

WoodLynne Budget Considerations

When approving the annual budget, the Board of Directors strives to find the proper balance between addressing homeowners' concerns about rising fees and funding the needs of our decades-old community. The following areas of consideration play a role.

- **Service Contract Increases:** These include standard annual increases for contracted services like trash removal and landscaping. Once our current contracts expire, the board can obtain additional bids in order to compare costs. The board and Cardinal Management work to negotiate multi-year contracts and practice competitive bidding to maintain and control costs.
- **Community Maintenance:** This includes funding for repairs and improvements to lighting, pavement, sidewalks, pathways, trees and more. The board can also occasionally draw from the Reserve Fund, described below, to cover the cost of capital replacement projects.
- **Reserve Fund:** This is a savings account funded per the association's Reserve Study to provide funds for capital replacement projects, such as pavement repairs, concrete replacement, amenity replacement, etc. A Reserve Study is required to be completed every five years per Virginia law and reviewed annually by the Board of Directors. A healthy Reserve Fund that satisfies our reserve engineer's recommendations reduces the likelihood of the board ever having to call for a special assessment among residents.
- **Members' Equity:** This is the measurement of surpluses and losses of the association's operating since inception. Community association auditors recommend that Members' Equity be equal to 10-15 percent of the total annual assessments. Deficits in Members' Equity reflect financial overruns, which result in a failure to properly fund the replacement reserves, and increase the likelihood of a special assessment.
- **Audit Recommendations:** Our community's annual audit includes recommendations regarding the financial health of the community. Recommendations of the auditor generally include maintaining Members' Equity at the abovementioned percentage, keeping delinquencies below three percent of the total annual assessments, and closely monitoring reserve investments and FDIC limits. From time to time, the auditor may make additional recommendations the board may need to take into consideration during the budget process.

If you have any questions about the information outlined above, or the approved annual budget, please contact the WoodLynne Board of Directors at woodlynnedir@gmail.com.

Woodlynne Community Association

TO: All Homeowners, Woodlynne Community Association, Inc.
FROM: Shayla Love, CMCA[®], AMS[®], PCAM[®]
Portfolio Manager
DATE: November 4, 2021
SUBJECT: 2022 Annual Assessment Notice

Dear Woodlynne Homeowner(s):

I am writing to you on behalf of the Board of Directors for Woodlynne Community Association, Inc. Enclosed you will find a copy of the 2022 approved operating budget, as passed by the Board of Directors. The Board carefully considered the budget and voted to increase assessments by 2.1%, as permitted by the governing documents to continue to properly maintain the common areas while appropriately contributing to the Association's reserve funds. The total annual assessment per home will be \$1,776 payable in monthly installments of \$148.00.

Payment coupons will be mailed to you during the month of December. If you do not receive your coupon booklet by December 15, 2021, please contact Cardinal Management Group, Inc. at (703) 569-5797. Enclosed you will find an enrollment form for direct debit for your convenience. If you are already enrolled in direct debit, you **do not** need to take any further action. We will adjust the debit amount automatically. **If you are enrolled in bill pay with your financial institution please make arrangements to increase the payment amount effective January 1st.** As a reminder, we offer online assessment payments using a credit card or e-check. To make a payment online, please log onto www.cardinalmanagementgroup.com and click "Online Assessment Payments." This service is available for a nominal fee and rates are subject to change without further notice.

The Board of Directors and Cardinal Management Group, Inc. would like to thank you for your continued support and participation in the community. We wish you a wonderful holiday season and a prosperous New Year. Please take time to join us at the regular monthly meetings held on the 2nd Thursday of each month at 7:00 pm, held virtually until further notice. Meeting locations, updates, and other community information can be found at www.woodlynnehoa.com.

Should you have any questions or concerns, you may reach me at s.love@cardinalmanagementgroup.com or (703) 565-5019.

