



Longmeade

2011 BILLING PACKET

Dear Homeowner:

Please review this packet in its entirety. Enclosed, you will find your homeowners association's Annual Budget for 2011, Fee Schedule, and other helpful information. In addition, enclosed with this packet is a coupon book or single coupon if you have only one assessment payment due. Please use the coupon(s) when you pay your assessment and mail your check and coupon, using the envelope provided, to the address on the coupon. This will ensure that your payment is properly credited to your account in a timely fashion. If you would prefer you may pay using MasterCard, Discover, American Express, or E-Check (please note that there is a convenience charge to pay by credit card, which is based on the amount that you are paying). In order to use any of these methods of payment, log on to: www.cabanc.com.

Your annual assessment and due date for 2011 is found on your 2011 Annual Budget. Information on late fees and other charges can be found on the Fee Schedule. Please take a moment to review these important documents.

To be added to our e-blast list and receive updates and information about your Community, please email info@meredithmgmt.com.

Thank you for your cooperation and assistance.

Sincerely,

Meredith Management, LLC, AAMC
301-843-8111
www.MeredithMgmt.com

Meredith Hours of Operation

Monday - Wednesday 7:30 AM to 6 PM --- Thursday 7:30 AM to 7 PM
Closed on Fridays

**LONGMEADE AT PORT TOBACCO COMMUNITY ASSOCIATION, INC.
2011 BUDGET (BASED ON 90 UNITS)**

INCOME

ASSESSMENT INCOME (27 Private @ \$145/mo. and 63 Public Drives @ \$126/mo.)	\$142,236.00
ADMINISTRATIVE FEES – REIMBURSABLE (Billed back to homeowner)	75.00
LATE NOTICE FEE – REIMBURSABLE (Billed back to homeowner)	1,625.00
LEGAL REFERRAL – REIMBURSABLE (Billed back to homeowner)	1,125.00
ATTORNEY FEES – REIMBURSABLE (Billed back to homeowner)	3,500.00
INTEREST INCOME (on savings accounts and CD's)	700.00
ALLOWANCE FOR DOUBTFUL ACCOUNTS (Based on approx. 5% delinquencies)	(12,388.00)

TOTAL INCOME **\$136,873.00**

EXPENSES

BANK CHARGES	180.00
Service charge of \$15.00 monthly	
OFFICE EXPENSE	3,500.00
Office supplies, printing costs, etc.	
ADMINISTRATIVE FEES	100.00
Cost of title transfers, assessment certificates, late notice fees, etc. (billed back to homeowners)	
LATE NOTICE FEE – REIMBURSABLE	2,500.00
Cost of sending late notices to those that do not remit payment (billed back to homeowners)	
LEGAL REFERRAL – REIMBURSABLE	1,500.00
Cost affiliated with sending delinquent accounts to the attorney (billed back to homeowners)	
POSTAGE	1,000.00
Cost of mailing newsletters, bills, etc.	
INSURANCE	1,676.00
Liability, fire, fidelity, and/or Directors & Officers coverage	
ELECTRICITY/STREETLIGHTS	6,900.00
Electricity for streetlights	
TRASH REMOVAL	23,779.00
Cost of curb service once a week.	
GROUNDS MAINTENANCE	35,000.00
Mowing, fertilizing, edging, pruning, weed control, mulching, etc., of common grounds	
SNOW PUSHING	3,000.00
Pushing of snow from common area streets	
GROUNDS IMPROVEMENTS	10,000.00
Additional projects (i.e. flowers)	
POND INSPECTIONS	1,600.00
INCOME TAX	1,200.00
All income other than assessment income is taxable	
REPAIR/MAINTENANCE	1,309.00
Cost of repair for common elements	
SOCIAL EXPENSE	818.00
Special events and activities planned for the community	
LEGAL EXPENSE	1,000.00
Cost of document review, CAA enforcement, etc.	
AUDIT & TAX PREPARATION EXPENSE	1,850.00
Audit preparation performed by an independent CPA	
MANAGEMENT	6,813.00
Fee for professional services provided by management firm	
ATTORNEYS FEES - REIMBURSABLE	5,000.00
Recovery of delinquent accounts, lawsuits	
RESERVE PAYBACK	0.00
Re-payment of withdrawal from Reserve account	
RESERVE CONTRIBUTION	25,000.00
Fund for repair & replacement of fixed assets	
RESERVE CONTRIBUTION- Private Drives	3,156.00
Fund for repair & replacement of each private drive	
TOTAL EXPENSES	<u>\$136,873.00</u>

