

**Whittier Community Association, Inc.**

c/o Vanguard Management Associates, Inc.  
P.O. Box 39 • Germantown, Maryland 20875-0039  
301-540-8600 x3053  
[www.whittieronline.org](http://www.whittieronline.org)



September 2019

Dear Whittier Community Association Homeowner,

The Board of Directors for the Whittier Community Association, Inc. has prepared a draft operating budget for the fiscal year beginning January 1, 2020. This budget reflects a 4% (\$10.00) increase for the General assessment, no increase for the Single Family Neighborhood assessment, and a 1.5% (\$4.00) increase for the Townhouse Neighborhood assessment.

The **proposed annual** assessments for 2020 will be:

	<b>General</b>	<b>Neighborhood</b>	<b>Total</b>
Condominium Homes	\$338.00	N/A	\$338.00
Single Family Homes	\$338.00	\$20.00	\$358.00
Townhomes	\$338.00	\$263.00	\$601.00

The Board of Directors will entertain written comments on this proposed budget. All Whittier homeowners are invited to submit WRITTEN comments on the draft budget by October 15, 2019. Comments will be distributed to Board members for review and consideration at the scheduled Board meeting on October 22, 2019, 7:00 p.m. at the Daybreak Center, 7819 Rocky Springs Road, Frederick, Maryland 21702. The Board will adopt a final 2020 budget at their October 22, 2019 meeting.

Thank you for your cordial attention to this matter.

Sincerely,  
For the Board of Directors  
Whittier Community Association, Inc.

A handwritten signature in black ink that reads 'Nancy'.

Nancy Keen, CMCA® AMS®  
Community Manager  
[nkeen@vanguardmgt.com](mailto:nkeen@vanguardmgt.com)

Enclosure

<b>WHITTIER COMMUNITY ASSOCIATION, INC.</b>
2020 OPERATING BUDGET
JANUARY 1, 2020 through DECEMBER 31, 2020
GENERAL ASSOCIATION (All Homes) BUDGET SUMMARY

Annual Assessment:	\$338.00	4.0% Increase over 2019
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2020 TOTAL:	2019 Total	\$ Change
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**INCOME:**

Residential Assessments:	\$537,420.00	\$516,750.00	\$20,670.00
Lakefront Center Assessment	\$1,665.07	\$1,601.03	\$64.04
Late Fee Income	\$10,000.00	\$10,000.00	\$0.00
Outside Pool Memberships	\$26,950.00	\$26,950.00	\$0.00
Misc. Income - Pool Passes	\$0.00	\$0.00	\$0.00
Misc. Income - Newsletter	\$300.00	\$300.00	\$0.00
Interest Income	\$1,118.36	\$1,118.36	\$0.00
<b>ADJUSTED INCOME:</b>	<b>\$577,453.44</b>	<b>\$556,719.40</b>	<b>\$20,734.04</b>

**EXPENSES:****Reserve Contributions:** Contribution is based on 2017 Reserve Study.

Gross Contribution	\$96,687.00	\$90,053.00	\$6,634.00
<i>Sub-Total:</i>	\$96,687.00	\$90,053.00	\$6,634.00
Less: Reserve Interest:	(\$13,555.27)	(\$13,127.31)	(\$427.96)
Net Reserve Contribution:	\$83,131.73	\$76,925.69	\$6,206.04

**General & Administrative:**

Management, Audit, Legal, Professional & Banking Fees	\$114,626.44	\$111,234.16	\$3,392.27
Postage, Printing, Newsletter, Coupons	\$24,940.10	\$25,719.20	(\$779.10)
Insurance & Taxes	\$29,459.04	\$31,154.85	(\$1,695.81)
Bad Debt Expense	\$9,870.00	\$9,870.00	\$0.00
Record Storage, Miscellaneous, Recording Secretary	\$6,262.20	\$6,209.40	\$52.80
Electricity	\$384.00	\$384.00	\$0.00
Social & Recreation	\$6,000.00	\$0.00	\$6,000.00
<i>Sub-Total:</i>	\$191,541.78	\$184,571.61	\$6,970.17

<b>WHITTIER COMMUNITY ASSOCIATION, INC.</b>
2020 OPERATING BUDGET
JANUARY 1, 2020 through DECEMBER 31, 2020
GENERAL ASSOCIATION (All Homes) BUDGET SUMMARY

