SouthData, Inc.
336-719-5000
customerservice@southdata.com

To: Jessica Crump
Company: CPVA Management, Inc.

1st Proof

Order 16614891

Check Everything Carefully

- ☐ **Quantity** of items
- ☐ **Late payment policy**
- ☐ **Scan line** format & contents
- ☐ **Due dates**
- ☐ **Number of coupons**
- ☐ **Remittance & return addresses**
- ☐ **Distribution**

Notes About This Order	Messages From Customer Service
447 items - mailed to payors	

Orders are processed in the order in which they are **APPROVED** - **NO CHANGES**.
This proof is the controlling document. **YOU** must check **EVERYTHING** carefully.

APPROVE On-Line at: **www.southdata.com/16614891**

Or, by email to: proof@southdata.com

12/10/2024 WORK ORDER NUMBER 16614891 11:42:52 AM

Job Totals

SDI#	PAYEE NAME	TOTAL ITEMS	DATA ENTRY	DATA CORRECT	BULK	DISTRIBUTION MAIL	FORN	CERT	eSTMT	Skpd	MAILING POSTAGE	START SEQN#
2521FCMP	Arbor Landing Homeowners Association	447				447					$326.31	1
	T O T A L	447				447					$326.31	

16614891-1-1-4

ARBOR LANDING HOMEOWNER ASSOCIATION,
INC
CPVA MANAGEMENT, INC.
812 MOOREFIELD PARK DR # 102
NORTH CHESTERFIELD VA 23236-3674

16614891-1-1 1 4

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See important documents attached

16614891-1-2-4

ARBOR LANDING

c/o CPVA Management, Inc.
812 Moorefield Park Drive, Suite 102 – North Chesterfield, VA 23236
home.cpvamanagement.com – (804)378-5000

Date: 12.10.24
To: Arbor Landing Homeowners
Subject: 2025 Operating Budget

On behalf of the staff at CPVA Management, we want to express our appreciation for your patience throughout the transition of the management company.

Enclosed is the approved 2025 Budget for Arbor Landing. **The monthly assessment will increase to $60.00 per month effective January 1, 2025.** The members of the Board of Directors are also homeowners and work diligently to ensure services and amenities are maintained and funding is adequate to cover operating costs and fund the reserve account.

Payments are due on the 1st day of each month and will incur a late fee if not received and posted by the late date. Coupon books will be mailed separately with your 2025 payment amount.

Homeowners are encouraged to use the convenience of ACH Direct Debit through CPVA Management. This will ensure your payments are received on time. To enroll, please print and mail the Automatic Payment/ACH Debit form found at home.cpvamanagement.com and return with a voided check. For assistance, you may call Accounting at 804-378-5000 x219.

- Homeowners who are currently enrolled in the ACH option through CPVA Management, Inc. do not need to take any action, as the monthly payment will adjust to any change in assessment amount automatically.
- **If you currently make payments through your bank, any change to the payment amount will require you to update the amount effective with the January payment.**
- If you pay via ClickPay, please verify your settings.
- If you pay by check, please mail it with your coupon to P.O. Box 375, Emerson, NJ 07630, as we can no longer process payments in our office.

Homeowners are encouraged to use the CPVA Management web portal at home.cpvamanagement.com. This website is a resource for your account balance, forms and governing documents. If you need login information or need to be added to our email communications, please contact the Community Administrator.

To report a maintenance request or service issue, please submit a general request on the web portal or contact the Community Administrator.

CPVA Management Team:
Community Administrator: Jessica Crump - jcrump@cpvamanagement.com
Community Manager: Melanie Culbreth - mculbreth@cpvamanagement.com
Accounting: Dawn Desper – ddesper@cpvamanagement.com

16614891 2521FCMP-1

Adopted 2025
Annual Budget

		Adopted 2025 Annual Budget
	Operating Income	
5010	Assessments	319,158
5027	Police patrols	2,000
5035	Returned Check Fee	0
5040	Late Fees	2,500
5070	Clubhouse Rental	14,000
5077	Pool fees	100
5090	Micellaneous Income	300
5095	Reimbursed Collection Fees	1,800
	Total Income	339,858
	Expense	
6010	Audit & Tax Prep.	7,150
6020	Management & Accounting	60,120
6030	Insurance	16,000
6040	Legal & Professional	1,000
6050	Printing & Reproduction	6,500
6060	Postage/Mailing	3,000
6090	Office Supplies	3,266
6095	Clubhouse Supplies	2,500
6130	Delinquent Collection Fees	4,600
6150	Misc. Administration	215
6180	Taxes	250
6190	Licenses & Fees	200
6200	Clubhouse Cleaning	7,000
6201	Clubhouse Trash	1,200
6205	CH Cable/Internet/Phone	5,500
6220	Social Committee	1,500
6223	Website	3,100

Arbor

		Proposed 2025 Annual Budget
7002	HVAC repair	500
7012	Security Monitoring	7,000
7026	Off Duty Police	4,000
7080	General Repair	10,850
7200	Electricity	6,000
7210	Elec- Clubhouse	4,500
7215	Elec Street lights-irr	3,812
7220	Trash Collection	6,000
7225	Pest Control	1,400
7240	Gas	1,400
7245	Water & Sewer	7,000
7249	Water Irrigation	420
7300	Lawn Maintenance	21,723
7330	Other Grounds	9,170
7335	Powerwashing	3,000
7390	Irrigation Repairs	500
7501	Playground Equipment	750
7591	Tennis Court Maintenance	750
7610	Pool Contract	40,000
7611	Pool Other	1,500
7620	Pool Repair and Maintenance	4,500
7830	Reserve Contribution	80,000
	Debt Service	0
	Total Operating Expenses	337,876
	Net Income	1,982

12/10/2024 **PROOF INFO** 11:30 AM

SDI #: 2521FCMP
Paper Color: White
Ink Color: Black
Letter Type: Simplex
Letter Insert

This box will NOT print on your document

812 Moorefie[...]**eld, VA 23236**
ho[...]**00**

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16614891 2521FCMP-2

Adopted 2025
Annual Budget

	Operating Income	
5010	Assessments	319,158
5027	Police patrols	2,000
5035	Returned Check Fee	0
5040	Late Fees	2,500
5070	Clubhouse Rental	14,000
5077	Pool fees	100
5090	Micellaneous Income	300
5095	Reimbursed Collection Fees	1,800
	Total Income	339,858
	Expense	
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6020	Management & Accounting	60,120
6030	Insurance	16,000
6040	Legal & Professional	1,000
6050	Printing & Reproduction	6,500
6060	Postage/Mailing	3,000
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