

131 HARTWELL AVE. SUITE 115
LEXINGTON, MA 02421
PHONE: 781.275.3133
FAX: 781.275.5842
WWW.THEDARTMOUTHGROUP.COM
CLIENTSERVICES@THEDARTMOUTHGROUP.COM

11.19.2025

TO: ALL UNIT OWNERS- WILLIAMSBURG COURT CONDOMINIUM

FROM: THE BOARD OF TRUSTEES

RE: WILLIAMSBURG COURT 2026 BUDGET

Dear Homeowner(s):

The Dartmouth Group and the Board work throughout the year in order to deliver the best quality service for the best price for your community. We bid out services in order to ensure that the price the Association pays is competitive to the industry. We start working on the draft budget several months prior to year end in order to analyze past income/expense trends, consider contract renewals and forecast projections for insurance premiums, utilities and long range projects. **Enclosed is a copy of the 2026 budget for your review.**

We are all aware of prices having risen in all areas of our lives and the cost of our shared expenses to operate Williamsburg Court is no exception.

The Board of Trustees voted to increase the operating budget by 8.98%.

A LIST OF ALL UNITS REFLECTING THE 2026 FEE IS INCLUDED

New coupon books have been ordered and should be received by mid-December.

If you pay your monthly condo fees through The Dartmouth Group's (ACH) Direct Debit Program you won't receive a coupon book and your condo fee amount will automatically be adjusted as of January 1, 2026. If you are not enrolled in our (ACH) Direct Debit program and would like to sign up, please fill out the enclosed form and include a voided check and either mail to The Dartmouth Group, 131 Hartwell Avenue, Suite 115, Lexington, MA 02421, or fax to 781-275-5842. If you are already enrolled, then you do not need to fill out the form again and your condo fee amount will automatically be adjusted as of January 1, 2026.

If you pay using your personal banking online bill payment service, please update your condo fee payment amount accordingly as of January 1, 2026. If you set up recurring payments through TownSq and selected either Recurring Charges or Open Account Balance, your condo fee amount will automatically be adjusted as of January 1, 2026. If you selected Fixed Amount, please update your condo fee payment amount accordingly as of January 1, 2026.

Please review the enclosed four payment options that The Dartmouth Group offers to unit owners.

If you are mailing your payment, please make your check out to your Association and mail it to our secure high-speed check processing facility in Phoenix, AZ. The remittance address for this lockbox is:

Williamsburg Court Condominium
c/o The Dartmouth Group
P.O. Box 66094
Phoenix, AZ 85082-6094

Please do not mail your check to The Dartmouth Group's office. All checks received in the main office will be forwarded daily to the lockbox, which will result in a delay in processing your payment and could cause you to incur a late fee.

If you have not yet registered for the TownSq owner portal, we encourage you to do this. You can log in to <https://www.mydartmouthgroup.com> with your account number (found at the top of this letter) and unit zip code. For assistance logging in, you can reach out to Client Services at Clientservices@thedartmouthgroup.com. TownSq allows owners to stay up-to-date with all association communications, submit requests to management, and more!

If you have any questions, please do not hesitate to call The Dartmouth Group at 781-275-3133. Thank you for your attention and anticipated cooperation.

