

Prepared for:
130 Robin Hill Road LLC

2024 Operating Budget

130-132 Robin Hill

Prepared by:



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Westerlay Real Estate Group

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Account Number	Account Name	Description	2024 Budget	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
4000-0000	INCOME														
4010-0000	RENTAL INCOME														
4010-0020	Rent Income	Based on current Rent Roll.	472,403	39,045	39,045	39,045	39,045	39,045	39,045	39,535	39,535	39,535	39,759	39,759	40,009
4010-9999	TOTAL RENTAL INCOME		472,403	39,045	39,045	39,045	39,045	39,045	39,045	39,535	39,535	39,535	39,759	39,759	40,009
4020-0000	CAM INCOME														
4020-0010	CAM Income	Recoverable Expenses based on budgeted operating expenses at	90935	7578	7578	7578	7578	7578	7578	7578	7578	7578	7578	7578	7578
4020-0020	CAM Utility Income	Utility billback for Graphic Ink & FTI.	8,650	2,163	0	0	2,163	0	0	2,163	0	0	2,163	0	0
4020-9999	TOTAL CAM INCOME		99,585	9,740	7,578	7,578	9,740	7,578	7,578	9,740	7,578	7,578	9,740	7,578	7,578
4999-9999	TOTAL INCOME		571,988	48,786	46,623	46,623	48,786	46,623	46,623	49,275	47,113	47,113	49,500	47,337	47,587
5000-0000	OPERATING EXPENSES														
5001-0000	RECOVERABLE EXPENSES														
5010-0000	CAM UTILITIES														
5010-0010	Electricity	Electricity. Based on 2023 actuals through September.	25,020	2,085	2,085	2,085	2,085	2,085	2,085	2,085	2,085	2,085	2,085	2,085	2,085
5010-0020	Gas	Gas. Based on 2023 actuals though September.	5,400	450	450	450	450	450	450	450	450	450	450	450	450
5010-0030	Water & Sewer	Building & irrigation water. Fire Water Line (\$15/mo)	6,600	550	550	550	550	550	550	550	550	550	550	550	550
5010-9999	TOTAL CAM UTILITIES		37,020	3,085	3,085	3,085	3,085	3,085	3,085	3,085	3,085	3,085	3,085	3,085	3,085
5020-0000	CAM JANITORIAL														
5020-0010	Janitorial Contract	Janitorial contract with Bluebird (\$1750/mo). Includes common areas and restrooms. Exterior / Common Area day porter included in contract.	21,000	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750	1,750
5020-0020	Janitorial Extra	Strip and seal tiles. Contingency for additional extra	1,200	100	100	100	100	100	100	100	100	100	100	100	100
5020-0030	Janitorial Supplies	Restroom and cleaning supplies.	1,200	100	100	100	100	100	100	100	100	100	100	100	100
5020-0020	Window Cleaning	Exterior window cleaning per Bluebird proposal.	2,000	0	0	2,000	0	0	0	0	0	0	0	0	0
5020-9999	TOTAL CAM JANITORIAL		25,400	1,950	1,950	3,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950	1,950
5030-0000	CAM MAINTENANCE & REPAIR														
5030-0010	Building Repair	Contingency for miscellaneous building repairs and supplies	0	0	0	0	0	0	0	0	0	0	0	0	0
5030-0020	Elevator Contract	Elevator Contract with Republic (includes emergency call	2,964	247	247	247	247	247	247	247	247	247	247	247	247
5030-0040	HVAC Contract	HVAC contract with Smith for quarterly maintenance.	7,400	1,850	0	0	1,850	0	1,850	0	0	1,850	0	0	0
5030-0050	HVAC Extra	Cox line for the controls (\$54 per month). Contingency for	1,800	150	150	150	150	150	150	150	150	150	150	150	150
5030-0060	Lighting Maintenance	For common area, exterior and parking lot lighting	1,200	300	0	0	300	0	300	0	0	300	0	0	0
5030-0070	Locks & Keys	Contingency for servicing common area doors.	300	50	0	50	0	50	0	50	0	50	0	50	0
5030-0080	Painting	Contingency for exterior touch up throughout property	0	0	0	0	0	0	0	0	0	0	0	0	0
5030-0090	Parking Lot Repair	Seal and stripe by Challenge Asphalt completed in 2023.	0	0	0	0	0	0	0	0	0	0	0	0	0
5030-0100	Plumbing Repair	Contingency for plumbing repairs and annual backflow test.	1,620	100	100	325	100	295	100	100	100	100	100	100	100
5030-0110	Roof Repair	Annual preventative maintenance for 130 & 132.	450	0	0	0	0	0	0	0	0	0	0	450	0
5030-0110	Other Maintenance & Repair.	Maintenance crew.	4,800	400	400	400	400	400	400	400	400	400	400	400	400
5030-9999	TOTAL CAM MAINTENANCE & REPAIR		20,534	3,097	897	1,172	3,047	1,142	897	3,097	897	947	3,047	1,397	897
5040-0000	CAM ADMINISTRATION														
5040-0010	Management Fees	Management fee to Westerlay Group. Fixed monthly.	28,800	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
5040-0020	Signs	None budgeted.	0	0	0	0	0	0	0	0	0	0	0	0	0
5040-9999	TOTAL CAM ADMINISTRATION		28,800	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400	2,400
5050-0000	CAM SERVICES														
5050-0010	Office Expense	Accounting & online work orders.	200	0	0	0	0	0	0	200	0	0	0	0	0
5050-0030	Landscape Contract	Maintenance contract with Enviroscaping. Also includes weekly	28,776	2,398	2,398	2,398	2,398	2,398	2,398	2,398	2,398	2,398	2,398	2,398	2,398
5050-0040	Landscape Extra	Contingency for fertilizer, dump fees & irrigation repair.	2,400	200	200	200	200	200	200	200	200	200	200	200	200
5050-0060	Pest Control	Quarterly contract w/ Lenz Pest Control for ants.	420	105	0	0	105	0	105	0	105	0	105	0	0
5050-0070	Rubbish	Trash & recycling.	10,956	913	913	913	913	913	913	913	913	913	913	913	913
5050-0090	Security Contract	Nightly security patrols by Mission Security.	5,376	448	448	448	448	448	448	448	448	448	448	448	448
5050-0110	Security & Alarm	Fire Alarm monitoring @ 130 by Low Voltage (\$720 annually),	3,526	364	100	100	364	100	100	364	820	650	364	100	100
5050-9999	TOTAL CAM SERVICES		51,654	4,428	4,059	4,059	4,428	4,059	4,059	4,628	4,779	4,609	4,428	4,059	4,059

