



## **NOTICE OF ASSESSMENT INCREASE AND SPECIAL ASSESSMENT**

June 12, 2023

Dear Homeowner(s):

The Board of Directors, in an open meeting held on June 8, 2023, reviewed all estimated budget expenses for 2023 and determined the current assessment rate is not sufficient to sustain the Townhome Owners expenses and operating budget. The Board of Directors voted to approve an increase to the 2023 assessment by 10% effective August 1, 2023. The Board of Directors also voted to approve a one-time Special Assessment effective July 1, 2023.

**The townhome assessments will increase from \$215.63 monthly to \$237.19 monthly (\$2,846.28 annually). Payments for your Regular Monthly Assessment will be due by the 10<sup>th</sup> of every month.**

**Additionally, a \$646.89 one-time Special Assessment was approved effective July 1, 2023, with total due by or before October 31, 2023.**

### **Section 6.3 Regular Annual Maintenance Assessments.**

(a) **Annual Budget.** For each calendar year or a part thereof during the term of this Declaration, the Board shall establish an estimated budget of the expenses to be incurred by the Association for the forthcoming year in performing its duties (collectively, the "**Common Expenses**"). Based upon such budget, the Association shall then assess each Lot an annual fee (the "**Maintenance Assessment**") which shall be paid by each Owner in advance as follows: monthly on the first day of each month, unless the Board determines a different schedule...

(b) **Limits on Maintenance Assessments.** In addition to the right to increase Maintenance Assessments as set forth in Section 6.3(a) above, the Board may increase the Maintenance Assessment annually to meet the anticipated needs of the appropriate budget, but the Maintenance Assessment may not be increased in any year by an amount in excess of twenty-five percent (25%) above the previous year's Maintenance Assessment, unless such increase is approved by a majority vote of those members of the Association present at a meeting...

### **Section 6.4 Special Assessments.**

(i) **Special Purpose Assessments.** The Association may impose special assessments ("**Special Purpose Assessments**") for the purpose of defraying in whole or in part, common expenses not anticipated by the annual budget or reserve funds, capital improvements to the Common Area and/or Common Amenities, to satisfy its indemnity obligations under the Association Documents, for the purchase of insurance coverage, or for other similar purposes including maintenance needs or projects...

***If you have auto pay set up with your bank, please be sure to notify your bank of the change prior to the effective date.***

Should you have any questions, please contact Essex Association Management, L.P. by visiting [www.windhavencrossingtownhomes.com](http://www.windhavencrossingtownhomes.com) and follow the prompts to submit a web submission under the "Contact Us" tab.

Sincerely,

Essex Association Management, L.P., Managing Agent,  
for Windhaven Crossing Townhome Owners Association, Inc.  
cc: HOA File

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