Sincerely,

The Dartmouth Group, as Managing Agent for Williamsburg Court Condominium

Brian St.George, CMCA ®, AMS ®
Community Manager

WILLIAMSBURG COURT CONDOMINIUM 2026 BUDGET

Budget Assumptions

Current Month

\$

Description	BUDGET 2025	PROJECTED 2025	BUDGET 2025	% INCR (DECR)	ASSUMPTION - NOTES
Common Area Fees	\$ 1,037,500	\$ 1,037,500	\$ 1,130,632	8.98%	This \$98,132 equates to \$8,178 per month or an average of \$48.67 per unit per month. Approx \$498 yr. 2BR and \$468 yr. 1BR. Last increase was approx. 7% for 2025. ** 1BR \$520-\$ 660/ 2BR \$616-\$664 Average Condo Fees Per Month
Carry Over - Prior Yr Surplus	\$ -	\$ -	\$ -		
Less: Reserve Contribution	\$ (150,000)	\$ (125,000)	\$ (175,000)	16.67%	A reserve study was done in the spring of 2018. Note - per this study present funding may not meet all of your future capital expenses.
Late Charges	\$ 2,000	\$ 1,079	\$ 2,000	0.00%	\$25 late fee charged to unit owners who pay after the 15th of the month.
Legal/Collection Charges	\$ 5,000	\$ 4,325	\$ 5,000	0.00%	Estimated amount for attorney fees to be re billed to unit owner (see #62600ope)
NSF Charges	\$ -	\$ -	\$ -		
Parking Fees	\$ -	\$ -	\$ -		
Fines / Violations	\$ 500	\$ 500	\$ 500	0.00%	
Water Savings Income	\$ -	\$ -	\$ -		
Clubhouse fees	\$ -	\$ -	\$ -		
Fitness Center Fees	\$ -	\$ -	\$ -		
#N/A	\$ -	\$ -	\$ -		
	\$ 895,000	\$ 918,404	\$ 963,132	7.61%	
Int Income - Oper.	\$ 100	\$ 40	\$ 100	0.00%	
Clubhouse Income	\$ 300	\$ 300	\$ 300	0.00%	\$75.00 per rental. Total listed = 4 rentals a year
Laundry Income	\$ 28,000	\$ 27,945	\$ 28,000	0.00%	We have a contract with Automatic Laundry through 2031. There are 14 washing machines and 14 dryers. Current average charge is \$2.50 per cycle for a wash and dry with 60% of the total revenue back to WIL.
Laundry - Bonus	\$ -	\$ -	\$ -		
Ins Proceeds-Water Damage	\$ -	\$ -	\$ -		
Ins Proceeds - Sewer Back-up	\$ -	\$ -	\$ -		
Miscellaneous Other Income	\$ 500	\$ 100	\$ 250	-50.00%	Security Door Key Deposits +
Ins Proc - Prop Damage	\$ -	\$ -	\$ -		
PRIOR YR SURPLUS	\$ -	\$ -	\$ -		
Other Income	\$ -	\$ -	\$ -		
#N/A	\$ -	\$ -	\$ -		
	\$ 28,900	\$ 28,385	\$ 28,650	-0.87%	
	\$ 923,900	\$ 946,789	\$ 991,782	7.35%	
Advertising	\$ -	\$ -	\$ -		Staffing
Emergency /On call service	\$ 1,400	\$ 1,466	\$ 1,500	7.14%	This is for Speedy Answering service. Current monthly payment of approx. \$125.00 - varies depending on time (A Service Only)- no contract
Bad Debt Expense	\$ -	\$ -	\$ -		Fines and misc. fees

