

# Westmoorings Gardens Limited

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3 Windsurf Road East, Westmoorings by the Sea  
Phone: 868-468-7574

November 10, 2020

Lot and Town-House Owners  
Westmoorings by-the-Sea  
Westmoorings

## **Re: Budget 2021 and Explanation.**

We advise that we have decided to maintain our 2020 budget for 2021. This decision is based on the current pandemic, Covid 19, that is affecting the world. We are very cognizant of the economic fallout this virus is having on everyone hence our decision.

We remind you that these are preliminary, and homeowners are cautioned to remember that:

- The Management Company – Westmoorings Gardens Limited is a "Non-profit" organisation and will neither incur a loss nor a profit on its annual operations.
- Any surplus or deficit made by the company will be for the homeowners in accordance with the Company's bye-laws, i.e. refunded to or invoiced the homeowners.

We assure you that the Management Company operates with the highest standard of transparency and integrity by its Shareholders, Auditors and Board of Directors. We continue to be available to address request/queries from shareholders of Westmoorings Garden Limited in accordance with the Company's policies and the Company's Act of 1995.

Listed below is the projected expenses and explanations.

	2021	2020	Explanations
	\$	\$	
<u>General and Administrative Expenses</u>			
Contingency Fund	10,000	10,000	1
Green Fund Levy	1,440	1,440	2
Insurance	5,100	5,100	3
Lease Rent	60	60	4
Maintenance/Grounds keeping: Full time employee	100,830	100,830	5.a
Gas/Oil	5,196	5,196	5.b
Tree cutting	7,000	7,000	5.c
Gardening Supplies	6,000	6,000	5.d
Maintenance & Repairs: Drain Covers	6,000	6,000	6.a
Gardening Equipment	3,000	3,000	6.b
Keys and Locks	1,400	1,400	6.c
Office	5,800	5,800	6.d
Tennis Court	20,000	20,000	6.e
National Insurance	7,740	7,740	7
Office Expenses: Stationery	2,700	2,700	8.a
Refreshments, gifts & entertainment	2,800	2,800	8.b
Cleanings & Toiletries	8,140	8,140	8.c
Printing	800	800	8.d
AGM	2,000	2,000	8e
Utilities: Electricity	7,800	7,800	9.a
Telephone	4,800	4,800	9.b
Water	1,216	1,216	9.c
Total	<u>209,822</u>	<u>209,822</u>	
<u>Professional Expenses</u>			
Accounting/Audit Fees			
Accounting	2,100.00		
Auditing	15,000.00		
	17,100	17,100	10.a
Legal Fees	6,000	6,000	10.b
Property Management Services	<u>104,000</u>	<u>104,000</u>	10.c
	<u>127,100</u>	<u>127,100</u>	
<u>Projects</u>			
Residential Improvement Fund	67,000	67,000	11.a
Security	38,000	38,000	11.b
Upgrades: Parks	16,440	16,440	11.c. i
Streets	<u>3,000</u>	<u>3,000</u>	11. c. ii
Total	<u>124,440</u>	<u>124,440</u>	—
Total Expenses to Run Westmoorings Gardens Ltd	<u>\$461,362</u>	<u>\$461,362</u>	

Less Income

Benches	21,000
Coaching	18,000
Roundabout	18,000
Tennis Membership	31,000
Tennis Court Token	12,000
Other	<u>2,000</u>
Sub-Total of Income	<u>102,000</u>

Net Operating Expenses 359,362

Residents

Each Lot Owner has to pay \$787.50(X159)	<u>125,212</u>
Each Townhouse has to pay \$525.00(X446)	<u>234,150</u>
Total	<u>359,362</u>

**Explanations:**

1. Contingency Fund – This is a fund is to be utilized for unforeseen incidents in the community that requires urgent attention.
2. Green Fund Levy – Statutory Fund.
3. Insurance – Insurance coverage for WGL, at present we have four policies - Fire and Special Perils for the WGL Office, Equipment all Risk, Public Liability and Workmen’s Compensation.
4. Lease Rent – Payment to the State for the rental of land.
5. Maintenance/Grounds keeping:
  - a. Full time employees – Salary, uniform and performance bonus for the Maintenance Staff that upkeep the common areas of Westmooring by-the-Sea.
  - b. Gas/Oil – To be utilized in the gardening equipment. i.e. Blowers, Riding Mower and Whackers, etc.
  - c. Tree cutting – Due to maturity of the trees in Westmoorings by-the-Sea, we are required to constantly monitor and address the height and width of the trees thereby engaging professionals to ensure the safety of all.
  - d. Gardening Supplies –for garbage bags, health and safety equipment’s/tools, whacker strings, weedicides, pesticides, small tools for the Maintenance Staff to effectively carry out their duties.
6. Maintenance & Repairs:
  - a. Drain Covers – to replace damaged/broken concrete drain covers in the common areas.
  - b. Gardening Equipment – to service all WGL’s gardening equipment to ensure that it’s in a good state of repair at all times.
  - c. Keys and Locks - to purchase locks and duplicate keys for the annual change out of the locks on the Tennis Courts
  - d. Office – plumbing and electrical maintenance, etc. to the office and washrooms due to general wear and tear.
  - e. Tennis Court – general repairs of the courts.
7. National Insurance – our contribution toward NIS for the Maintenance staff.

8. Office Expenses:
  - a. Stationery – for the use by the Manager in the office.
  - b. Refreshments, gifts & entertainment - refreshment for visitors, maintenance staff and manager. Christmas gifts of appreciation for keys persons who assist us during the year.
  - c. Cleanings & Toiletries – to be utilized for janitorial services for the office and washrooms.
  - d. Printing - for coping services for notices, etc.
  - e. AGM – for chairs, tables, public address system, etc. associated with WGL's AGM.
9. Utilities:
  - a. Electricity -
  - b. Telephone
  - c. c. Water
 } Water, electricity and telephone service for Windsurf Park, the Office and Washrooms.
10. Professional Expenses
  - a. Accounting/Audit Fees – to be utilized for the monthly bookkeeping software, annual audit of WGL's financial affairs and filing taxes.
  - b. Legal Fees – to be utilized for legal advice and services as it relates to the effective running of WGL.
  - c. Property Management Services – to be utilized to compensate the Manager contracted by WGL.
11. Projects
  - a. Residential Improvement Fund – This fund is to be used for general upgrades of the community.
  - b. Security – maintenance/enhancement of security systems, guard/patrol services for the parks.
  - c. Upgrades:
    - i. Parks – general upgrade in the parks and playpark equipment.  
Park.
    - ii. Street - general upgrade.

We hope that this gives you a better appreciation for how the expenses, incomes and your contributions are derived by us. We remain available should you require further explanation. Please contact the Manager.

Yours Sincerely,

**Charles Yuille**  
**Chairman**

Contact persons:  
Jennifer Fuller: 468-7574