

CHURCH POINT HOMEOWNERS ASSOCIATION, INC.

c/o The Select Group, 2224 Virginia Beach Blvd, Suite 201, Virginia 23454
ofc: (757) 486-6000 fax: (757) 486-6988 email: bgarrett@theselectgroup.us
or visit us at www.theselectgroup.us

November 7, 2023

Unit Owner
Church Point Homeowners Association
Virginia Beach, Virginia 23455

Re: 2024 Adopted Operating Budget

Dear Unit Owner:

Enclosed is a copy of the 2024 Operating Budget to meet the operating expenses of the community that was approved by the Board of Directors at their meeting on October 31, 2023. Your assessments for 2024 are **\$200.00** per home per quarter. The Association has budgeted \$12,000.00 to be placed into the Replacement Reserve account. At 2023-year end, the Association anticipates having \$105,289.43 in the Replacement Reserve account for future replacement costs. Attached is a breakdown of replacement reserve components, including their life expectancy and the anticipated replacement cost.

Please read the very important letter enclosed as it contains some exciting news and how to make your assessment payments moving forward. Payment options have changed and unfortunately The Select Group can no longer initiate ACH payments for anyone currently participating in this program.

Remember, payments are due on the first day of each month and will be assessed a late charge of 12% per annum if not received by the 10th day of the month and every 30 days thereafter. **Please do not send any correspondence through the lock box regarding name changes, address changes, letters to the board of directors or management, as the information will take approximately 10 days to be returned to our office.**

Sincerely,



R. A. Garrett, CMCA®
Association Manager

On behalf of the Board of Directors



The Face of Community Management

The Select Group, Inc. is excited to announce upgrades that we are implementing to better serve you and your community! Our new system will go "live" for your use January 1, 2024. This cloud-based software program gives you the flexibility to review your account, pay your assessments (either directly through your portal or establishing a reoccurring payment, if desired), submit maintenance requests and review for any updates, access important community information and much more, all from the convenience of your computer or smartphone!

Once the system is available for your use, you will receive a welcome email from Enumerate Engage (an example of the email subject line will be similar to "Join ABC Community Association in Enumerate Engage!"). Once you open that email, you will be given steps to establish your profile, a password, and customize your email and mobile notifications.

Once you have established your portal with Enumerate, you will be able to set up your preferred payment method on a safe and secure site. Please note that payments may be made utilizing any of the options below:

- **Enumerate** – Login to Enumerate Engage to establish your portal and set up your payment through the automatic debit program.
- **Online** – You may pay your assessment at <https://propertypay.cit.com/>. You will need Select's management ID number #4555, the Community ID # 41, and your account number. (Please note that applicable fees charged by the bank will be charged to homeowners utilizing this feature. There is no charge for echecks). You may also set up reoccurring payments utilizing this option.
- **Online Payments through your bank's bill pay.** Make sure to provide your bank with the address to mail your payment and **update the payment amount to \$200.00**. Checks should be made payable to the Association and include your unit address and/or account number.

Church Point Homeowners Association

P.O. Box 98165

Phoenix, AZ 85038-0165

- **Lockbox** – A coupon booklet will be ordered to facilitate this payment method and mailed to you during the month of December. The address for mailing your payment will be in the booklet. Payments should be made to **Church Point Homeowners Association**. Please do not include any correspondence with your payment as it will delay the receipt of this paperwork and a response.

Unfortunately, with this change in software programs, we are no longer able to initiate ACH payments to facilitate the payment of your assessments.

While we understand that change can be challenging, we are confident that this improved process will increase and enhance your ability to manage your account and communicate with your Association in a more effective and positive manner.

Our integrity driven team remains dedicated to your community's vision and we look forward to bringing this enhanced service to better serve you.

