



November 28, 2023

Dear Bristol Harbour Village Association Homeowners,

The Bristol Harbour Village Association Board of Directors has approved the operating budget for the fiscal year January 1, 2024 – December 31, 2024. The monthly fee will **increase to \$271 per month for developed lots, and \$67.75 per month for undeveloped lots**. The increase is needed due to increased operating costs and to build up the reserve. Payments are due on the 1st of the month, and the penalty for late payments, if received after the 15th of the month, is \$25.

Kenrick Corporation offers owners multiple ways to pay assessment fees, including through our website www.kenrickfirst.com, choose the ‘Make Association Payment’ option.

Regarding your assessments:

- *Please include your Bristol Harbour Village Association account number on all payments and correspondence. Do not include correspondence with your monthly payment.*
- *For those who use payment coupons, you will receive them shortly, be looking for them in a plain, white, window envelope.*
- *For those who use a bill pay service on-line through your bank, please contact your bank before January 1, 2024 to verify your Bristol Harbour Village Association account number and provide your bank the new monthly payment amount. Some banks do not send payments regularly, therefore be sure your bank pays your monthly fee 7-10 days prior to the due date.*
- *For those who use automatic payment with Alliance Association Bank, you can edit your payment amount through www.kenrickfirst.com and choose Make Association Payment. You will need your sign-on and password. If you are a new online user, you will need the Mgmt ID #5023, Assoc ID #94, and your Account # found on your monthly coupon.*

Service requests may also be submitted directly through Kenrick Corporation’s website, www.kenrickfirst.com. Should you have any questions, please feel free to call 585-424-1540.

Sincerely,

Anita E. Smith

Anita E. Smith
as Agent for
Bristol Harbour Village Association

AES/anc
Enclosures

Dear BHVA Community,

The BHVA Board approved the 2024 operating budget, which demonstrates the BHVA Board's commitment to investing in Bristol Harbour Village's future while ensuring it is well maintained for your safety and enjoyment. This operating budget is the result of a collaborative effort by Kenrick Corporation and the Board members.

We are committed to investing in BHVA without levying special assessments when possible. Therefore, the approved 2024 budget will fund capital projects through the monthly assessment only. This results in a larger increase to the monthly assessment than in the past. We want to provide you with insight into the 2024 spending plan and the \$43 increase to the monthly HOA fees, which is an increase of 18.86%. The increase will allow BHVA to allocate \$291,235 to the Capital Reserve to cover planned capital projects to continue.

You might question why we are investing so much. We plan to address the findings from the updated Reserve Study and will have higher operating expenses due to non-capital projects and cost increases.

The Reserve Study

The 2023 Reserve Study informed the budgeting process. The updated study reflected completed 2023 projects, revision to useful life of certain items to align with business practices and revised cost projections to reflect the increase in construction, equipment, and other costs.

In November the Board agreed on the prioritized list of new capital projects to be undertaken in 2024 and approved a budget of \$534,349 for the 2024 Capital Reserve Fund to cover related costs. The projects are:

1. BHVA Roadway Project: Repair or replacement BHVA roadways most in need of repair. We are earmarking 40% of the 2024 Capital Reserve Fund for this work.
2. Cliffside Drive Bridge Replacement: The bridge is approaching its useful life and should be replaced.
3. Pickleball / Tennis Court Project: The Board approved resurfacing, crack repairs and, based on a feasibility study, the addition of 2 pickleball courts given demand. The existing tennis courts will remain.
4. Equipment Replacement: Purchase a replacement truck and mower.
5. Landscape: 77 dead trees were removed in 2023. An updated arborist study will inform a phased plan to begin planting new trees in 2024.
6. Maintenance Building Drainage: Address drainage issues behind the maintenance building.
7. Signage Project: Evaluate signage gaps and branding, add, repair, or replace signs.
8. Fitness Equipment 3 Year Plan: Earmark funds in each of the next 3 years to replace the fitness equipment at the Community Center.
9. Elevator Camera Project: Installation of a camera inside the beach elevator.

