

## MEMORANDUM

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TO: Mooreland Estates Homeowners

FROM: Mooreland Estates HOA Board of Directors

DATE: November 23, 2005

RE: 2006 Budget for Operating and Capital Expenditures

Please find enclosed the approved Operating and Capital budgets for 2006. To adequately fund the budgets, **an increase in the monthly maintenance fee for next year of \$10.00 per unit per month is required. If you pay your fees within the first five (5) days of the month, your maintenance fee will be only \$220.00 per unit per month.** However, for those who pay after the first five days of the month, the fee will be \$250.00 per unit per month. This means a discount of \$30.00 for those who pay within five-day grace period.

We would like to take this opportunity to announce you can pay your monthly assessments by bank draft. If you choose this convenient option, you will not have to go to the trouble of writing checks to the HOA each month. A copy of the authorization form is included for your convenience, just complete the form and return it to Westwood Management.

We realize the enclosed package of documents is rather large and daunting, but we feel the information contained is vital for the members of the Association. Please set aside some time in the next few days to become familiar with these documents. The documents included in this package include:

- HOA's President Message on the State of the Association
- Summary 2006 Operating Budget
- Summary 2006 Capital Budget
- 2005 Financials for Operating and Capital Funds (year to date through October 31, 2005)
- Association Policy on Trimming of Trees and Shrubbery
- Association Policy on Traffic and Parking
- General Rules of the Mooreland Estates Homeowners Association
- Tennis Courts and Swimming Pool Rules
- Mooreland Estates HOA FAQ's

For your convenience, we have enclosed twelve pre-addressed payment envelopes. Please discard payment envelopes from previous years to avoid improper addressing or bar coding.

We hope you and your family enjoy a happy and safe holiday season.

President's Message on the State of the Association  
Mooreland Estates Homeowners Association  
Brentwood, Tennessee

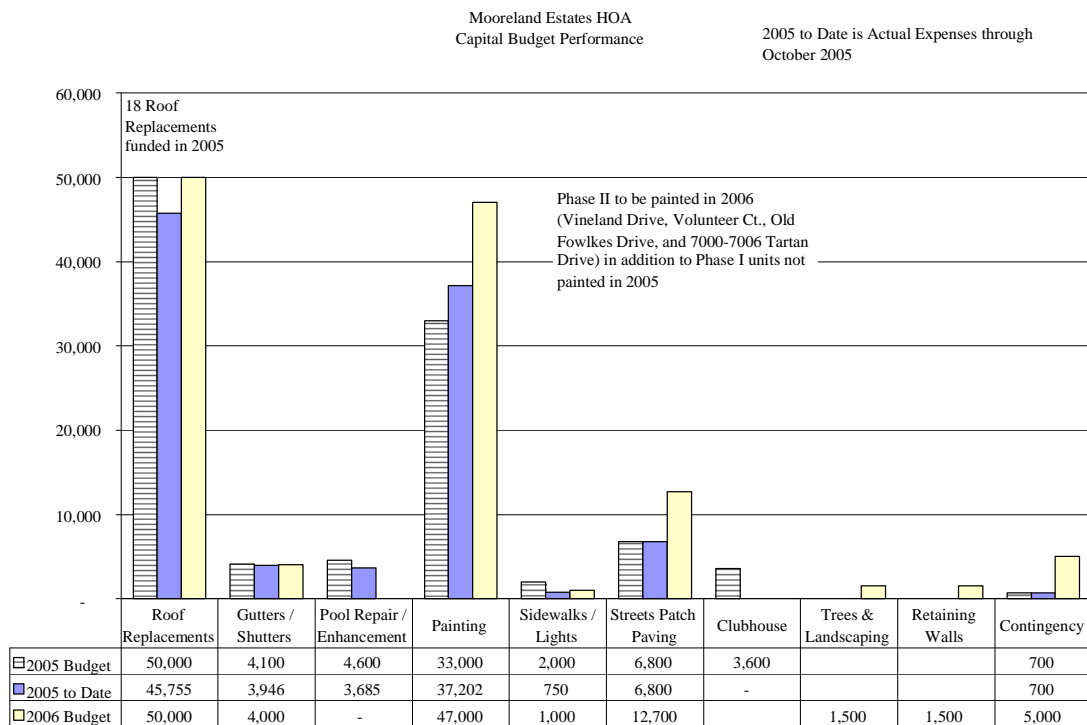
On behalf of the HOA Board of Directors, I would like to take this opportunity to update each of you on the progress the Association has made this year. As we come to a close of 2005, the HOA is in much stronger financial condition than previous years. A tremendous amount of reinvestment has occurred this year as well.

### Capital Reinvestment for 2005 and 2006

For some time, many members have expressed concern at the pace of the Association's capital reinvestment in the assets and infrastructure for which it is responsible. To address this, a capital committee was formed last year to identify and recommend ways to address needed reinvestment. Their recommendation was to change the way the Association performs its reinvestment and significantly increase the funding available for reinvestment to a minimum of \$104,800 per year. An \$800 Special Assessment passed by a vote of the members in March funded the recommendation for 2005.

The committee recommended, effective in 2005, the Association adopt a 15-year replacement policy on roofs, which means the HOA should replace a minimum of 10 roofs each year. A summary of the 2005 Capital Budget performance is shown below.

The 2005 Capital Budget was \$104,800 funded by the Special Assessment. This amount represents an increase of more than 50% in the Association's Capital Budget. This year, the Five Year Capital Plan committee recommended a 2006 Capital budget of \$113,700. However, subsequent to the committee's work in August / September, the painting budget for Phase II units was determined to be low and was increased to \$47,000 which increased the total 2006 Capital budget to \$122,700. This yearly amount of reinvestment is deemed to necessary to maintain the Association's capital commitment.



President's Message on the State of the Association  
Mooreland Estates Homeowners Association  
Brentwood, Tennessee

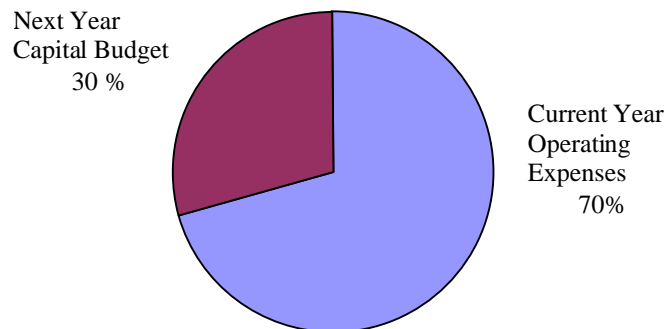
**Accomplishments of 2005**

The Association Board members reviewed and revised the Association's General Rules, Pool Rules, and Tennis Court Rules, the Association's Policy on Trimming of Trees and Shrubs and the Policy on Traffic and Parking. Copies of these revised documents are included in this package for your reference. Please take a few moments to read and become familiar with them.

Communication of information within the Association continues to be a challenge but there has been a significant effort to increase the level of communication. Unfortunately, the HOA newsletter continues to be on hold until an editor becomes available. In the interim, an Association internet website has been established which is updated with HOA Board minutes each month, quarterly financial statements, governing documents, and other news of interest. The homeowner directory has been updated and a current version distributed to the residents. The Communications committee is investigating the feasibility of installing a permanent sign/message board at Tartan Drive as you leave the neighborhood, but their work is not complete at this time.

