

The Trails at Woodlot HOA
P. O. Box 4
Clarksville, MD 21029
Website: www.TheTrailsAtWoodlot.com
Email: The TrailsAtWoodlot@comcast.net

December 21, 2009

Dear Trails at Woodlot Homeowners Association Owner,

The Board is pleased to announce that your Homeowner's Dues are **decreasing** this year! We believe that a decrease is warranted given our current 2010 forecasted budget (enclosed). We will discuss neighborhood finances at the Annual Meeting, which will be held in February 2010.

- The 2010 annual single family house assessment is \$282.73 (reduced 5 percent)
- The townhome assessment is \$580.41 (reduced 6 percent) and is to be paid in quarterly installments of \$145.10

The single family fee and the 1st quarterly townhouse fee must be **received by January 31, 2010** in order to avoid a late fee and interest. The Board believes that timely collection of dues is critical to the financial health of our neighborhood and pursues delinquent payments under the HOA collection policy (posted on the website).

You may pay with a check through the mail or online through SmartStreet.com (see enclosed detailed information about paying assessments). Please note that the online payment service is free **ONLY** if you pay using a bank account; if you use a credit card to pay, you will incur a fee.

Sincerely,

Jessica Ayers
President

Enclosures – 2010 Budget and Smart Street Information Sheet

The Trails at Woodlot 2010 Budget

	Annual Budget		
	Total	Single Family (90 count)	Townhomes (32 count)
Income			
Assessment/Fee Income	<u>\$44,019</u>	<u>\$25,446</u>	<u>\$18,573</u>
Total Income	44,019	25,446	18,573
Expenses			
Administrative			
Accounting & Income Taxes	940	693	247
Bank Charges	100	74	26
Management Fee	11,940	8,808	3,132
Insurance-Package	2,000	1,475	525
Legal	1,500	1,107	393
Misc Administrative	1,625	1,199	426
Website	<u>175</u>	<u>129</u>	<u>46</u>
Total Administrative	18,280	13,485	4,795
Utilities			
Electric	350	258	92
Lighting -Townhouses	<u>1,400</u>	<u>0</u>	<u>1,400</u>
Total Utilities	1,750	258	1,492
Operating			
Grounds Contract	12,000	6,600	5,400
Landscaping/Watering	3,000	2,213	787
Tree Removal	700	350	350
Snow Removal	4,500	0	4,500
Snow & Ice	<u>1,000</u>	<u>500</u>	<u>500</u>
Total Operating	21,200	9,663	11,537
Reserve Contribution (see below)	<u>2,789</u>	<u>2,039</u>	<u>750</u>
Total Expenses & Reserve Contribution	<u>44,019</u>	<u>25,446</u>	<u>18,573</u>
<i>Unallocated Income</i>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
Reserve Contribution (details)			
Tree removal	1,939	1,939	0
Common Sidewalk	50	50	0
T/H Sidewalk	250	0	250
T/H Curbs	250	0	250
T/H Paving	250	0	250
Front Entrance Sign	50	50	0
Front Entrance Landscaping	<u>0</u>	<u>0</u>	<u>0</u>
Total Reserve Contribution	<u>2,789</u>	<u>2,039</u>	<u>750</u>

2010 Assessment/Fee Income SF=\$282.73 (90 homes) TH=\$580.41; \$145.10 per quarter (32 homes)

SMART STREET INFORMATION – PAYMENT OF ASSESSMENTS

Dear Homeowners at The Trails at Woodlot:

The following are the features of SmartStreet, the community association division of RBC Centura Bank. SmartStreet interfaces with the management software we use to process owner's Association fees and enables us to process owners' payments more quickly and efficiently. Since 2008, this process has been offered to homeowners with the following options when paying your assessment:

Online Payment Service by check or credit card (log onto www.smartstreet.com)

- You can make online payments by e-check (free of charge), which is a self-initiated one-time or recurring debit from your checking or savings account.
- You can make online payments by credit card – MasterCard, American Express or Discover (can be a one-time or recurring payment option). There may be a nominal fee for this service, which is paid to the credit card company.

Make sure you enter your account number as shown on your invoice so that your payment will be properly credited.

Log onto www.smartstreet.com. In the upper left corner, click on "Pay Assessments" and proceed from there. If you choose to set up a automatic debit from your account, you will need to register with SmartStreet. Simply follow the instructions given online. Questions or problems may be directed to SmartStreet's Support Center, toll free 888-705-0600 (this is not a 24-hour service and calls will be handled during normal business hours).

Lockbox Service (use the mailing address on your invoice)

- If you still prefer to mail a personal check or money order, you will **mail it to a P.O. Box at the bank in Atlanta, GA** instead of to the P. O. Box, Clarksville, MD or to Crest Property Management (**address appears on your invoice**).

It is imperative that you enclose the top portion of the enclosed invoice with your payment, as this contains a scan line which will ensure that your payment is properly credited to your account when downloaded into our system. Please make certain you allow sufficient time for mail delivery. **PAYMENTS MAILED TO P. O. BOX 4, CLARKSVILLE, MD OR TO CREST PROPERTY MANAGEMENT WILL DELAY PROCESSING AND CREDIT TO YOUR ACCOUNT.**

CREST PROPERTY MANAGEMENT CO., INC.
For The Trails at Woodlot Homeowners Association, Inc.