



PENINSULA EXECUTIVE CENTER  
2009 OPERATING BUDGET

ADMINISTRATIVE EXPENSES	ANNUAL COST	QUARTERLY
INSURANCE	\$16,000	\$4,000
PROPERTY MANAGEMENT FEE'S	\$6,000	\$1,500
PROFESSIONAL SERVICES	\$1,500	\$375
POSTAGE / PRINTING / OFFICE	\$500	\$125
AUDIT / TAX PREPARATION	\$1,000	\$250
LEGAL FEES	\$1,000	\$250
BUILDING & GROUNDS		
LANDSCAPE MAINT.	\$3,600	\$900
LANDSCAPE REPLACEMENT	\$1,200	\$300
IRRIGATION MAINT.	\$1,000	\$250
LIGHTING MAINT.	\$1,500	\$375
PRESSURE CLEANING	\$1,200	\$300
REPAIRS / MAINT./ SUPPLIES	\$2,000	\$500
TRASH REMOVAL	\$4,800	\$1,200
CONTINGENCY	\$2,000	\$500
UTILITIES		
ELECTRIC	\$5,400	\$1,350
WATER / SEWER	\$7,800	\$1,950
ELEVATOR		
PERMITS	\$90	\$23
MAINT CONTRACT	\$5,000	\$1,250
TELEPHONE	\$1,000	\$250
TESTING	\$1,200	\$300
REPAIRS	\$1,800	\$450
TOTAL EXPENSE	\$65,590	\$16,398
EST. PSF CAM	\$3.88	

16,904 SF