Annual Assessment:	\$338.00	4.0% Increase over 2019
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	2020 TOTAL:	2019 Total	\$ Change
<b>Pool Operation:</b>			
Management, Pool Pass Admin.	\$168,649.00	\$162,749.00	\$5,900.00
Repairs, Supplies, Miscellaneous	\$22,420.00	\$20,420.00	\$2,000.00
Utilities: Telephone; Electric; Water & Sewer	\$25,021.00	\$25,021.00	\$0.00
<i>Sub-Total:</i>	<u>\$216,090.00</u>	<u>\$208,190.00</u>	<u>\$7,900.00</u>
<b>Site Improvement:</b>			
Landscaping Improvements	\$23,160.00	\$23,160.00	\$0.00
Capitol Improvements	\$2,500.00	\$4,000.00	(\$1,500.00)
<i>Sub-Total:</i>	<u>\$25,660.00</u>	<u>\$27,160.00</u>	<u>(\$1,500.00)</u>
<b>General Maintenance:</b>			
Site Maintenance & Repair	\$6,950.00	\$7,200.00	(\$250.00)
<i>Sub-Total:</i>	<u>\$6,950.00</u>	<u>\$7,200.00</u>	<u>(\$250.00)</u>
<b>Contract Maintenance:</b>			
Grounds Maintenance	\$48,097.03	\$46,697.00	\$1,400.03
Snow Clearing	\$5,975.00	\$5,975.00	\$0.00
<i>Sub-Total:</i>	<u>\$54,072.03</u>	<u>\$52,672.00</u>	<u>\$1,400.03</u>
<b>Operating Contingency</b>	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENSES:</b>	<u>\$577,445.54</u>	<u>\$556,719.30</u>	<u>\$20,726.24</u>
<b>NET INCOME/(LOSS)</b>	\$7.90	\$0.10	\$7.80

<b>WHITTIER COMMUNITY ASSOCIATION, INC.</b>
2020 OPERATING BUDGET
JANUARY 1, 2020 through DECEMBER 31, 2020
SUPPLEMENTAL TOWNHOUSE BUDGET (Townhomes Only)

Annual Assessment:	\$263.00	1.5% Increase over 2019
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2020	2019	\$
TOTAL:	Total	Change

**INCOME:**

Residential Assessments:	\$144,124.00	\$141,932.00	\$2,192.00
<b>ADJUSTED INCOME:</b>	\$144,124.00	\$141,932.00	\$2,192.00

**EXPENSES:****Reserve Contributions: Contribution is based on 2017 Reserve Study.**

Gross Contribution	\$32,568.00	\$31,724.00	\$844.00
<i>Sub-Total:</i>	\$32,568.00	\$31,724.00	\$844.00
Less: Reserve Interest:	(\$5,122.38)	(\$4,861.91)	(\$260.47)
Net Reserve Contribution:	\$27,445.62	\$26,862.09	\$583.53

**Administrative Expense:**

Bad Debt Expense	\$12,000.00	\$12,000.00	\$0.00
Annual Property Inspection	\$6,836.00	\$6,836.00	\$0.00
<i>Sub-Total:</i>	\$18,836.00	\$18,836.00	\$0.00

**General Maintenance:**

Grounds Maintenance	\$68,607.83	\$66,887.00	\$1,720.83
Landscaping Improvements	\$12,950.00	\$12,950.00	\$0.00
Snow Clearing	\$16,285.00	\$16,380.00	(\$95.00)
<i>Sub-Total:</i>	\$97,842.83	\$96,217.00	\$1,625.83

<b>TOTAL EXPENSES:</b>	\$144,124.45	\$141,915.09	\$2,209.36
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<b>NET INCOME/(LOSS)</b>	(\$0.45)	\$16.91	(\$17.36)
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<b>WHITTIER COMMUNITY ASSOCIATION, INC.</b> 2020 OPERATING BUDGET JANUARY 1, 2020 through DECEMBER 31, 2020 SUPPLEMENTAL SINGLE FAMILY HOMES BUDGET
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Annual Assessment:	\$20.00	0.0% Increase over 2019
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	2020	2019	\$
	TOTAL:	Total	Change

**INCOME:**

Residential Assessments:	\$7,040.00	\$7,040.00	\$0.00
<b>ADJUSTED INCOME:</b>	<b>\$7,040.00</b>	<b>\$7,040.00</b>	<b>\$0.00</b>

**EXPENSES:****General Maintenance:**

Annual Property Inspections	\$3,364.00	\$3,364.00	\$0.00
Grounds Maintenance	\$2,400.00	\$2,400.00	\$0.00
Snow Clearing	\$1,276.00	\$1,276.00	\$0.00
<i>Sub-Total:</i>	<b>\$7,040.00</b>	<b>\$7,040.00</b>	<b>\$0.00</b>

