Expenses	\$3,500.00
08090-000	Events	\$10,000.00
08090-001	Activities	\$10,000.00
08090-002	Community Day	\$6,500.00
08090-003	Youth Group	\$1,400.00
08030	Lake/Pool Maintenance	\$19,500.00
08031	Lake/Pool Testing	\$1,900.00
08032	Equipment Purchase	\$10,000.00
08040	Amenity Badges	\$1,500.00
08023	Bingo	\$500.00
	TOTAL RECREATION DEPT	\$183,834.20

Account	Description	2022
DRAFT 2022 OPERATING BUDGET		
SCHEDULE D	Committees	
07042	Community Safety	\$0.00
05084	TNR	\$400.00
08064	Communications Committee	\$300.00
08065	Election Committee	\$200.00
05081	Board Expense	\$1,600.00
	TOTAL COMMITTEES	\$2,500.00
SCHEDULE E -	Administration Wages and Salaries	
05002	Management Employees Payroll	\$134,769.70
05003	Management Employees P/R Taxes	\$17,520.06
05006	Management Employees Benefits	\$56,660.91
05000	Admin Employees Payroll	\$158,726.14
05001	Admin Employees P/R Taxes	\$20,634.00
05007	Admin Benefits	\$14,958.89
05010	Codes Enforcement Employees Payroll	\$0.00
05011	Codes Enforcement Employees P/RTaxes	\$0.00
05013	Codes Enforcement Employees Benefits	\$0.00
	TOTAL	\$403,269.70
SCHEDULE F -	Administration Expenses	
05020	Accounting Services	\$15,500.00
05030	General Legal Services	\$45,000.00
05040	Computer - Camera Expense	\$27,500.00
05050	Operating Supplies	\$16,000.00
05060	Leased Equipment	\$10,000.00
05070	Collection Filing Charges	\$7,000.00
05080	Annual/Special Meetings	\$3,000.00
05090	Bank Fees	\$3,000.00
05091	Payroll Processing Fee	\$4,000.00
05100	Credit Card/Bank Fees	\$21,000.00
05110	Refunds	\$1,000.00
07041	Alarm System Fees	\$3,800.00
07043	Gatehouse Support Fees	\$24,000.00
05051	Membership Mailings Postage	\$11,000.00
05052	Webhosting Fees	\$5,000.00
05057	Dues/Subscript/Licenses Training	\$9,000.00
05053	Advertising	\$1,500.00
05054	Volunteer Dinner	\$3,500.00
05066	Community Relations	\$2,500.00
	TOTAL ADMIN	\$213,300.00

Account	Description	2022
DRAFT 2022 OPERATING BUDGET		
SCHEDULE G - Community Insurance		
08201	Insurance Directors & Officer	\$7,369.00
08202	Insurance - Umbrella	\$16,390.08
08203	Insurance - Package (QBE)	\$83,678.52
08204	Insurance - Worker's Comp	\$16,665.14
08205	Insurance Volunteer	\$427.00
	TOTAL INSURANCE	\$124,529.74
SCHEDULE H - Utilities		
08263-000	Fiber Optic Cable Expense	\$23,520.00
08250-001	Water and Waste Removal	\$14,000.00
08250-002	Electric Utilities	\$27,500.00
08250-003	Propane Gas	\$15,000.00
08250-004	Internet	\$3,000.00
08250-005	Cable	\$2,800.00
08250-006	Phone Landline	\$14,000.00
08280-007	Phone Mobile	\$5,000.00
	TOTAL TELE/UTIL & COMM	\$104,820.00
	Contingency Fund	
SCHEDULE J - Interfund Transfers		
08264	Capital Reserve Contribution	\$500,000.00
	TOTAL INTERFUND TRANSFERS	\$500,000.00
	GRAND TOTAL OPERATING EXPENSE	\$2,690,257.20

2022 Capital Budget

Account	Draft Budget	Amount
Capital Improvement Budget		
INCOME	2022 Dues Income designated to Capital Improvement Fund	\$ -
	Capital Improvement Fees	\$ 124,620
	Total Capital Improvement Contribution	\$ 124,620
		\$ (124,620)
		\$ -
EXPENSE		\$ -
	Total Capital Improvement Expenses	\$ -
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Account	Description	Amount
Capital Reserve Budget		
INCOME	2022 Dues Income designated to Capital Reserve Fund	\$ 500,000
	CIF Funds designated to Capital Reserve Fund	\$ 124,620
	Prior Years Contribution	\$ 2,000
	Interest	\$ 1,000
	Total Capital Reserve Contribution	\$ 627,620
	Funds from Capital Reserve Balance	\$ 12,380
		\$ 640,000
EXPENSE	Road Improvements	\$ 500,000
	Road Improvements - Base repair	\$ 25,000
	Stormwater	\$ 75,000
	2021 Carrier Over Generator	\$ 40,000
	Total Capital Reserve Expenses	\$ 640,000