



# Burke Centre Conservancy

Cluster Budget Review

FY2024 Budget

# Agenda

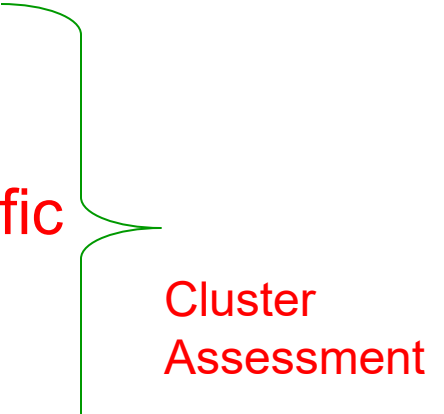
- Budget Schedule
- Assessments
  - Direction of General Assessment
  - Cluster Assessment requirements
- Next Steps
- Questions

# Contents of Handout

- Budget Schedule
- Copy of these slides
- August 31, 2023 Cluster Balances

# The Quarterly Assessment

# Parts of the Assessment

- General Assessment – paid by all owners
    - Conservancy Operations – 75%
    - Conservancy Capital Reserve – 25%
  - Other Assessments – Paid by fewer owners
    - Trash
    - Cluster Landscape Service
    - Cluster Capital Reserve – cluster specific
    - Cluster Discretionary
    - Snow Plowing
- 
- Cluster Assessment

The Current Suggested  
General Assessment is  
**\$162.00 per quarter**

This number is subject to change however it  
represents the best estimates to date.

# Factors effecting the General Assessment

- Increase in funding of Conservancy Capital Reserve by \$16,111 which represents approximately \$0.69 per Quarter.
- Increases in operating expenses for landscape, pool and insurance due to normal annual increases and rising inflationary costs.

Total Assessment =

General Assessment

+

Cluster Assessments

# Cluster Assessments

# Cluster Maximum

- Initial amount defined in the governing documents
- Allowed to increase by 5% or CPI percentage change which ever is greater.
- As of August 2023, the Bureau of Labor Statistics (CPI-U) reported an increase of 3.7% over the last 12 months. Therefore 5% will be used

# Trash

- Split between Single Family and Town Homes
- Trash assessments will have a decrease in 2024
- SF projected decrease \$7.74 per quarter (8.97%) from 2023
- TH projected decrease \$5.22 per quarter (8.0%) from 2023

Note: The trash rates include fuel surcharges and landfill fee increases. Trash assessments are adjusted by prior and current years actual and projected rates.

# Landscape Services

- Primarily Town Homes – few Single Family
- Spread based on square footage of common ground
- For 2024 the price may change. The budget assumption is for an average of 5% increase for 2024, however individual cluster amounts may vary.

# TREES

- Conservancy Tree Policy Revised
- Tree Surveys completed in many clusters
- Impact on Clusters
  - Clusters may need to increase contribution to discretionary to accommodate potential 2024 and beyond tree work
- **Copies of Full Tree Survey's available on CD upon Request**

# Cluster Reserve Status

- Required by Virginia Property Owner Association Act updated every 5 years
- Reflects need to bank funds for large repairs on cluster common area such as roads, sidewalks, curbs, etc.
- **Reserve plans were updated in 2020 and may reflect new rates FY 2024 and beyond. Plans are available on the Conservancy Website.**

# Snow Plowing

- Process:
  - Drivers Log time in and time out for each cluster **unless extreme snow falls**
  - Area plowed is approximately 12 foot ingress/egress area for the length of street
  - Finance summarizes time and calculates charge at charge back rate of \$45 per hour including overhead
  - **In extreme snow, cost is prorated by linear feet.**
  - Journal entry posted to ledger by cluster and offset to Conservancy salaries/benefits
  - Dollar amount between cluster funds and Conservancy operating funds settled periodically but no later than year end.

# Snow Plowing

- Clusters decide prudent contribution for 2024.
- Keep previous slide on process in mind when looking at 2024 contribution.

# Discretionary Contribution

- Optional by cluster
- Determined by cluster committee
- Used for:
  - Mailbox replacement
  - Streetlight purchase and electricity
  - Volitional Cluster common area tree removal and replacement
  - Cluster events
  - Tree work per tree survey

# Next Steps

- Receive instructions from Conservancy – mailed at the end of September
- Cluster representatives meet to discuss budget and options
- Neighborhood Trustee reviews for clusters with no representatives
- Determine value of Discretionary
- Provide input with budget submission to Conservancy staff

**SUBMISSION DEADLINE**  
October 27, 2023

QUESTIONS