CHURCH POINT HOMEOWNERS ASSOCIATION 2024 ADOPTED BUDGET (383 LOTS / HOMES)					
	Year End Projections based on expenses thru June and current Contracts.BOARD VERSION	2023 ADOPTED BUDGET	2023 PROJECTED YEAR END	2024 ADOPTED BUDGET	2024 QUARTERLY ASSESSMENT PER UNIT
INCOME					
6310	Assessment Income	\$ 191,496.00	\$ 191,150.00	\$ 306,400.00	\$200.00
6340	Late Fee Income	-	612.00		
6390	News Letter Income	-	-		
6450	Post Closing Income	4,000.00	4,000.00	4,000.00	
	TOTAL INCOME	\$ 195,496.00	\$ 195,762.00	\$ 310,400.00	
EXPENSES					
GENERAL & ADMIN EXPENSES					
7010	Management fees	\$ 25,459.00	\$ 25,459.00	\$ 26,223.00	
7140	Audit fees / Tax Prep.	5,671.00	5,671.00	7,000.00	
7160	Legal fees	10,500.00	12,392.00	7,000.00	
7260	Postage & Mail	2,000.00	2,000.00	4,000.00	
7280	Insurance	3,890.00	4,074.00	4,481.00	
7300	Contributions (VBRS-\$500, VALAC-\$300)	800.00	800.00	800.00	
7400	Printing & Production	3,500.00	1,999.00	5,000.00	
7430	Income tax	1,500.00	1,500.00	1,500.00	
7440	Security	200.00	200.00	400.00	
7625	Post Closing Expenses	4,000.00	4,000.00	5,000.00	
7890	Misc. General Administrative	2,500.00	1,500.00	4,000.00	
	Subtotal General & Administrative	\$ 60,020.00	\$ 59,595.00	\$ 65,404.00	
UTILITIES					
8910	Electricity	\$ 800.00	\$ 1,204.00	\$ 1,750.00	
8930	Water/Sewer/Stormwater	200.00	179.00	250.00	
8950	Gas	778.00	825.00	1,000.00	
	Subtotal Utilities	\$ 1,778.00	\$ 2,208.00	\$ 3,000.00	
MAINTENANCE					
9110	General Maintenance and repair	\$ 6,612.00	\$ 250.00	\$ 10,000.00	
9120	Landscape plantings (annuals)	800.00	500.00	5,996.00	
9130	Miscel. Maintenance/Landscaping	250.00	2,400.00	5,000.00	
9135	Tree Maintenance, Repl/Removal	20,000.00	18,000.00	30,000.00	
	Subtotal Maintenance	\$ 27,662.00	\$ 21,150.00	\$ 50,996.00	
CONTRACT SERVICES					
9140	Lake Maintenance/Fountain	4,300.00	4,092.00	5,500.00	
9170	Irrigation system	1,800.00	150.00	2,500.00	
9610	Lawn Care & Landscaping	87,449.00	87,024.00	150,000.00	
	Subtotal Contract Services	\$ 93,549.00	\$ 91,266.00	\$ 158,000.00	
RESERVES/SAVINGS					
9910	General Operating Reserves	\$ 3,870.00	\$ 3,870.00	\$ 6,000.00	
	Subtotal General Operating Reserves	\$ 3,870.00	\$ 3,870.00	\$ 6,000.00	
9920	Replacement Reserves:	\$ 8,617.00	\$ 8,617.00	\$ 12,000.00	
	Subtotal Replacement Reserves	\$ 12,487.00	\$ 12,487.00	\$ 18,000.00	
9930	Neighborhood Beautification Reserves	0	0	\$15,000.00	
	Subtotal Beautification Reserves			\$15,000.00	
	TOTAL EXPENSES	\$ 195,496.00	\$ 186,706.00	\$ 310,400.00	
	TOTAL NET INCOME/(LOSS)	\$ -	\$ 9,056.00	\$ -	

**SUMMARY OF THE CHURCH POINT HOMEOWNERS ASSOCIATION
2024 ADOPTED BUDGET EXPENSE LINE ITEMS**

The following is a brief explanation of each line item in the **2024** adopted budget as recommended by Management to the Board of Directors and adopted by the Board. The operating portion of the budget includes all daily and monthly expenses incurred by the Association. In preparing the budget, many factors were considered. Historical data for the community was collected, contracts were reviewed and the level of service expectations of the Board of Directors and Association members. The **2024** adopted budget is the best accounting of future expenses, the records and personal knowledge of the Board of Directors, managing agent and other specialists (i.e. insurance agent) allowed for at this time.

