

SOUTH RIDING PROPRIETARY
2025 Budget Line-Item Explanation
South Riding will be 30 in 2025

ASSESSMENT INCOME

6310 Common Expense Assessments

Income obtained by estimating all expenses attributable to services that benefit residents in all home types and related primarily to general administration and maintenance operations.

Offset with income from "other" sources, such as interest, late fees, program fees, etc.

6311 Town Home Assessments

Income from estimating expenses that relate only to operations within town home sections.

6312 Multi-Family Assessments

Income from estimating expenses that relate to operations for the apartments.

6313 Single Family Detached Home Assessments

Income from estimating expenses that relate only to operations within single family, detached home sections, including those on Common Driveways.

6314 Common Drive Assessments

Income derived by estimating the expenses related to Association maintenance of the single family, Common Driveways (alleys/lanes) only.

6315 Recreation Facilities Assessments

Income derived by estimating the expenses related to the operation of Recreation Facilities as defined in the Declaration, and enjoyed by owners of detached homes, town homes, condominium units and the Devon Apartments.

6316 Commercial Property Assessments

Assessments paid by the Owners of commercial property based on square footage in accordance with the legal documents of the Commercial Owners Association. This assessment applies to all such commercial property within the Peacock Market (SR Inn/Starbucks), but not to those properties within Market Square (Giant/Home Depot).

6317 Amberlea Condominium Trash Collection Assessments

Assessments paid by Owners in Amberlea for trash collection provided by the Proprietary. The rate is the same as that paid by Owners of Town Homes in the community.

6318 South Riding Town Center Condominium Trash Collection Assessments

Assessments paid by Owners in Town Center for trash collection provided by the Proprietary. The rate is the same as that paid by Owners of Town Homes in the community.

OTHER INCOME

6340 Late Fees

Income derived from charges placed against those owners who do not pay assessments on time in accordance with the Declaration.

6350 Legal Fee Reimbursement

Return of legal fees as a result of collection action against delinquent owners.

6390 Owner Interest Income

Interest income as a result of collection action against delinquent owners and as directed by the collections attorneys.

6500 Pool Guest Fees

Income earned from the sale of pool guest access during the summer.

6510 Pool Rental

Anticipated net income to be earned from rental of the swimming pools for private functions.

6600 South Riding Center Rental

Anticipated income to be earned from rental of South Riding Center upper and lower levels for private functions.

6700 Magazine Advertising

Earned from the sale of published ads in the South Riding Magazine.

6810 Community Standards Fees

Anticipated income to be earned from 'after the fact' Application fees and violation charges. As compliance is the goal many of the assessed violation charges are waived by the Board of Directors once the matter is closed.

6830 Disclosure Packages – Income derived through the provision of disclosure packages for homes sales.

6840 Tennis League Fees

Anticipated income to be earned from those residents who are members of the South Riding Tennis League. This is a direct pass thru; it is anticipated that there will be like expenses.

6850 Market Square Landscape Contribution

Annual contribution paid by the Owners of Market Square (Home Depot/Giant plaza) as negotiated with Toll Brothers at inception.

6860 Sponsor Income

Anticipated income from sponsorships secured for minor events and programs. *Sponsor income generated for major events like Celebrate South Riding, Star Spangled, Mosaic (spring) and Fall Fest (Oktoberfest) are applied directly to their income line item.*

6920 Miscellaneous

Income generated from other income that may not be categorized elsewhere, minor administrative support items like notary appointments.

6929 Celebrate South Riding

(2-day carnival) Income generated from admission and ride sales, alcohol sales, percentage of food vendor sales and sponsorships for this event.

6931 Star Spangled South Riding

(July 4th fireworks) Income generated from alcohol and blinkie sales, percentage of food vendor sales and sponsorships for this event.

6935 Fall Festival (Oktoberfest)

Income generated from vendor booths, alcohol sales, percentage of food vendor sales and sponsorships for this event.

6945 Mosaic (spring)

Income generated from vendor booths, alcohol sales, percentage of food vendor sales and sponsorships for this event.

6950 Community Shred

This is a direct pass thru; it is anticipated that there will be like expenses. Residents pay per box to be shredded and SRP pays the vendor directly.