**Changes in How the HOA Operates**

The 2004 capital committee recommended the HOA change how it funds its activities. The 2006 capital budget is funded from a portion of the monthly assessments paid by each member during 2005. Approximately 25% or \$53 of the \$210 paid each month is used to fund the next year's capital budget. This means that the entire capital budget is available each January since it was collected during the previous year. In past years, the capital budget was funded as the year went along which sometimes meant we were not able to proceed on projects as quickly as we wanted. For 2006, the HOA can begin roof replacements and painting much earlier in the year. The below graph illustrates how the monthly maintenance fee is allocated between capital and operating. For next year, approximately 30% of the monthly assessment will be used to fund the 2007 Capital Budget. This level of reinvestment in the Association indicates a strong commitment to ensure the viability of our neighborhood.



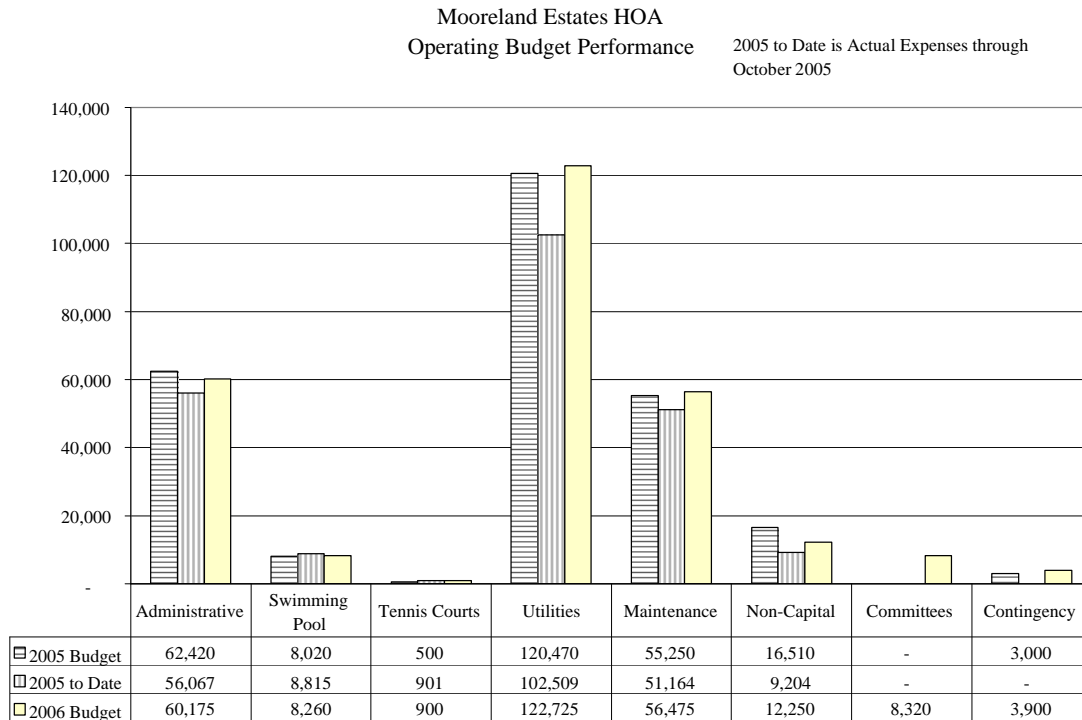
The HOA Board recently completed its first planning retreat earlier this month and made plans for the activities in 2006 that are vital to the success of the Association. The Board spent considerable effort this year reviewing and revising the specifications for contract services pertaining to pool maintenance, street patch paving, lawn care, insurance, painting, and roof replacements. During 2005, the HOA awarded a painting contract to paint the Phase I units but the contractor failed to perform so the contract was cancelled. Phase I will be painted in 2006 along with Phase II and the Phase I Painting budget will be transferred to 2006.

The Board also will call a new committee early in 2006 to develop specifications for the next property management contract that will be put out for bids during the summer of 2006.

President's Message on the State of the Association  
Mooreland Estates Homeowners Association  
Brentwood, Tennessee

**Operating Budget Performance for 2005 and 2006**

Operating expenses for 2005 are budgeted at \$266,170, which is funded by the non-capital portion of the \$210 per unit assessment paid each month during the year. The purpose of this budget is to fund the day-to-day operations of the Association. For 2006, the operating budget is \$273,005.



An audit of the Association's financial records found no errors in the financial statements for 2004 and we expect the same in 2005. A copy of the HOA's audit report is available on the website.

**Standing Committees for the Association**

Several committees were re-formed or expanded during the year with the goal of increasing the involvement of the members in meeting the needs of the Association. In addition to the Board of Directors, the committees are:

- Five Year Plan Committee – the purpose of this committee is to review the Association's capital needs for the upcoming year and to recommend changes to meet the needs of the HOA. The committee is also charged with recommending funding for the capital reinvestment.
- Street Committee – the purpose of this committee is to investigate, recommend, and implement a strategy that ultimately, will convert the maintenance of our streets from the Association to the City of Brentwood.
- Landscaping Committee – the purpose of this committee is to develop a cohesive and functional plan for the common grounds of the Association. The plan will also include recommendations for trimming of shrubs and trees that affect the Association's maintenance activities.

President's Message on the State of the Association  
Mooreland Estates Homeowners Association  
Brentwood, Tennessee

- Governing Documents Committee – the purpose of this committee is to recommend changes to the Association's Covenants, Conditions, and Restrictions and the HOA By-laws. These documents are basically the same as written by the developer in 1976 and are in dire need of updating. This committee is committed to extensive discussions with Association members on proposed changes before any vote is taken.
- Communications Committee – this committee comprises the street captains and they update the HOA directory, welcome new neighbors, and plan street gatherings.
- Nominating Committee – the purpose of this committee is to nominate candidates for the Association Board.

Except for the Board members and a few other cases, no person serves on more than one committee. These committees make semi-annual reports to the HOA Board, except for the Nominating Committee, which meets annually. As you can see, there are many people directly involved in the management of our neighborhood. I would like to encourage everyone to seek out ways to help improve the neighborhood. If you would like to participate on a committee, just let us know.

**Objectives for 2006**

Goals for 2006 include improved landscaping of the HOA common area, replacement of at least 15 roofs, painting Phase II units and completing painting of the Phase I units still left to be done, update the homeowner / resident directory, secure a multi-year property management contract, proceed with the next phase of patch paving some of our streets, and continue to improve communication throughout the neighborhood. If there are any activities you believe the Association should undertake, please let either Westwood Management or the HOA Board know.

In closing, we would like to wish your family a safe and happy Holiday season. Please keep in mind the HOA Annual Meeting is March 15, 2006 and the Board meetings are on the third Tuesday of each month. HOA Board meetings are open to all members.

Regards

Glenn Mizell  
HOA President  
371-1944

[www.neighborhoodlink.com/bwood/moorelandestates/](http://www.neighborhoodlink.com/bwood/moorelandestates/)

This is the address for the Mooreland Estates HOA website.

**Attachments:**

- i. Summary 2006 Operating Budget
- ii. Summary 2006 Capital Budget
- iii. 2005 Financials for Operating and Capital funds (year to date through October 31, 2005)
- iv. Association Policy on Trimming of Trees and Shrubbery
- v. Association Policy on Traffic and Parking
- vi. General Rules of the Mooreland Estates Homeowners Association
- vii. Tennis Courts and Swimming Pool Rules
- viii. Mooreland Estates FAQ's (Frequently Asked Questions)

**Mooreland Estates Homeowners Association**  
**2006 Operating Budget**  
**November 18, 2005**

Revenues – Monthly Maintenance Fees

The Monthly Maintenance Fee is increased by \$10 per unit per month. The 2006 Monthly Maintenance Fee will be \$250; however, if paid by the 5<sup>th</sup> of the month, the fee will be \$220 per unit. The increase is due primarily to the increase in inflation causing price of materials to rise. The 2007 Capital Budget will be funded by a portion of the Monthly Maintenance Fee to ensure the needed reinvestment in HOA assets can continue at a level necessary to ensure the viability of the Association.