GENERAL ADMINISTRATIVE EXPENSES:

Management Fees: Covers the cost for The Select Group, Inc. to handle the day to day operations of the Association such as preparing monthly financial statements, property inspections, rules enforcement, answering residents inquires and advising and assisting the Board of Directors in their duties.

Audit Fees: The recorded documents require the Association have an audit performed from an independent CPA each year and covers the tax liability of the Association for federal and state tax payments. The budgeted amount is the anticipated amount based on this year's projection.

Legal Fees: This covers the expenses incurred to obtain any legal advice or any other matter pertaining to legal issues involving the Association. Fees incurred while attempting to collect assessments are usually recoverable at the time of collection.

Insurance: Covers the cost of the master policy for the Association. Each homeowner is encouraged to consult with their personal insurance broker to determine if they are adequately insured should a loss occur.

Postage & Mail: This item is for the actual costs incurred in postage for the disbursement of information to the unit owners and residents.

Contributions: This line item represents the Association's contribution to Rescue Squad #4 as adopted by the Association.

Printing & Production: Includes disbursement and dissemination of information to the homeowners and residents.

Income Taxes: Covers any expected federal and state association taxes.

Security: Covers annual security patrol for the community around the holiday season.

Post Closing Expenses: This cost is to cover the mandatory change of ownership records to be filed after the closing.

Misc. General & Administrative: Covers those expenses such as memberships, state registration, etc.

UTILITIES

Electric: Covers all electric costs associated with the common element lighting.

Water / Sewer / Storm Water: Covers expenses for the community's water and storm water consumption fees.

Gas: Covers the community gas usage fees.

MAINTENANCE:

General Maintenance & Repair: Includes labor and materials for repairs to common elements and is based on projections for year-end expectations.

Miscellaneous Maintenance / Landscaping: Covers the cost to maintain the common elements grounds.

Landscape plantings: Covers expenses to annual plantings such as seasonal plantings.

Tree Maintenance, Repl/Repair: Covers expenses incurred with the maintenance, replacement and / or repair of trees.

CONTRACT SERVICES:

Lawn Care & Landscaping: Covers the expenses associated with the common element green belt areas.

Irrigation System: Covers the expenses of the community sprinkler system repairs and maintenance.

Lake Maintenance / Fountain: Covers expenses associated with the community BMP and fountain.

RESERVES:

General Operating Reserve: This reserve is a working capital fund to cover any contingencies and to allow for any unanticipated expenses during the fiscal year. It is approximately 3% of the operating budget. Any unbudgeted variables will be covered through the accumulated funds in the General Operating Reserve Account. Additional expenses are budgeted for the **2024** fiscal year to incorporate any additional improvements within the community.

Replacement Reserve: This portion of the budget is to collect money now for future major replacements as outlined in the Replacement Reserve Study.

Neighborhood Beautification: This line item represents the funds to be employed for community beautification projects.