WILLIAMSBURG COURT CONDOMINIUM 2026 BUDGET

Budget Assumptions

Current Month \$ -

Description	BUDGET 2025	PROJECTED 2025	BUDGET 2025	% INCR (DECR)	ASSUMPTION - NOTES
Legal-Collections	\$ 5,000	\$ 4,325	\$ 5,000	0.00%	This is the cost of sending delinquent accounts to the association's attorney for collecting these funds. Law requires this if the property manager cannot collect the funds. This amount is paid by the association and then re billed to the individual unit owner. This expense is a wash with revenue account # 4720.
Legal Services	\$ 2,500	\$ 2,116	\$ 2,500	0.00%	Allowance for general legal services. Legal opinions on issues so directed by the Board. Written responses to letters received from other attorneys.
Management Fees	\$ 61,272	\$ 61,272	\$ 61,884	1.00%	This will be year Two of a three year contract with The Dartmouth Group. Payment= \$5,157 per month. This equates to approximately \$30.69 Per Month Per Unit. (1% increase this year) Note - excluded is the 2025 periodic routine service charges as outlined in Exhibit A of contract
Meeting Expense	\$ 1,000	\$ 1,000	\$ 1,000	0.00%	Monthly board meetings and annual meetings- open and bot.
Misc. Admin. Expense	\$ 3,000	\$ 4,592	\$ 3,000	0.00%	As outlined in Exhibit A of TDG contract - Storage fees and Unit maint fees ** 2025 Was TOWN SQUARE
Office Supplies	\$ 600	\$ 500	\$ 500	-16.67%	Photocopying paper, copying machine toner and drum cartridges, fax machine printing cartridge, printer cartridges, pads, pens, envelopes, boxes, file folders, cups, coffee, IT support, internet fee, background checks and CAI programs. Stationery is bought mostly at Staples over the phone and invoiced showing itemized billing.
Office Expences/ Postage and printing	\$ 1,700	\$ 413	\$ 1,500	-11.76%	Items copied by The Dartmouth Group e.g. financials for the meetings plus postage charges by TDG (paying bills, etc.) Printing: Rules and Regulations, condominium documents, financial and meeting packages, newsletters, special notices, and numerous forms used in the daily operations of management. Mailing: bills, newsletters, annual and informational meeting notices, delinquent notices, financial statements and meeting packages, etc.
Tax Prep & Review	\$ 4,000	\$ 4,100	\$ 4,100	2.50%	Yearly requirement by Chapter 183A - Outside CPA does a financial review and tax returns annually. An audit is done only by Board request and will cost more money.
Telephone	\$ 1,200	\$ 1,198	\$ 1,200	0.00%	One fax line # (508) 845-9171 this is also used by the lifeguards in the summer, **TWO lines for Add Value Machines (laundry) (508)845-9207,. Note- (508) 751-5413 goes directly through to the service.
#N/A					
	\$ 81,672	\$ 80,982	\$ 82,184	0.63%	
					0
Electric-Common Areas	\$ 22,500	\$ 20,546	\$ 22,500	0.00%	We have 15 electric meters for the common area. At this point we pay approx. 13 cents per kWh to SELCO. Note - as of 10.1 SELCO has no plans for a set increase. They will send 30 day notice if the pricing changes in the future.
Pest Control	\$ 6,000	\$ 5,067	\$ 6,000	0.00%	We have a contract with ProTech for monthly service calls for treatments as needed= \$155 per visit. This includes Five Items- common and or units needs. Additional units are \$45 per unit. This also includes trapping bats, squirrels etc. NOTE - Termite Warranties are also here- currently \$964 per year- expiring 12.31 yearly
Fuel/Gas	\$ 130,000	\$ 136,138	\$ 135,000	3.85%	Gas meters for the property are outside each boiler room. Gas is included in condo fees. Heating and hot water is supplied through gas boilers. Dryers work with gas. Current Variable pricing expiring with NRG Nov 2027- Per W Riordan Albirio Energy 10.15.25 expect 2- 3% increase for 2026
Landscaping & Grounds	\$ 49,200	\$ 49,200	\$ 49,510	0.63%	D Curtis - year two of a three year contract
Landscaping-Flowers/Planting	\$ 2,000	\$ 1,000	\$ 2,000	0.00%	Plantings and Stone Bed Additions Extra Pruning, stump removal and seasonal items
Pool Maintenance	\$ 500	\$ 693	\$ 500	0.00%	Extra repairs needed-
Property Monitoring	\$ -	\$ -	\$ -		
Snow Removal - Relocate	\$ -	\$ -	\$ -		

