

**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION
HOLMDEL, NJ 07733**

RMG, Regency Management Group, Inc.
605 Candlewood Commons
Howell, NJ 07731
Tel (732) 364-5900 x 220
Fax (732) 905-8606
hfoley@regencymanagementgroup.biz

November 23, 2020

RE: 2021 Approved Budget

Dear Homeowner(s):

Enclosed please find a copy of the 2021 approved Operating Budget and Budget Notes for the Gracewood Glen Condominium Association, Inc. Also attached is a Payment Method Notice for you to select one of the multiple payment options available for your maintenance fees.

After a thorough evaluation of the current 2020 budget, taking into consideration all contracts in place, anticipated expenditures, and along with a review of the year to date financials, the Board approved the 2021 draft budget at the last Open Meeting that was held on November 16, 2020.

The maintenance fees for 2021 will be increased to \$340.00, per unit, per month. The most significant area of increase was put towards funding the Reserves, as we have anticipated Capital Improvements that will be done over the next couple of years.

You will be receiving your new 2021 Coupon Books over the next couple of weeks. Your checks should be made payable to **GRACEWOOD GLEN CONDOMINIUM ASSOCIATION, INC.**

If you have any questions, please feel free to contact me directly at (732) 364-5900 ext. 220 or via email at hfoley@regencymanagementgroup.biz

Thank you

GRACEWOOD GLEN CONDOMINIUM ASSOCIATION

By:



Holly Foley, CMCA, Community Portfolio Manager
RMG, Regency Management Group, INC.

GRACEWOOD GLEN					
2021 Draft Budget					
BASED ON 44 UNITS					
G/L #		2020	2020	2021	2021
		APPROVED	MONTHLY	DRAFT	MONTHLY
		BUDGET	PER UNIT	BUDGET	PER UNIT
INCOME					
4001	MAINTENANCE FEES	172,655	327.00	179,520	340.00
4037	OTHER INCOME	0	0.00	50	0.09
4038	ADMIN FEES	0	0.00	75	0.14
4150	LEGAL FEES BILLED	1,000	1.89	875	1.66
4160	LATE FEES	2,000	3.79	1,500	2.84
4300	OPERATING INTEREST	0	0.00	10	0.02
4315	DEFERRED MAINTENANCE INTEREST	0	0.00	30	0.06
4316	DEF'D DEFERRED MAINTENANCE INTEREST	0	0.00	(30)	(0.06)
4350	INVESTMENTS - CAPITAL RESERVE INTERES	1,261	2.39	175	0.33
4351	INVESTMENTS - DEFER RESERVE INTEREST	(1,261)	(2.39)	(175)	(0.33)
4421	CAPITAL CONTRIBUTIONS	1,260	2.39	1,260	2.39
4999	PRIOR YEAR (DEFICIT)	(11,232)	(21.27)	(5,095)	(9.65)
	TOTAL INCOME	165,683	313.79	178,195	337.49
INSURANCE EXPENSES					
5000	INSURANCE	21,434	40.59	22,521	42.65
	TOTAL INSURANCE EXPENSES	21,434	40.59	22,521	42.65
ADMINISTRATIVE EXPENSES					
5030	ADMIN EXPENSE	0	0	250	0.47
5070	POSTAGE	150	0.28	250	0.47
5090	PHOTOCOPIES	528	1.00	528	1.00
5160	ADMINISTRATIVE EXPENSE	300	0.57	100	0.19
5200	AUDIT EXPENSE	2,250	4.26	2,300	4.36
5210	LEGAL EXPENSE	1,500	2.84	2,500	4.73
5280	NJ ANNUAL REPORT	30	0.06	31	0.06
5290	MANAGEMENT FEES	14,200	26.89	14,200	26.89
5320	BAD DEBT	1,500	2.84	1,000	1.89
5430	STORAGE	44	0.08	0	0.00
	TOTAL ADMINISTRATIVE EXPENSES	20,502	38.83	21,159	40.07
OPERATING EXPENSES					
6065	LAWN CARE CONTRACT	14,000	26.52	14,600	27.65
6079	LANDSCAPE REPAIRS	6,000	11.36	7,600	14.39
6130	TRASH REMOVAL	10,500	19.89	11,500	21.78
6150	SNOW REMOVAL	15,000	28.41	8,500	16.10
6172	IRRIGATION CONTRACT	1,000	1.89	1,000	1.89
6173	IRRIGATION REPAIRS AND MAINTENANCE	1,200	2.27	1,000	1.89
6220	GENERAL REPAIRS AND MAINTENANCE	10,000	18.94	11,500	21.78
6290	EXTERMINATING	500	0.95	2,500	4.73
	TOTAL OPERATING EXPENSES	58,200	110.23	58,200	110.23
UTILITIES					
7510	ELECTRIC	1,500	2.84	1,650	3.13
7520	WATER/SEWER	4,500	8.52	4,650	8.81
	TOTAL UTILITY EXPENSES	6,000	11.36	6,300	11.93
OTHER EXPENSES					
8560	DEFERRED MAINTENANCE	3,000	5.68	3,000	5.68
8620	RESERVE FUND	54,000	102.27	61,875	117.19
8900	CONTINGENCY	2,547	4.82	5,140	9.73
	TOTAL OTHER EXPENSES	59,547	112.78	70,015	132.60
	TOTAL EXPENSES	165,683	313.79	178,195	337.49
	NET INCOME OVER EXPENSES:	0	0.00	0	0.00