CHURCH POINT 2017 RESERVE STUDY – Components List

ITEM	UNITS	UNIT	TOTAL	EST	±/	LAST	LIFE	NEXT
		COST	COST	LIFE	YRS	REPLACE	LEFT	REPLACE
Main Entrance								
Center island lighting (low voltage, 2 sign spot lights)	2	\$200	\$400	10	-6	2013	0	2017
Center island lighting (low voltage - crepe myrtle spots)	8	\$200	\$1,600	10	0	2013	6	2023
East retaining wall metal accents - refurb / replace rusted pieces	1	\$750	\$750	15	0	2005	3	2020
East side landscape lighting	17	\$200	\$3,400	10	-6	2013	0	2017
West retaining wall metal accents - refurb/replace rusted pieces	1	\$750	\$750	15	0	2005	3	2020
West Side landscape lighting	17	\$200	\$3,400	10	-6	2013	0	2017
Irrigation lines - replace heads	30	\$85	\$2,550	10	0	2010	3	2020
Irrigation Pump	1	\$600	\$600	10	9	2011	13	2030
Irrigation Controller	1	\$600	\$600	10	0	2011	4	2021
Electrical distribution box	1	\$1,000	\$1,000	30	0	1993	6	2023
Low voltage lighting transformer - East side lighting	1	\$300	\$300	10	0	2011	4	2021
Low voltage lighting transformer - West side lighting	1	\$300	\$300	10	0	2005	(2)	2015
Low voltage lighting transformer - center lighting	1	\$200	\$200	10	0	2005	(2)	2015
Irrigation Building structural - main entrance	1	\$250	\$250	20	0	2010	13	2030
Brick columns (25x25x72 tapered) - refurb (tuck point/seal coat)	6	\$300	\$1,800	15	0	2010	8	2025
Brick Wall Refurb (Center/East/West)- tuckpoint mortar joints and seal	3	\$1,000	\$3,000	15	2	2000	0	2017
Mews Entrance								
Irrigation lines - replace heads	8	\$85	\$680	10	0	2007	0	2017
Brick monument sign - tuckpoint mortar joints and seal	3	\$1,000	\$3,000	15	10	2014	22	2039
First Court Road								
Wooden barriers (decorative wood rails) - Mews/East refurb/replace rot	1	\$2,500	\$2,500	10	9	2011	13	2030
Wooden barriers (decorative wood rails) - Mews/West refurb/replace rot	1	\$2,500	\$2,500	10	9	2011	13	2030
Wooden barriers (decorative wood rails) - Main entrance/East refurb/replace rot	1	\$1,500	\$1,500	10	9	2011	13	2030
Gazebo/Park								
Gazebo structural (steel columns)	1	\$10,000	\$10,000	50	0	1993	26	2043
Gazebo Roof	1	\$4,500	\$4,500	20	0	2003	6	2023
Gazebo Rails	1	\$3,200	\$3,200	20	0	2016	19	2036
Gazebo Benches	3	\$400	\$1,200	30	0	1993	6	2023
Gazebo decking/steps - pressure treated pine	1	\$4,500	\$4,500	25	9	1993	10	2027
Gazebo Lighting - fixtures (can lights)	4	\$200	\$800	15	9	2016	23	2040
Gazebo electrical outlets	2	\$100	\$200	30	0	1993	6	2023
Gazebo Electrical Distribution panel box (70 amps)	1	\$1,000	\$1,000	30	0	1993	6	2023
Gazebo - refurb / replace rot	1	\$3,000	\$3,000	10	-3	2010	0	2017
Irrigation Building structural - Gazebo Park (post board)	1	\$150	\$150	30	0	1993	6	2023
Irrigation - pumps - Gazebo park	1	\$500	\$500	10	0	2015	8	2025
Irrigation - well - section 1 park	1	\$600	\$600	20	0	1993	(4)	2013
Irrigation lines - section 1 park	1	\$3,500	\$3,500	50	0	1993	26	2043
Irrigation - Controller	1	\$600	\$600	10	0	2011	4	2021
Benches - concrete with composite boards (east side on corner)	2	\$750	\$1,500	30	0	1993	6	2023
trash cans - aggregate concrete with hinged metal top	1	\$700	\$700	30	0	1993	6	2023
Brick columns (24x24x72 tapered) - refurb (tuck point/sealcoat)	4	\$300	\$1,200	10	10	1993	(4)	2013
Foot Bridge / Lake								
Fountain assembly	1	\$6,000	\$6,000	15	0	2011	9	2026
Fountain controls/wiring	1	\$1,000	\$1,000	15	0	2011	9	2026
east footbridge - replace all structural supports/beams	1	\$20,000	\$20,000	40	-1	1993	15	2032
east footbridge - replace all decking	1	\$10,000	\$10,000	40	-1	1993	15	2032
east footbridge - replace all rails	1	\$5,000	\$5,000	40	-1	1993	15	2032
east footbridge - refurb (replace all damage wood, clean and seal)	1	\$3,000	\$3,000	5	0	2012	0	2017
Lake - rip rap stone	1	\$10,000	\$10,000	50	0	2013	46	2063
Lake - dredging (limited accessibility)	1	\$20,000	\$20,000	20	0	2013	16	2033