WILLIAMSBURG COURT CONDOMINIUM 2026 BUDGET

Budget Assumptions

		Current Month		\$		
Description	BUDGET 2025	PROJECTED 2025		% INCR (DECR)	ASSUMPTION - NOTES	
M&R - Pool Supplies	\$ 1,200	\$ 1,483	\$ 1,200	0.00%	Permits, first aid kit, cleaning supplies, furniture and umbrellas **	
#N/A	\$ -	\$ -	\$ -	0.00%		
	\$ 129,429	\$ 137,540	\$ 140,205	8.33%		
	\$ -		\$ -			
	\$ 34,960	\$ 56,536	\$ 35,215	0.73%	This is for three men working as needed - totals vary depending on needs (Budget 20% of 40 hours)	
	\$ 33,603	\$ 31,867	\$ 34,611	3.00%		
	\$ 19,259	\$ 39,858	\$ 37,584	95.15%		
Pool Staff	\$ -	\$ -	\$ -		Pool is open for approx. 14 weeks - Memorial Day weekend Labor Day weekend. ** Hours and rates listed are approximate: The "head" lifeguard works for 24 hours doing pool preparation work (24 hrs. x \$14.50 per hour = \$348), Starting Late May - Mid June pool hours 3-7 pm weekdays, 10-6 pm weekends. 36 hours per week x 3 weeks = 108 hours @ \$13.90 per hour = \$1501. The next 9 weeks, starting Mid June - pool hours 11-7 pm weekdays, 10-6 pm weekends. 56 hours per week x 10 weeks = 560 hours @ \$13.90 per hour = \$7784 The last week starting Late Aug - 1st week of Sep pool hours 3-6 pm weekdays, 10-6 pm weekends. 36 hours per week x 1 week = 36 hours @ 13.90 per hour = \$500. Total = \$348 + \$1501 + \$7,784 + \$500 = \$10,133 x 83% (allowing for rain days) = \$8,410 NOTE - The \$14.50 and \$13.90 hourly rates are High Estimates. Also - there is extra money here if the pool ends up staying open two weeks past Labor Day. CONTRACT As of 2021	
Property Monitor	\$ 22,227	\$ 19,585	\$ 22,893	3.00%	33% of cost - ** 2024 Overage Due To OT for George P (48hrs Week)	
Snow Removal Staff	\$ -	\$ -	\$ -			0
Water Saving Labor	\$ -	\$ -	\$ -			0
Payroll Taxes/Worker's Comp.	\$ 37,000	\$ 42,190	\$ 40,000	8.11%	This category is for additional payroll costs for all employee allocations. Included here is worker's compensation insurance, employer FICA and Medicaid, state unemployment, state health unemployment and other costs associated with payroll.	
Employee Benefits (Health, Life)	\$ 10,000	\$ 8,461	\$ 11,000	10.00%	Benefits include health, life, and long-term disability. This represents Williamsburg Courts share of eight employees benefits allocated from The Green.	
#N/A	\$ -					
	\$ 157,049	\$ 198,497	\$ 181,303	15.44%		
Ins-Property & Liability	\$ 119,600	\$ 110,712	\$ 121,780	1.82%	We have a policy in place until 09.04.2026= \$ 114,581. This # includes Package, Umbrella, D+O, Crime, and Workers Comp. The 2024 four month projection reflects Four equal payments of \$9548 (\$114,581 / 12) . The 2026 number reflects a possible 10% + increase over the current total.	
#N/A	\$ 119,600	\$ 110,712	\$ 121,780	1.82%		

WILLIAMSBURG COURT CONDOMINIUM TRUST

Unit #	Percentage Interest	2026 Monthly Condo Fee <u>\$94,233.00</u> Amount Rounded
0201	0.530%	\$ 500.00
0202	0.660%	\$ 623.00
0203	0.410%	\$ 387.00
0204	0.610%	\$ 576.00
0211	0.550%	\$ 519.00
0212	0.700%	\$ 661.00
0213	0.540%	\$ 510.00
0214	0.650%	\$ 613.00
0221	0.550%	\$ 519.00
0222	0.700%	\$ 661.00
0223	0.540%	\$ 510.00
0224	0.650%	\$ 613.00
0401	0.660%	\$ 623.00
0402	0.530%	\$ 500.00
0403	0.610%	\$ 576.00
0404	0.410%	\$ 387.00
0411	0.700%	\$ 661.00
0412	0.550%	\$ 519.00
0413	0.650%	\$ 613.00
0414	0.540%	\$ 510.00
0421	0.700%	\$ 661.00
0422	0.550%	\$ 519.00
0423	0.650%	\$ 613.00
0424	0.540%	\$ 510.00
0601	0.530%	\$ 500.00
0602	0.660%	\$ 623.00
0603	0.410%	\$ 387.00
0604	0.610%	\$ 576.00
0611	0.550%	\$ 519.00
0612	0.700%	\$ 661.00
0613	0.540%	\$ 510.00
0614	0.650%	\$ 613.00
0621	0.550%	\$ 519.00
0622	0.700%	\$ 661.00
0623	0.540%	\$ 510.00
0624	0.650%	\$ 613.00
0801	0.690%	\$ 651.00
0802	0.540%	\$ 510.00
0803	0.640%	\$ 604.00
0804	0.420%	\$ 396.00
0811	0.730%	\$ 689.00
0812	0.570%	\$ 538.00
0813	0.720%	\$ 679.00
0814	0.560%	\$ 528.00
0821	0.730%	\$ 689.00
0822	0.570%	\$ 538.00