Administrative Expenses

Overall, administrative expenses are projected to be about \$2,200 less in 2006 than in 2005. Accounting and Legal are increasing by \$1,000 to cover the HOA's annual audit. The Association re-bid the Insurance contract which resulted in a very modest increase in the premium and tracking HOA committee costs separately is reducing Office Supplies by \$2,000.

Swimming Pool

Increases in chemical cost and contract services are increasing the budget for the pool by \$200. The Association is re-assuming the responsibility for pool chemical inventory for 2006 after the pool cleaning service exceeded the budget in 2005. We have instituted tighter controls on pool chemicals and will be monitoring the inventory much closer in 2006.

Utilities

Inflation increases in utilities are increasing the budget by \$2,255. **The main increase is Trash Removal. Effective January 2006, the HOA is reducing to trash collection to once a week.** The cost increase for maintaining twice a week collection would have resulted in an additional increase of \$30 per month per unit for trash collection alone (\$250 per month per unit). We are investigating other vendors for trash collection at this time. We are not sure what day of the week we will be serviced and when we are notified we will post the information on the website and communicate through the street captains.

Maintenance Services

A new contract for Lawn Cutting is increasing the budget for that service as well as other small increases in other contracted maintenance services. The new Lawn Cutting contract is for 3 years at a level price.

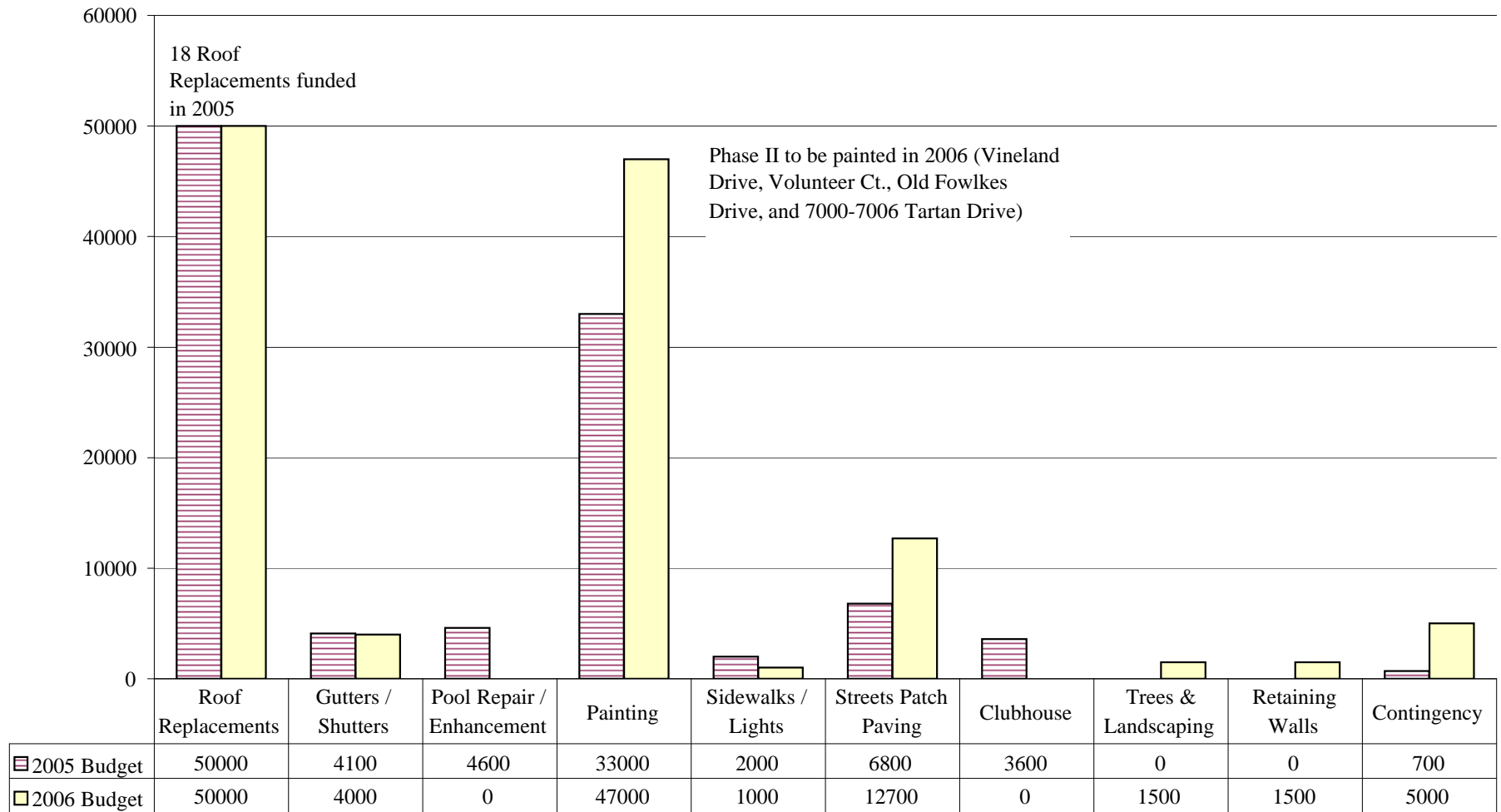
Committee Expenses

In an effort to be more accurate in tracking HOA activities, committee budgets will track the appropriate expenditures separately. The Landscaping budget is for HOA mailings, plantings, mulch, and contracted trimming of trees and shrubbery. The Communications budget is for new resident welcome baskets, updating and printing of the Homeowner Directory, and a newsletter once an editor is found to manage the production of the newsletter. The other committee budgets are for copying and mailing of correspondence to HOA members.

