

Parkfairfax Condominium UOA					
Account	Description	2026 Budget	25 Vs 26 Budget % Change	Comments	
Operating Accounts					
Income Accounts					
INCOME					
40-4110001-00-00	Condo Assessments	\$8,113,617.17	7%	TOTAL GEN. & RESERVES ASSESSMENT INCREASE = 8.07%	
40-4500000-02-02	Reserve Assessments	\$4,379,511.00	13%		
OTHER INCOME					
42-4110000-00-00	Rental Income	\$53,106.26	-53%	5 units are currently being rented (1 Rentals & 4 On Call). Management budgeted 3% increase in the lease rates. The 1 public unit is billed at market rates and 5 units billed based on assessment rates. Association Units are	
42-4110180-00-00	Clubhouse Rental	\$13,500.00	4%	20 rentals Y-T-D at \$300 each. Management recommends budgeting \$10,800 based on 45 rentals with the community room rental fee of \$300. Changed per PFX recommendation	
42-4410000-00-00	Interest Revenue - Project Operations	\$120,250.00	0%	Interest income comes from 3 sources: Union Bank checking account, Wells Fargo MMKT, and Wells Fargo Bond (CD's & Treasury Notes) Investments. NOTE INTEREST SHOULD BE CODED TO GL 3130.063 ON BALANCE SHEET BECAUSE WHEN AUDITOR CONDUCTS THE AUDIT THEY WILL ASK ACCOUNTING TO ENTER AN ADJUSTMENT MOVING THE INTEREST INCOME TO THE BALANCE SHEET.	
42-4910000-00-00	Laundry & Vending Revenue	\$12,000.00	-50%	Caldwell & Gregory seven-year laundry lease agreement, which started in 2023. Projection is based on usage of existing machine setup. Association receives 57% commission, but more owners have their own washers and dryers.	
42-4920000-00-00	NSF and Late Charges	\$24,000.00	4%	The Association collects late fees of 5% for monthly condominium assessment fee payments received after the 10th of the month.	
42-4990000-00-00	Miscellaneous Inc	\$18,000.00	16%	Budgeted to \$18,000 for FY 2025-26 - Includes Bike income. Based on actuals thru 10/2024.	
42-4990008-00-00	In Unit Maintenance	\$26,700.00	-11%	Projected FY 2025-26 income is based upon actuals thru 10/2024.	
42-4990085-00-00	Utility Reimbursement Inc	\$600.00	20%	Income related to EV Charging Operations	
42-4990190-00-00	Storage Unit Fees	\$50,000.00	-17%	Storage spaces rented by Association at rates specified in Resolution PR 12. There are 8 large rental closets, 78 standard rental closets, 84 rental bins, 8 (1/2) bins and 6 outside closets. = 184 rental spaces altogether. Rental rates are as follows: 1/2 bin for year (\$214 each); regular bin for year (\$356 each); standard closet for 12 mos. (\$285 each); large outside closet for year (\$214 each). Changed to \$50,000 per PFX recommendation.	
42-4990210-00-00	Legal - Collections	\$7,578.00	-23%	Management recommends reducing the amount based on Y-T-D thru 10/2024 and projections. Changed to \$7,578 per PFX recommendation.	
42-4990220-00-00	Resale Package	\$38,000.00	0%	The fees are \$317.95 per certificate, condo questionnaires, etc. Average of the audited amounts collected over past 4 years totaled approximately \$49,000. The projection this year is lower than budgeted. Management reduced the budget to \$34,338.60 based on 9 resales per month. Changed to \$38,000 per PFX recommendation.	
42-4990310-00-00	Cable Income	\$16,800.00	0%	Lump sum payment from Comcast of \$168,000 for 10-year access and use agreement. Amortized over 10 years. FY 2025-26 is based on actuals thru 10/2024. Changed to \$16,800 per PFX recommendation.	
42-4990600-00-00	Key Income	\$28,700.00	-10%	\$15 per tennis court key, \$30 access card, and \$15 laundry room key. Based on FY 2023-24 actuals and FY 2024-25 actuals thru 10/2024. Changed to \$28,700 per PFX recommendation.	
42-4990980-00-00	Sales	\$0.00	-100%	No Sales expected in FY 2025-26.	
42-4991010-00-00	Newsletter Income	\$9,000.00	-25%	Income from monthly Newsletter. Based on FY 2023-24 actuals and FY 2024-25 actuals thru 10/2024.	