6960 Enrichment and Recreation Programs

Anticipated income to be recouped from participant and registration fees for select programs/events conducted throughout the year. (Examples include Tasting Series, Murder Mystery, Comedy Night).

COMMON EXPENSES – ADMINISTRATIVE**7010 Financial Management Contract**

The Proprietary contracts with SFMC, Inc. for assessment collection and maintenance of accounts, check disbursement and preparation of monthly financial reports.

7040 Postage

General postage costs for Proprietary business activities, but not including costs to mail the Magazine.

7050 Printing & Copying

Xerox copier lease and service. Costs for letterhead envelopes, general notices, documents, etc. (Does not include Magazine design or printing.)

7090 Miscellaneous Administrative

Miscellaneous charges associated with financial management not provided under the base contract.

7140 Audit & Tax Return Preparation

The Proprietary retains the firm of Malvin Riggins to prepare an annual financial audit and to prepare and file Federal and State tax returns.

7155 Professional Consultation

Estimated costs which may be required for consulting services for Proprietary website, General Manager support, strategic planning, team building, and other services as needed.

7160 Legal Services - General

The Proprietary retains the firm of Rees Broome to provide general legal assistance, including consultation, opinion letters and legal document interpretations.

7170 Legal Services - Collection Activity

The Proprietary retains the firm of Segan, Mason and Mason, to provide assistance with delinquent account collection. Related costs are charged back to delinquent owners and funds recovered are accounted for under Legal Fee Reimbursement in the Income section of the budget.

7280 Insurance Coverage

Expenses associated with property coverage for Proprietary facilities, general liability coverage, Directors & Officers liability coverage, cyber security and fidelity bond coverage.

7290 Insurance Losses

Provision to cover 1 insurance claim deductible and self-insurance matters.

7300 Salaries & Wages

Provision for personnel (SR Staff) to manage and administer the affairs of the Proprietary. Allocations are dependent on departments and duties and are reflected in 8510, 8610, 8710 account codes as well.

7310 Payroll Taxes & Staff Benefits

Costs associated with Social Security and Medicare Tax, as well as Federal and State Unemployment taxes. Also includes retirement contributions, health insurance, dental insurance, life insurance, and short- and long-term disability insurance. Benefits are accorded to full time staff only. Allocations are dependent on departments and duties and are reflected in 8515, 8610, 8710 account codes as well.

7330 Payroll Processing Fees

Estimated costs associated with preparing employee payroll on a biweekly basis.

7340 Mileage Reimbursement

Reimbursement to employees who use their own vehicle on Proprietary business at current IRS rate.

7350 Dues and Education

Costs associated with membership in Community Associations Institute, National Recreation and Parks Association and similar organizations. Also provides funds for staff training and attendance at job-related conferences and courses.

7360 Office Supplies & Equipment

General and equipment supplies, computer equipment, small electronics, and similar materials.

7370 Bank and Merchant Charges

Fees associated with credit card usage, bank accounts, and wire transfers.

7371 Magazine Production & Distribution

Estimated cost to design, print and mail 11 issues of the South Riding Magazine.

7380 Marketing/Advertising Outreach

Costs associated with promoting the community, membership and participation in local networking organizations.

7410 Telephone Service

Costs associated with office lines, pool phones, mobile device data plans, internet at SRC, fax and security alarm lines in Town Hall and South Riding Center.

7415 Web & IT Upgrades

Costs associated with maintaining the Proprietary website like hosting, security, plug-ins and improvements. www.southeriding.net.

7416 Software Support

Costs associated with service and maintenance of the software tools utilized by the Proprietary.

7420 IT Support Contract

Costs associated with IT management, security monitoring and training and cloud backups.

7440 Licenses, Permits & Fees

Required annual fees to the Virginia State Corporation Commission and other governing organizations.

7990 Bad Debt

Amount that may not be recovered in the event a delinquent Owner declares bankruptcy or if pursuit of a debt is not practical in the Board of Directors' judgment.

COMMITTEE AND BOARD EXPENSES

7510 Community Standards/Committee

Expenses specific to the Community Standards Department and Community Standards Committee support. Design and Maintenance Standard updates and printing (2023), legal presentation to Committee, staff uniforms and inspection program tools are examples.