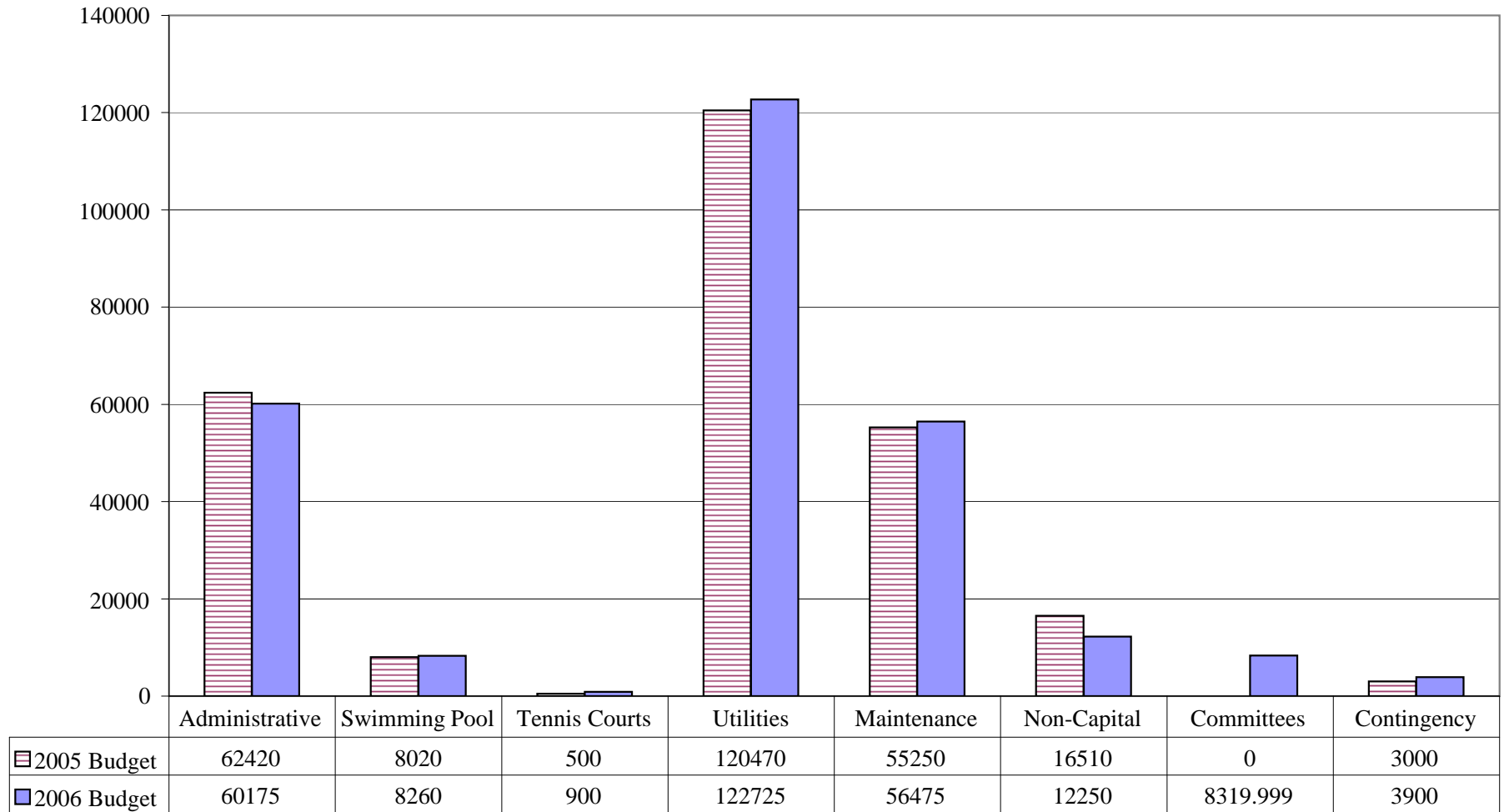
Non-Capital Expenses

Replacement of Gutters are provided for in the Capital budget, but maintenance activities are budgeted here. Removal or replacements of trees beyond the scope of the Landscaping committee are budgeted here. A small emergency fund is also provided for to allow for unforeseen circumstances the HOA may need to address as the year goes on.

## Mooreland Estates HOA Capital Budget



# Mooreland Estates HOA Operating Budget





MOORELAND ESTATES HOMEOWNERS ASSOCIATION  
FOR FISCAL YEAR ENDING DECEMBER 31,

OPERATING BUDGET		Annual Budget					Per Month	Per Unit
		2005	2006	Change	Pct. Change	Comments	2006	2006
REVENUES								
40000	OPERATIONS MAINTENANCE FEES	270,700	282,135	11,435	4.1%	Increased by \$ 10 per unit per month	23,511.25	157.79
40100	MAINTENANCE FEE FOR 2007 CAPITAL BUDGET	104,800	122,700	17,900	14.6%	Direct Transfer to Capital Budget	10,225.00	68.62
42000	ALLOW DOUBT ACCTS.	(11,475)	(11,475)	-	0.0%		(956.25)	(6.42)
	NET MAINTENANCE FEES	364,025	393,360	29,335	7.5%		32,780.00	220.00
40800	INTEREST INCOME	400	450	50	11.1%		37.50	0.25
41500	OTHER INCOME	-	-	-	#DIV/0!		-	-
40600	LATE FEE INCOME	1,400	1,100	(300)	-27.3%	More payments on time	91.67	0.62
41000	CLUBHOUSE RENT	1,100	750	(350)	-46.7%	Fewer Clubhouse rentals	62.50	0.42
	TOTAL INCOME	366,925	395,660	28,735	7.3%		32,971.67	221.29
EXPENSES								
Administrative								
60000	ACCOUNTING & LEGAL	720	1,725	(1,005)	-58.3%	Increased for 2005 Audit	143.75	0.96
62000	FLOWERS & GIFTS	310	-	310	#DIV/0!		-	-
63500	INSURANCE	31,360	30,600	760	2.5%		2,550.00	17.11
65000	MANAGEMENT FEES	22,960	23,800	(840)	-3.5%	CPI increase	1,983.33	13.31
65500	MISC./ST. SIGNS/FENCE	620	300	320	106.7%		25.00	0.17
66000	PERMIT & FEES	600	600	-	0.0%		50.00	0.34
66500	PEST CONTROL	1,400	1,400	-	0.0%		116.67	0.78
70500	SUPPLIES - CLUBHOUSE	100	100	-	0.0%		8.33	0.06
71000	SUPPLIES - OFFICE	3,500	1,500	2,000	133.3%	Committee exp in separate budget	125.00	0.84
72500	TERMITE INSPECTION OF CLUBHOUSE	350	150	200	133.3%		12.50	0.08
60300	COMMUNICATIONS, PHONE BOOK	500	-	500	#DIV/0!	Committee exp in separate budget	-	-
	TOTAL ADMINISTRATIVE	62,420	60,175	2,245	3.7%		5,014.58	33.65
Swimming Pool								
67000	POOL CHEMICALS/SUPPLIES	2,500	2,700	(200)	-7.4%	MEHOA inventory control of supplies	225.00	1.51
67500	POOL CLEANING SERVICE	4,400	4,440	(40)	-0.9%	Increase in contract svcs	370.00	2.48
68000	POOL SECURITY / PHONE	620	620	-	0.0%		51.67	0.35
69500	REPAIRS - POOL	500	500	-	0.0%		41.67	0.28
	TOTAL SWIMMING POOL	8,020	8,260	(240)	-8.3%		688.33	4.62
Tennis Courts								
72000	TENNIS COURT	500	900	(400)	-44.4%		75.00	0.50
	TOTAL TENNIS COURT	500	900	(400)	-44.4%		75.00	0.50

