



♦ 15245 SW 116th Avenue, King City, OR 97224 ♦ 503-639-6565 phone ♦ 503-639-8815 fax ♦

2017 KCCA ASSESSMENT INVOICE AND BUDGET

Annual Resident Assessment: **\$353.00** per resident due in January.

- ❖ **This letter serves as your invoice for your annual KCCA assessment. Your timely payment by January 31st is appreciated!**
- ❖ Early payments are accepted beginning December 1st by check, cash or credit card.
- ❖ If paying for more than one resident, each assessment may be paid at a separate time, but all assessments must be received no later than January 31st.
- ❖ Vacant properties are assessed as a single assessment (\$353.00.)
- ❖ Payments not made before February 1st are delinquent and subject to a late fee of \$10.00 per month, per resident.
- ❖ Remember, if you have someone living with you for more than 60 days, you owe a pro-rata resident assessment for that person - no exceptions.

How to pay:

- ❖ Payments can be mailed to: King City Civic Association (KCCA)
15245 SW 116th Ave.
King City, OR 97224
- ❖ **Please detach, fill out and send the green form at the back of this packet with your payment.**
- ❖ Payments may be made at the Clubhouse office during office hours (9:00 am to Noon, 1:00 p.m. to 5:00 pm Monday - Thursday or 9:00 am-1:00 p.m. on Fridays), or dropped through the mail slot when the office is closed.
- ❖ **Golf payments must be made separately at the Pro Shop.**
 - ❖ The annual unlimited-play golf ticket is \$399. Season (March-Oct.) tickets are \$299. If you golf frequently, the annual golf ticket will save you money! Golf club storage remains at \$35; and cart registration remains at \$75.
- ❖ If you pay in cash, please have the exact amount ready as we do not keep cash available to make change. Please do not drop cash payments through the mail slot.

Your copy of the 2017 budget is attached and can also be found on our website: www.mykcca.com. Should you have any questions, please feel free to call the KCCA office at 503-639-6565. You can also email us at info@mykcca.com, or stop by during office hours.

Pages Two through Four contain the Operating Budget for the common areas, golf course, and Pro Shop income and expenses. Page Five contains the Reserve Budget for 2017. Page Six contains a list of Association fees.

Thank you, KCCA Board of Directors



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King City Civic Association 2017 Approved Budget

EXPENSES- GENERAL

Administration

Salaries, Overhead-Office.....	\$234,207
Taxes & Licenses	\$7,000
Insurance	\$12,480
Legal Services.....	\$10,000
Audit & Tax Services	\$10,000
Payroll Services.....	\$2,800
Newsletter Distribution	\$2,500
Member Services	\$7,000
BOD Training	\$1,000
Staff Continuing Education.....	\$2,000
Office Supplies	\$5,400
Miscellaneous.....	\$500
Postage.....	\$600
Merchant Fees – Office.....	\$1,500
Event Planning.....	\$250
Advertising/ Publication.....	\$500
Printing.....	\$3,500
Library	\$2,300
Assessment Refunds	\$2,500
Contingency	\$950
Increase Internet Cost.....	\$2,400
Reserve Contribution (not capital)	\$0
Sub-Total.....	\$309,387

Facilities

Pool Service	\$2,500
Pool Parts & Supplies	\$3,000
Landscape.....	\$5,000
Trees.....	\$8,000
Sub-Total.....	\$18,500

Maintenance

Janitorial Supplies	\$13,000
Cleaning Services	\$1,000
Contractors.....	\$7,500
Heat & A/C	\$5,000
Parts & Supplies	\$4,000
Sub-Total.....	\$30,500

Utilities

Gas.....	\$12,000
Electricity.....	\$17,000
Refuse.....	\$1,750
Water.....	\$11,295
Sewer.....	\$10,000
Telecommunications.....	\$5,900
Sub-Total.....	\$57,945

