

SHADOWBROOK CONDOMINIUM

1 SHADOWBROOK LANE
MILFORD, MA 01757

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November 26, 2018

Unit Owners
Shadowbrook Condominium Trust
1 Shadowbrook Lane
Milford, MA 01757

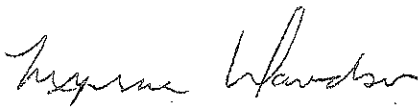
Dear Unit Owners,

After carefully reviewing the final reports through October 2018, the Trustees of the Shadowbrook Condominium Trust have adopted the 2019 Annual Operating Budget which goes into effect on January 1, 2019. The budget provides for a 3% fee increase which translates to a range of \$10.65-14.12 per month, depending on the beneficial interest of the unit. Please see the attached budget and spreadsheet.

The Trustees and management were able to reduce or keep many budget line items level. The 3% increase will allow for an increase in the amount transferred to savings from \$200,539 in 2018 to \$242,330 in 2019 to finance capital repairs. The funds will help the Board and management continue to invest in the property to prevent hazards, maintain vital infrastructure, and improve appearances.

The Board of Trustees and Thayer & Associates, Inc. wish you and your family a safe and enjoyable holiday season.

Sincerely,



Myrna Davidson
Chairperson Board of Trustees
Shadowbrook Condominium Trust



Lee Maranda
Property Manager
Thayer & Assoc., Inc.



Dwight Johnson
Senior Vice President
Thayer & Assoc., Inc.

11/15/2018

SHADOWBROOK

2019 Budget
3% increase

	BUDGET 2018	BUDGET 2019	VARIANCE 19 VS 18
OPERATING INCOME			
Common Area Fees	1,673,997	1,724,217	50,220
Interest	1,100	900	-200
Late Fees	5,800	6,000	200
Parking Income	5,100	4,500	-600
Violation/Fines	5,000	6,500	1,500
Storage Fee	1,900	1,900	0
Moving Fees	7,700	7,500	-200
Laundry	28,800	28,800	0
Laundry Bonus	18,750	18,750	0
Comcast Income	8,100	8,100	0
6D Income	2,500	2,500	0
Other Income	450	4,700	4,250
Function Income	4,000	0	-4,000
Function Income Savings	-4,000	0	4,000
TOTAL INCOME	1,759,197	1,814,367	55,170

OPERATING EXPENSESAdministrative Expenses

Accounting	5,700	5,700	0
Legal	5,000	5,000	0
Management Fee	69,120	69,120	0
Postage & Copies	2,100	2,100	0
Telephone	4,000	4,000	0
Other Administrative	10,500	10,500	0
Total Administrative	96,420	96,420	0

Payroll & Benefits

Wages - General	268,166	272,200	4,034
Wages Pool	25,000	27,500	2,500
Wages Overtime	4,000	4,000	0
Wages Contingency	12,000	10,000	-2,000
Total Wages & Benefits	309,166	313,700	4,534

Utilities

Electricity	80,000	77,500	-2,500
Natural Gas	111,100	118,000	6,900
Water & Sewer	178,550	188,100	9,550
Total Utilities	369,650	383,600	13,950

	BUDGET 2018	BUDGET 2019	VARIANCE 19 VS 18
Repairs & Maintenance			
Air Conditioning	3,259	3,576	317
Asphalt	500	500	0
Cleaning	55,300	55,300	0
Electrical	7,300	7,300	0
Exterminating	10,000	10,000	0
Fire Equipment	12,500	9,250	-3,250
HVAC	22,000	16,700	-5,300
Keys & Locks	600	600	0
Landscaping	67,255	69,500	2,245
Painting	3,500	3,500	0
Plumbing	8,000	8,000	0
Pool Repairs	1,000	1,000	0
Pool Supplies	3,000	2,500	-500
Rubbish Removal	500	500	0
Security	56,000	55,000	-1,000
Sewer Cleaning	1,000	1,000	0
Snow Plowing	94,700	95,700	1,000
Truck Expense	1,500	1,500	0
Supplies	9,500	9,500	0
Misc. Repairs	4,000	4,000	0
Insurance Claim	0	0	0
Total Repairs & Maint	361,414	354,926	-6,488
Insurance & Taxes			
Insurance-Property	172,300	173,750	1,450
Taxes	1,500	1,500	0
Total Insurance & Taxes	173,800	175,250	1,450
Bad Debt	0	0	0
Total Operating Expenses	1,310,487	1,323,896	13,409
Reserves			
Allocation	200,539	242,330	41,791
Debt Service (Principal)	171,424	178,702	7,278
Debt Service (Interest)	76,747	69,439	-7,308
Total Reserves	448,710	490,471	41,761
Total Expenses	1,759,197	1,814,367	55,170
Net Operating Income	0	0	0

UNIT SIZE	BENEFICIAL INTEREST	2018 CONDO FEE	NEW 2019 CONDO FEE	3% INCREASE FROM 2018 - 2019
1BR / 1BA	.002545	\$355.04	\$365.69	\$10.65
2BR / 1BA	.002736	\$381.67	\$393.12	\$11.45
2BR/1.5 BA (small)	.002864	\$399.52	\$411.51	\$11.99
2BR/1.5 BA (large)	.002992	\$417.38	\$429.90	\$12.52
3BR / 2BA	.003374	\$470.68	\$484.80	\$14.12