2011 ASSESSMENT
\$1,512.00 - County Roads
\$1,740.00 - Private Drives

PAYMENTS of \$126.00 FOR COUNTY ROADS, AND \$145.00 FOR PRIVATE DRIVES ARE DUE BY THE FIFTEENTH (15) DAY OF EVERY MONTH.

A late notice fee of \$15.00 will be charged on the 25th if payment is not received. If payment is not received by the due date, the full amount remaining will become delinquent after 30 days from the due date, and your account will be turned over to the association's attorney for collection, and additional legal costs will be incurred.

Longmeade at Port Tobacco Association, Inc. Fee Schedule

Please be advised that your account may be charged additional administrative fees as outlined below, per the approval of your Board of Directors. In any instance noted below, you are required to remit all related fees to keep your account current and avoid collection action with the association's attorney.

Collection costs:

Late notice - (this fee will be charged to your account each time a late notice is necessary for your delinquent balance)	\$15.00 per incident
Legal referral - (this fee will be charged to your account if collection action is necessary. Once legal referral has taken place with the association's attorney, additional costs and legal fees will be added to your account)	\$50.00 per incident

Administrative costs:

Re-bill (replacement bill) - (One invoice is mailed, once per year. All requests for a duplicate billing must include payment for each re-bill)	\$5.00 per incident
Return check charge - (this fee must be included with payment. After 2 nd incident, personal checks will no longer be accepted)	\$35.00 per incident
Title Transfer Fee - (change of ownership to be reflected on account)	\$25.00 per incident

Resale of property:

Please be advised that all homeowners must comply with Maryland law, section 11B-106, of the Annotated Code of Maryland, regarding resale of property as follows:

The Seller must provide the Purchaser with a resale package, which will include all association information, legal issues and covenant violations (see section 11B-106) on, before, or within 20 days of entering into a contract for resale of the property.

The Seller is required to notify the homeowner's association in writing within 30 days after settlement and provide the property transfer date and the new owner information.

Resale Package fee -	\$129.00 per property and per association
Demand Letter (Assessment Certificate) - (all requests from homeowners, title companies, mortgage companies, etc., will require payment for verification of homeowner's account balance, per the Declaration of Covenants)	\$59.00 per request

(You may obtain a resale package and assessment certificate directly by logging onto www.condocerts.com, and follow the instructions accordingly.)

**LONGMEADE AT PORT TOBACCO ASSOCIATION, INC.
3352 OLD WASHINGTON ROAD
WALDORF, MD 20602
(301) 843-8111**

SCHEDULE OF MEETINGS FOR 2011

BOARD MEETINGS:

All Board Meetings will begin promptly at 7:00 PM at McDonough High School:

Wednesday, January 19, 2011
Wednesday, June 15, 2011
Wednesday, October 12, 2011

ANNUAL MEETING:

The Annual Meeting will begin promptly at 7:00 PM at McDonough High School:

Wednesday, January 19, 2011
Wednesday, February 16, 2011**

**If quorum cannot be established at the initial calling of the Annual Meeting, a re-call meeting will be necessary.

Board of Directors meetings are open to all association members, however, participation by residents is welcome during the resident's forum, time permitting. All are encouraged to attend and observe the actions of the Board of Directors.

From time to time the Board of Directors may need to discuss confidential information that is not to be heard by the general membership. These meetings will go into a closed session (Executive Session) once all regular business is addressed.

It is recommended that you confirm the meeting date and location in advance if you plan to attend. To confirm a meeting date prior to the meeting, please email your Association Manager, Megan C. Quinn, CMCA at: mquinn@maredithmgmt.com.