



SEQUOIA MANAGEMENT COMPANY, INC. • 13998 PARKEAST CIRCLE • CHANTILLY, VIRGINIA 20151-2272 • 703-803-9641 • FAX 703-968-0936
www.sequoiamanagement.com

MEMORANDUM

TO: Greenhill Crossing Homeowners

FROM: Cara Harmon, CMCA®, AMS®
Community Manager

DATE: November 30, 2022

SUBJECT: 2023 Approved Budget and Payment Options
Reserve Disclosure
2023 Board Meeting Dates

2023 Approved Budget and Payment Options

Enclosed is the 2023 Greenhill Crossing Community Association budget adopted by the Board of Directors. The Association had the reserve study updated in 2022 and a lowered contribution amount was recommended for 2023 towards the townhome and pipestem reserve funds.

The 2023 monthly dues are:

Gainesville Townhomes	\$103.61
Haymarket Townhomes	\$91.39
Gainesville Single Family Homes	\$99.75
Haymarket Single Family Homes	\$79.93

The 2023 monthly Pipestem Fees are:

Conley Place	\$32.96
Gap Way	\$36.33
Gillis Way (6959-6963)	\$60.83
Gillis Way (6974-6998, even numbers)	\$22.86
Red House Road (14626-14637)	\$23.00
Red House Road (14724-14736)	\$32.96
Rooster Court	\$22.00

*****Please note that coupon books will no longer be mailed. Paper coupons are available upon request by contacting Sequoia Management at tshoefstall@sequoiamgmt.com or (703)803-9641. If you have been mailing a check, you may continue to do so, the mailing address has not changed. See below for payment options*****

- **ACH/Direct Debit.** The direct debit program is the easy, no-cost, set-and-forget method of payment and is highly encouraged. You can sign up for this program by filling out the enclosed direct debit form and returning it to Sequoia Management Company at 13998 Parkeast Circle, Chantilly, VA 20151 or by emailing it to Tammi at tshoefstall@sequoiamgmt.com.

- **Bill Pay Service or Personal Check.** To pay using a bill pay service or a personal check, please include the assessment amount, your account number, and remit your payment to: Greenhill Crossing, P.O Box 1459, Commerce, GA 30529-0028.
- **E-Check or Credit Card.** You can make an online payment by going to sequoia.cincwebaxis.com, register for an account, and pay via e-check or credit card. Please note, there is a \$1.99 e-check or 3.25% credit card fee.

Reserve Disclosure

The Virginia Code requires community associations to provide information about the funding of reserves as a part of the annual budget. A copy of the Association's 2022 reserve study is on file with the Association's management company. The reserve study contains data on the estimated remaining useful life and cost of replacement of the Association's capital components.

The 2022 reserve study recommends that the total balance of the reserve fund should be \$1,185,990 as of January 1, 2023. As of October 31, 2022, the current balance of the reserve fund is \$1,117,044. The 2022 reserve study also recommends an annual contribution to the Association's reserve account for fiscal year 2023 in the amount of \$118,900.00.

The 2023 operating budget includes an annual contribution of \$118,900.00. The Board of Directors has adopted the cash flow method for calculating reserve funding. The procedures used for estimation and accumulation of cash reserves are addressed in the 2022 reserve study.

2023 Board Meeting Dates

The Board of Directors meets on the 2nd Wednesday of each month at 7pm in the community clubhouse. The 2023 dates are as follows:

- January 11
- February 8
- March 8
- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October 11
- November 8 (Annual Meeting)
- December 13

The meeting schedule is subject to change due to the professional and personal schedules of the Board. Homeowners are welcome and encouraged to attend!

Greenhill Crossing Community Association

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

PLEASE PRINT ALL INFORMATION

****Instead of completing this form, you may include a voided check and date and sign the form****

I (We) hereby authorize Greenhill Crossing Community Association, hereinafter called "ASSOCIATION", to initiate debit entries to my (our) { } Checking or { } Savings account (select one) indicated below at the depository financial institution named below, hereinafter called "DEPOSITORY", and to debit the same to such account.

DEPOSITORY NAME: _____ BRANCH: _____

CITY: _____ STATE: _____ ZIP CODE: _____

ROUTING NUMBER: _____ BANK ACCOUNT NUMBER: _____
(located on the bottom of your check)

This authorization is to remain in full force and effect until ASSOCIATION has received written notification from me (us) of its termination in such time and in such manner as to afford ASSOCIATION and DEPOSITORY a reasonable opportunity to act on it.

NAME(S): _____ GREENHILL ACCOUNT NUMBER: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

DATE: _____ SIGNED: _____ SIGNED: _____

Funds are subject to withdrawal on the 1st day of the month, but will generally be withdrawn between the 5th and the 10th day of the month