MOORELAND ESTATES HOMEOWNERS ASSOCIATION  
FOR FISCAL YEAR ENDING DECEMBER 31,

OPERATING BUDGET		Annual Budget					Per Unit Per Month 2006	Per Unit Per Month 2006
		2005	2006	Change	Pct. Change	Comments		
	<b>Utilities</b>							
60100	CABLE TV	16,000	16,825	(825)	-4.9%	CPI Increase based on Oct 2005	1,402.08	9.41
61000	ELECTRICITY - CLUBH./POOL	10,460	10,800	(340)	-3.1%	CPI Increase	900.00	6.04
61000	ELECTRICITY - COMMON GROUNDS	2,560	2,650	(90)	-3.4%	CPI Increase	220.83	1.48
73000	TRASH REMOVAL	15,700	16,700	(1,000)	-6.0%	Increase from vendor	1,391.67	9.34
77500	WATER & SEWER	75,750	75,750	-	0.0%		6,312.50	42.37
	TOTAL UTILITIES	120,470	122,725	(2,255)	-1.8%		10,227.08	68.64
	<b>Maintenance Services</b>							
61500	EXTERIOR LIGHT MAINT.	1,230	1,600	(370)	-23.1%	Additional Light Maint needed	133.33	0.89
62500	GENERAL MAINT.	5,130	3,600	1,530	42.5%		300.00	2.01
64500	LAWN CUTTING	32,900	35,225	(2,325)	-6.6%	3 year contract w/ 26 cuts + bushog	2,935.42	19.70
68500	REPAIRS - CLUBHOUSE	2,150	1,500	650	43.3%		125.00	0.84
69000	REPAIRS - PLUMBING	1,740	1,700	40	2.4%		141.67	0.95
69550	REPAIRS - ROOF	12,000	12,750	(750)	-5.9%	Increase in labor / materials	1,062.50	7.13
70000	SUBCONTRACTOR LABOR	100	100	-	0.0%		8.33	0.06
	TOTAL MAINTENANCE SVCS	55,250	56,475	(1,225)	-2.2%		4,706.25	31.59
	<b>Committee Expenses</b>							
79000	COMMUNICATIONS	-	2,470	(2,470)	-100.0%		205.83	1.38
79050	GOVERNING DOCUMENTS	-	1,500	(1,500)	-100.0%		125.00	0.84
79100	LANDSCAPING	-	3,000	(3,000)	-100.0%	See Committee Budget worksheet for details on specific committee budgets	250.00	1.68
79150	STREETS	-	150	(150)	-100.0%		12.50	0.08
79200	FIVE YEAR CAPITAL PLAN	-	50	(50)	-100.0%		4.17	0.03
79250	BOARD OF DIRECTORS	-	1,150	(1,150)	-100.0%		95.83	0.64
	TOTAL COMMITTEE	-	8,320	(8,320)	-100.0%		693.33	4.65
	<b>Non-Capital Expenses</b>							
63000	GUTTERS & TRIM	16,000	12,250	3,750	30.6%	Some Gutter Replacements in Capital	1,020.83	6.85
64000	LANDSCAPING	510	-	510	#DIV/0!	Misc. Landscaping in Committee Exp.	-	-
89000	PAINTING	-	-	-	#DIV/0!		-	-
	EMERGENCY FUND	3,000	3,900	(900)	-23.1%	Unforeseen HOA Expenditures	325.00	2.18
	TOTAL NON-CAPITAL EXP	19,510	16,150	3,360	20.8%		1,345.83	9.03
	TOTAL EXPENSES	266,170	273,005	(6,835)	-2.5%		22,750.42	152.69
	<b>RESERVES</b>							
	TRANSFER TO 2007 CAPITAL FUND	97,600	122,700	(25,100)	-20.5%	Funding 2007 Capital Budget	10,225.00	68.62
	REVENUES OVER (UNDER) EXPENSES	3,155	(45)	3,200			(3.75)	(0.03)

MOORELAND ESTATES HOMEOWNERS ASSOCIATION  
FOR FISCAL YEAR ENDING DECEMBER 31,

**CAPITAL BUDGET**

	2005 Capital Budget	2006 Capital Budget	Change	Pct. Change	Per Unit Per Month 2006	Per Unit Per Month 2006
<b>USES OF CAPITAL BUDGET</b>						
89500 ROOF REPLACEMENT by UNIT #	50,000	50,000	-	0.0%	4,166.67	27.96
89000 UNIT PAINTING by UNIT # (Phase II)	33,000	47,000	14,000	29.8%	3,916.67	26.29
88100 GUTTERS / SHUTTERS by UNIT #	4,100	4,000	(100)	-2.5%	333.33	2.24
88200 SIDEWALKS & LIGHTS	2,000	1,000	(1,000)	-100.0%	83.33	0.56
88300 SWIMMING POOL	4,600	-	(4,600)	#DIV/0!	-	-
88400 CLUBHOUSE	3,600	-	(3,600)	#DIV/0!	-	-
88500 STREET PATCH PAVING	6,800	12,700	5,900	46.5%	1,058.33	7.10
88600 TREES & LANDSCAPING	-	1,500	1,500	100.0%	125.00	0.84
88700 RETAINING WALLS	-	1,500	1,500	100.0%	125.00	0.84
88800 FENCING			-	#DIV/0!	-	-
88900 DRAINAGE IMPROVEMENTS		-	-	#DIV/0!	-	-
89100 TENNIS COURTS		-	-	#DIV/0!	-	-
89200 PLAYGROUND		-	-	#DIV/0!	-	-
89300 CONTINGENCY	700	5,000	4,300	86.0%	416.67	2.80
<b>TOTAL USES OF CAPITAL BUDGET</b>	<b>104,800</b>	<b>122,700</b>	<b>17,900</b>	<b>14.6%</b>	<b>10,225.00</b>	<b>68.62</b>

MOORELAND ESTATES HOMEOWNERS ASSOCIATION  
FOR FISCAL YEAR ENDING DECEMBER 31, 2006

COMMITTEE BUDGETS			2006	Comments	Per Unit Per Month 2006
	Detail		Budget		
79000	COMMUNICATIONS		2,470.00		1.38
	Update HOA Member / Resident Directory	555.00		170 copies @ \$3.2647 ea	
	New Resident Welcome Baskets	99.00		18 new Resident baskets @ \$5.50 ea	
	Tartan Drive Message Board	520.00		New message board	
	Quarterly HOA Newsletter	950.00		170 copies @ \$1.40 ea. - 4 times/yr	
	Miscellaneous HOA correspondence	346.00		Letters/notices - pot lucks, street parties	
79050	GOVERNING DOCUMENTS		1,500.00		0.84
	Proposed Amendments to CC&R's and By-Laws	521.50		149 copies @ \$3.50 per package	
	Miscellaneous Office Supplies	35.00		markers, flip board mtl's	
	Miscellaneous HOA correspondence	225.00		2 mailings to HOA	
	Attorney Opinion(s)	718.50		Possible opinion on Amendments	
79200	FIVE YEAR CAPITAL PLAN		50.00		0.03
	Miscellaneous	50.00		Contingency for unanticipated needs	
79150	STREETS		150.00		0.08
	Miscellaneous Office Supplies	35.00		markers, flip board mtl's	
	Miscellaneous	115.00		Contingency for unanticipated needs	
79250	BOARD OF DIRECTORS		1,150.00		0.64
	Annual Meeting Notice	110.00		Mailing in late February regarding meeting in March	
	Annual Meeting Supplies / Documents	140.00		Copies of Documents provided at Meeting , Room rent	
	Periodic letters throughout year	200.00		Letters addressing members concerns - BOD meetings	
	State of Association / 2007 Budget mailing to HOA	600.00		November mailing on budget and YTD	
	Miscellaneous	100.00		Contingency	

MOORELAND ESTATES HOMEOWNERS ASSOCIATION  
FOR FISCAL YEAR ENDING DECEMBER 31, 2006

COMMITTEE BUDGETS		2006		Per Unit Per Month 2006
	Detail	Budget	Comments	
79100	LANDSCAPING	3,000.00	Additional Landscaping Budget in Capital (\$1,500)	1.68
	Spring 2006			
	Coorespondence	65.00	65 letters to HOA members	
	Grasses	60.00		
	Shrubs	80.00		
	Perennials	260.00		
	Annuals	230.00		
	Planting Material	115.00		
	Mulch	125.00		
	Edging	50.00		
		<u>985.00</u>		
	Fall 2006			
	Coorespondence	65.00	65 letters to HOA members	
	Bulbs	75.00		
	Annuals	150.00		
	Mulch	125.00		
		<u>415.00</u>		
	Decorations			
	Spring	100.00		
	Patriotic	100.00		
	Fall	100.00		
	Christmas	100.00		
		<u>400.00</u>		
	Contingency	200.00	Unanticipated Needs	
	Tree Trimming & Chipping (HOA Common Area)	<u>1,000.00</u>		

