



**BROOKS  
REAL ESTATE**

*Community Management*

Subject: Interim Community Manager Introduction

Dear Longhill Station Community Association Homeowner,

My name is Melissa Sabb, and as you may know, your community manager, Michael Kwiatek, passed away unexpectedly on October 15, 2024. While no decisions have been made regarding the management of the associations he oversaw, I am happy to announce I am currently serving as your interim manager.

I have 18 years of experience in managing homeowner associations, I specialize in governing documents, architectural compliance, and county regulations. My background enables me to provide effective support to both homeowners and board members, ensuring smooth operations and regulatory compliance.

I hold industry credentials including the Certified Manager of Community Associations (CMCA®) and the Association Management Specialist (AMS®). Additionally, I have chaired and continue to serve on the Programs Committee of the Southeastern Virginia Chapter of the Community Association Institute.

I look forward to working with your Board of Directors as they continue to lead your association, and assisting the individual homeowners as necessary.

Please feel free to reach out with any questions or concerns during this transition via our helpdesk platform at [visitbrooks.com](https://visitbrooks.com)

Warm regards,  
Melissa Sabb





Notice of 2025 Association Dues

Dear Owner,

Please see the attached 2025 budget on the opposite of this page. The budget is effective January 1, 2025, the monthly assessment due from each homeowner for each unit owned is **\$74.00 and is due on the 1<sup>st</sup> of each month. (\$888.00 if you choose to pay for the full year.)**

**Payment Options**

As a homeowner there are several options for you to remit payment including:

**Online eCheck and Card Payments:**

This service allows homeowners to set up and manage their payment information online and select their own payment date to ensure it is received by the Association (on or before the due date) in a timely manner. It also eliminates reliance on the US Postal Service and provides confirmation of payments and greater payment visibility to the homeowner and the management company.

- Please ensure you are using your customized payment URL on your website. This URL will begin with [pay.allianceassociationbank.com](http://pay.allianceassociationbank.com) and the welcome page includes your management company logo and **Management Company ID (6600)**. You will also need your **Association ID: LHSA**
- If you pay your assessment by Credit Card or Debit Card there is an additional fee of (\$19.95) charged by the bank. You are strongly encouraged to pay by check or ACH.

**Bill Pay from the Homeowner's Bank:**

Some homeowners may choose to use the bill pay service provided by their personal bank. Homeowners should include the following information in their bill pay payment profile:

- Longhill Station Homeowners Association
- c/o Brooks Real Estate-Processing Center
- P.O. Box 95243
- Las Vegas, NV 89193-5243
- Memo/Account number: Your account number is your numerical address followed by your street name initials

AR-Allegheny Road	LSR-Longhill Station Road	NC-New Court
AC-Allegheny Court	MC-Meriwether Court	PBC-Pine Bluff Court
BRC-Blue Ridge Court	MDC-Mill Dam Court	RWC-Red Wing Court
SC-Shenandoah Court	SD-Shenandoah Drive	

Although many bill pay services print and mail check payments, it is important to note Alliance Association Bank, in conjunction with the bill pay providers, convert most of these payments to electronic payments to ensure timely and accurate processing.

**Mailed payments:**

If you choose to pay by mail, please make your check payable to the association and include your account number on the memo line, and mail it to:

Longhill Station Homeowners Association  
c/o Brooks Real Estate-Processing Center  
P.O. Box 95243  
Las Vegas, NV 89193-5243

**NOTE: Administrative Error:** The date on the mailing envelope was set before the actual mailing process was completed.

Longhill Station Homeowners Association 180 Units	GL Codes	2025 Approved	Monthly Contribution per owner		
<b>INCOME:</b>					
HOA Dues- (180 Units)	4027	159840	\$ 74.00	\$ 74.00	per owner/per month
Interest Income-(Operating)	4160				
Interest Income-(Reserve)	4161				
Late Charge Income	4100				
Legal Fees Income	4150				
NSF Fee	4120				
<b>TOTAL INCOME</b>		<b>159840</b>			
<b>PROPERTY EXPENSES</b>					
Electric	5300	400	\$ 0.19		Entrance Sign
Dom. VA Power-Allegheny	5304	1200	\$ 0.56		Pond Fountain
Dom. VA Power-Blue Ridge	5305	900	\$ 0.42		
Pool/Clubhouse Electricity	6005	2600	\$ 1.20		
Water & Sanitation	5310	1800	\$ 0.83		
Trash Collection	5320	570	\$ 0.26		Pool Svc
Maintenance & Repair	5200	5000	\$ 2.31		
Landscaping Contract	5220	15000	\$ 6.94		
Grounds Maintenance	5221	250	\$ 0.12		ARC Grounds Committee
Pond Treatment	6078	8300	\$ 3.84		
BMP Maintenance	6167	17000	\$ 7.87		
Pool Contract Operation	6000	27840	\$ 2.31		
Pool Maintenance	6007	5000	\$ 2.55		
Pool House Maintenance	6008	5500	\$ 1.39		
Pool Winter Maintenance	6002	3000	\$ 0.93		
Pool Furniture	6009	2000	\$ 0.93		
Pool Supplies	6005	300	\$ 0.14		
Social Committee	6129	300	\$ 0.14		Pool Committee/Events
<b>TOTAL COMMON AREA EXPENSES:</b>		<b>96960</b>	<b>33</b>		
<b>ADMINISTRATIVE EXPENSES</b>					
Accounting	5441	800	\$ 0.37		Tax Prep
Legal	5440	5000	\$ 2.31		Collections
SCC/OCC Licenses	6120	160	\$ 0.07		State licensure requirements
General Administration	6124	1000	\$ 0.46		General mailing expenses
Management	5010	10950	\$ 5.07		Mgmt. contract (3yr fixed)
Website	6126	300	\$ 0.14		
Insurance	5521	5100	\$ 2.36		Required Insurance
<b>TOTAL ADMININSTATIVE EXPENSES</b>		<b>23310</b>	<b>11</b>		
<b>TOTAL OPERATING EXPENSES</b>					
		<b>120270</b>			
<b>RESERVE CONTRIBUTIONS</b>					
Contingency Reserve Contribution-Operating Reserve	1050	1775	\$ 0.82		
Capital Reserve Replacement Contribution	1055	38988	\$ 18.05		Reserve Fund Contribution
ICS Sweep Escrow Account	1058				
<b>TOTAL EXPENSE / CONTRIBUTION</b>		<b>161033</b>	<b>19</b>		
<b>SURPLUS / DEFICIT (180 Units)</b>					
		<b>-1193</b>			
<b>ACCEPTANCE OF PROPOSED BUDGET:</b>					
Signature	<i>[Handwritten Signature]</i>		Date	<i>12/12/24</i>	