While we completed many planned projects in 2023, we remain committed to complete budgeted 2023 projects that will roll over into 2024. 2023 Capital Reserve funds exist to cover their costs. These projects are:

1. Beach stair repair
2. Cliffside Drive Bridge Engineering
3. Amend the Declaration
4. Land Survey
5. Other Engineering Assessments

The Board learned that an engineer found the Marina Garage retention wall to be structurally unsound and needs to be replaced. For BHVA safety reasons, the Board recently approved work to shore up the wall.

Operating Expenses

Operating expenses are budgeted to be 15% higher than the 2023 Budget. We anticipate higher costs in the following expense categories: Administrative Expense, Supplies, Utilities and Payroll. The following examples highlight related planned activities and assumptions:

1. General Legal: The BHVA Board has retained a lawyer to provide consultation services including policy review and drafting of new policies.
2. Professional Expense: We will engage an arborist to perform a new arbor survey. Given the number of capital projects, we also anticipate engaging more engineers, code specialists and other types of professionals.
3. Community Center Expense: Increase cleaning during peak times (May – August).
4. Kenrick Corporation is hiring to fill open positions so Payroll will be higher in 2024.
5. Maintenance Supplies: Paint will be needed to paint the beach stairs once repaired.
6. Gasoline and Diesel: We anticipate prices will continue to increase given geopolitical events.

We, the Board, believe the increase to the monthly fee assessment is necessary for the future health of our community and its infrastructure. We are building up reserves over time. We are on the right path forward to plan for sufficient reserves to cover required capital improvements in the future, to address administrative and operational needs, and at the same time, limit the need for special assessments. The Board plans to hold a budget briefing with the BHVA community on Tuesday, December 12th from 7:00 to 7:45 pm. Zoom details will be sent electronically.

Sincerely,

Your Board of Directors

Bristol Harbour Village
Approved Operating Budget

Account Name	2023 Approved Budget	2024 Approved Budget 18.86%
Home Assessment	\$228	\$271
Resort Assessment	\$228	\$271
Marina Assessment	\$228	\$271
Water Works Assessment	\$228	\$271
Lot Assessment	\$57	\$67.75
Assessment Fees	993,168	1,190,232
Resort Fee	2,736	3,252
Marina Fee	2,736	3,252
Water Works Assessment	2,736	3,252
Lot Assessment Fees	16,416	17,886
Special Assessments	632,400	-
Community Center Income	2,000	2,000
Total Income	1,652,192	1,219,874
Operating Expenses		
Audit	4,000	4,200
Legal General	20,000	94,000
Legal Collections	10,000	-
Legal Litigation	20,000	20,000
Security Expense	5,000	7,500
Professional Expense	50,000	50,000
Management Fees	54,816	55,639
Insurance Expense	37,000	52,500
Office Expense	12,000	14,000
Website Expense	3,000	3,000
Community Center Expense	10,000	20,000
Miscellaneous Exp	1,000	-
Federal Income Tax	200	200
Real Estate Tax	9,225	10,000
Administrative Expense Total	236,241	331,039
Telephone Expense	2,500	2,500
Internet / Cable Expense	8,000	8,000
Electric	20,000	20,000
Propane	15,000	17,000
Water	4,400	4,400
Sewer	3,600	4,000
Utilities Total	53,500	55,900
Payroll / Benefits Total	320,000	280,000
Refuse	69,979	79,200
Snow Removal	-	15,000
Roadway Salt	14,775	16,000
Landscape Maintenance	20,000	40,000
Beach Maintenance	25,000	26,000
Exercise Equipment	5,000	2,500
Vehicle Expense	16,300	20,000
Building Repair	4,900	10,000
Elevator Services	6,800	8,000
Contracted Services Total	162,754	216,700
Gasoline & Diesel	8,000	10,000
Recreation Committee Supplies	5,000	5,000
Maintenance Supplies	12,000	20,000
Common Area Maintenance	10,000	10,000
Supplies Total	35,000	45,000
Total Operating Expense	807,495	928,639
09020 Maintenance Reserve Contribution	212,297	291,235
09021 Maintenance Reserve SA	632,400	-
Total Expenses	1,652,192	1,219,874
Net Income	-	-