**GRACEWOOD GLEN CONDOMINIUM ASSOCIATION
2021 BUDGET NOTES**

INCOME

- 4001 Maintenance Fees** – Income based on 44 units at \$340 per month, which represents about a 4% increase from prior year.
- 4038 Admin Fees** – Fees charged to a homeowner account when they are turned over to the attorney for collection.
- 4150 Legal Fees Billed** – Legal fees that are billed back to a homeowner’s account after their account has been turned over for collection.
- 4160 Late Fees** – Income based on the collection of late fees for Maintenance Fees received after the fifteenth day of each month.
- 4300 Operating Interest** – Interest earned on the Association’s Operating Account.
- 4315 Deferred Maintenance Interest** – Interest earned on the Association’s Deferred Maintenance Account.
- 4316 Deferred Deferred Maintenance Interest** - The interest earned on the Association’s Deferred Maintenance Account is deferred back into the Deferred Maintenance Account.
- 4350 Investments Capital Reserve Interest** – Interest earned on the investment account.
- 4351 Investments Defer Reserve Interest** – Interest earned on the investment account is deposited into the investment account.
- 4421 Capital Contributions** – A onetime contribution collected from each new member at closing.
- 4999 Prior Year Deficit** - The deficit is noted on the end of year financial reports for the community.

EXPENSES

Insurance Expenses

- 5000 Insurance** – The Association’s current premium covers General Liability, Umbrella, Replacement Cost, Workers Compensation, and Directors and Officers Liability. Policies are written by State Farm and are in accordance with the requirements of the Public Offering Statement.

Administrative Expenses

- 5030 Administrative Expense** – Annual cost associated with the One Call Now email notification service.
- 5070 Postage** – Costs associated with the Association’s mailings of late notices, budgets, etc.
- 5090 Photocopy** – Management charges a flat monthly rate for photocopies which covers correspondence, board packets, financials, and homeowner. Photocopy fees are \$44 per month.
- 5160 Administrative Expense** – Costs associated with non-routine Management services, additional meeting time, and fees paid to hold Association Meetings, the processing of annual coupons, storage of records or any out of pocket expenses not directly attributable to another line item.

- 5200** **Audit Expense** – Costs associated with the performance of the annual certified audit of the Association’s financial records and the preparation of the annual income tax return by Feldman, Sablonsky, Massoni & Co.
- 5210** **Legal Expense** – Costs associated for Legal Services on an as needed basis for the preparation and review of contracts, governing documents, and other legal matters that may arise.
- 5280** **NJ Annual Report** – Cost of the filing of an annual report to maintain corporate status.
- 5290** **Management Fees** – Cost associated with the Association’s contract with RMG, Regency Management Group, INC, A professional management firm to assist in the financial, administration, and physical property management. There is no increase in contract price.
- 5320** **Bad Debt** – The economic climate dictates that the Association budget for bad debts.

Operating Expenses

- 6065** **Lawn Care Contract** – Costs associated with the lawn care contract which provides for mowing, edging, pruning, and chemical applications for all lawn areas including common grounds.
- 6079** **Landscape Repairs** – Costs associated with landscaping items outside the scope of the landscaping contract, i.e. tree removals, tree trimming, and tree/shrub replacements.
- 6130** **Trash Removal** – Costs associated with trash removal in the community by Republic Services.
- 6150** **Snow Clearing** – Costs associated with the contract for clearing snow from parking areas, roadway and common sidewalks performed by T.A.D. Landscapes.
- 6172** **Irrigation Contract** – Costs associates with the irrigation contract which represents start up, mid-season checks, winterizing.
- 6173** **Irrigation Repairs & Maintenance** – Any costs associated with repairs needed to the irrigation system.
- 6220** **General Repairs and Maintenance** – Costs associated with repairs to the exterior of the units and common elements. This includes all work ticket items.
- 6290** **Exterminator** - Costs associated with pest control of wood destroying insects in the community.