Sincerely,
WOODLYNNE COMMUNITY ASSOCIATION



Shayla Love, CMCA[®], AMS[®], PCAM[®], Portfolio Manager
Cardinal Management Group, Inc.
Agent for WOODLYNNE COMMUNITY ASSOCIATION

Enclosures: Budget
Budget Narrative
Direct Debit Form

WOODLYNNE COMMUNITY ASSOCIATION
2022 APPROVED BUDGET
JANUARY 1, 2022 - DECEMBER 31, 2022

2022 Monthly Assessment \$ **148.00**

GL#	Income	2021 Approved Budget	2022 Approved Budget
30100	Assessment Income	\$ 301,020	\$ 307,248
30171	Late Fees	300	-
30260	Miscellaneous Income	1,000	1,200
30270	Interest Income	2,000	1,500
	Total Income	\$ 304,320	\$ 309,948

EXPENSES

Administrative

50400	Bad Debt	\$ 500	\$ 500
51020	Postage	-	-
51030	Office Expense	3,500	3,500
51031	Copying & Printing	-	-
51090	Legal Fees	5,500	6,500
51092	Legal Fees Reimbursment	(500)	(1,000)
51110	Auditing & Taxes	3,200	3,350
51120	Management Fees	38,602	41,814
51125	Management Reimbursement	7,000	7,000
51200	Bank Charges	-	-
51330	Recording Secretary	2,100	1,800
	Total Administrative	\$ 59,902	\$ 63,464

Maintenance

61172	Tree Removal	\$ 10,500	\$ 9,500
61180	Grounds Contract	29,087	29,668
61200	Property Repairs	17,000	14,500
61240	Extermination	2,200	1,000
61250	Trash Removal	41,950	46,965
61262	Lighting Repairs	10,500	7,500
61510	Lighting Rebate	3,630	3,630
61570	Landscape Maintenance	8,772	11,975
61580	Recreation Facilities (Pool)	47,229	47,314
61581	Snow Removal	5,500	5,500
61469	Drainage Repair	-	-
	Total Maintenance	\$ 176,368	\$ 177,552

Utilities & Other

71030	Electricity	\$ 1,300	\$ 1,200
71050	Insurance	4,300	3,855
71140	Income Taxes	100	300
79900	Operating Contingency	-	-
	Total Utilities & Other	\$ 5,700	\$ 5,355

Reserves

90000	Total Reserve Contribution	\$ 58,035	\$ 59,777
90004	Transfer to Members Equity	\$ 2,315	\$ 2,300
90005	Transfer to Reserve Interest	\$ 2,000	\$ 1,500
	Total Reserves	\$ 62,350	\$ 63,577

Total Expenses and Reserves \$ **304,320** \$ **309,948**

Surplus / (Deficit) \$ - \$ -



AGREEMENT FOR PRE-AUTHORIZED PAYMENTS

Association/Community Name _____

Unit Address _____

I, the owner of the unit address above, authorize Cardinal Management Group, Inc., on behalf of the Association to initiate debit entries in the amount of my Association assessment from the account indicated below. I also authorize the Financial Institution named below to debit same to such account.

Financial Institution Name: _____

Routing Number: _____ Account Number: _____

This authority is to remain in full force and effect until the Association and the Financial Institution have received written notification from me of its termination in such time and manner as to afford the Association and the Financial Institution a reasonable opportunity to act upon the request. I further understand that payments will be deducted from my account between the first and tenth of each month in which the assessment is due, and should my payment be returned for any reason, I understand that I can be terminated from the program and I may be charged up to a \$75.00 administrative fee. A VOIDED CHECK (NOT DEPOSIT SLIP) MUST BE ATTACHED.

IMPORTANT NOTE: VERIFICATION OF ENROLLMENT INTO THE DIRECT DEBIT PROGRAM WILL BE SENT VIA EMAIL, PLEASE BE SURE TO INCLUDE YOUR EMAIL ADDRESS BELOW.

Email Address (where verification email will be sent): _____

Print Name(s): _____

Date: _____ Signature: _____

(Owner)

PLEASE SEND COMPLETED FORM WITH A VOIDED CHECK TO:

ACCOUNTING@CARDINALMANAGEMENTGROUP.COM

OR MAIL TO:

CARDINAL MANAGEMENT GROUP, INC., 4330 PRINCE WILLIAM PARKWAY, SUITE 201, WOODBRIDGE, VA 22192

I prefer to receive my notification by mail. Please mail my notification to:

Mailing Address: _____

City, State, Zip: _____