WILLIAMSBURG COURT CONDOMINIUM TRUST

		2026 Monthly Condo Fee <u>\$94,233.00</u>	
Unit #	Percentage Interest	Amount Rounded	
0823	0.680%	\$	642.00
0824	0.560%	\$	528.00
1001	0.540%	\$	510.00
1002	0.690%	\$	651.00
1003	0.420%	\$	396.00
1004	0.640%	\$	604.00
1011	0.570%	\$	538.00
1012	0.730%	\$	689.00
1013	0.560%	\$	528.00
1014	0.690%	\$	651.00
1021	0.570%	\$	538.00
1022	0.730%	\$	689.00
1023	0.560%	\$	528.00
1024	0.680%	\$	642.00
1201	0.660%	\$	623.00
1202	0.520%	\$	491.00
1203	0.610%	\$	576.00
1204	0.410%	\$	387.00
1211	0.700%	\$	661.00
1212	0.550%	\$	519.00
1213	0.650%	\$	613.00
1214	0.540%	\$	510.00
1221	0.700%	\$	661.00
1222	0.550%	\$	519.00
1223	0.650%	\$	613.00
1224	0.540%	\$	510.00
1401	0.530%	\$	500.00
1402	0.660%	\$	623.00
1403	0.410%	\$	387.00
1404	0.610%	\$	576.00
1411	0.550%	\$	519.00
1412	0.700%	\$	661.00
1413	0.540%	\$	510.00
1414	0.650%	\$	613.00
1421	0.550%	\$	519.00
1422	0.700%	\$	661.00
1423	0.540%	\$	510.00
1424	0.650%	\$	613.00
1601	0.660%	\$	623.00
1602	0.530%	\$	500.00
1603	0.610%	\$	576.00
1604	0.410%	\$	387.00
1611	0.700%	\$	661.00
1612	0.550%	\$	519.00
1613	0.650%	\$	613.00
1614	0.540%	\$	510.00
1621	0.700%	\$	661.00

WILLIAMSBURG COURT CONDOMINIUM TRUST

2026
Monthly
Condo Fee
\$94,233.00
Amount
Rounded

Unit #	Percentage Interest	Amount Rounded
1622	0.550%	\$ 519.00
1623	0.650%	\$ 613.00
1624	0.540%	\$ 510.00
1801	0.530%	\$ 500.00
1802	0.660%	\$ 623.00
1803	0.410%	\$ 387.00
1804	0.610%	\$ 576.00
1811	0.550%	\$ 519.00
1812	0.700%	\$ 661.00
1813	0.540%	\$ 510.00
1814	0.650%	\$ 613.00
1821	0.550%	\$ 519.00
1822	0.700%	\$ 661.00
1823	0.540%	\$ 510.00
1824	0.650%	\$ 613.00
2001	0.660%	\$ 623.00
2002	0.530%	\$ 500.00
2003	0.610%	\$ 576.00
2004	0.410%	\$ 387.00
2011	0.700%	\$ 661.00
2012	0.550%	\$ 519.00
2013	0.650%	\$ 613.00
2014	0.540%	\$ 510.00
2021	0.700%	\$ 661.00
2022	0.550%	\$ 519.00
2023	0.650%	\$ 613.00
2024	0.540%	\$ 510.00
2201	0.530%	\$ 500.00
2202	0.660%	\$ 623.00
2203	0.410%	\$ 387.00
2204	0.610%	\$ 576.00
2211	0.550%	\$ 519.00
2212	0.700%	\$ 661.00
2213	0.540%	\$ 510.00
2214	0.650%	\$ 613.00
2221	0.550%	\$ 519.00
2222	0.700%	\$ 661.00
2223	0.540%	\$ 510.00
2224	0.650%	\$ 613.00
2401	0.660%	\$ 623.00
2402	0.520%	\$ 491.00
2403	0.610%	\$ 576.00
2404	0.410%	\$ 387.00
2411	0.700%	\$ 661.00
2412	0.550%	\$ 519.00
2413	0.650%	\$ 613.00
2414	0.540%	\$ 510.00