2024 Rent Schedule

Suite	Tenant	RSF	Expiration	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL	
100	SBCERS	8,818	6/30/2033	16,314.17	16,314.17	16,314.17	16,314.17	16,314.17	16,314.17	16,803.60	16,803.60	16,803.60	16,803.60	16,803.60	16,803.60	198,706.59	CPI 7/1 annually. Min 3%, Max 5%. Estimate 3% increase.
105	VACANT	5,241														0.00	
200	FTI, Inc.	4,518	MTM	4,385.00	4,385.00	4,385.00	4,385.00	4,385.00	4,385.00	4,385.00	4,385.00	4,385.00	4,385.00	4,385.00	4,385.00	52,620.00	New lease needs to reflect increase in SF post construction.
242	MedClaim	2,228	9/30/2026	4,201.13	4,201.13	4,201.13	4,201.13	4,201.13	4,201.13	4,201.13	4,201.13	4,201.13	4,327.17	4,327.17	4,327.17	50,791.68	Fixed CPI 10/1 annually.
250	Cornerstone Medical	3,454														0.00	
260	Vacant	6,574														0.00	
132-A	Graphic Ink	8,282	11/30/2026	10,860.00	10,860.00	10,860.00	10,860.00	10,860.00	10,860.00	10,860.00	10,860.00	10,860.00	10,860.00	10,860.00	11,110.00	130,570.00	Fixed CPI 12/1 annually.
132-B	Paul Wolthausen	2,377	9/30/2025	3,284.94	3,284.94	3,284.94	3,284.94	3,284.94	3,284.94	3,284.94	3,284.94	3,284.94	3,284.94	3,383.49	3,383.49	39,714.92	CPI 10/1 annually. Min 3%, Max 5%. Estimate 3% increase.
132-C	Paul Wolthausen	300	9/30/2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Rent included in 132-B.
TOTAL		41,792		39,045.24	39,045.24	39,045.24	39,045.24	39,045.24	39,045.24	39,534.67	39,534.67	39,534.67	39,759.25	39,759.25	40,009.25	472,403.20	

PROJECT CAM

100	21.10%
105	12.54%
200	10.81%
242	5.33%
250	8.29%
260	15.73%
132A	19.82%
132-B & C	6.41%
Total	100%

BUILDING CAM

100	28.60%
105	17.00%
200	14.65%
242	7.23%
250	11.20%
260	21.32%
Total	100%

Assumptions

Assume Suite 250 lease does not commence until 2025.
 Assume no rent income from Suite 105 & 260 in 2024.
 Assume FTI continues MTM at current rate.

