

COUNTRYSIDE PROPRIETARY

RESOLUTION NO. 213

**HOMEOWNER ASSESSMENT METHODS - Class I**

WHEREAS, Article V of the Covenants and Restrictions of the CountrySide Proprietary charges the Board of Directors with the establishment of an annual assessment; and

WHEREAS, Article V of the Covenants and Restrictions of the CountrySide Proprietary charges the Board of Directors with the establishment of an annual maintenance assessment; and

WHEREAS, Article V of the Covenants and Restrictions of the Countryside Proprietary charges the Board of Directors with the establishment of reserves for replacements; and

WHEREAS, Article VII of the Covenants and Restrictions of the CountrySide Proprietary charges the Board of Directors with the establishment of an escrow account and assessment for private common driveways (i.e. pipe stems), and

WHEREAS, the community of Countryside has completed build out of all developer lots and has firmly established the following number of dwellings:

1253 Single Family Detached Dwellings (SF)

1168 Townhomes (TH)

16 Manor Homes (MH)

2437 TOTAL Dwellings

2438 TOTAL Lots, and

WHEREAS, the Board further wishes to clarify the method of all Class I assessments for the community.

WHEREAS, the Board of Directors desires to rescind Resolution No. 207 and hereby substitutes Resolution No. 213.

NOW, THEREFORE, BE IT RESOLVED THAT Resolution No. 207 be, and hereby is, rescinded, and that the Board of Directors hereby this date, adopt the following policies governing the Class I assessment methods:

I. **Definitions**

A. Community Wide Assessments (i.e. General Assessments)

Community wide assessments are those assessments that are levied equally against all dwellings, i.e. single family detached, town homes, and manor homes in CountrySide. The number of dwellings equals 2,437. In the case of General Reserves (i.e. Reserves for replacements), the total number of lots are used for the assessment calculation (2,438).

B. Neighborhood District Assessments:

Neighborhood District Assessments are those assessments that are levied against specific neighborhoods and defined by dwelling type (i.e. SF/TH/MH) in which unique or special use of the areas require individual treatment of assessments for services applicable to these areas or dwellings. The number of dwellings that are used for assessment calculations by neighborhood is as follows:

Neighborhood	Single Family	Town home	Manor Home
Belmont	411	0	16
Foxfield	0	537	0
Morven	124	216	0
OakRidge	192	175	0
Oatlands	335	0	0
Rokeby	191	0	0
Welbourne	0	240	0

C. Special Neighborhood Assessments:

Special neighborhood assessments are those assessments that are levied against specific neighborhoods (Belmont, Foxfield, Morven, OakRidge, Oatlands, Rokeby, and Welbourne) which the Neighborhood Advisory Council representatives desire and the Board of Directors agree are needed for neighborhood unique items or services that are in excess of community wide or Neighborhood District assessments.

D. Common Driveway Assessments

Common driveway assessments are those assessments levied against dwellings that share a private common driveway (i.e. pipe stem). Individual pipe stems are spread throughout the entire community.

II. **ASSESSMENT METHODS**

Annual assessments are comprised of the following categories:

A. General Administrative Expenses – Contractual

General and administrative contractual expenses are those costs associated with the operation of the management company contracted by the Proprietary to manage the day-to-day affairs of the community. Costs for this budget category include, but are not limited to the following:

Management Contract Cost & Fee  
Financial Services Cost & Fee  
Professional Services (Legal, Audit, other)

All general and administrative contractual expenses shall be assessed equally against all dwellings in CountrySide based upon the following formula:

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

B. General Administrative Expenses - In-house

General administrative in-house expenses are those costs associated with the in-house operations associated with the Proprietary office to support the day-to-day operations of the Proprietary. Costs for this budget category include, but are not limited to the following:

Office Supplies & Maintenance  
Rent & Utilities  
Postage  
Banking Fees  
Telephone  
Copier  
General Printing  
Special Printing  
Misc. Expenses  
Bad Debt

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All general and administrative in-house expenses shall be assessed equally against all dwellings in CountrySide based upon the following formula:

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

C. Insurance Expenses

Insurance expenses are those cost associated with maintaining the necessary liability and other insurance coverage required by law or good business practices to protect the interest of the Proprietary. All insurance expenses shall be assessed equally against all dwellings in CountrySide based upon the following formula:

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

D. Tax Expenses

Tax expenses are those costs associated with federal, state, and local tax liabilities of the Proprietary. Corporate tax and Personal Property tax expenses shall be assessed equally against all dwellings in Countryside.

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

Federal and State income tax liability estimates are calculated from estimated interest earnings. Interest earnings on General Reserve Funds and Operating Funds are shared equally by all dwellings and interest earnings on private street reserves are shared only by town homes. Therefore, Federal and State tax liabilities are assessed based on the same percentage relationship as estimated interest earnings.

Calendar Year Budget X % of Interest earnings shared by all dwellings/Total Number of dwellings = \$ per dwelling

Calendar Year Budget X % of Interest earnings shared only by town homes X TH Neighborhood Area Percentage divided by number of TH's in each neighborhood = \$ per dwelling within each TH neighborhood.

E. Community Program Expenses

Community program expenses include, but are not limited to those costs associated with the preparation, publication, and distribution of the community newsletter, website, donations and social/rec programs that may be budgeted by the Board of Directors during the annual budget process. All community program expenses shall be assessed equally against all dwellings in CountrySide based upon the following formula:

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

F. Land Services Contractual Expenses

Land service contractual expenses are those costs associated with the maintenance and service of all common grounds within the community. This budget item also includes costs associated with the land service of selected private, state, and county owned areas such as the grounds along major roadways within the community and county school board property that is widely used as recreational areas by all members of the Proprietary.