<b>TOTAL EXPENSES:</b>	<b>\$7,040.00</b>	<b>\$7,040.00</b>	<b>\$0.00</b>
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<b>NET INCOME/(LOSS)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
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# Whittier Community Association

## OPERATING SUMMARY BUDGET NOTES

### GENERAL ASSOCIATION

January 1, 2020 to December 31, 2020

#### I. INCOME:

- A. Residential Assessments: The total income generated from the annual assessment charged to all homeowners pursuant to Article V of the Declaration of Covenants, Conditions and Restrictions.
- B. Lakefront Center Assessment: The total income generated from the annual assessment charged to the commercial property located within Whittier.
- C. Late Fee Income: Estimated funds collected from homeowners as a result of late payment of monthly assessments pursuant to the Declaration of Covenants, Conditions, and Restrictions and the collection policy for the Association.
- D. Outside Pool Memberships: Income from the sale of outside pool memberships and the sale of guest passes during the season.
- E. Misc. Income - Website: Income from advertisements on the website.
- F. Interest Income: Estimated income earned from excess operating funds placed in demand deposits.

#### II. EXPENSES:

- A. Reserve Contributions: The calculations of the reserve contributions are based upon the Reserve Study which was completed in 2017.
1. Gross Reserve Contribution: The total gross reserve contribution necessary to meet the funding goals established through the comprehensive reserve study which has estimated the expected useful life and replacement cost of each community asset.
  2. Less: Reserve Interest: Allocation of the interest income earned by the deposit of reserve funds to secure investment vehicles such as money market and certificate of deposit accounts. The earned interest thereby reduces the annual cash deposit required to meet the funding goals established through the reserve analysis.
  3. Net Reserve Contribution: The actual cash outlay for deposit into reserve accounts which is necessary to meet the established funding goals as previously discussed.
- B. General & Administrative Expenses:
1. Management, Audit, Legal, Professional & Banking Fees: The projected expense for professional community management services for property management, financial accounting and consultation services. Expense for the services of a Certified Public Accountant (CPA) for the preparation of all annual tax returns and the conduct of an annual audit of the Association books and records. Allowance for retaining general legal counsel for such matters as legal document interpretation, collection assistance, violation enforcement and other legal assistance as may be required. Expenses related to bank account fees and the printing of checks and deposit slips.
  2. Postage, Printing, Newsletter, and Coupons: Allowance for miscellaneous postage needs of the Association as well as several community-wide mailings to members for such items as the annual budget and annual meeting notices. Allowance for the printing requirements associated with the budgeted postage needs as described above. Allowance for the operation of the website. Funds associated with printing of assessment coupons.
  3. Insurance and Taxes: The estimated expense for providing all appropriate insurance coverage for the Association including:
    - a. All-Risk/General Liability Coverage in the amount of \$1,000,000.00;
    - b. Directors's & Officer's Liability Coverage in the amount of \$1,000,000.00;
    - c. Fidelity Bond of Officers and Directors in an amount sufficient to cover the amount in the Association's bank accounts.
    - d. Umbrella coverage in the amount of 15 million.Allocation for payment of quarterly estimated income taxes as determined by the independent auditor.
  4. Bad Debt Expense: Allowance for uncollectible accounts due to homeowner bankruptcies and/or mortgage company foreclosures.
  5. Record Storage, Miscellaneous, Meetings: Hard costs that Vanguard Management is charged that is passed on to the Association for monthly storage of community archive records. Allowance for miscellaneous general & administrative Board expenses. The cost for a recording secretary to take the minutes at the monthly Board meetings.
  6. Front Entrance Electricity: Allowance for the monthly expenses of the entrance lights.
  7. Social & Recreation: Allowance for the Lakeside Festival/National Night Out Event.

OWNERS ARE REMINDED THAT BUDGETS REFLECT AN ESTIMATED PROJECTION OF ANTICIPATED EXPENSES AND REVENUES AND, AS SUCH, ARE SUBJECT TO CHANGE BASED UPON ACTUAL CIRCUMSTANCES.