Income Accounts Total		\$12,911,362.43	2%		
Expense Accounts					
UTILITIES					
50-5450000-00-00	Electricity	\$122,560.00	3%	Funding for electric power to the Association's Management Office and Maintenance Facility, for all exterior lighting, and for electric power to laundry rooms/storage rooms. Each condominium unit is individually metered for electric power. Average of past 5 audited years, plus projection is (2018 - \$117,048, 2019 - \$91,405, 2020 - \$102,442, 2021 - \$100,543, 2022 - \$109,157.64, 2023 - \$109,996, 2024 Projection)/5 = \$105,098.60. Management recommends budgeting based on actuals, plus a 3% increase.	
50-5451000-00-00	Water	\$543,901.00	4%	Funding for potable water for all units. Virginia American Water rates are expected to increase. Average of past 5 years water/sewer audit, plus projection is (2018 - \$1,242,641, 2019 - \$1,163,459, 2020 - \$1,232,093, 2021 - \$1,178,246, 2022 - \$1,474,622.27, 2023 Projection - \$1,294,078)/6 = \$1,057,083.04. Management recommends budgeting a 4% increase for water FY 2025-26.	
50-5452000-00-00	Gas	\$266,615.76	2%	Funding for natural gas needed to heat the water supplied from the Association's common element water heaters to the hot water spigots in the kitchens and bathrooms of the individual condominium units, to the kitchen stoves which use natural gas in the individual condominium units and gas dryers in the laundry rooms. Past 5 years per audit (2018 - 285,405, 2019 - \$272,172, 2020 - \$236,310, 2021 - \$239,718, 2022 - \$263,295.51). Direct Energy locked in a fixed rate per therm of \$0.3558 for the upcoming fiscal year. Management recommends lower based on actuals for FT 2024-25. Increased per PFX recommendation.	
50-5453000-00-00	Sewer	\$1,050,508.00	1%	Sanitary sewer for all units. Alexandria Renew sewer rates increased by 6.5% July 1, 2022 due to River Renew initiative, and 3% more budgeted in 2024 and 1% increase recommended for FY 2025-26.	
50-5459130-00-00	Utility Reimbursement	\$600.00	20%	Expenses related to EV Charging Operations	
TOTAL UTILITIES		\$1,984,184.76			
CONTRACTS					
53-5360090-00-00	Web Site	\$19,488.00	1540%	\$99 per month for website maintenance through www.wp-tutoring.com, plus \$300 for additional service. \$18,000 for New Website	

53-5519000-00-00	Exterminating Contract	\$56,364.00	2%	Funding for pest control and eradication services to unit owners and tenants upon request, and for regular services to common areas such as the Management Office, the Maintenance Facility, the Exercise Facility, Association owned units, the laundry rooms, etc. Requirement to treat the entire building when termites are found has increased the total cost as well as additional funds for rodent control. The current billable rate is \$53,856 annually or \$4,488 per month on average. Management recommends budgeting \$56,364.00.
53-5525000-00-00	Garbage and Trash Removal	\$433,887.30	5%	Funding for both residential trash removal services from the individual unit front stoops/porches (Capitol Services) and for commercial trash removal and recycling at the Maintenance Yard (Waste Management). Capitol Services fee per contract (6/1/24 - 9/30/24) calculation \$26,534.99/mo. x 4 mos. = \$106,139.96. Capitol Services fee per contract w/ 3% increase (10/1/24 - 5/31/25) calculation \$27,340.31 x 8 mos. = \$218,722.48. Capitol Service budget amount (\$106,139.96 + \$218,722.48= \$324,862.44). Waste Management Fees are more complicated. The budgeted total for bins, compactors, and hauls based on average usage is \$118,704. Total budget \$443,566.44. Explore reduction of one day from Capital-
53-5537000-00-00	Grounds Contract	\$374,414.04	0%	Funding for contracted landscape and maintenance care services. Budget figure is based on 5 year contract effective February 2024 with Community Landscape Services. Current proposed budget of \$374,414 is being reviewed relative to the scope of work in new agreement.
53-5542010-00-00	Door Entry System	\$2,580.00	3%	Stanley Security Services Contract for access control (\$157/mo.) and surveillance cameras (\$185/mo.), totaling \$4,104 annually. BRIVO ONAIR 3-12 readers monthly data plan.