This budget category includes but is not limited to the following:

- Contracted land service maintenance
- Contracted pesticide spraying
- Contracted dead tree removal
- Contracted landscape improvements

All land services contractual expenses shall be assessed equally against all dwellings in Countryside upon the following formula:

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

G. Land Services In-house Expenses

Land services in-house expenses are those costs associated with the in-house maintenance activities for land service of common grounds including the areas defined in paragraph 6. This budget category includes, but is not limited to the following:

- Vehicle operating and maintenance
- Equipment operating and maintenance

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Equipment lease  
Land service materials and supplies  
Dumpster service

All land services in-house expenses shall be assessed equally against all dwellings in Countryside upon the following formula:

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

**H. Pool Facility Expenses**

Pool facility expenses are those costs to manage, operate, maintain and service the community pools. All pool facility expenses shall be assessed equally against all dwellings in Countryside upon the following formula:

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

**I. Physical Services Expenses**

Physical services expenses are those costs related to maintenance and/or repair of grounds such as storm drains and other land areas that may require separate budget item visibility. All physical service expenses shall be assessed equally against all dwellings in Countryside upon the following formula:

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

**J. Non-Pool Facility Expenses**

Non-pool expenses are all other facility related costs that are not directly related to the community swimming pools. These expenses include, but are not limited to supplies and/or repair of the following:

Entry Lights  
Signage  
Recreational Facilities  
Fencing  
Trails  
Trails - Snow Removal

All non-pool facility expenses shall be assessed equally against all dwellings in Countryside upon the following formula:

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Calendar Year Budget/Total Number of dwellings = \$ per dwelling

**K. General Reserve Expenses (i.e. Reserves for Replacements)**

General reserves are those funds required by Article V, Section 3 of the covenants to be collected, deposited, and maintained for repair and replacement of community wide facilities. The calculation of assessments for this budget item is based upon the total number of lots in the community (2,438). The annual budget amount for general reserves shall be determined in accordance with the yearly reserve table calculations performed by the Proprietary management company. Interest earned from this account shall be credited against the annual budget for general reserves. All general reserve expenses shall be assessed equally against all lots in Countryside upon the following formula:

Calendar Year Budget/Total Number of lots = \$ per lot

**L. Private Street Reserve Expenses**

Private street reserves are those funds required by the covenants to be collected, deposited, and maintained for repair and replacement of neighborhood unique private streets not under the purview of VDOT. Since private streets are only located in town home areas of four neighborhoods, the assessment calculation for this budget item shall be based upon the annual reserve needs and the number of town homes. The annual budget for private street reserves shall be determined in accordance with the yearly reserve table calculations performed by the Proprietary management company for the private streets. Interest earned from this account shall be credited against the annual budget for the private street reserve account. Private street reserve assessments shall be based upon the following formula:

Calendar Year Budget (\$)/1168 = \$ per dwelling

**M. Common Driveway Reserve Expenses**

Common driveway reserves are those funds required by the covenants to be collected, deposited, and maintained for repair and replacement of private common driveways (i.e. pipe stems) within the community. The calculations of assessments for this budget item shall be based upon the total square feet of each private common driveway and the number of dwellings encumbered by and/or served by the private common driveway. The annual budget amount shall be determined in accordance with the covenants and Board resolution. Interest earned from this reserve account shall be prorated and credited against the individual common driveway reserve accounts. Each common driveway reserve account assessment shall be based upon the following formula:

Assm't per sq ft (\$)/number of dwellings = \$ per dwelling

**N. Neighborhoods Service Expense - Trash Removal**

Trash removal expenses are those costs associated with the removal of household trash from community dwellings, including single family detached units, town homes, and manor homes. Two individual assessment categories shall be established one for manor/manor homes and one for single family detached. These rates shall be negotiated with the trash contractor and then assessed equally on a monthly basis to each dwelling in the respective category described in the Proprietary trash removal contract.

**O. Neighborhood Service Expense - Snow Removal**

Snow removal expenses are those costs associated with removal of snow and ice from the neighborhood private streets. Assessments for this service are based upon the total snow removal expenses divided by the total number of manor (1,168). The town home private streets covered under this assessment are located in Foxfield, Morven, OakRidge and Welbourne. All snow/ice removal for these private street areas shall be based upon the following formula:

Total Snow/Ice Budget (\$) divided by the total number of manor (1,168).



P. Neighborhoods Service Expense – Parking Administration

Parking administration expenses are those costs associated with administering the parking regulations for neighborhood private streets. Assessments for this service are based upon the total parking administration expenses divided by the total number of manor (1,168). The town home private streets covered under this assessment are located in Foxfield, Morven, OakRidge, and Welbourne. All parking administration costs for these private street areas shall be based upon the following formula:

Total Parking Budget (\$) divided by the total number of manor (1,168).

Q. General Contingency Expenses

General contingency expenses are those funds budgeted yearly for unanticipated expenses during the following year. The calculations of assessments for this budget item is based upon the total dwellings in the community (2,437). The annual budget amount for general contingency shall be determined by the Board of Directors during the preparation of the annual budget. All general contingency expenses shall be assessed equally against all dwellings in CountrySide based upon the following formula:

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

R. Capital Expenditures

Capital expenditures are those items budgeted yearly for new projects during the following year. item is based upon the total dwellings in the community (2,437). The annual budget amount for capital expenditures shall be determined by the Board of Directors during the preparation of the annual budget. All capital expenditures shall be assessed equally against all dwellings in CountrySide based upon the following formula:

Calendar Year Budget/Total Number of dwellings = \$ per dwelling

Book of Minutes:

ATTEST:

SECRETARY: Lois M. (Sue)Gallipo    PRESIDENT: Bruce E. Tulloch

DATE

DATE