WILLIAMSBURG COURT CONDOMINIUM TRUST

			2026 Monthly Condo Fee \$94,233.00 Amount Rounded
Unit #	Percentage Interest		
2421	0.700%	\$	661.00
2422	0.550%	\$	519.00
2423	0.650%	\$	613.00
2424	0.540%	\$	510.00
2601	0.530%	\$	500.00
2602	0.660%	\$	623.00
2603	0.410%	\$	387.00
2604	0.610%	\$	576.00
2611	0.550%	\$	519.00
2612	0.700%	\$	661.00
2613	0.540%	\$	510.00
2614	0.650%	\$	613.00
2621	0.550%	\$	519.00
2622	0.700%	\$	661.00
2623	0.540%	\$	510.00
2624	0.650%	\$	613.00
2801	0.660%	\$	623.00
2802	0.530%	\$	500.00
2803	0.610%	\$	576.00
2804	0.410%	\$	387.00
2811	0.700%	\$	661.00
2812	0.550%	\$	519.00
2813	0.650%	\$	613.00
2814	0.540%	\$	510.00
2821	0.700%	\$	661.00
2822	0.540%	\$	510.00
2823	0.650%	\$	613.00
2824	0.540%	\$	510.00
168	99.84%		94,233.00
0			12
	Annual	\$	1,130,796.00
	Per budget		1,130,632.00
	Rounding difference		164.00

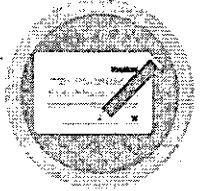
Monthly Payment Options

If after reviewing these instructions, you have any questions please reach out to The Dartmouth Group's Accounts Receivable Department at 781-275-3133 or AskAR@TheDartmouthGroup.com.



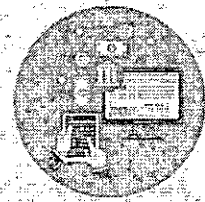
Direct Debit *Auto Payments through The Dartmouth Group*

You can have all your monthly fees paid automatically from your checking account. Simply complete the attached "Authorization Agreement for Direct Debit Payments" and return it to us along with a voided check. Your bank account will be debited automatically on or around the 5th business day of every month.



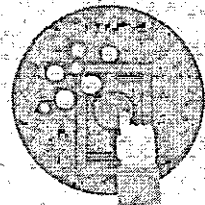
Coupon Book *Check Payments to our Lockbox*

Owners will receive a coupon book and envelopes in the mail that can be used to mail in your payment each month. These payments will be received and processed by our lockbox check processing facility in Arizona.



Online Banking *Payments through Personal Banking*

You may use your bank's online banking service to pay your fees. When setting this up with your bank, ensure they make payments payable to your association name, they include your account number on the check and send payment to The Dartmouth Group, P.O. Box 66094, Phoenix, AZ 85082-6094.



E - Check *Electronic Check through TownSq*

You may make a one-time debit to your checking account, or set up recurring payments initiated by you, through the secure owner portal, TownSq. Please go to www.TownSq.io and log into your account, then click on your profile, **Accounts, Make a Payment** and choose the **Bank Account** option. You will be prompted to enter your routing and checking account number. Please note there is a fee of \$2.95 per transaction for this option.

New Enrollment
Change of Bank Account

131 HARTWELL AVE, SUITE 115
LEXINGTON, MA 02421
PHONE: 781.275.3133
FAX: 781.275.5842
WWW.THEDARTMOUTHGROUP.COM

AUTHORIZATION AGREEMENT FOR DIRECT DEBIT PAYMENTS

I/We, the undersigned unit owner, authorize TDG Management Inc. (d/b/a The Dartmouth Group), as Agent, and the property named below to originate debit entries on the 5th of every month via the Automated Clearing House (ACH) system to your account for the purpose of paying recurring monthly fees, which could include condo fees, parking, storage, budget amendments. Please note any one time miscellaneous fees will not be included in this payment process, you need to make a separate payment for those charges.

This authorization shall become effective the following month that the form is received and shall remain in effect until notice of modification or termination from the Unit Owner has been received. Notice must be received by the last business day of the current month prior to the next withdrawal. Please return this form and a voided check or statement with your account information via: *If you decide to send the form through email TDG is not responsible for any compromised bank information.*

Fax: 781-533-7234

Email: AskAR@thedartmouthgroup.com

Mail:

The Dartmouth Group, Attn: AR
131 Hartwell Ave, Suite 115
Lexington, MA 02421

Confirmation emails are sent out once a week. If no email is provided you will not be contacted. Please do not call or email for confirmation as this delays the processing of your application.

If your account is unable to be debited due to insufficient funds, incorrect account information provided, a \$50 service charge will be added to the amount owed to the Condominium Association.

Signature(s)

Signature(s)

Name (Print)

Name (Print)

Name of Condominium

Unit Number / Address

Email Address & Telephone Number
(We will email to notify you of the start date.)

Date

**ATTACH VOIDED CHECK
HERE**