- C. Pool Operation: The expenses necessary to operate the Cobblestone, Wetherburne and Greenleaf pools.
1. Management, Pool Pass Administration: Allowance for the expense of a professional, full service pool management company to provide staff and supplies for the operation of the swimming pool facilities. Allowance for the handling and distribution of pool passes including the printing costs for the applications, rules, and passes.
  2. Repairs, Supplies, Miscellaneous: Allowance for the preseason preparation of the swimming pool and bathhouse facilities including such repairs as skimmer replacement, minor caulking, minor plumbing repairs as well as other miscellaneous repairs to the facilities during the season. Funds allocated for the purchase of supplies necessary for the operation of the facilities. Allowance for costs of possible extra events (currently unplanned) at pools as well as other miscellaneous needs.
  3. Telephone, Electric and Water & Sewer: Allocation of funding for a public coin operated telephone at the pool facilities which is required by local codes. The telephone is on discounted rates during the off season. Funding allocated for the electrical consumption of the electric pump motors and the filtration system, lighting and other electricity needs as may be needed for the safe operation of the facility. The allocation of the necessary funding for the water needs for the facilities including the spring "fill-up", maintenance of the pool water level during the season and bathhouse needs for showers and toilets.
- D. Site Improvement:
1. Landscaping: Allowance of funding for the planting of annual flowers at the entry features and other locations within the community during the spring and fall planting seasons as well as other landscaping improvements and maintenance, such as lake management, which may be determined by the Board of Directors.
  2. Capitol Improvements: Allocation of funds for future capitol improvement projects.
- E. General Maintenance Expense:
1. Site Maintenance & Repair: Allocation of funding necessary for miscellaneous maintenance needs throughout the community such as minor tot lot repair, trash clean-up, and other miscellaneous grounds repairs.
- F. Contract Maintenance:
1. Grounds Maintenance: Funds allocated for the regular maintenance of the common areas including mowing, trimming, edging of common sidewalks, mulching of common area trees and shrubs and a complete chemical application package including fertilization and weed control as well as other maintenance needs in the community, such as school grounds maintenance, and lake maintenance that may be determined by the Board of Directors.
  2. Snow Clearing: Allocation of funds for clearing and sanding of all Association owned sidewalks, and public sidewalks that are not adjacent to homes. This does not include the City streets.

Whittier Community Association

OPERATING SUMMARY BUDGET NOTES

Jan 1, 2020 to Dec 31, 2020

SUPPLEMENTAL TOWNHOUSE BUDGET

(Townhomes Only)

I. INCOME:

A. Residential Assessments: The total income generated from the annual assessment charged to all homeowners pursuant to Article IV of the Declaration of Covenants, Conditions and Restrictions. The supplemental assessment intended to pay those costs attributable to the townhouse homes within the Whittier community.

II. EXPENSES:

A. Reserve Contributions: The calculations of the reserve contributions are based upon the Reserve Study which was completed in 2017.

1. Gross Reserve Contribution: The total gross reserve contribution necessary to meet the funding goals established through the comprehensive reserve study which has estimated the expected useful life and replacement cost of each community asset.

2. Less: Reserve Interest: Allocation of the interest income earned by the deposit of reserve funds to secure investment vehicles such as money market and certificate of deposit accounts. The earned interest thereby reduces the annual cash deposit required to meet the funding goals established through the reserve analysis.

3. Net Reserve Contribution: The actual cash outlay for deposit into reserve accounts which is necessary to meet the established funding goals as previously discussed.

B. Administrative Expenses:

1. Bad Debt: Allowance for uncollectible accounts due to homeowner bankruptcies or mortgage foreclosures.

2. Annual Property Inspections: Allowance for annual maintenance inspection of each home.

C. General Maintenance:

1. Lawn Maintenance: Funds allocated for regular maintenance services such as lawn mowing, trimming, and edging of all common areas within the townhouse sections of the community.

2. Landscaping Improvement: Funding for projects associated with enhancing the overall townhouse section of the community.

3. Snow Clearing: Funding has been allocated during the winter season for the clearing and sanding of the Association owned sidewalks, mail box pads and public sidewalks that are not adjacent to homes.



Whittier Community Association  
OPERATING BUDGET NOTES  
Jan 1, 2020 to Dec 31, 2020

SUPPLEMENTAL "SINGLE FAMILY" BUDGET

I. INCOME:

A. Residential Assessments: The total income generated from the annual supplemental assessment charged to all home owners pursuant to Article VI of the Declaration of Covenants, Conditions and Restrictions (Declaration) and the Supplemental Declaration. The supplemental assessment intended to pay those costs attributable to the single family homes within the Whittier community.

II. EXPENSES:

A. General Maintenance:

1. Annual Property Inspection: Allocation for annual property inspections of private property dwellings and yards when applicable.
2. Lawn Maintenance: Funds allocated for regular maintenance services such as lawn mowing, trimming, and edging of all common areas within the single family sections of the community.
3. Snow Clearing: Funding has been allocated during the winter season for the clearing and sanding of the Association owned sidewalks, and mail box pads.