



The Management Group
Associates, Inc.

A FULL SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY

November 15, 2010

Dear Village at Oak Hill Homeowner(s):

I am writing to you on behalf of the Village at Oak Hill Community Association to forward to you the approved 2011 operating budget that was approved by the Board of Directors at the open Board meeting on November 9, 2010. The Board has worked diligently in negotiating long term contracts to minimize any increases and has conducted an independent engineering study to ensure that any physical assets and anticipated needs of the Association are properly funded.

Therefore, as originally proposed, the quarterly assessments for the 2011 fiscal year, which runs January 1, 2011 through December 31, 2011, will be as follows:

Single Family Homes (attached garage)	\$146
Single Family Village Homes (detached garage)	\$201
Townhomes (no garage, condo units)	\$241
Townhomes (detached garage)	\$246

On or about December 15, 2010, you should receive a new coupon booklet for your 2011 assessments. If you have not received a coupon booklet by December 20, 2010, please call our Accounting Department at 301-963-3958. If you currently paying your assessments by direct debit, you will not receive a payment booklet and your assessments will continue to be automatically debited from your account.

Enclosed is information regarding available methods for making your quarterly assessment payments. Please review the enclosed information and do not hesitate to contact our Accounting Department if you have any questions.

Please be advised that the Village at Oak Hill Board of Directors meets on the first Wednesday of every quarter. Therefore, the meeting dates for 2011 will be Wednesday, January 5th, April 6th, July 6th and October 5th. All meetings are held at the Upcounty Regional Center in Conference Room A and all members of the Association are invited to attend these meetings.

Additionally, the Board would like to take this opportunity to thank all of the members of the community who have participated in serving on the Board of Directors or on various committees this year and for the contribution that they have made to the community.

The Board would like to also extend their best wishes to all of the members of the community for a safe and happy holiday season!

Sincerely,

Steve Leskowitz, Agent for
The Village at Oak Hill Community Association

Enclosure(s)
SL/jr
VO: III6, IIO
cc: Elaine Ziemke, CFO
Geoff Smith, Accounting Department
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20440 Century Blvd. • Suite 100 • Germantown, Maryland 20874
(301) 948-6666 • 1-800-536-TMGA (8642) • FAX (301) 948-6663
E-Mail: tmgainc@tmgainc.com / www.themgmtgroup.com

MEMBER OF
community
ASSOCIATIONS INSTITUTE

The Village at Oak Hill Community Association
2011 Approved Budget
Single Family Homes (attached garage): \$146 - 24 units
Single Family Village Homes (detached garage): \$201 - 27 units
Townhome (no garage, including 16 piggy back units): \$241 - 86 units
Townhome (detached garage): \$246 - 54 units

	Approved 2011
INCOME:	
6300 Assessment Income - Common Base Fee (SF)	111,544
6330 Assessment Income - Village SF Fee	5,940
6320 Assessment Income - Town House (no garage)	32,680
6325 Assessment Income - Town House (detached)	21,600
6340 Late Fee Income	2,000
6350 Reimbursed Legal Fees	2,000
6360 Certified/Lien/NSF Income	3,000
6380 Miscellaneous Homeowner Income - Fines	100
6920 Miscellaneous Income	100
6960 Prior Year Excess	1,778
6999 Less: Reserve Contribution	(30,000)
6910 Interest Income	2300
TOTAL INCOME:	153,042
EXPENSES:	
General and Administrative	
7010 Management Fee	18,140
7140 Audit & Tax Prep Fees	2,000
7160 Legal Fees	7,000
7210 Meeting Expense	250
7250 Bank & Checking Charges	400
7260 Postage & Mail	2,500
7261 Social - Committee	2,000
7280 Insurance	8,000
7300 Dues & Subscriptions	400
7390 Coupon Printing	700
7400 Printing & Reproduction	1,500
7410 Newsletter	1,000
7440 Income Tax	2,200
7450 Record Storage	300
7550 Electricity	4,600
7880 Misc. Homeowner Admin Fees	3,000
7890 Miscellaneous G&A	300
8371 Website	165
7910 COCO Dues	575
Sub-total	55,030
Site Maintenance and Repair	
9010 Tree Maintenance	5,000
9110 General Maintenance & Repair	4,500
9115 Landscaping - Improvement Other	5,000
9120 Parking Lot Maintenance	3,350
9130 Street Light Maintenance	3,000
9190 Electrical Maintenance (Front Entrance Sign)	250
9240 Storm Pond Maintenance	1,000
Sub-total	22,100
Contract Services	
9610 Lawn Maintenance & Landscaping	35,000
9700 Trash Removal	11,500
9800 Snow Removal	29,412
Sub-total	75,912
TOTAL EXPENSES:	153,042
NET OPERATING EXCESS/(DEFICIT)	0



The Management Group
Associates, Inc.

A FULL SERVICE PROFESSIONAL PROPERTY MANAGEMENT COMPANY

November 23, 2010

Dear Oak Hill Condominium Unit Owner(s):

I am writing to you on behalf of the Board of Directors for the Oak Hill Condominium to forward to you the approved 2011 operating budget. As originally proposed, the Board of Directors has approved a 2011 operating budget that sets the assessment level at \$205 per unit per month for the fiscal year of January 1, 2011 through December 31, 2011.

On or about December 15, 2010, you should receive a new payment coupon booklet for your 2011 assessments. If you do not receive this coupon booklet by December 20, 2010, please contact our Accounting Department at 301-963-3958. If you are currently paying your assessments by direct debit, you will not receive a new coupon booklet and your assessments will continue to be automatically debited from your account.

Enclosed is information regarding available methods for making your monthly assessment payments. Please review the enclosed information and do not hesitate to contact our Accounting Department if you have any questions.

