

Dear Orchard Lake Homeowner,

We hope this letter finds you well. Your Assessment Invoice is included with this letter and is due by January 31, 2021. You will also find included a copy of the 2021 Annual Budget. The full budget document will be posted on the website. Other than payment in full by January 31, 2021 there is only one other payment option.

2021 Payment Plan:

- Feb 1st: \$217 is due
- March 1st: \$217 is due
- April 1st: \$216 is due

After the 15th payments are considered late and a late fee will be assessed. Please know that your Board of Directors has been carefully evaluating the needs of the community for 2021 and beyond. Many utility and service vendor contract fees have increased. Additionally, following the guidance of PMI Northeast Atlanta, our management company, we obtained a reserve study which indicates our need to aggressively plan for future maintenance and replacement. We have found that the current assessment level is too low to enable us to maintain our community effectively. Please note that our amenities (pool, lake, large common areas, etc.) are comparable to several of the larger neighborhoods in our area, communities with 200+ homes contributing revenue (we have only 100 homes). In virtually every case, their annual assessment is equal to or greater than ours.

We have solicited and received new quotes to reduce maintenance costs wherever possible while maintaining or improving the quality of these services. Several of these new quotes are incorporated into the 2021 budget. As a result of our budget analysis, your annual assessment will increase from \$600 to \$650 per home in 2021. The board recognizes that this is an additional burden on the community but there is, unfortunately, no other way to keep our community financially sound. As always, the board members will continue to diligently seek the most cost-effective measures to maintain the amenities and common areas and minimize future fee increases to the best of their ability.

Please mark your calendars for the Annual Meeting of the Association, which will be held via zoom on Thursday, February 18, 2021, at 7:00 pm. During this meeting we will elect a new board member for the next year. Ballots will be provided via e-mail or by USPS if requested. Ballots may be e-mailed or mailed. If you, or someone you know (who is a resident in good standing), are interested in serving on the board, please send your nomination to PMI NE by February 12, 2021. Each nominee will be given the opportunity to introduce themselves during the zoom meeting.

Here is the meeting info:

Topic: Orchard Lake Annual Meeting Time: Feb 18, 2021 07:00 PM

Meeting Link: <https://us02web.zoom.us/j/89601620326?pwd=bEpDRUNtbFlxM211ZDgrRIZIV3BpQT09>

Alternate Short link: <https://bit.ly/34UbJIR>

Meeting ID: 896 0162 0326

Passcode: 145926

Call in number: (646) 558-8656

Thank you for your support and for your efforts to keep Orchard Lake a great place to live.

Sincerely,

The Orchard Lake Board of Directors

**Orchard Lake Community Association, Inc.**

<b>Income</b>	Total
Homes	100
Payments per home	3
Amount per payment	\$217/\$217/\$216
<b>Total Assessment Income</b>	<b>\$65,000</b>

Description	2020 Budget	2021 Budget	Change
<b>Operating Accounts</b>			
<b>Income Accounts</b>			
<b>REVENUE</b>			
Regular Association Fee	\$60,000.00	\$65,000.00	\$5,000.00
<b>New</b>			
<b>Income Accounts Total</b>	<b>\$60,000.00</b>	<b>\$65,000.00</b>	<b>\$5,000.00</b>
<b>Expense Accounts</b>			
<b>GENERAL / ADMINISTRATIVE</b>			
Insurance	\$1,760.00	\$4,209.00	\$2,449.00
Legal Fees	\$1,000.00	\$1,200.00	\$200.00
Accounting Fees	\$250.00	\$250.00	\$0.00
Management Fees	\$8,700.00	\$8,940.00	\$240.00
Postage	\$500.00	\$350.00	-\$150.00
Website Service	\$100.00	\$100.00	\$0.00
Property Taxes	\$55.00	\$55.00	\$0.00
Miscellaneous Administrative Expenses	\$30.00	\$100.00	\$70.00
Social	\$400.00	\$300.00	-\$100.00
<b>UTILITIES</b>			
Electricity - Street Lights	\$6,120.00	\$6,120.00	\$0.00
Electricity - Clubhouse/Rec Area	\$4,900.00	\$4,900.00	\$0.00
Water - Pool/Clubhouse	\$955.00	\$750.00	-\$205.00
Phone/Cable TV	\$1,212.00	\$1,320.00	\$108.00
<b>LANDSCAPE MAINTENANCE</b>			
Landscape	\$16,200.00	\$16,908.00	\$708.00
Fertilizer	\$0.00	\$0.00	\$0.00
Pinestraw - Commons	\$1,200.00	\$1,200.00	\$0.00
Seasonal Flower Planting	\$550.00	\$300.00	-\$250.00
Tree Trimming/Removal	\$0.00	\$0.00	\$0.00
Backflow Testing	\$75.00	\$75.00	\$0.00
Landscape Maint/Erosion Control	\$1,200.00	\$500.00	-\$700.00
Detention Pond Maintenance	\$2,000.00	\$1,250.00	-\$750.00
<b>AMENITY EXPENSES</b>			
Pool Service	\$4,740.00	\$4,806.00	\$66.00
Pool Supplies	\$500.00	\$750.00	\$250.00
Pool Repairs & Maintenance	\$500.00	\$250.00	-\$250.00
Clubhouse Maint/Cleaning	\$600.00	\$300.00	-\$300.00
Playground	\$0.00	\$0.00	\$0.00
<b>BUILDING MAINTENANCE</b>			
HVAC Maintenance	\$157.00	\$157.00	\$0.00
Termite Bond	\$190.00	\$310.00	\$120.00
Security Maintenance	\$300.00	\$200.00	-\$100.00
Miscellaneous Building Repairs	\$300.00	\$300.00	\$0.00
<b>RESERVE EXPENSES</b>			
Special Projects	\$0.00	\$0.00	\$0.00
Transfer From Operations	\$3,000.00	\$9,100.00	\$6,100.00
Reserve Study	\$2,000.00	\$0.00	-\$2,000.00
<b>New</b>			
<b>Expense Accounts Total</b>	<b>\$59,494.00</b>	<b>\$65,000.00</b>	<b>\$5,506.00</b>
<b>Operating Accounts Net</b>	<b>\$506.00</b>	<b>\$0.00</b>	<b>-\$506.00</b>

**2021 Reserve Summary**

Estimated Starting Funds	\$3,000
Income:	
Reserve Contribution	\$9,100
<b>Total Funds Available</b>	<b>\$12,100</b>
<b>Reserve Spending</b>	
Pool, Poolhouse, and Playground:	\$0
Entrance & Fences	\$3,500
Landscape & Other Areas	\$0
<b>Total Reserve Expenses</b>	<b>\$3,500</b>
<b>Ending Funds</b>	<b>\$8,600</b>