53-5547000-00-00	Swim Pool Maintenance/Contract	\$160,900.00	5%	High Sierra Pool Management Services which include qualified lifeguards, a roving on-site supervisor, and chemicals. The 2025 contract rates per pool (May 2025 - September 2025) are as follows: Pool A - \$67,900, Pool B - \$46,500, & Pool C - \$45,500. Total budget \$160,900.
53-5562060-00-00	Painting Contract	\$236,957.04	3%	Previously labled Redecorating Contract. New GL Account name is Painting Contract. Contract covers Ward Two painting.
TOTAL CONTRACTS		\$1,284,590.38		
REPAIR & MAINTENANCE				
55-5515000-00-00	Janitor and Cleaning Supplies	\$19,500.00	-7%	Costs associated with materials and supplies to maintain Association offices, party room, fitness center, pools and employee areas. Projection appears to be slightly under budget. 2025 Budget proposes to decrease this line item by \$1,500.
55-5537045-00-00	Tree Maintenance	\$25,000.00	0%	Landscape Committee recommended budgeting \$63,000 to add landscaping (bushes, trees, and other plants). No change for 2025-26.
55-5537096-00-00	Landscape Repairs	\$125,000.00	0%	\$125,000 budgeted amount recommended by Landscape Committee to repair existing retaining walls, irrigation, and other maintenance projects.
55-5537101-00-00	Tree Pruning & Removal	\$150,000.00	0%	\$150,000 budgeted per Landscape Committee recommendation for pruning and removal of trees.
55-5537990-00-00	Landscaping Repairs	\$100,000.00	0%	Funding for consultant, enhancements and invasive planting removal, and stormwater remediation totaling \$100,000.
55-5541000-00-00	Repairs - General	\$96,600.00	5%	Funding for maintenance and repairs not readily classified under any other operations budget expense line item, and not itemized in the Replacement Reserve, including: Repairs to Association buildings, fire extinguisher testing, tot lot repairs, HVAC repairs, etc. in Association offices. The average over the past 4 years per audit was \$107,244 with the exception of last year which was \$154k per the 2022 audit. The Association further reduced budget because a Plumbing Repair and In-Unit Repair GL were created to track these types of repairs.
55-5541001-00-00	Equipment/Tools	\$3,996.00	3%	Funding for purchases of tools and equipment.
55-5541043-00-00	Exercise Equipment - Repairs	\$1,500.00	0%	Funding for quarterly service contract with Hearline Fitness \$324 per visit or \$1,296 annually, plus parts for repairs. □
55-5541050-00-00	Repairs-Plumbing	\$0.00	-100%	Plumbing related repair costs to pay contractors. Moved to Plumbing Supplies/R&M
55-5541230-00-00	Maintenance Supplies	\$43,000.00	0%	Funding for supplies necessary for the ongoing repair and maintenance of the building exteriors, general common area improvements and for repairs within the Association owned units and equipment, including: Window glass, windows, glazing supplies, plumbing supplies, fittings, wire, gutter maintenance supplies, spikes, caulk, pavement repair supplies, crack sealant, concrete/masonry repair supplies, thorocrete, lock repair supplies, cylinders, hardware, keys, sanitary supplies, hand soap, paper towels, tissue, laundry accessories, and PPE supplies. Management increased based on YTD and projections. Management proposes to maintain funding at \$43,000.
55-5541400-00-00	Equipment Repairs & Maintenance	\$3,000.00	20%	Funding for repair and maintenance of tools and equipment owned by the Association. Equipment covered under this line is usually gasoline or electric-powered, and includes backhoes, tractors, sand/chemical spreaders, concrete mixers, water jets, sewer line snaking equipment, hedge trimmers, chippers, etc. - Management recommends increasing to \$3,000
55-5547021-00-00	Pool Supplies & Equipment	\$19,200.00	4%	Given the number of repairs performed Y-T-D Management recommends increasing the budget to \$19,200 based on actuals.
55-5550100-00-00	Plumbing Supplies	\$74,600.00	62%	Supplies associated with internal work, fittings, PEX, copper, pvc lines. Management recommends increasing to \$47,400. Repairs Plumbing moved to this line item.
55-5550300-00-00	In-unit Supplies	\$15,000.00	20%	All parts and supplies used to support the in-unit service program. A surcharge of 20% is passed along to the customer on most parts and fixtures. Projection is much higher than budget because \$12,000 has been spent through September. Management recommended increasing the budgeted amount for in 2024 by \$5,000. Management recommends a \$2,500 increase based on actuals in FY 2024-25.