At this time, the Board would like to take this opportunity to thank all members of the community who have participated in serving on the Board of Directors or on various committees this year and for the contributions they have made to the community.

The Board of Directors would also like to take this opportunity to wish you a safe and happy holiday season!

Sincerely,

Steve Leskowitz, Agent for
Oak Hill Condominium

Enclosure(s)
SL/jr
OC: III6, Ilo
cc: Elaine Ziemke, CFO
Patty O'Neill, Accounting Department
G:\OC\Ilo. Budget\2010\2010 Approved Budget Letter.doc

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Oak Hill Condominium
2011 Approved Budget
Based on 16 units @ \$205 per unit per month - \$5 increase

		2011 Approved Budget
INCOME		
6310 Assessment Income		39,360
6340 Late Fee Income		180
6360 Certified/Lien/NSF Income		300
6920 Misc Income		0
Income Tax Refund		0
6999 Reserve Contribution		(6,810)
Total Income		33,030
EXPENSES		
General & Administrative:		
7100 Management Fees		5,400
7140 Audit Fees		1,825
7150 Engineering Study		0
7160 Legal Fees		500
7260 Postage & Mail		150
7280 Insurance		6,500
7285 Insurance Deductible		1,000
7290 Bad Debts		1,000
7390 Coupon Printing		60
7400 Printing & Reproduction		150
7440 Federal & State Taxes		120
7550 Electricity		600
7600 Storage Fee		150
7880 Misc. Homeowner Admin. Fees		300
7890 Misc. General & Administrative		60
7910 Comm. On Common Ownership		50
8340 Telephone (Alarm)		1,365
8370 Water & Sewer		7,500
Total General & Administrative		26,730
Site Maintenance & Repairs:		
9110 Site Maintenance & Repair		500
9111 Building Maintenance		1,600
Total Site Maint. & Repairs		2,100
Contract Services:		
9610 Lawn Maintenance & Landscaping		1,200
9615 Alarm/Sprinkler Maintenance		500
9620 Alarm/Sprinkler Monitoring & Inspections		2,500
9800 Snow Removal		0
Total Contract Services		4,200
TOTAL EXPENSES		33,030
NET OPERATING EXCESS/DEFICIENCY		0

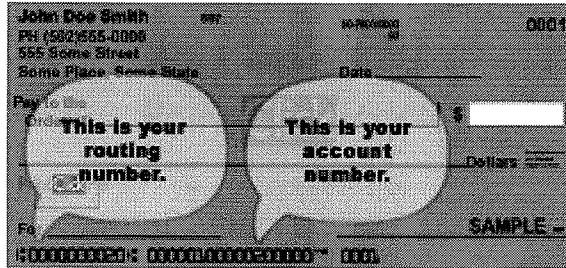
**AUTHORIZATION AGREEMENT FOR PRE-ARRANGED PAYMENTS
(DIRECT DEBIT)**

I (We) hereby authorize _____, herein after called COMPANY, to initiate debit entries and/or correction entries to our (select one):

- Checking Account
- Savings Account

indicated below to the depository (bank) named below, herein after called DEPOSITORY in the amount of:

- Current HOA/Condo Fee
(This will be adjusted as necessary in future years if the fee changes)



Depository (Bank) Name

Bank Transit/Routing Number

City and State

Bank Account Number

PLEASE ATTACH A VOIDED CHECK OR BANK NOTE SHOWING THE
ACCOUNT NUMBER AND ABA NUMBER. DO NOT ATTACH A DEPOSIT SLIP.

DEBITS OCCUR ON THE 10TH OF THE MONTH FOR
THAT RESPECTIVE CALENDAR MONTH.

Note: Returned debits will be subject to a \$30.00 NSF fee.

This authorization is to remain in full force until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY reasonable opportunity to act upon it.

Homeowner Name(s)

Property Address/Account #

Phone Number

Signature(s)

Date

Mailing Address (if different)

Start Date for Direct Withdrawal

**Please continue making payments on your account by mail
until you receive confirmation that your direct debit has started**

Please return this form with your voided check to
20440 CENTURY BLVD, SUITE 100, GERMANTOWN, MARYLAND 20874
Fax 301-948-6984 e-mail tmgainc@tmgainc.com

Directions for Paying Your Assessments On-Line

1. Before you begin, you will need the following information:
 - The name of your association
 - Your 10 digit account number with your association
 - Either your checkbook or credit card
 - 5 minutes of your time!
2. Log into www.smartstreet.com
3. Click the blue box in the upper left hand side of the screen marked *Online Payments*.
4. You may either set up a one time payment via credit card or e-check or recurring payments of your assessments.

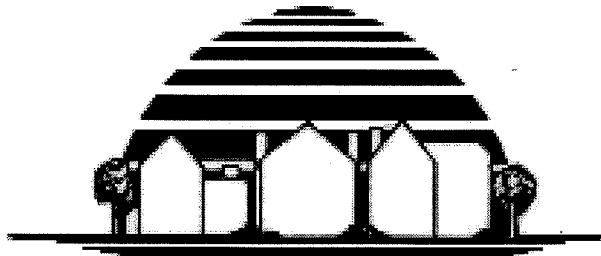
Click on Option 1 to pay by credit card (note there is a \$9.95 fee to pay by credit card and that they take Mastercard, Discover, or American Express only),

Click on Option 2 to pay by e-check, or

Click on Option 3 to set up recurring payments. Please note that for recurring payments you must first register for a user name and password. This option must be renewed each year.

Fill out the appropriate form with your association name, account number, your name and address, payment information and amount. Follow the prompts as indicated.

That's all there is to it! If you have any questions, please feel free to call our accounting department at 301-948-6666.



The Management Group Associates, Inc.