Utilities

- 7510** **Electricity** – Projected costs for electricity to operate the street lighting and irrigation system.
- 7520** **Water** – Projected water usage for the irrigation system.

Other Expenses

- 8560** **Deferred Maintenance Fund** – Funds set aside to perform maintenance services which occur less frequently than annually for work like painting and power washing.
- 8620** **Reserve Fund** - Funds set aside to cover capital assets which are part of common elements so that sufficient amounts are available to pay for the eventual replacement.
- 8900** **Contingency** – Percentage of expenses set aside for unforeseen expenses.

As per the previous notifications that were sent, Mutual of Omaha is our new bank as of January 1, 2019. **Mutual of Omaha has since been purchased by CiT Bank.**

We have several methods of paying your monthly maintenance fees, please read the information below and be sure to update your payment method.

Option 1. Online Payments through your Community Website

Make payments via eCheck or card online at www.regencymanagementgroup.biz. Click on "Community Websites " and then click on "Gracewood Glen" to create an account or log in if you are already signed up. Through your community website, you can make payments, access your account live, view account information and payment history, and access all other forms, documents, and information pertaining to your community.

Option 2. Mutual Pay Property Pay Website and/or Mobile Application Payments

Set up recurring payments online through www.propertypay.cit.com by creating an account. You can also download the app from [Google Play™](#) or the [App Store](#) - search for Property Pay. When utilizing these two options, you will need the **Management ID: 8078 Association ID: 235 and your account number.**

Option 3.

Mail your payment by simply placing your CHECK AND COUPON in the envelope provided, put a stamp on the envelope, and drop it in the mail. Please do not use staples or paperclips and do not fold your payment documents. Also, please allow a few extra days for the mail to be received at our lockbox facility.

Option 4. Bill Payment Services Through Your Bank

Use bill payment services provided through your bank's online banking product. When selecting this method of payment, you must list the following as the address for your payment:

Name of your Association

c/o RMG, Regency Management Group Inc.

Property Account Number

P.O. Box 98075

Phoenix, AZ 85038-8075

It is very important you list your complete account number, as it appears on your coupon.

Option 5.

ACH (Automated Clearing House): To select this option, please contact us to obtain an authorization form which will authorize us to process your assessment payment via an electronic ACH transaction. Your payment will be automatically withdrawn from the bank account as specified on the ACH authorization form. **Please note: If you already are enrolled in ACH, you do not need make any updates or changes.**

We hope you share our enthusiasm about the payment options available to you. We appreciate the opportunity to support your needs and look forward to providing you value added services in the future.

If you have any questions, please contact our Accounts Receivables Department at jpostiglione@regencymanagementgroup.biz or you can contact you Community Manager at hfoley@regencymanagementgroup.biz

GRACEWOOD GLEN CONDOMINIUM ASSOCIATION HOLMDEL, NJ 07733

RMG, Regency Management Group INC.
605 Candlewood Commons
Howell, NJ 07731
Tel: 732-364-5900 Ext. 220
Fax: 732-905-8606
hfoley@regencymanagementgroup.biz

"ONE CALL NOW" NOTIFICATION SYSTEM

Gracewood Glen now utilizes an automated notification system called One Call Now, which contacts those who are enrolled by phone and/or email in an effort to quickly and efficiently deliver information of any kind regarding the community.

We strongly encourage all homeowners to participate in this service. Please keep in mind that homeowners **MUST** opt in to this service by filling out this form and returning it to the management office. If you choose not to utilize this service, you will **not** be notified by phone or email, you will only be sent postcards and notices by regular mail. Those who do opt into this service will still receive the postcards **in addition to** the One Call Now notifications. It's also suggested that homeowners who lease their units allow their tenants to receive these notifications.

To register, please complete this form and send it back to the management office. You can return it by way of regular mail, fax, or email. You can scan and email it or for added convenience, you can take a clear photo of the completed form and email it. The mailing address, fax number, and email address to use to return the form are all listed in the right hand corner at the top of this form.

Name #1: _____

Name #2: _____

Unit Number: _____

Address: *(if different than Gracewood Glen)* _____

Cell #1: _____

Cell #2: _____

Home Phone: _____

Email #1: _____

Email #2: _____

Select ALL methods of communications you wish to opt in for:

Cell #1 _____ Cell #2 _____ Home # _____ Email #1 _____ Email #2 _____