GREENHILL CROSSING
2023 APPROVED BUDGET

	2022	2022	2023
	<u>BUDGET</u>	<u>PROJECTED</u>	<u>APPROVED BUDGET</u>
REVENUE			
GENERAL ASSESSMENT INCOME	290,388	290,388	296,206
TH TRASH ASSESSMENT INCOME	27,671	27,671	29,181
SF TRASH ASSESSMENT INCOME	17,369	17,369	18,316
TH SNOW ASSESSMENT INCOME	4,920	4,920	4,920
TH RESERVE ASSESSMENT INCOME	31,400	31,400	23,280
GENERAL RESERVE ASSESSMENT	72,320	72,320	78,820
PIPESTEM FEES	15,180	15,180	11,820
RESERVE INTEREST	35,000	35,000	35,000
REALIZED GAIN/LOSS	0	0	0
LATE FEES	5,000	4,500	5,000
LEGAL FEE REIMBURSEMENTS	3,500	3,500	3,500
MISCELLANEOUS INCOME	100	773	100
COMMUNITY CENTER RENTAL INCOME	<u>1,500</u>	<u>2,800</u>	<u>3,000</u>
TOTAL REVENUE	504,348	505,821	509,143
ADMINISTRATIVE EXPENSES			
MANAGEMENT FEES	51,588	51,588	53,652
INSURANCE PREMIUMS	8,400	8,400	9,000
LEGAL FEES	10,000	7,700	10,000
AUDIT & TAX RETURN PREPARATION	6,400	6,500	6,400
BAD DEBT	1,000	1,000	1,000
OFFICE EXPENSE/MEETING MINUTES	2,000	1,575	2,000
WEBSITE / INTERNET	3,000	3,374	3,000
MISCELLANEOUS ADMINISTRATIVE	2,000	1,800	2,000
PERMITS/LICENSES/FEES	<u>550</u>	<u>335</u>	<u>550</u>
TOTAL ADMINISTRATIVE EXPENSES	84,938	82,272	87,602
OPERATING EXPENSES			
GENERAL MAINTENANCE	35,000	45,000	35,000
CAPITAL IMPROVEMENT PROJECTS	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
TOTAL OPERATING EXPENSES	38,500	48,500	38,500
CONTRACTED EXPENSES			
POND MAINTENANCE	8,500	9,000	9,106
TH TRASH REMOVAL	27,671	27,808	29,181
SF TRASH REMOVAL	17,369	17,125	18,316
PEST CONTROL	500	800	982
GROUNDS MAINTENANCE	<u>53,484</u>	<u>52,845</u>	<u>53,484</u>
TOTAL CONTRACTED EXPENSES	107,524	107,578	111,069
UTILITY EXPENSES			
COMMON AREA ELECTRICITY (LIGHTS AND POND)	15,000	15,000	16,000
COMMON AREA ELECTRICITY (POOL/CLUBHOUSE)	7,000	6,500	7,000
WATER AND SEWER (POOL/CLUBHOUSE)	5,000	5,500	5,500
GAS (CLUBHOUSE)	2,000	2,500	2,500
TELEPHONE (POOL) (703-753-8552)	<u>1,223</u>	<u>1,310</u>	<u>1,400</u>
TOTAL UTILITY EXPENSES	30,223	30,810	32,400
POOL/RECREATION EXPENSES			
CLEANING	5,665	5,665	6,500
POOL MANAGEMENT	45,100	45,350	51,049
SECURITY SYSTEM	3,000	7,000	3,000
POOL/REC EQUIPMENT	6,000	13,000	6,000
COMMUNITY CENTER/POOL EXPENSES	<u>10,000</u>	<u>15,000</u>	<u>10,000</u>
TOTAL POOL/RECREATION EXPENSES	69,765	86,015	76,549
SOCIAL COMMITTEE EXPENSES			
SOCIAL	<u>5,000</u>	<u>4,000</u>	<u>5,000</u>
TOTAL SOCIAL COMMITTEE EXPENSES	5,000	4,000	5,000
TAX EXPENSES			
FEDERAL/STATE INCOME TAXES	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
TOTAL TAX EXPENSES	10,000	10,000	10,000
RESERVES			
REPLACEMENT RESERVES	72,320	72,320	78,820
TOWNHOME RESERVES	31,400	31,400	23,280
PIPESTEM RESERVES	15,180	15,180	11,820
SNOW RESERVE	4,920	4,920	4,920
REINVESTED INTEREST	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
TOTAL RESERVES	158,820	158,820	153,840
TOTAL EXPENSES	504,770	527,995	514,960
NET INCOME(LOSS)	-422	-22,174	-5,817
ASSESSMENTS			
GENERAL ASSESSMENT (391)	\$61.89		\$63.13
GENERAL RESERVE ASSESSMENT (391)	\$15.41		\$16.80
TOWNHOUSE RESERVE ASSESSMENT (205)	\$12.76		\$9.46
SNOW RESERVE ASSESSMENT (205)	\$2.00		\$2.00
SINGLE FAMILY (GAINESVILLE) TRASH ASSESSMENT (77)	\$18.79		\$19.82
TOWNHOUSE (GAINESVILLE) TRASH ASSESSMENT (199)	\$11.59		\$12.22
CONLEY PLACE PIPESTEM (5 homes) ***	\$43.98		\$32.96
GAP WAY PIPESTEM (5 homes)	\$43.00		\$36.33
GILLIS WAY (6959-6963) (2 homes)	\$67.50		\$60.83
GILLIS WAY (6974-6998) (7 homes)	\$29.17		\$22.86
RED HOUSE ROAD PIPESTEM (14626-14637) (5 homes)	\$23.16		\$23.00
RED HOUSE ROAD PIPESTEM (14724-14736) (4 homes) ***	\$43.98		\$32.96
ROOSTER COURT PIPESTEM (5 homes)	\$39.83		\$22.00