



March 31, 2020

Montclair Property Owners Association, Inc.
Dumfries, VA 22025

Re: FY2021 Assessments and Failed Budget Vote

Dear Montclair POA Owner:

Assessments for FY 2021

The proposed FY2021 budget failed to attain approval by majority vote at the annual meeting held on March 14, 2020. In accordance with Article 4 Common Expenses and Assessments of the Amended Deed of Dedication Agreement and Declaration of Covenants, Conditions and Restrictions, each Owner "shall continue to pay assessments at the rate established for the previous fiscal year until notified of a new rate. In the event a budget is prepared and thereafter approved by the Members subsequent to the annual meeting, and, as a result, the annual assessment against each Lot for Common Expense shall increase above the annual assessment for the immediately preceding year, the Board of Directors may cause a supplemental assessment to be issued against such Lot for its prorata share of the increased assessment."

Therefore, until such a time as notified otherwise, the assessment rate for the new fiscal year beginning **May 1, 2020** is **\$570.00**. The late fee (for those payments not received and credited on or before the 10th day of the month) remains **\$35.00**. Unless you are on direct debit, you will receive a coupon booklet in the mail in order to make your payment(s).

Payment Options

Owners in good standing are eligible to pay in full or make 10 monthly payments. The **Annual Coupon Option** pays the full annual assessment in advance in the amount of \$570.00 and is due on May 1, 2020 (late after the 10th). The **Monthly Payment Option** is ten payments paid May through February at \$59.00 per payment (\$57.00 plus a \$2.00 service fee). If at any time during the year you elect to pre-pay the balance on your account, the \$2.00 per month service fee on the remaining months will be credited.

Delinquent Accounts

Owners with a past due balance may not be eligible for the Monthly Payment Option. "Not eligible" is defined per Board resolution as having accounts in collections as of the date of record. Those members not eligible for monthly payments must pay the full annual assessment of \$570.00 by May 1, 2020 using the Annual Payment Option Coupon.



FirstService
RESIDENTIAL

How to Pay

By Check: All checks should be made payable to “Montclair POA” and please note your account number on the check along with enclosing the coupon in the envelope. The remittance address is below.

Montclair POA
c/o FirstService Residential
PO Box 62010
Newark, NJ 07101

Personal Banking System: If you currently use a personal online bill-paying service to pay your monthly assessments, please update your account for the new fiscal year.

In Person or MPOA Drop Box:

You may bring your check and coupon to the MPOA office during our regular business hours of 8:30AM-5:00PM Monday through Friday and make your payment at the lobby window. You may also place your check and coupon in an envelope and drop it in the black box outside of the office front doors if not paying during regular business hours.

Electronically: You may now pay your assessments by e-check or credit card! FirstService Residential has teamed up with ClickPay to streamline your assessment payments and eliminate the burden of mailing your payment. Through ClickPay, you can make a one-time e-payment or schedule recurring e-payments by visiting your FirstService Residential™ community website or www.fsresidential.com. Though the e-check service is free, there is a convenience fee associated with the credit card payment method.

Direct (Auto) Debit: We encourage homeowners using the monthly payment option to take advantage of a convenient Direct Debit Program and have the monthly assessment automatically deducted from your checking or savings account on a scheduled day each month. To enroll in the direct debit program, please register for ClickPay at www.clickpay.com/firstservice and follow the instructions. If you are already paying by Direct Debit, the new assessment will be deducted automatically from your account beginning in May and no coupons will be sent.

We are here to help! If you have any questions regarding the enclosed budget or your assessments, please contact Customer Care at 703-385-1133 or montclair.dcmetro@fsresidential.com.

Sincerely,

FirstService Residential
Management Agent for Montclair Property Owners Association, Inc.

MONTCLAIR POA
Operation Budget
May 01, 2020 - April 30, 2021

2021 ADOPTED BUDGET	2020 APPROVED BUDGET
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FY2021 buget did not pass membership vote on March 14, 2020. The Board has elected on April 8, 2020 to use the previously approved FY2020 budget.