7520 Neighborhood Watch Committee

National Night Out event costs and the annual dinner in support of the local fire and Sheriff Departments.

7530 Elections Committee

The annual election mailing and materials needed for the Annual Meeting and Board election.

7540 General Committee

Costs associated with support of the other Committees.

7550 Board of Directors and Volunteer Support

Costs associated with holding monthly meetings and annual recognition of volunteers.

RECREATION AND EVENTS EXPENSES

7560 Tennis League

Direct pass-thru expense for the South Riding Tennis League. Offsetting membership fees are accounted for under Tennis League Fees in the Income Section of the budget.

7570 Enrichment and Recreation Programs

Costs associated for select programs/events conducted throughout the year. (Examples include Tasting Series, Murder Mystery, Comedy Night, Camp Out, Movies)

7600 Miscellaneous Supplies

Costs associated with miscellaneous items, supplies, for events like table covers, cups, games, décor, food items, etc.

7610 Winter Holiday Festivities

Costs associated with the selfies with Santa event.

7620 Celebrate South Riding

Costs associated with putting on the 2-day carnival, includes facility rental, entertainment, permits, alcohol, gas, generators, lighting, rides, bounce houses, beer garden, security, Sheriff's Department, etc.

7630 Fall Festival (Oktoberfest)

Costs associated with this event include permitting, entertainment, alcohol, Sheriff's Department, etc.

7640 Summer Concerts

Bands and entertainment for the Friday evening concerts held June thru August.

7650 Spring Fling

Costs associated with the event featuring photos with the bunnies, includes decorations and giveaways.

7665 Mosaic (spring)

Costs associated with this event include permitting, entertainment, alcohol, Sheriff's Department, etc.

7670 End of School Year Parties

Costs associated with pool parties held on the last day of school at 3 of the pool facilities, includes entertainment, staffing, pizza, blow-ups, etc.

7675 Halloween

Costs associated with the annual Spooktacular event held in October, includes a parade and entertainment for kids.

7680 Star Spangled South Riding

(July 4th fireworks) Costs associated with renting the Golf Course, entertainment, permits, Sheriff's Department and the fireworks vendor.

7690 Community Shred

This is a direct pass thru; it is anticipated that there will be like income. Residents pay per box to be shredded and SRP pays the vendor directly.

OPERATIONS EXPENSES - COMMUNITY COMMON AREAS**8000 Landscape Contract**

Costs associated with maintaining the community common areas such as rights of way on main roads and boulevards and which are typically enjoyed by all residents, regardless of home type. Includes mowing, mulching, annual flowers, fertilizer and pest control treatments.

8010 Irrigation Repair *(outsourced; contracted)*

Costs associated with repairs to aging irrigation system.

8015 Irrigation Contract

Costs associated with contracted services to maintain the major irrigation systems of the community.

8030 Landscape Enhancements/Tree Work

Costs to remove trees and stump grind as appropriate and minor landscaping maintenance.

8040 Supplies & Materials *(in-house)*

Items used by staff for routine maintenance of common areas open to all residents (trash bags, dog bags).

8050 Pond Management

Costs associated with monthly treatment of various ponds throughout the community.

8055 Wildlife Management

Costs associated with controlling and supporting wildlife/fish in the various community ponds.

8060 Common Area Snow Plowing

Estimated cost for snow clearing supplies for use in certain common areas only.

8070 Maintenance & Repair *(outsourced; contracted)*

Costs associated with contractual services for repairs of common areas.

8075 Storm Related Expenses

This code was first used in 2022 as a result of the July 12, 2022, storm that damaged trees throughout the community.

8080 Street Tree Canopy

This code was introduced in 2023. Costs associated with contractual services for street tree canopy maintenance. Systematic schedules are being developed to complete this on a 5-year cycle.

OPERATIONS EXPENSES – ROADSIDE

8100 Supplies & Materials *(in-house)*

Costs associated with items used by staff for routine maintenance of roadside areas. Includes dirt, mulch, seed, cold patch, etc.

8110 Maintenance and Repairs *(outsourced; contracted)*

Costs associated with contractual services for repairs in roadside areas (towing during paving projects, street sweeping).