**MOORELAND ESTATES HOA  
ASSOCIATION BUDGET PROJECTION**

**FOR THE YEAR ENDING DECEMBER 31,**

**MOORELAND ESTATES HOA BUDGET  
COMPARATIVE OPERATING STATEMENT ANALYSIS**

	For the year ending December 31,						2004-1999
<b>REVENUES</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>% ddG</b>
MAINTENANCE FEES	286,525.00	285,612.00	297,109.36	299,632.70	309,870.13	323,120.00	12.8%
INTEREST INCOME	5,882.75	3,859.78	2,790.69	1,015.71	408.17	408.14	-93.1%
LATE FEE INCOME	1,995.00	1,770.00	680.00	770.00	455.50	1,370.00	-31.3%
CLUBHOUSE RENT	2,690.00	5,910.00	3,775.00	1,000.00	900.00	1,135.00	-57.8%
INSURANCE RECOVERIES	1,207.05	176.11	3,067.65	-	-	-	
OTHER INCOME	-	1,050.62	266.52	59.59	-	201.00	#DIV/0!
TOTAL INCOME	<u>298,299.80</u>	<u>298,378.51</u>	<u>307,689.22</u>	<u>302,478.00</u>	<u>311,633.80</u>	<u>326,234.14</u>	<u>9.4%</u>
	160.00	160.00	165.00	170.00	170.00	170.00	
<b>EXPENSES</b>							
<b>Administrative</b>							
ACCOUNTING & LEGAL	548.50	678.42	651.48	1,381.10	1,369.93	821.64	-49.8%
FLOWERS & GIFTS		59.54	50.00	346.32		290.43	#DIV/0!
INSURANCE	24,015.00	25,988.65	29,180.35	23,685.50	29,523.25	20,146.00	16.1%
INSURANCE CLAIM	1,269.62						
MANAGEMENT FEES	20,173.75	20,640.00	21,075.00	21,084.00	21,614.00	22,368.00	-10.9%
MISC./ST. SIGNS/FENCE				221.09	932.72	413.63	#DIV/0!
TEMPORARY LABOR	1,376.91		156.00				
PERMIT & FEES	120.00	120.00	140.00	225.00	75.00	510.00	-325.0%
PEST CONTROL	1,200.00	643.00	1,565.00	1,260.00	990.00	1,944.00	-62.0%
SUPPLIES - CLUBHOUSE	261.41	103.06	407.58	679.77	95.00	50.50	80.7%
SUPPLIES - OFC	3,139.46	1,833.98	3,165.64	3,108.36	3,962.12	4,171.99	-32.9%
TERMITE INSPECTION	5,750.00	410.00	138.00	138.00	463.00	-	100.0%
BANK FEES	(20.00)	55.67	64.50	(9.00)	257.05	5.00	125.0%
NEWSLETTER	50.00						100.0%
COMMUNICATIONS							#DIV/0!
TOTAL ADMINISTRATIVE	57,884.65	50,532.32	56,593.55	52,120.14	59,282.07	50,721.19	12.4%
<b>Swimming Pool</b>							
POOL CHEMICALS/SUPPLIES	2,196.61	2,559.82	1,355.88	1,337.85	2,065.50	2,434.00	-10.8%
POOL CLEANING SERVICE	3,210.56	4,386.25	4,836.35	5,238.55	5,846.42	4,030.00	-25.5%
POOL SECURITY / PHONE	378.05	575.00		710.84	706.64	456.30	-20.7%
REPAIRS - POOL	1,947.75	2,547.09	2,599.01	234.50	139.38	1,134.56	41.8%
TOTAL SWIMMING POOL	7,732.97	10,068.16	8,791.24	7,521.74	8,757.94	8,054.86	-4.2%
<b>Tennis Courts</b>							
TENNIS COURT	-	765.50	643.62	105.43	415.74	383.00	#DIV/0!
TOTAL TENNIS COURT	-	765.50	643.62	105.43	415.74	383.00	#DIV/0!

**MOORELAND ESTATES HOA  
ASSOCIATION BUDGET PROJECTION**

**FOR THE YEAR ENDING DECEMBER 31,**

**MOORELAND ESTATES HOA BUDGET  
COMPARATIVE OPERATING STATEMENT ANALYSIS**

	For the year ending December 31,						2004-1999
REVENUES	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	% ddG
Utilities							
CABLE TV	13,012.29	13,949.60	14,387.08	14,995.92	15,884.99	15,885.12	-22.1%
ELECTRICITY - CLUBH./POOL	6,082.41	6,996.62	7,434.09	7,954.59	9,074.15	8,143.06	-33.9%
ELECTRICITY - COMMON GROUNDS	3,432.59	1,643.35	2,212.39	2,371.00	1,903.54	3,094.80	9.8%
TRASH REMOVAL	12,945.48	13,153.08	13,631.58	14,194.14	14,336.44	15,662.23	-21.0%
WATER & SEWER	83,810.38	83,052.98	77,028.47	80,405.72	79,793.33	76,005.64	9.3%
TOTAL UTILITIES	119,283.15	118,795.63	114,693.61	119,921.37	120,992.45	118,790.85	0.4%
Maintenance Services							
EXTERIOR LIGHT MAINT.	3,235.24	1,001.54	2,553.13	2,574.45	4,994.96	1,399.90	56.7%
GENERAL MAINT.	3,800.70	7,967.60	13,580.48	8,377.48	12,542.11	4,560.17	-20.0%
LAWN CUTTING	17,950.00	22,400.00	22,943.58	27,539.62	39,650.00	41,294.10	-130.1%
GROUNDS			86.19				
REPAIRS - CLUBHOUSE	2,059.94	2,927.90	8,417.02	3,011.79	5,196.36	2,287.97	-11.1%
REPAIRS - PLUMBING	165.00	586.89	1,451.45	1,212.95	1,029.43	1,637.37	-892.3%
REPAIRS - ROOF	6,796.53	4,928.97	11,072.58	12,547.65	22,175.00	32,968.06	-385.1%
SUBCONTRACTOR LABOR	2,180.65	1,069.13	645.25	1,206.70	1,803.24	267.50	87.7%
TOTAL MAINTENANCE SVCS	36,188.06	40,882.03	60,749.68	56,470.64	87,391.10	84,415.07	-133.3%
TOTAL EXPENSES	<u>221,088.83</u>	<u>221,043.64</u>	<u>241,471.70</u>	<u>236,139.32</u>	<u>276,839.30</u>	<u>262,364.97</u>	-18.7%
RESERVES / CAPITAL							
GUTTERS & TRIM	15,184.54	22,038.48	41,738.94	11,507.38	18,976.22	31,660.33	-108.5%
LANDSCAPING	2,337.37	7,432.28	4,163.82	19,073.69	11,488.15	2,619.02	-12.0%
PAINTING	68,375.51	47.57	5,770.39	32,242.32			100.0%
STREETS	4,100.00		1,025.00				100.0%
ROOFS	22,250.00		12,399.00	6,384.48	16,654.01	5,710.00	74.3%
TENNIS COURT SURFACING	12,675.00						100.0%
GENERAL RESERVES				9,904.94	5,664.08	33,562.98	#DIV/0!
POOL DECK		7,874.00	5,076.00				#DIV/0!
PLAYGROUND EQUIP		9,199.00	659.90				#DIV/0!
TOTAL RESERVES	124,922.42	46,591.33	70,833.05	79,112.81	52,782.46	73,552.33	41.1%
NET INCOME (LOSS)	<u>(47,711.45)</u>	<u>30,743.54</u>	<u>(4,615.53)</u>	<u>(12,774.13)</u>	<u>(17,987.96)</u>	<u>(9,683.16)</u>	79.7%

**Mooreland Estates Homeowners Association  
Recommendation of the  
Capital Budget Committee  
September 26, 2005**

Members of the 2005 Capital Budget Committee are Mary Gaines, Carole Hallum, Paul Carter, Katherine Broadwater, Elizabeth Harris, Glenn Mizell (Board Liaison) and Rob Walker (Chairman).