INCOME:

ASSESSMENTS:

ASSESSMENT INCOME	\$ 2,197,920	\$ 2,197,920
COMMERCIAL ASSMT	5,105	5,105
TOTAL ASSESSMENT INCOME	\$ 2,203,025	\$ 2,203,025

ACTIVITIES INCOME:

ACTIVITIES INCOME MONTCLAIR DAY	7,000	7,000
ACTIVITIES INCOME OKTOBERFEST	9,000	9,000
ACTIVITIES INCOME TRIATHLON	2,000	2,000
TOTAL ACTIVITY INCOME	\$ 18,000	\$ 18,000

OTHER INCOME:

INTEREST INTEREST	30,000	30,000
INTEREST HOMEOWNER		-
LATE CHG INCOME	40,000	40,000
LEGAL CHG INCOME	15,000	15,000
MISC INC ADVERTISING	70,000	70,000
MISC INC VIOLATION FEES	20,000	20,000
MISC INC RESALE DISCL CHGS	-	-
MISC INC RESALE INSPEC CREDIT	23,000	23,000
MONTHLY ASMT SVC CHG	37,000	37,000
MISC INC OTHER	14,000	14,000
MISC INC NSF FEE	-	-
TOTAL OTHER INCOME	\$ 249,000	\$ 249,000

TOTAL INCOME

	\$ 2,470,025	\$ 2,470,025
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EXPENSES:

ADMINISTRATIVE:

OFFICE EXPENSE SUPPLIES	9,350	779
UTILITIES UTILITIES	22,000	22,000
GENERAL CLEANING BLDG HOUSEKEEPIN	13,000	13,000
OFFICE EXPENSE OFFICE EQUIP MNT	11,000	11,000
MISC ADMIN POSTAGE	11,500	11,500
MISC ADMIN PRINTING/COPYING	9,950	18,521
MISC ADMIN RESALE DISCLOSURES	-	-
MILEAGE REIMB	6,000	6,000
PHONE PHONE	6,000	6,000
OFFICE EXPENSE COMPUTER MNT	1,000	1,000
WEB SITE/INTERNET	6,400	6,400
BANK CHARGES	1,500	1,500
DUES & SEMINARS	1,100	1,100
MISC ADMIN OTHER	2,500	2,500
TOTAL ADMINISTRATIVE	\$ 101,300	\$ 101,300

PROFESSIONAL SERVICES:

LEGAL GENERAL	42,000	42,000
LEGAL COLLECTIONS	85,000	85,000
AUDIT/TAX PREP	10,500	10,500
GROUPS MAINTENANCE GROUNDS MAIN	151,953	151,953
MANAGEMENT FEES	1,085,913	1,085,913
SECURITY CONTRACT	68,000	68,000
COMMITTEE/BOARD EXP NEIGHBORHOOD	5,000	5,000
DAM INSPECTION	5,300	5,300
TOTAL PROFESSIONAL SERVICES	\$ 1,453,666	\$ 1,453,666

TAXES:

PERSONAL PROP TAXES	4,500	4,500
TOTAL TAXES	\$ 4,500	\$ 4,500

INSURANCE:

WORKERS COMPENSATION	1,848	1,848
INSURANCE D&O POLICY	8,671	8,671
INSURANCE VEHICLE	7,917	7,917
INSURANCE PROPERTY & BUILDING	11,754	11,754
INSURANCE BOND & CRIME	4,160	4,160
INSURANCE LIABILITY & COMM'L	93,003	93,003
INSURANCE EQUIPMENT FLOATER	5,541	5,541
INSURANCE UMBRELLA POLICY	26,827	26,827
INSURANCE MASTER	1,500	1,500
INSURANCE SPILLWAY INSURANCE	16,700	16,700
TOTAL INSURANCE	\$ 177,921	\$ 177,921

ACTIVITIES:

ACTIVITIES LICENSE FEE MUSIC	2,000	2,000
ACTIVITIES LANTERN LAUNCH	500	500
ACTIVITIES MONTCLAIR DAY	16,000	16,000
ACTIVITIES TRIATHLON	500	500
ACTIVITIES SUMMER MOVIE NIGHTS	1,500	1,500
ACTIVITIES TEEN BEACH PARTY	1,400	1,400
ACTIVITIES JULY 4TH	22,000	22,000
ACTIVITIES ADULT CONCERT/WINE	2,400	2,400
ACTIVITIES OKTOBERFEST	17,000	17,000
ACTIVITIES HALLOWEEN ACTIVITIES	650	650
ACTIVITIES HOUSE DECORATING	80	80

