



TO: LAKEWOOD PRAIRIE HOMEOWNERS ASSOCIATION
FROM: MICHELLE JONES, CMCA
RE: 2025 PROPOSED BUDGET

DATE: 10/8/2024

Recently, the association has seen increases in the costs of goods and services that impact the community, including contract renewals and maintenance expenses. These changes are largely driven by inflation and rising material costs, which affect everything from landscaping and maintenance to utilities and insurance. To ensure that the community continues to receive the quality of services residents expect and that the common elements are properly maintained the board is proposing an increase in assessments.

Please find enclosed the Summary for the Proposed 2025 Budget. The 2025 Budget calls for approximately an **10% increase** in assessments for next year.

In the proposed 2025 budget, you may notice significant differences in line-item costs compared to the prior management's 2024 budget. These changes are due to reclassifications aimed at enhancing transparency and clarity in financial reporting. The board believes this approach will provide a clearer understanding of association expenses and improve our overall budgeting process.

It is the duty and responsibility of the Board of Directors to approve and adopt the Budget for the Association, as stated in the governing documents for Lakewood Prairie Homeowners Association. The budget has been reviewed by the Board of Directors and is being mailed to you prior to its formal adoption for *review only* pursuant to the recorded Declaration.

Please let this letter serve as a **Call & Notice** for the next Board of Directors Meeting scheduled for **November 19th at 7:00 p.m. at the Lakewood Prairie Clubhouse, 1200 Barberry Way, Joliet**. The purpose of this meeting is to hold a Board of Directors meeting to formally adopt the 2025 Budget.

Your attendance is encouraged; however, if you cannot attend the meeting, please put any questions in writing and email them to HelpMeChicagoland@associa.us or mail to the attention of the Property Manager. Your concerns will be answered promptly.

Lastly, Associa would like to apologize for the delay in preparing the 2025 budget. With this being the first budget we have prepared for the Association, there was additional review of the records that took longer than expected.

Please call the Management Office at 847-490-3833 if you have questions regarding this matter. The Board looks forward to seeing you at the next meeting.

Respectfully Yours,

Michelle Jones – Associa Chicagoland, as Agent

Lakewood Prairie Homeowners Association
BOARD OF DIRECTORS

Enclosure

Budget Summary Report
Lakewood Prairie HOA
Dept: 890 - Operating
2025 Proposed Budget

	<u>2024 Budget</u>	<u>2025 Budget</u>
Assessment Income		
4001 - Assessments	330,600.00	364,660.00
4125 - Developer Assessments	9,360.00	0.00
Total Assessment Income	339,960.00	364,660.00
User Fee Income		
4225 - Key Fees	0.00	0.00
Total User Fee Income	0.00	0.00
Rental Income		
4400 - Room Rental Fees	0.00	15,000.00
Total Rental Income	0.00	15,000.00
Collections Income		
4700 - Collection Processing Fees	0.00	0.00
4705 - NSF Service Fees	0.00	0.00
4720 - Legal Reimbursements	0.00	0.00
4725 - Delinquency Management	0.00	0.00
Total Collections Income	0.00	0.00
Other Income		
4710 - Late Fees & Interest	0.00	0.00
4805 - Compliance Fees	0.00	0.00
4810 - Violation Fees	0.00	0.00
4835 - Miscellaneous Income	0.00	0.00
4925 - Other Investment Income	0.00	0.00
Total Other Income	0.00	0.00
Total Operating Income	339,960.00	379,660.00
Administrative		
5000 - General Administrative	0.00	300.00
5015 - Bank Charges	0.00	100.00
5030 - Coupon Costs	0.00	5,765.00
5090 - Office Supplies	15,000.00	2,000.00
5095 - Payroll Services	0.00	750.00
5100 - Records Storage	0.00	2,200.00
5195 - Other Administrative Services	0.00	0.00
5196 - Miscellaneous Admin Expenses	500.00	500.00
5210 - Printing & Copying	0.00	5,000.00
5215 - Postage	0.00	4,500.00
Total Administrative	15,500.00	21,115.00
Communications		
5205 - Activity Charges	2,000.00	3,000.00
Total Communications	2,000.00	3,000.00
Payroll & Benefits		
5300 - Salaries	0.00	50,000.00
5306 - Manager/Assistant Manager Salaries	48,157.20	0.00
5318 - Pool Salaries	44,000.00	0.00
5322 - Other Employee Salaries	0.00	5,000.00
5325 - Bonuses	720.00	750.00
Total Payroll & Benefits	92,877.20	55,750.00