**130 Robin Hill Road
2024 Budgeted Expenses
MedClaim**

Building Expenses	2024 Budgeted Expenses
Electricity	\$ 25,020
Gas	\$ 5,400
Janitorial Contract	\$ 21,000
Janitorial Extra	\$ 1,200
Janitorial Supplies	\$ 1,200
Window Cleaning	\$ 2,000
Building Repairs	\$ -
Elevator Contract	\$ 2,964
HVAC Contract	\$ 7,400
HVAC Extra	\$ 1,800
Locks & Keys	\$ 300
Pest Control	\$ 420
Total Recoveral Building Expenses	\$ 68,704
Tenant's Pro-Rata Share - Building Expenses	7.26%
Annual Pro-Rata Share - Building Expenses	\$ 4,988
Project Expenses	
Water/Sewer	\$ 6,600
Lighting Maintenance	\$ 1,200
Painting	\$ -
Plumbing Repairs	\$ 1,620
Parking Lot Repairs	\$ -
Roof Repairs	\$ 450
Other Maintenance & Repair	\$ 4,800
Management Fee	\$ 28,800
Office Expense	\$ 200
Landscape Contract	\$ 28,776
Landscape Extra	\$ 2,400
Rubbish	\$ 10,956
Security Contract	\$ 5,376
Security & Alarm	\$ 3,526
Property Insurance	\$ 22,932
Property Taxes	\$ 84,214
Total Recoveral Project Expenses	\$ 201,850
Tenant's Pro-Rata Share - Project Expenses	5.34%
Annual Pro-Rata Share - Project Expenses	\$ 10,779
Total Annual Operating Expenses Due	\$ 15,767
Total Monthly Amount Due	\$ 1,313.89

130 Robin Hill Road
2024 Budgeted Expenses
FTI CAM / New Lease. Tenant currently billed quarterly for utilities.

Building Expenses	2024 Budgeted Expenses	
Electricity	\$	25,020
Gas	\$	5,400
Janitorial Contract	\$	21,000
Janitorial Extra	\$	1,200
Janitorial Supplies	\$	1,200
Window Cleaning	\$	2,000
Building Repairs	\$	-
Elevator Contract	\$	2,964
HVAC Contract	\$	7,400
HVAC Extra	\$	1,800
Locks & Keys	\$	300
Pest Control	\$	420
Total Recoveral Building Expenses	\$	68,704
Tenant's Pro-Rata Share - Building Expenses		14.65%
Annual Pro-Rata Share - Building Expenses	\$	10,067
Project Expenses		
Water/Sewer	\$	6,600
Lighting Maintenance	\$	1,200
Painting	\$	-
Plumbing Repairs	\$	1,620
Parking Lot Repairs	\$	-
Roof Repairs	\$	450
Other Maintenance & Repair	\$	4,800
Management Fee	\$	28,800
Office Expense	\$	200
Landscape Contract	\$	28,776
Landscape Extra	\$	2,400
Rubbish	\$	10,956
Security Contract	\$	5,376
Security & Alarm	\$	3,526
Property Insurance	\$	22,932
Property Taxes	\$	84,214
Total Recoveral Project Expenses	\$	201,850
Tenant's Pro-Rata Share - Project Expenses		10.81%
Annual Pro-Rata Share - Project Expenses	\$	21,821
Total Annual Operating Expenses Due	\$	31,889
Total Monthly Amount Due	\$	2,657.38

**130 Robin Hill Road
2024 Budgeted Expenses
SBCERS**

Building Expenses	2024 Budgeted Expenses
Electricity	\$ 25,020
Gas	\$ 5,400
Janitorial Contract	\$ 21,000
Janitorial Extra	\$ 1,200
Janitorial Supplies	\$ 1,200
Window Cleaning	\$ 2,000
Building Repairs	\$ -
Elevator Contract	\$ 2,964
HVAC Contract	\$ 7,400
HVAC Extra	\$ 1,800
Locks & Keys	\$ 300
Pest Control	\$ 420
Total Recoveral Building Expenses	\$ 68,704
Tenant's Pro-Rata Share - Building Expenses	28.60%
Annual Pro-Rata Share - Building Expenses	\$ 19,649
Project Expenses	
Water/Sewer	\$ 6,600
Lighting Maintenance	\$ 1,200
Painting	\$ -
Plumbing Repairs	\$ 1,620
Parking Lot Repairs	\$ -
Roof Repairs	\$ 450
Other Maintenance & Repair	\$ 4,800
Management Fee	\$ 28,800
Office Expense	\$ 200
Landscape Contract	\$ 28,776
Landscape Extra	\$ 2,400
Rubbish	\$ 10,956
Security Contract	\$ 5,376
Security & Alarm	\$ 3,526
Property Insurance	\$ 22,932
Property Taxes	\$ 84,214
Total Recoveral Project Expenses	\$ 201,850
Tenant's Pro-Rata Share - Project Expenses	21.10%
Annual Pro-Rata Share - Project Expenses	\$ 42,590
Total Annual Amount Due	\$ 62,239
Total Monthly Amount Due effective 1/1/24	\$ 5,186.54