Total Administrative Expenses.....\$416,332

EXPENSES-GOLF AND COMMON AREAS

Salaries & Overhead.....	\$182,995
Supplies.....	\$6,000
Equipment Parts.....	\$12,000
Tools & Small Equipment.....	\$1,200
Building Repair.....	\$500
Chemicals.....	\$12,000
Fertilizer.....	\$15,000
Insurance.....	\$8,640
Gas & Oil.....	\$8,000
Drainage.....	\$500
Earth Materials.....	\$9,500
Irrigation.....	\$2,500
Contingency.....	\$5,000
Sub-Total.....	\$263,835

Utilities

Electricity.....	\$11,000
Refuse.....	\$3,200
Water.....	\$2,000
Sewer.....	\$1,716
Telecommunications.....	\$2,500
Effluent Water.....	\$8,000
Sub-Total.....	\$28,416

GOLF COURSE/Common Area Expense Subtotal.....\$292,250

EXPENSES-PRO-SHOP

Salaries, Overhead Pro Shop	\$89,707
Insurance	\$2,030
Supplies	\$1,500
Advertising	\$1,000
Shop Over/Under.....	\$50
Golf Lessons	\$2,000
Golf Cart Maintenance	\$1,220
Miscellaneous.....	\$500
Merchant Fees	\$4,000
Cost of Goods Sold – Cold Case	\$0
Cost of Goods Sold – Beer & Wine.....	\$2,000
Cost of Goods Sold-Food	\$6,000
Cost of Goods Sold-Merch.....	\$6,000
Sub-Total.....	\$116,007

Utilities

Electricity	\$3,000
Refuse	\$300
Water	\$3,000
Telecommunications.....	\$1,400
Supplies	\$200
Sub-Total.....	\$7,900

PRO SHOP EXPENSE TOTAL..... \$123,907

BUDGETED OPERATING INCOME..... \$909,674

TOTAL EXPENSES..... \$832,489

RESERVE FUNDING 2017..... \$77,185

2017 RESERVE BUDGET

Discretionary

Golf – Drainage Program*	\$30,000
Golf – Sanding Program*	\$3,913
Landscape – Renovation Project 2	\$3,913
Plant Upgrades	\$3,913
Water Heater Replacement*	\$2,086
Furniture & Equipment – CC- Kitchen	\$13,368
Concrete Sidewalk – Partial Replacement	\$11,650
Subtotal	\$68,843

Non-Discretionary

Fire Door Addition – Clubhouse*	\$11,000
Flooring – Computer Room*	\$2,747
Golf Mowers – Fairway JD 3235B	\$32,000
Golf – Tools & Small Equipment	\$2,608
Golf – Transporters – Dump Truck	\$15,000
Golf Cart Path Repairs	\$2,306
Pro Shop – Asphalt Lot Repair	\$3,075
Pro Shop – Women’s Locker Room – Renovation*	\$15,000
Restrooms Renovations – Arts & Crafts*	\$3,000
Subtotal	\$86,736

Total Costs for 2016..... **\$155,579**

*From 2016 Reserves, not completed



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2017 ANNUAL ASSESSMENT, FEES AND ROOM RENTAL SCHEDULE

Annual Assessment (per resident) \$353.00

Resident Private Event Room Rentals

(Refer to the Room Rental Request Form)

Clubhouse Banquet/Kitchen \$180.00*

-Banquet room capacity: 150 at tables & chairs (Available tables: 13 rounds seating 6-8, 16 rectangular tables seating 6-8, 25 card tables seating 4)

Clubhouse MR & MP Rooms \$85.00*

-Meeting Room capacity: 30 at tables & chairs;
-Multipurpose Room capacity: 40 at tables and chairs

Non-Resident Sponsored Seminars (1/2 day) \$250.00*

Crown Room/Kitchen \$125.00*

Cleaning Deposit CC & CH Banquet (fully refundable) \$250.00

**Please contact the office or go to our website for copies of these forms.*

Cart Registration \$75.00

Golf Club Storage \$35.00

Annual Golf Tickets \$399.00

Season Golf Tickets (March – October) \$299.00

Summer Golf Tickets (June – August) \$199.00

Daily Green Fees

KCCA Member \$12.00

Non-KCCA Members \$14.00

Power Cart Rental, One Person \$10.00

Power Cart Rental, Second Person \$4.00