55-5562100-00-00	Paint Supplies	\$21,600.00	8%	Paint supplies for staff painters working on the common areas and interior repairs under Association responsibility, street painting, etc. Projections for the remainder of the year appear to be slightly higher. Management recommends increasing the budget to \$21,600.

	55-5570000-00-00	Vehicle/Maintenance Equipment Operation/Repairs	\$54,000.00	8%	Funding for gasoline and diesel fuel used in the Association's vehicles and equipment. Preventative maintenance, oil changes, inspections. Management kept the budgeted amount the same even though it appears we may finish the year slightly under budget.
TOTAL REPAIRS & MAINTENANCE			\$751,996.00		
PERSONNEL					
	57-5309020-00-00	Management Salaries	\$2,414,606.32	7%	Salary expenses for ParkFairfax staff. Board approved a 3% increase for PFX employees. Add Landscape Manager \$100,000.
	57-5313000-00-00	Recruitment, Relocation, Training	\$5,400.00	8%	Increased slightly based on projections for 2025.
	57-5518000-00-00	Uniforms	\$24,000.00	0%	Cintas used for uniform services \$17,520 (\$1,460 monthly), including safety shoes (23 employees @ \$150/reimbursement) \$3,450, caps, insulated overalls, rain gear, etc. \$3,030.
	57-5723000-00-00	Payroll Taxes & Benefits	\$479,712.00	10%	Payroll processing, taxes & benefits related to Onsite staff.
TOTAL PERSONNEL			\$2,923,718.32		
PROFESSIONAL SERVICES					
	59-5320000-00-00	Management Fee	\$92,533.16	4%	Barkan Management agreement increased June 1, 2022 based on immediately preceding 12 mo. percentage increase in CPI (Washington Metropolitan Area) + 1.5% or 3%, whichever is greater. Unexpectedly during December of 2021 budget process, the CPI climbed to 7.5% + 1.5% as of June 1st. Management does not expect a similar increase next year so we budgeted a 3% increase effective June 1, 2024 making the annual contract (\$85,138.04 = 4% = \$888,533.16). In case the Board wants Barkan to complete the following year's annual budget, Management included a \$4,000 rate to prepare operating budget.
	59-5340000-00-00	Legal Expense	\$25,020.00	0%	General counsel under retainer agreement with Chadwick Washington. Recommend increasing slightly.
	59-5340100-00-00	Legal Fees - Collections	\$18,900.00	-1%	Collection services under retainer agreement with Shulman Rodgers.
	59-5350000-00-00	Audit Expense	\$20,076.00	9%	Goldklang Group estimates the engagement letter for FY24-25 audit/taxes will be \$18,500 plus additional fees for bank account review, etc.
TOTAL PROFESSIONAL SERVICES			\$156,529.16		
ADMINISTRATIVE EXPENSES					
	60-5301000-00-00	Recreation/Resident Activities	\$11,400.00	3%	Allowance for events for Committees & Activities
	60-5311000-00-00	Office Supplies	\$16,275.00	5%	Provides for purchase of office supplies for day-to-day operations; pens/pencils, paper/paper supplies, fax and computer supplies, water cooler, and other office supplies.
	60-5311010-00-00	Printing	\$12,960.00	0%	Funding for printing expenses.
	60-5311030-00-00	Copier Lease	\$15,600.00	-2%	Funding provided for the office equipment listed below: (2) copiers w/ maintenance, punch-in finger reader. Canon Solutions lease agreement for both copiers including insurance on copiers. Management recommends \$1,300/month.
	60-5311050-00-00	Postage	\$21,900.00	0%	Funding for postage, including daily Association business, monthly mailing for checks, late notices via Barkan.
	60-5311070-00-00	Office Equipment	\$0.00	0%	
	60-5311130-00-00	IT Support Contract	\$46,539.00	5%	In current year we budgeted for M-Files, KeyTrak annual maintenance, and Dropbox to this GL. This year Management requested to move Dataprise Contract to this GL for the IT contract with Dataprise totaling \$44,323 annually or \$3,693.57 monthly. Contract expires November 2026. Moved other items to computer expenses.