**130 Robin Hill Road
2024 Budgeted Expenses
Suite 105 - FUTURE TENANT**

Building Expenses	2024 Budgeted Expenses	
Electricity	\$	25,020
Gas	\$	5,400
Janitorial Contract	\$	21,000
Janitorial Extra	\$	1,200
Janitorial Supplies	\$	1,200
Window Cleaning	\$	2,000
Building Repairs	\$	-
Elevator Contract	\$	2,964
HVAC Contract	\$	7,400
HVAC Extra	\$	1,800
Locks & Keys	\$	300
Pest Control	\$	420
Total Recoveral Building Expenses	\$	68,704
Tenant's Pro-Rata Share - Building Expenses		17.00%
Annual Pro-Rata Share - Building Expenses	\$	11,678
Project Expenses		
Water/Sewer	\$	6,600
Lighting Maintenance	\$	1,200
Painting	\$	-
Plumbing Repairs	\$	1,620
Parking Lot Repair	\$	-
Roof Repairs	\$	450
Other Maintenance & Repair	\$	4,800
Management Fee	\$	28,800
Office Expense	\$	200
Landscape Contract	\$	28,776
Landscape Extra	\$	2,400
Rubbish	\$	10,956
Security Contract	\$	5,376
Security & Alarm	\$	3,526
Property Insurance	\$	22,932
Property Taxes	\$	84,214
Total Recoveral Project Expenses	\$	201,850
Tenant's Pro-Rata Share - Project Expenses		12.54%
Annual Pro-Rata Share - Project Expenses	\$	25,313
Total Annual Amount Due	\$	36,992
Total Monthly Amount Due	\$	3,082.64

**130 Robin Hill Road
2024 Budgeted Expenses
132 Robin Hill Suite B & C**

Project Expenses	2024 Budgeted Expenses
Water/Sewer	\$ 6,600
Lighting Maintenance	\$ 1,200
Painting	\$ -
Plumbing Repairs	\$ 1,620
Parking Lot Repairs	\$ -
Roof Repairs	\$ 450
Other Maintenance & Repair	\$ 4,800
Management Fee	\$ 28,800
Office Expense	\$ 200
Landscape Contract	\$ 28,776
Landscape Extra	\$ 2,400
Rubbish	\$ 10,956
Security Contract	\$ 5,376
Security & Alarm	\$ 3,526
Property Insurance	\$ 22,932
Property Taxes	\$ 84,214
Total Recoveral Project Expenses	\$ 201,850
Tenant's Pro-Rata Share - Project Expenses	6.41%
Annual Pro-Rata Share - Project Expenses	\$ 12,930
Total Monthly Amount Due	\$ 1,077.46

**130 Robin Hill Road
2024 Budgeted Expenses
Suite 250 / Cornerstone Medical**

Building Expenses	2024 Budgeted Expenses
Electricity	\$ 25,020
Gas	\$ 5,400
Janitorial Contract	\$ 21,000
Janitorial Extra	\$ 1,200
Janitorial Supplies	\$ 1,200
Window Cleaning	\$ 2,000
Building Repairs	\$ -
Elevator Contract	\$ 2,964
HVAC Contract	\$ 7,400
HVAC Extra	\$ 1,800
Locks & Keys	\$ 300
Pest Control	\$ 420
Total Recoveral Building Expenses	\$ 68,704
Tenant's Pro-Rata Share - Building Expenses	11.20%
Annual Pro-Rata Share - Building Expenses	\$ 7,696
Project Expenses	
Water/Sewer	\$ 6,600
Lighting Maintenance	\$ 1,200
Painting	\$ -
Plumbing Repairs	\$ 1,620
Parking Lot Repairs	\$ -
Roof Repairs	\$ 450
Other Maintenance & Repair	\$ 4,800
Management Fee	\$ 28,800
Office Expense	\$ 200
Landscape Contract	\$ 28,776
Landscape Extra	\$ 2,400
Rubbish	\$ 10,956
Security Contract	\$ 5,376
Security & Alarm	\$ 3,526
Property Insurance	\$ 22,932
Property Taxes	\$ 84,214
Total Recoveral Project Expenses	\$ 201,850
Tenant's Pro-Rata Share - Project Expenses	8.26%
Annual Pro-Rata Share - Project Expenses	\$ 16,682
Total Annual Amount Due	\$ 24,379
Total Monthly Amount Due	\$ 2,031.56

**130 Robin Hill Road
2024 Budgeted Expenses
132 Robin Hill Suite B & C**

Project Expenses	2024 Budgeted Expenses
Water/Sewer	\$ 6,600
Trash	\$ 10,956
Total Recoveral Project Expenses	\$ 17,556
Tenant's Pro-Rata Share - Project Expenses	19.82%
Annual Pro-Rata Share - Project Expenses	\$ 3,479
Quarterly Reimbursement	\$ 869.77