8120 Holiday Lighting

String lighting is purchased to decorate South Riding Boulevard cherry trees and South Riding Center annually during the holiday season.

8130 Streetlights and Other Electricity

Costs to operate streetlights throughout the community.

8140 Electricity for Fountains and Irrigation

Costs to operate the fountains at the Lakeside Community along the path, costs budgeted to operate the new front entrance fountain and costs to run the community irrigation systems.

8150 Fountain Winterization and Repairs

Costs associated with winterizing and removing the fountains at Lakeside, costs associated with winterizing the new fountain at the front entrance and costs for minor repairs to both.

OPERATIONS – GENERAL

8200 Supplies & Materials *(in-house)*

Items used by staff for routine maintenance of parks, pathways and tot lots/playgrounds.

8205 Hand Tools and Equipment *(in-house)*

Small tools, nails, clean up supplies, paints, and other items as needed.

8210 Safety and Uniforms

Equipment and clothing used by in-house staff in the performance of their duties, such as identifiable shirts, as well as gloves, goggles, etc.

8220 Trash Disposal

Occasional disposal costs outside of the scope of the Republic Services contract. Usually, bulk pickups for appliances that have been dumped in common areas.

8232 Maintenance Facility Supplies & Materials *(in-house)*

Shop supplies, plumbing, paint, electrical, etc.

8235 Maintenance Facility Repairs & Maintenance *(outsourced; contracted)*

Estimated costs to maintain the facility that houses maintenance vehicles, equipment and bulk supplies.

8240 Vehicle and Equipment Property Tax & Insurance

Estimated expense for automobile insurance coverage for all Proprietary owned vehicles and equipment, as well as County personal property taxes and State registration fees.

8245 Vehicle Maintenance

Gasoline, oil changes, tires, and general maintenance of all Proprietary vehicles.

8250 Equipment Maintenance

Estimated costs associated with maintaining various pieces of equipment owned by the Proprietary, preventative maintenance.

8260 Tot Lot/Park Repairs *(outsourced; contracted)*

Costs associated with maintenance of parks, pathways and tot lots/playground.

8290 Consulting Services

Costs associated with consulting services related to general operations.

8390 Reserve Account Interest Allocation

Interest accrued from reserve accounts is applied here to offset monthly assessment costs.

RECREATION FACILITIES EXPENSE**8505 Recreation Insurance**

25% of the overall insurance package booked to accommodate the coverages necessary for the Recreation Facilities.

8510 Recreation Personnel Salaries & Wages - Estimated costs associated with Proprietary personnel's time to manage and maintain the Recreation Facilities and costs associated with communicating information about Recreation Facilities to residents.

8515 Recreation Personnel Taxes & Benefits

Estimated costs associated with taxes and benefits allocation is determined by the percentage of personnel time for managing, maintaining and communicating information regarding Recreation Facilities.

8520 Pool Management Contract

A professional swimming pool management firm contracted to operate all swimming pools from Memorial Day through Labor Day.

8522 Swimming Pool Equipment and Supplies *(in-house)*

Various equipment and materials which may be required in conjunction with operating the pools.

8525 Swimming Pool Maintenance & Repair *(outsourced; contracted)*

Valve replacement, chlorinator, and miscellaneous repairs. Also includes costs for pool opening and winterizing services.

8527 Swimming Pool Inspection, Permits & Fees

Loudoun County required permits and inspections for all pools.

8530 Community Buildings Supplies & Materials *(in-house)*

Provision for Comcast internet at Town Hall and Pools (Meadows and Hyland Hills) and routine supplies used by in-house staff for the upkeep of Town Hall and South Riding Center.

8532 Community Buildings Repair & Maintenance *(outsourced; contracted)*

Provision for routine repairs, maintenance of HVAC systems, locksmith, minor paint touch-up and other items which may arise.

8535 Community Buildings Security & Fire Protection

Costs associated with inspections, maintenance of fire extinguishers and sprinkler system and security alarm monitoring.

8540 Tennis Court Supplies & Materials *(in-house)*

Provision for routine supplies used by in-house staff for the upkeep of the community tennis, pickleball and basketball courts. Access keys sold to the residents are purchased and sold through this account.

