



March 25, 2025

Montclair Property Owners Association, Inc.  
3561 Waterway Drive  
Dumfries, VA 22025

Re: FY2026 Assessments and Approved Budget

Dear Montclair POA Owner:

**Assessments for May 1, 2025-April 30, 2026 (FY2026)**

The FY2026 budget was approved by the membership at the annual meeting held on March 15, 2025. As a result, the assessment rate for the new fiscal year beginning **May 1, 2025**, will be **\$900.00**. The late fee for payments not received and credited on or before the **10th day of the month is \$35.00**. Unless you are on direct debit, you will receive a coupon booklet in the mail in order to make your payment(s).

**Payment Options**

Owners in good standing are eligible to pay in full or make 12 monthly payments. The **Annual Coupon Option** pays the full annual assessment in advance in the amount of \$900.00 and is due on May 1, 2025. The **Monthly Payment Option** is twelve equal payments of \$75.00 from May through April. If at any time during the year you elect to pre-pay the balance on your account, a credit balance will remain on your account and slowly offset the monthly assessments to be zeroed out by the end of the year.

**Delinquent Accounts**

Owners with a past due balance may not be eligible for the Monthly Payment Option. "Not eligible" is defined per Board resolution as having accounts in collections as of the date of record. Those members not eligible for monthly payments must pay the full annual assessment of \$900.00 by May 1, 2025 using the Annual Payment Option Coupon.

**New for FY2026:**

Service Fees: Owners will no longer pay a \$2 service fee for monthly payments.

Monthly Statements (WelcomeLink): **FY26 is the final year for coupon booklets**. Beginning May 1st, homeowners will receive monthly statements from WelcomeLink. Each statement will include a coupon for check payments. Once you receive your first statement in the mail, there will be instructions to sign up for eStatements through the WelcomeLink website. You can also opt-in to receive reminder notices by e-mail instead of regular mail.

Trash Service Billing Update – New Separate Account: Also starting on May 1<sup>st</sup>, single-family lot owners that have opted-in for trash service will have a **new**, separate account linked to your homeowner account in the Connect Resident Portal. You will receive a separate monthly statement for your trash assessment – **please take note of your new account number for trash**.

If you are registered to pay assessments in ClickPay, they will insert this additional account on your user profile. You will be able to view your balance and configure autopay separate from your regular assessment. This change ensures transparency and allows you to manage your regular assessment and trash payments individually.

Since trash payments are processed separately in ClickPay, **no convenience fee will be charged when paying for trash on ClickPay** regardless if you pay by e-check (ACH) or credit card.



### How to Pay

**By Check:** All checks should be made payable to "Montclair POA". **Please note your account number on the check** along with enclosing the coupon in the envelope. The remittance address is below and can be used for only Montclair POA assessments payments and trash payments.

Montclair POA  
c/o FirstService Residential  
P.O. Box 30403  
Tampa, FL 33630

**Personal Banking System:** If you currently use a personal online bill-paying service to pay your monthly assessments, please update your account for the new fiscal year and ensure the remittance address is correct.

### In Person or Montclair POA Drop Box:

We encourage you to make your payments electronically on ClickPay to expedite processing (please see below). However, you may bring your check and coupon to the business office at 3561 Waterway Drive, Montclair VA, during our regular business hours and make your payment at the lobby window. You may also place your check and coupon in an envelope and drop it in the black box outside of the office front doors, if not paying during business hours. Payments can be made at the building for ONLY Montclair POA assessments; we are unable to process payments for sub-associations.

**Electronically:** Through ClickPay, payments can be made online by e-check (ACH) from a bank account at no cost to you or by credit or debit card for a nominal fee. Please note that payments made through ClickPay can take 3-5 business days to process. To avoid late fees, be sure to schedule your payment early enough for it to be received and credited by the 1st of each month.

**Direct (Auto) Debit:** We encourage homeowners to take advantage of a convenient Direct Debit Program and have the monthly assessment automatically deducted from your checking or savings account each month. To enroll in the direct debit program, please register for ClickPay at [www.clickpay.com/firstservice](http://www.clickpay.com/firstservice) and follow the instructions. If you are already enrolled in the Direct Debit option to pay the **Full Amount Due**, the new assessment will be deducted automatically from your account beginning in May and no coupons will be sent.

**\*Note for Single-Family Homeowners enrolled in Trash Service:** If you pay by check or use personal online banking, **trash and regular assessment payments must be made separately to ensure each is properly applied to the correct account.**

We are here to help! If you have any questions regarding the enclosed budget or your assessments, please contact our onsite management office at 703-670-6187 or [info@montclairva.com](mailto:info@montclairva.com).

Sincerely,

FirstService Residential  
Management Agent for Montclair Property Owners Association, Inc.