Budget Summary Report
Lakewood Prairie HOA
Dept: 890 - Operating
2025 Proposed Budget

	<u>2024 Budget</u>	<u>2025 Budget</u>
Insurance		
5400 - Insurance Premiums	13,534.00	15,486.00
Total Insurance	13,534.00	15,486.00
Utilities		
6000 - Electric Service	7,500.00	13,000.00
6005 - Gas Service	3,600.00	3,600.00
6025 - Water Service	5,500.00	6,000.00
6030 - Sewer Service	1,500.00	2,725.00
6035 - Trash and Recycling Service	0.00	2,750.00
6045 - Cable Service	750.00	0.00
6050 - Telephone Service	750.00	1,500.00
6055 - Internet Service	750.00	2,150.00
Total Utilities	20,350.00	31,725.00
Landscaping		
6100 - Grounds & Landscaping - Contract	44,000.00	50,000.00
6110 - Landscape Repair & Maintenance	20,000.00	15,000.00
6199 - Landscape Other	0.00	18,000.00
Total Landscaping	64,000.00	83,000.00
Irrigation		
6200 - Irrigation Repair & Maintenance	1,500.00	3,884.00
Total Irrigation	1,500.00	3,884.00
Operations		
6300 - Permits & Licenses	0.00	700.00
Total Operations	0.00	700.00
Contracted Services		
6418 - Fountains/Ponds/Lakes Services	0.00	6,000.00
6430 - Janitorial Services	12,000.00	11,192.00
6434 - Pest Control	0.00	1,000.00
6438 - Pool Management	0.00	40,000.00
6440 - Safety & Security	0.00	615.00
6442 - Snow Removal Services	3,000.00	3,210.00
Total Contracted Services	15,000.00	62,017.00
Repair & Maintenance		
6525 - Clubhouse Repair & Maintenance	6,000.00	10,000.00
6555 - Equipment Rental/Repair & Maintenance	250.00	0.00
6600 - General Repair & Maintenance	0.00	1,500.00
6700 - Pool Supplies/Repair & Maintenance	10,500.00	0.00
6720 - Retention Pond Repair & Maintenance	22,000.00	0.00
6725 - Roof Repair & Maintenance	0.00	0.00
6730 - Security System Repair & Maintenance	3,500.00	0.00
6750 - Snow Removal & Supplies	848.80	0.00
6765 - Tennis Court Repair & Maintenance	500.00	0.00
6795 - Other Supplies/Repair & Maintenance	2,500.00	3,900.00
Total Repair & Maintenance	46,098.80	15,400.00
Professional Services		
7000 - Audit & Tax Services	2,500.00	3,500.00

Budget Summary Report
Lakewood Prairie HOA
Dept: 890 - Operating
2025 Proposed Budget

	<u>2024 Budget</u>	<u>2025 Budget</u>
Professional Services		
7020 - Legal Services	12,000.00	4,000.00
7025 - Legal Services - Collections	0.00	10,000.00
7030 - Legal Services - General Counsel	0.00	0.00
7040 - Management Fees	33,000.00	37,800.00
Total Professional Services	47,500.00	55,300.00
Reserve Contributions		
9105 - Reserve Contribution Expense	15,600.00	32,283.00
Total Reserve Contributions	15,600.00	32,283.00
Total Operating Expense	333,960.00	379,660.00
Operating Funds		
1000 - PPB OPER #6899	0.00	0.00
1650 - Due (To)/From Reserves	0.00	0.00
Total Operating Funds	0.00	0.00
Total Operating Assets	0.00	0.00
Total Operating Net Income / (Loss)	6,000.00	0.00

Budget Summary Report
Lakewood Prairie HOA
Dept: RESERVE - Reserves
2025 Proposed Budget

	<u>2024 Budget</u>	<u>2025 Budget</u>
Assessment Income		
4120 - Initial Contribution	0.00	0.00
Total Assessment Income	0.00	0.00
Investment Income		
4905 - Reserve Contribution Income	15,600.00	32,283.00
4910 - Interest Earned - Reserve Accounts	0.00	0.00
Total Investment Income	15,600.00	32,283.00
Total Reserves Income	15,600.00	32,283.00
Reserve Funds		
1325 - PPB RSRV #6379	0.00	0.00
1651 - Due (To)/From Operating	0.00	0.00
Total Reserve Funds	0.00	0.00
Total Reserves Assets	0.00	0.00
Total Reserves Net Income / (Loss)	15,600.00	32,283.00
Total Association Net Income / (Loss)	21,600.00	32,283.00