8545 Tennis Court Repair & Maintenance *(outsourced; contracted)*

Estimated costs for routine, minor repairs.

8570 Facilities Electricity

Electricity for Town Hall, South Riding Center and the pools and bathhouses, and electricity for the lights on the tennis courts.

8572 Facilities Gas

Gas for Town Hall, South Riding Center and the pools and bathhouses.

8575 Facilities Water

Water/sewer service for Town Hall, South Riding Center and the pools and bathhouses.

8580 Detail Cleaning Pool Bathrooms

Introduced as a result of Covid-19, scaled back to a professional, detail clean prior to pool opening.

8585 Facilities Janitorial & Pest Control

Estimated costs associated with Town Hall and South Riding Center cleaning, pest control, carpet cleaning and other such services.

8590 Reserve Account Interest Allocation

Interest accrued from reserve accounts is applied here to offset monthly assessment costs.

SINGLE FAMILY DETACHED HOME EXPENSE**8610 Personnel Expense Allocation**

Estimated portion of overall personnel expense that is associated (primarily Community Standards Management functions) with Detached Homes.

8620 Supplies & Materials *(in-house)*

Estimated amount required for purchasing items used by in-house staff for repairs in the Detached Home sections.

8640 Trash Removal

The Proprietary contracts with a local refuse removal company to provide twice weekly service to all Detached Homes for trash, once weekly service for recycling and once weekly service for yard waste.

TOWN HOME EXPENSE**8710 Personnel Expense Allocation**

Estimated portion of overall personnel expense that is associated (primarily Community Standards Management functions) with Town Homes.

8720 Supplies & Materials *(in-house)*

Estimated amount required for purchasing items used by in-house staff for repairs in the Town Home sections.

8730 Maintenance & Repairs *(outsourced; contracted)*

Estimated funds needed for miscellaneous repairs to common areas within the Town Home sections.

8740 Trash Removal

The Proprietary contracts with a local refuse removal company to provide twice weekly service to all Town Homes for trash, once weekly service for recycling and once weekly service for yard waste.

8750 Snow Removal

Estimated cost associated with primarily in-house staff providing snow clearing and ice control on private streets, parking lots in the Town Home sections specifically. Allows for contracted services as needed.

8790 Reserve Account Interest Allocation

Interest accrued from reserve accounts is applied here to offset monthly assessment costs.

COMMON DRIVEWAY EXPENSE**8820 Supplies & Materials** *(in-house)*

Estimated amount required for purchasing items used by in-house staff for repairs to the Common Driveways (private roads and alleys) within the single-family detached home sections.

8850 Snow Removal

Estimated cost associated with either in-house staff or an independent contractor for snow removal and ice control for the Common Driveways (private roads and alleys) within the single-family detached home sections.

8890 Reserve Account Interest Allocation

Interest accrued from reserve accounts is applied here to offset monthly assessment costs.

SUB-ASSOCIATION EXPENSE**8910 Amberlea Condominium Trash Removal**

Costs associated with trash collection for Amberlea Condominium residents. (621 units)

8920 South Riding Town Center Condominium Trash Removal

Costs associated with trash collection for South Riding Town Center Condominium residents. (27 units)

REPLACEMENT RESERVE CONTRIBUTIONS**5180 Common Replacement Reserves**

Amount to be set aside for future major repair or replacement of common areas components open to all residents. Based on the 2024 Reserve Study conducted by Reserve Advisors and updated a minimum of every five years.

5185 Recreation Facility Replacement Reserves

Amount to be set aside for future major repair or replacement of recreation facility elements. Based on the 2024 Reserve Study conducted by Reserve Advisors and updated a minimum of every five years.

5190 Townhouse Replacement Reserves

Estimated amount to be set aside for future repair or replacement of pavement, sidewalks, curb and gutter, and mailboxes in the Town Home sections specifically. Based on the 2024 Reserve Study conducted by Reserve Advisors and updated a minimum of every five years.

5195 Common Driveway Replacement Reserves

Estimated amount to be set aside for asphalt repair and replacement on designated Common Driveways. Based on the 2024 Reserve Study conducted by Reserve Advisors and updated a minimum of every five years.