The Committee met on August 2, August 15, August 29, and September 19, 2005 in the clubhouse, and was charged with allocating the capital budget expenditures for the 2006 calendar year. Funds for the 2006 capital budget are being currently being collected as part of the 2005 monthly maintenance fee. The amount is \$104,800 or \$58.61 per unit per month.

The Committee was also charged with setting the funding level for the 2007 capital budget which will be collected as part of the 2006 monthly maintenance fee.

**2006 Capital Budget**

**Roof Replacement**

After much discussion and consideration, the Committee voted to maintain the current appropriation level for roof replacements at \$50,000 or \$27.96 per unit per month. It is anticipated that this level is adequate to migrate to a 15-year replacement cycle.

**Unit Painting**

The Committee recommends \$47,000 or \$26.29 per unit per month for unit painting.

**Gutters / Shutters**

The Committee recommends \$4,000 or \$2.24 per unit per month for gutters and shutters.

**Sidewalks & Lights**

The Committee recommends \$1,000 or \$0.56 per unit per month for sidewalks and lights.

**Street Paving**

The Committee has set a higher priority for street paving and recommends \$12,700 or \$7.10 per unit per month.

**Trees & Landscaping**

The Committee recommends \$1,500 or \$0.84 per unit per month for trees and landscaping.

**Retaining Walls**

Included in this item are the wood fences on top of the retaining walls. The Committee recommends \$1,000 or \$0.84 per unit per month for the retaining walls.

**Contingency**

The Committee expects the contingency to be used for unexpected emergencies and street patch paving. The Committee recommends \$5,000 or \$2.80 per unit per month for contingencies.



**Mooreland Estates Homeowners Association  
Recommendation of the  
Capital Budget Committee  
September 26, 2005  
(Continued)**

**Non-Appropriation**

The Committee recommends no appropriation for the following items for 2006.

- Swimming Pool
- Fencing
- Clubhouse
- Drainage Improvements
- Tennis Courts
- Playground

**Application of Reserve**

The above recommendation exceeds the amount available by \$17,900 or \$10.01 per unit per month. The Committee believes this level of spending is necessary, and therefore requests the difference be funded from the general reserve fund. If approved by the Board, the 2006 Capital Budget will be increased to \$122,700, or \$68.62 per unit.

**2007 Capital Budget Funding Level**

The Committee expects to maintain the spending level at \$122,700, or \$68.62 per unit per unit per month for 2007, and therefore recommends the 2006 maintenance fee be increased \$10.00 per unit per month for the capital budget.

Respectfully Submitted,  
2005 Capital Budget Committee

**Mooreland Estates Homeowner's Association**  
**Capital Budget**  
**2006 Calendar Year**

11/17/2005

	<b>2005 Budget</b>		<b>2006 Budget</b>		<b>2007 Budget</b>		<b>2008 Budget</b>		<b>2009 Budget</b>	
	Annual	*	Annual	*	Annual	*	Annual	*	Annual	*
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Appropriation</b>										
Roof Replacement	50,000	27.96	50,000	27.96	50,000	27.96	50,000	27.96	50,000	27.96
Unit Painting	33,000	18.46	47,000	26.29	47,000	26.29	10,000	5.59	10,000	5.59
Gutters / Shutters	4,100	2.29	4,000	2.24	4,000	2.24	5,000	2.80	5,000	2.80
Sidewalks & Lights	2,000	1.12	1,000	0.56	1,000	0.56	1,000	0.56	1,000	0.56
Swimming Pool	4,600	2.57	-	-	-	-	3,100	1.73	2,500	1.40
Street Paving	-	-	12,700	7.10	16,400	9.17	21,400	11.97	21,400	11.97
Fencing	-	-	-	-	-	-	-	-	4,000	2.24
Clubhouse	3,600	2.01	-	-	-	-	-	-	3,600	2.01
Drainage Improvements	-	-	-	-	-	-	1,500	0.84	-	-
Trees & Landscaping	-	-	1,500	0.84	-	-	3,500	1.96	-	-
Tennis Courts	-	-	-	-	-	-	7,500	4.19	-	-
Playground	-	-	-	-	-	-	4,000	2.24	-	-
Retaining Walls	-	-	1,500	0.84	-	-	-	-	10,000	5.59
Contingency	7,500	4.19	5,000	2.80	4,300	2.40	6,700	3.75	6,200	3.47
<b>Total</b>	<b>104,800.00</b>	<b>58.61</b>	<b>122,700.00</b>	<b>68.62</b>	<b>122,700.00</b>	<b>68.62</b>	<b>113,700.00</b>	<b>63.59</b>	<b>113,700.00</b>	<b>63.59</b>
<b>Funding</b>										
Monthly Maintenance Fee	104,800.00	58.61	104,800.00	58.61	122,700.00	68.62	122,700.00	68.62	122,700.00	68.62
Reserve			17,900.00	10.01						
<b>Total</b>	<b>104,800.00</b>	<b>58.61</b>	<b>122,700.00</b>	<b>68.62</b>	<b>122,700.00</b>	<b>68.62</b>	<b>122,700.00</b>	<b>68.62</b>	<b>122,700.00</b>	<b>68.62</b>

\* Per Unit Per Month

Mooreland Estates Homeowners Association  
Brentwood, Tennessee

## **ASSOCIATION POLICY ON TRIMMING OF TREES AND SHRUBERY**

**Background:** Pruning of trees and shrubbery is necessary to comply with Article VI, Section 2 of the HOA Covenants, Conditions, and Restrictions and Article VII of the HOA By-Laws (aka Governing Documents).

As stated in the Governing Documents, Section 2 of Article VI, the Association has "...the right and the obligation at any time to plant, replace, maintain and cultivate shrubs, trees, grass, plantings and the landscaping upon the common area and the additional maintenance areas and, subject to the conditions stated below, on all or any portion of a Building Sites." Early in its existence, the members of the HOA decided they wanted the right to determine the nature and makeup of the landscaping directly adjacent to their Building Sites. This is understandable – most of us want the inside and outside of our homes to be a reflection of those who live there. An agreement provided for an invisible three (3) foot area between their units and the adjacent common area. The homeowners accepted responsibility for the maintenance and appearance of the landscaping within this area. The landscaping (shrubs, trees) are not to impact the additional maintenance areas for which the Association is responsible to maintain (roofs, gutters, fascia, window trim, etc.).

**Justification:** When the landscaping is negatively affecting a residence's gutter, roof, fascia, or trim area for which the Association is responsible to maintain, it is imperative corrective action be taken as soon as possible to minimize any future expense to the HOA. Typically, the trimming has taken place during a painting cycle, however, over time, the growth of shrubs and trees adjacent to many units have reach proportions they now require frequent trimming to avoid damaging the above mentioned additional maintenance areas. While it is true that painters must be able to reach the areas they need to paint, the primary goal of the trimming plan is to save the Association money by reducing future maintenance needs.

