



**Brickell  
Homeowners  
Association**

**FREEBIE TEMPLATE / BUDGET SEASON**

# A clearer budget starts here.

A board-ready template for connecting operating costs, reserves, insurance, contracts, capital work, and owner impact.

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**FOR CONDO BOARD MEMBERS & PROPERTY MANAGERS**

Brickell Homeowners Association | Educational planning resource

01 / START WITH THE STORY

# Budget at a glance

Complete this page before sharing the detailed spreadsheet. If leaders cannot explain the draft here, owners will struggle to understand it later.

ASSOCIATION / BUILDING

FISCAL YEAR

PROPOSED BUDGET MEETING DATE

DRAFT PREPARED BY

## A / THE ONE-PARAGRAPH SUMMARY

In plain language, what is changing, why is it changing, and what decision must the board make?

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## B / OWNER IMPACT

CURRENT MONTHLY ASSESSMENT

PROPOSED MONTHLY ASSESSMENT

CHANGE IN DOLLARS / PERCENT

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## C / WHAT IS DRIVING THE CHANGE

- |                                                 |                                                |
|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Insurance              | <input type="checkbox"/> Contracts and payroll |
| <input type="checkbox"/> Utilities              | <input type="checkbox"/> Reserve funding       |
| <input type="checkbox"/> Capital or repair work | <input type="checkbox"/> Other                 |

02 / MAKE THE CHOICES VISIBLE

# Drivers, assumptions, and decisions

Use one row for each material change. Keep the full backup behind this summary, not in front of it.

| COST OR PROJECT | WHY IT CHANGED | DRAFT AMOUNT | DECISION / OWNER | STATUS |
|-----------------|----------------|--------------|------------------|--------|
|                 |                |              |                  |        |
|                 |                |              |                  |        |
|                 |                |              |                  |        |
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|                 |                |              |                  |        |
|                 |                |              |                  |        |

## A / RESERVE AND CAPITAL CHECK

- ☐ Reserve study or SIRS is current and matches the components being funded.
- ☐ Current reserve balances are reconciled to the latest financial statements.
- ☐ Engineering priorities and repair timing are reflected in the cash plan.
- ☐ Funding assumptions, financing, and special assessments are clearly separated.

03 / PREPARE THE CONVERSATION

# Owner communication plan

A clear budget is easier to discuss when owners know what is changing, what is still being decided, and when they can ask questions.

## A / THE THREE POINTS OWNERS SHOULD REMEMBER

1

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2

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3

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## B / TIMELINE

Draft completed

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Owner / date:

\_\_\_\_\_

Finance committee review

\_\_\_\_\_

Owner / date:

\_\_\_\_\_

Board workshop

\_\_\_\_\_

Owner / date:

\_\_\_\_\_

Owner notice

\_\_\_\_\_

Owner / date:

\_\_\_\_\_

Proposed budget meeting

\_\_\_\_\_

Owner / date:

\_\_\_\_\_

## C / BRING IN THE RIGHT EXPERTISE

Consider reserve study, association banking, insurance, property management, engineering, and legal input. Start with the BHA Associate Member directory when local condominium experience would help.

[brickellhomeowners.org](http://brickellhomeowners.org) | Associate Members