ITEM	UNITS	UNIT COST	TOTAL COST	EST LIFE	+/- YRS	LAST REPLACE	LIFE LEFT	NEXT REPLACE
Paths								
Gazebo park asphalt path - refurb (50% damage est)	2736	\$3	\$8,208	5	-1	2013	0	2017
Gazebo park asphalt path - replace	2736	\$6	\$16,416	35	0	2013	31	2048
Commons (CP) asphalt path to carriage path - refurb (50% damage)	1560	\$3	\$4,680	5	14	1993	(5)	2012
Commons (CP) asphalt path to carriage path - replace	1560	\$6	\$9,360	35	9	1993	20	2037
Commons (TH) asphalt path to Thoroughgood house - refurb (50% damage)	1122	\$3	\$3,366	5	14	1993	(5)	2012
Commons (TH) asphalt path to Thoroughgood house - replace	1122	\$6	\$6,732	35	9	1993	20	2037
Commons (TH) decorative wood rails - refurb / replace rot	6	\$75	\$450	5	9	1993	(10)	2007
Gazebo park decorative wood rails - refurb / replace rot	6	\$75	\$450	5	9	1993	(10)	2007
Commons (CP) decorative wood rails - refurb / replace rot	6	\$75	\$450	5	9	1993	(10)	2007
aggregate sidewalk at bridge/lake	27	\$16	\$432	50	0	1993	26	2043
aggregate sidewalk at Gazebo entrance	49	\$16	\$784	50	0	1995	28	2045
Decorative wood railing at Waterfront - refurb / replace rot	10	\$50	\$500	5	9	1993	(10)	2007
Miscellaneous								
Benches - concrete (Waterfront/Spring House Road)	3	\$750	\$2,250	30	0	1993	6	2023
trash cans - concrete (Waterfront/Spring House Road)	1	\$750	\$750	30	0	1993	6	2023
Benches - concrete - Commons Field Park (CP Road/Timberidge)	1	\$750	\$750	30	0	1993	6	2023
Irrigation Building structural - Commons Field park	1	\$1,500	\$1,500	30	0	1993	6	2023
Irrigation building roof - Commons Field Park	1	\$500	\$500	20	0	1993	(4)	2013
Irrigation building electrical - Commons Field Park	1	\$1,000	\$1,000	20	0	1993	(4)	2013
Irrigation building controller - Commons Field Park	1	\$600	\$600	10	0	1993	(14)	2003
Irrigation building pump - Commons Field Park	1	\$600	\$600	10	0	1993	(14)	2003
Irrigation lines - commons field park	330	\$10	\$3,300	50	0	1993	26	2043
General Signage								
Signage - metal pin mounted to brick (main entr)	1	\$2,000	\$2,000	30	0	1993	6	2023
Wooden - no motorized vehicles (gazebo park)	2	\$230	\$460	30	0	1993	6	2023
wooden sign - no trespassing	2	\$230	\$460	30	0	1993	6	2023
wooden sign - thoroughgood house	1	\$230	\$230	30	0	1993	6	2023
Signage - metal pin mounted to brick (mews entrance)	1	\$2,000	\$2,000	25	0	2014	22	2039
stay off rocks - unstable	2	\$50	\$100	20	0	2011	14	2031
no fishing crabbing swimming	1	\$50	\$50	20	0	2011	14	2031
cast historical sign - waterfront	1	\$1,000	\$1,000	35	0	1995	13	2030
cast historical sign brick pedestal	1	\$5,000	\$5,000	50	0	1995	28	2045
Mews Private Lane Signs (6"x24")	6	\$50	\$300	15	0	2011	9	2026
Capital Project								
Main entrance electrical and lighting refurb	1	\$7,000	\$7,000	20	0	2011	14	2031
Commons Tree Replacement - 60 total phased over 3 years	20	\$500	\$10,000	50	0	2011	44	2061
Commons Tree Replacement - 60 total phased over 3 years	20	\$500	\$10,000	50	0	2011	44	2061
Commons Tree Replacement - 60 total phased over 3 years	20	\$500	\$10,000	50	0	2011	44	2061
Holly Trees - Mews East to Main Entrance	60	\$500	\$30,000	50	0	2008	41	2058
Holly Trees - Mews West to Pleasure House	60	\$500	\$30,000	50	0	2008	41	2058
Holly Trees - Main Entrance East towards Bayville	13	\$500	\$6,500	50	0	2016	49	2066