



February 17, 2022

Homeowners of the Townes of Hillsdale HOA

RE: Annual Meeting/Approved 2022 Budget

Dear Homeowner(s):

The annual/budget meeting was held on Thursday, November 18, 2021. Due to the COVID-19 pandemic, the meeting was held virtually using Zoom Video Conferencing. The purpose of the meeting was for the Board of Directors to approve the 2022 proposed budget and to hold an election of board members. The Board of Directors voted and approved the budget with no increase in the current monthly assessments.

Attached for your reference is a copy of the approved 2022 budget. Your 2022 coupon books will be printed and mailed by request **only**. If you require a coupon book, please send an email to office@quality1propertymanagement.com to request a coupon book.

If you are already set up to pay online, no further changes are required. For added convenience, we are offering owners the option of using ClickPay to pay their assessments. Please go to our website (www.quality1propertymanagement.com) for access to ClickPay.

For those who have an outstanding balance, you are encouraged to bring your account current as soon as possible to avoid having your account turned over to collections. Should you have any questions about your account, please contact our accounting department at accounting@quality1propertymanagement.com immediately.

NOTE: If your account is already in collections, please continue to send your payments to the Association's attorney.

During this meeting the Board of Directors was elected, and the positions are as follows:

Tawana Carr-President
Beserat Habtesion-Vice President
Deborah Philip-Treasurer
Kamala Oliver-Secretary
David Brown-Board Member, Safety & Common Space
Sidney Woods-Board Member, Safety & Common Space

12138 Central Avenue Suite 863
Mitchellville, Maryland 20721 (mailing address)

9420 Annapolis Road, suite 105
Lanham, Maryland 20706 (offices)

(240) 770-5381 voice; (240) 260-0755 fax
Office@quality1propertymanagement.com
www.Quality1PropertyManagement.com

Thank you for your continued support. Should you have any questions or comments regarding this letter, please contact our office at (240) 770-5381 or via e-mail at office@quality1propertymanagement.com.

Sincerely,

Andrea Beaird

Andrea Beaird
Portfolio Manager

CC
General File

Attachments
2022 Approved Budget
Clickpay Instructions

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The Townes at Hillsdale			
APPROVED 2022 BUDGET			
Income			
Account	2021 Approved Budget	As of December 2021	2022 Approved Budget
4001 Association Fee Income	\$58,500	\$52,404	\$58,500
4010 Late Fee Income	\$200	\$165	\$200
4030 Interest Income	\$150	\$18	\$150
4040 Legal Fees Income	\$2,500	\$0	\$2,500
4050 Other Income	\$0	\$0	\$0
Income	\$61,350	\$52,587	\$61,350
Doubtful Income	-\$4,500.00	\$0.00	\$2,050.00
Total Income	\$65,850	\$52,587	\$59,300
Expense			
Account			
5001 Administrative Expense	\$0	\$234	\$0
5000 Expense Account	\$0	\$0	\$0
5002 Contract Services - Management Fees	\$12,090	\$11,082	\$12,090
5010 General & Administration - Audit Fee/Tax Prep	\$200	\$625	\$700
5030 General & Administration - Legal Fees - Collection	\$5,000	\$35	\$0
5060 Bank Fee Expense	\$50	\$225	\$50
5070 General & Administration - Postage and Delivery	\$100	\$111	\$100
5080 General & Administration - Printing & Reproduction	\$100	\$0	\$100
5081 Printing-Payment Coupons	\$100	\$50	\$50
5090 General & Administration - Insurance Policy Expense	\$800	\$2,478	\$2,210
5190 Property Tax	\$50	\$0	\$50
5211 Corp Tax	\$300	\$250	\$300
5220 General & Administration - Misc. Expenses	\$200	\$280	\$200
5330 General & Administration - Meeting Expenses	\$200	\$0	\$200
5400 Social/Welcome	\$1,000	\$0	\$0
Administration Total	\$20,190	\$15,370	\$16,050
6520 Contract Services - Landscaping-Other Expenses	\$1,000	\$2,047	\$1,000
6530 Contract Services - Lawn Maintenance	\$22,450	\$26,493	\$22,450
6560 Contract Services - Security Expense	\$2,000	\$400	\$2,000
6570 Contract Services - Snow Removal	\$3,000	\$578	\$3,000
Contract Total	\$28,450	\$29,518	\$28,450
7010 Utilities - Electricity	\$2,000	\$2,862	\$2,000
7030 Utilities - Water & Sewer	\$2,500	\$1,977	\$2,500
Utility Total	\$4,500	\$4,839	\$4,500
8201 Maintenance Expenses - Site Maintenance & Repairs	\$1,010	\$2,742	\$3,000
8450 Maintenance Expenses - Electrical Repairs	\$1,000	\$7,843	\$1,000

Maintenance Total	\$2,010	\$10,585	\$4,000
9010 Reserve Contribution Exp	\$0	\$0	\$0
9020 Operating Reserve Contribution	\$6,300	\$5,250	\$6,300
Reserve Total	\$6,300	\$5,250	\$6,300
Total	\$61,450	\$118,148	\$59,300
Net Income	\$4,400	-\$65,561	\$0



Homeowner Notice **BILLING & PAYMENTS**

Dear Homeowner,

As a homeowner in a Quality 1 managed community, we ask that you please review the following information as this pertains to your assessments.

ONLINE PAYMENTS & E-BILLING

As the **preferred way** of accepting payments, we invite you to set up one-time or automatic payments online by e-check (ACH) from your bank account for **FREE** or by major credit or debit card for a fee of 2.95% for Visa, Discover, or Mastercard and 3.95% for American Express. **ClickPay** also provides the convenience of taking payments over the phone.

To get started, visit the web address below and follow the instructions listed:

www.Quality1PropertyManagement.com

- ① Select your Association from the dropdown, click **Pay Online**, and then **Register** to create your profile with **ClickPay**
- ② **Add your Unit*** using your account number [**Account Number**]
- ③ Set up **Automatic Payments** or click **Pay Now** to make one-time payments

*Please note that you can add more than one unit to your account.



FEATURES & BENEFITS

- ✓ Set Up Automatic Payments
- ✓ Pay by e-Check or Credit/Debit Card or via Phone
- ✓ Avoid Late Fees & Save Paper
- ✓ View Your Payment History
- ✓ Phone and online Customer Support to answer account questions or help with setting up your account

ONLINE PAYMENT SUPPORT

For questions about your account or help with setting up payments, please contact **ClickPay** through their help center at **www.ClickPay.com/Help** or call 1.800.533.7901 and press option 1.