**Policy:** During January of each year, the Association will send a letter of notification to all members stating the need for maintenance of landscaping to minimize future expense to the Association. On or before March 1 of each year, the HOA Landscaping Committee will survey the entire Common Area, including the invisible three-foot area between units and the adjacent common area. The survey will identify those trees / shrubs that are in need of trimming necessary to minimize future expense to the Association.

**Members whose trees and/or shrubbery may cause damage to the maintenance areas the Association is responsible for will be notified via postcard by the Association of the specific areas needing to be addressed. Members will be given a minimum of 25 days to correct the situation. After 25 days, the Association will contract to have the trimming completed at the member's expense. The Association shall invoice the member for the cost of the trimming plus five (5) percent to cover administrative expenses.**

Mooreland Estates Homeowners Association  
Brentwood, Tennessee

## **ASSOCIATION POLICY ON TRAFFIC and PARKING**

### **Policies:**

1. Speed limit throughout the complex is twenty (20) MPH.
2. Vehicles must be street worthy, operable and must have current licenses as required. No vehicle is to be parked in any common area and labeled for the purpose of selling the vehicle. The common areas include, but are not limited to, overflow parking areas, grass areas, sidewalks, and streets within Mooreland.
3. Designated overflow parking areas are as follows:
  - a. • Areas so designated on Clearfield Drive
  - b. • Areas so designated in the courtyard on Flowerwood Court
  - c. • Areas so designated on Old Fowlkes Drive
  - d. • Areas so designated on Vineland Court
  - e. • Areas so designated on Rosewood Court
  - f. • Areas so designated on Rosewood Drive
  - g. • The end of Vineland Drive
  - h. • Cul-de-sac on Amanda Court
  - i. • Cul-de-sac on Tartan Crest Court
4. All motor vehicles must be driven on the streets only. All vehicles and operators must conform to the current Tennessee State regulations.
5. Vehicles may remain unmoved for no more than 7 days unless prior approval from the Board has been granted.
6. Hazardous Parking situations will be addressed by the Board and vehicles involved may be towed at owner's expense.

**Association enforcement actions:** Any vehicle, trailer, camper, boat, or similar equipment (hereafter referred to as "vehicle") deemed to be in violation of the above elements of this policy may be towed from the Association property at the owner's expense. The procedure for towing a vehicle, trailer, camper, boat, or similar equipment shall be:

- An offending vehicle will be reported to a HOA Board member or HOA Property Manager. A minimum of three Board members must agree that the vehicle should be tagged.
- The offending vehicle will be tagged with a violation tag indicating the date the vehicles will be towed. The violation tag will be placed on the vehicle in such a manner so the tag is clearly and plainly visible from the street.
- In no case will a vehicle be towed any sooner than three (3) days from the moment the vehicle is tagged. Vehicles parked in a hazardous situation will be subject to towing immediately.
- A courtesy phone call to the vehicle owner will be made, if the owner of the vehicle can be determined without expense to the Association.
- All vehicles towed will be at owner's expense.

**MOORELAND ESTATES HOMEOWNERS' ASSOCIATION**  
**Tennis Court Rules**

1. The Board of Directors reserves the right to deny use of the tennis courts to anyone at any time with sufficient reason.
2. Everyone must wear Tennis shoes—not street shoes.
3. Guests must be accompanied by a resident.
4. Loosen net before leaving court.
5. Tennis courts are for tennis only—no bicycles, skateboards, or other non-tennis activities permitted.
6. Be courteous to other residents—do not monopolize courts. Utilize one court only and limit usage to one hour if other residents are waiting.
7. Lights are out at 10:00 p.m.

**MOORELAND ESTATES HOMEOWNERS' ASSOCIATION  
SWIMMING POOL RULES & REGULATIONS**

**POOL HOURS**

**DAILY: 9:00 A.M. - 10:00 P.M.**

1. No lifeguard will be on duty. Users must swim at their own risk.
2. Use of Mooreland Estates pool facilities is not allowed without a pool card. Cards may be obtained from the Property Management company upon payment of a small card deposit.
3. Children under the age of thirteen (13) years old must be accompanied by an adult (eighteen (18) years or older) at all times when in and around the pool. No children under the age of one (1) year will be allowed in the pool at any time.
4. The pool is limited to residents and their families only. Residents, please limit your guests, especially on weekends. Resident should limit their guests to four (4) guests per adult and two (2) guests per child.
5. No food will be allowed within the enclosed area or on the sundeck. Only non-breakable containers may be used for beverages.
6. No pets of any kind are allowed in the enclosed pool area.
7. Proper swim suits must be worn. Street clothes are not allowed in the pool (this includes cut-off jeans). Also, no hair rollers, bobby pins, hair clips, or other hair accessories are allowed in the pool.
8. No running or rough play in or around the pool area. No Diving allowed.
9. All persons entering the pool should be as clean as possible.
10. Persons with communicable diseases or infections may not enter the pool.
11. Neither Mooreland Estates Homeowners' Association nor the Property Management Company are responsible for any injuries that may occur at any time within the pool area and assume no liability for articles left at the pool.
12. Persons violating any of the above rules may have their pool rights removed.

## **MOORELAND ESTATES GENERAL RULES**

1. All animals must be kept on a leash when outside in accordance with City of Brentwood Code, Chapter 10, Section 32.
2. Homeowner must provide and care for shrubs, flowers, and landscaping in front of their home.
3. All garbage/trash must be placed in containers with lids and are to be placed outside no sooner than the evenings before collection days and should be kept inside on other days.
4. Littering of common grounds will not be tolerated.
5. Recreation (baseball, football, etc.) must be in the common area off of any paved area and away from homes (preferably in the area east of the tree line).
6. No fireworks allowed in accordance with City of Brentwood Code, Chapter 26, Section 102.
7. Air rifles, pellet guns, etc. are prohibited.
8. Traffic and Parking regulations are as contained in the Association's Policy on Traffic and Parking. Enforcement actions of the Association are enumerated in the Policy.
9. Association streets are for the use of licensed motor vehicles and bicycles only as outlined in the Association's Policy on Traffic and Parking. All other uses are prohibited.
10. No illegal activities of any kind are allowed on the property.

MOORELAND ESTATES HOMEOWNER'S ASSOCIATION  
BRENTWOOD, TN  
FREQUENTLY ASKED QUESTIONS (FAQ's)

Property Manager: Hoil Crowe, Jr. email: [hcrowe@wmco.net](mailto:hcrowe@wmco.net)  
Westwood Management, LLC – 794-1411  
Westwood Management Fax No. - 794-9177  
Board Meeting: Monthly (Third Tuesday) usually @ 6:00 PM in Clubhouse  
Annual Meeting: March 15 at 8:00 PM

Pool Phone: #309-6995

Trash Pick Up: Monday and Thursday mornings through December 2005,  
once a week beginning in January 2006

Termite Control: Mack's 227-3563 (Homeowner Responsibility)

Pest Control: Cooks Pest Control – weekly on Thursdays 9 am -12 pm  
Homeowner must call to schedule appt. 360-3777

Clubhouse Reservations: Westwood Management, LLC 794-1411  
Management Contract Expires: December 31, 2006

Board of Directors:  
Bill Brewer 3/08  
1629 Volunteer Court  
H-370-3495

Patricia Watkins – Vice-President, 3/06  
1606 Rosewood Court  
H-373-9414

Paul Carter - Sec/Treas, 3/07  
1629 Vineland Drive  
H-376-6155

Dick Bray 3/08  
1609 Reed Drive  
376-6155

Glenn Mizell, President, 3/06 email: [gmizell@comcast.net](mailto:gmizell@comcast.net)  
408 Flowerwood Court  
H-371-1944