	60-5351020-00-00	Computer Expenses	\$21,000.00	0%	All computer maintenance and support to include software, such as O365 Cloud Services via Imagex contract (M-Files) billed \$7,188/yr. per contract expiring January 2025. This year moved KeyTrack annual maintenance contract of \$3,828.84 annually or \$319.07 monthly which expires January 2025. Buildium web based Word Order System contract of \$14,969 + 5.3% tax is \$15,763, and Dropbox \$3,446 to this GL. Management recommends keeping it the same at \$21,000.
	60-5360000-00-00	Telephone and Answering Service	\$43,200.00	3%	Funding for all Association telephone expenses, including the office telephones at the Management Office and Maintenance Facility, the emergency telephones, answering service, and Wi-Fi at the swimming pools and Exercise Facility, and the cellular telephone and pager used by the Maintenance Department's on-call personnel. Increased slightly based on projections Y-T-D.
	60-5370000-00-00	Bad Debts	\$1,500.00	0%	Management is projecting that at least \$1,500 be written off this fiscal year. Management recommends budgeting \$1,500 for bad debt write-offs.
	60-5390000-00-00	Misc Administrative Expenses	\$27,000.00	8%	This line item includes Donna Young's Minute Taking bills at a rate of \$240 to take meeting minutes, courier service, background checks, coupons, staff function/parties, etc., Funding for expenses that do not fall into other expense lines.
	60-5390009-00-00	Meeting Expenses	\$7,800.00	3%	Board Expenses for Annual Meeting.
	60-5390040-00-00	Credit Card & Bank Fees	\$12,360.00	3%	Fees incurred from credit card machine in office and payroll processing fees are coded here. Francisco mentioned that we are charging back the convenience fees to the owners going forward. Projection based on this new information.
	60-5390180-00-00	Association Unit Expense	\$60,630.76	-24%	Assessments paid by Association on 5-owned units. This general ledger will increase based on approved increase of assessments. Decreased due to the sale of two Units in 2023-2024 and two Units in 2024-2025 Budget year.
	60-5390900-00-00	Misc Exp - Newsletter	\$8,425.44	3%	Monthly newsletter. Newsletter is primarily sent electronically. Increased based on projections.
	60-5391000-00-00	Dues & Subscriptions	\$1,021.00	70%	Funding for dues and publications for managers and 3 Board members.
	60-5392000-00-00	Travel & Entertainment	\$300.00	0%	Funding for travel to classes/training.
	60-5393050-00-00	Engineering Fees	\$25,000.00	0%	Allowance for any Consulting services for upcoming projects.
TOTAL ADMINISTRATIVE EXPENSES			\$332,911.20		
TAXES & INSURANCE					
	63-5312200-00-00	Income Taxes	\$216,000.00	39%	Based on the estimated quarterly taxes for FY 2025-26 per Goldklang Group, CPAs.
	63-5710000-00-00	Real Estate Taxes	\$10,937.50	-13%	Funding for real estate taxes on the 12 residential units owned. Kept FY 2025-26 the same.
	63-5717000-00-00	State Taxes	\$68,000.00	39%	Based on the estimated quarterly taxes for FY 2025-26 per Goldklang Group, CPAs.
	63-5718020-00-00	Personal Property Taxes	\$12,000.00	-47%	
	63-5719000-00-00	Miscellaneous Taxes, Licenses, and Permits	\$3,750.00	50%	Funding for City of Alexandria for licenses and permit fees for shut offs (sewer, water and gas lines, etc), Christmas Tree Lighting, and Hazardous Use permits (yard). Increased based on projections.

	63-5720000-00-00	Property & Liability Insurance (Hazard)	\$666,594.05	21%	Based on the current insurance policy That runs from June - May. Budgeted \$45,995.69 for June thru April and increased to \$59,790.52 in May with 2025-26 renewal. At least a 20% increase per Ins. broker
	63-5720060-00-00	Insurance Reimburse Deductible	\$0.00	0%	
TOTAL TAXES & INSURANCE			\$977,281.55		
FUND TRANSFERS					
	69-9901015-00-00	Transfer Sales Proceeds	\$0.00	-100%	No anticipated sales for FY 2025-26.
	69-9901025-00-00	Reserve Contributions II	\$4,379,511.00	0%	
	69-9901031-00-00	Transfer Reserve Interest	\$108,600.00	-10%	Lowered FY 2025-26 based on actuals thru FY 2024-25.
	69-9901250-00-00	Transfer to Operating Reserves	\$50,040.00	0%	Allowance for Operating Reserves