MONTCLAIR POA
Operation Budget
May 01, 2020 - April 30, 2021

	2021 ADOPTED BUDGET	2020 APPROVED BUDGET
ACTIVITIES SANTA'S VISIT	2,400	2,400
ACTIVITIES EASTER EGG HUNT	2,500	2,500
ACTIVITIES SENIOR EVENT	500	500
ACTIVITIES MISC ACTIVITIES	1,000	1,000
ACTIVITIES FISHING TOURNAMENT	100	100
TOTAL ACTIVITIES	\$ 70,530	\$ 70,530
NEWSLETTER:		
NEWSLETTER LAYOUT	700	700
NEWSLETTER POSTAGE	10,000	10,000
NEWSLETTER PRINTING	65,000	65,000
WEBSITE	2,000	2,000
COMMUNITY AFFAIRS	200	200
TOTAL NEWSLETTER	\$ 77,900	\$ 77,900
BOARD/COMMITTEE/ANNUAL MTG:		
COMMITTEE/BOARD EXP COMM/BOARD	5,000	5,000
COMMITTEE/BOARD EXP ANNUAL	17,000	17,000
TOTAL BOARD/COMM/ANNUAL MTG	\$ 22,000	\$ 22,000
COMMON AREA MAINTENANCE:		
COMMON AREA MNT SNOW CLEARING	3,000	3,000
LANDSCAPING TREE MNT	30,000	30,000
SUPPLIES	7,000	7,000
TRUCK/VAN MNT TRUCK/VAN MAINT	3,000	3,000
UNIFORMS/MATS CONT	1,500	1,500
EQUIPMENT MNT/RENTAL	5,000	5,000
LAKE MAINTENANCE MONTCLAIR BEAUT	500	500
TRUCK/VAN MNT VEHICLE GAS/OIL	7,000	7,000
TOTAL COMMON AREA MAINT	\$ 57,000	\$ 57,000
COMMUNITY FACILITIES:		
COMMUNITY FACILITIES RECREATION	4,000	4,000
COMMUNITY FACILITIES EQUIPMENT	5,000	5,000
COMMUNITY FACILITIES LIFEGUARDS	127,300	127,300
COMMUNITY FACILITIES BEACH SAND	5,000	5,000
COMMUNITY FACILITIES	3,000	3,000
COMMUNITY FACILITIES	1,000	1,000
COMMUNITY FACILITIES	1,000	1,000
TOTAL COMMUNITY FACILITIES	\$ 146,300	\$ 146,300
LAKE MAINTENANCE:		
LAKE MAINTENANCE DAM INSPEC/MINOR	8,852	8,852
LAKE MAINTENANCE ECOLOGY	12,300	12,300
TOTAL LAKE MAINTENANCE	\$ 21,152	\$ 21,152
SECURITY:		
SECURITY PROGRAM RECREATION	53,000	53,000
TOTAL SECURITY	\$ 53,000	\$ 53,000
OTHER EXPENSES:		
CAPITAL PROJ/IMPROV	106,000	106,000
BAD DEBT EXPENSE	25,000	25,000
TOTAL OTHER EXPENSES	\$ 131,000	\$ 131,000
RESERVE CONTRIBUTIONS:		
RESERVES REPLACEMENT RESERVES	153,756	153,756
SPILL WAY PROJECT	-	-
TOTAL RESERVE CONTRIBUTIONS	\$ 153,756	\$ 153,756
TOTAL EXPENSES AND RESERVES	\$ 2,470,025	\$ 2,470,025
NET EXCESS/(DEFICIT)	-	-

The Association retained the firm of PM+ Reserves to provide a reserve analysis of current accumulated cash reserves, recommended funding, estimated useful life and estimated remaining life of the capital components for the period of May 1, 2020-April 30, 2025. The reserve study is incorporated herein as part of the budget by reference. As of April 30, 2020 the amount of accumulated cash reserves set aside, to repair, replace or restore capital components is expected to be \$574,415 and the Reserve Study proposed the beginning balance to be \$699,970. The recommended contribution amount of the reserve fund for fiscal year is \$481,430. The failure to pass a new budget for the current fiscal year coupled with the Board's decision to adopt the prior year approved budget for the current fiscal year, results in a budgeted reserve contribution of \$153,756. The Board approved the reallocation of \$300,285 from Retained Earnings to Reserves. Therefore, the total scheduled contribution for this fiscal year is \$454,041. Additional contributions and expenses will affect the reserve balance annually. A copy of the association's reserve study is available at <https://montclairva.connectresident.com> or upon request by calling 703-670-6187 or E-mailing Info@MontclairVA.com.