

Arlen House Condominium Association, Inc.

Management Office

300 Bayview Drive

Sunny Isles Beach, Florida 33160

Telephone: 305-745-9778

Arlen300@npmassociation.com

NOTICE TO OWNERS

Approved Budget

To All Unit Owners:

At the Board of Directors Budget Meeting of January 12, 2026, the attached 2026-2027 Budget was approved by your Board of Directors.

FROM MARCH 1, 2026, THROUGH FEBRUARY 28, 2027

Your monthly maintenance payments will be as follows:

LENAI	\$718.74
1 BEDROOM	\$1,078.56
2 BEDROOM	\$1,438.20
3 BEDROOM	\$1,797.87

You will receive your new coupon payment books for regular monthly maintenance payments. The coupon book contains complete instructions for submitting payments. If you require an additional copy, the Management Office will be available to assist you. Attached are the available payment options.



Payment Options:

In-House Drop Box:

A secure drop box is available outside the Management Office at the condominium for your convenience.

By Mail:

Residents or their banks may mail checks directly to the on-site office for processing. Please allow sufficient mailing time to avoid late fees. Any payment received after the 10th of the month will be subject to late fees.

Mailing Address:

**Arlen House Management Office
300 Bayview Drive
Sunny Isles Beach, FL 33160**

Online Platform:

Visit www.npmassociation.com to register, verify your account, and make payments. You may also access financial reports and submit work orders through this portal.

Mobile App:

Search for *Neighborhood Property Management* in your app store or scan the QR code below to register and make payments.



ACH Automatic Payments:

You may enroll in our ACH automatic payment program for a worry-free way to pay your maintenance fees. Once enrolled, the Association will automatically withdraw your monthly maintenance payment at the beginning of each month. Please find the ACH enrollment form attached for your convenience. If you are currently enrolled in ACH, no action is required.

- **All checks or money orders must be made payable to Arlen House Condominium Association, Inc.**
- **Please include your full property address in the memo section to ensure proper processing.**

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ACH FORM

***** Attention!!!** If you're enrolled in ACH payment system please disregard this Form. No further action is necessary.

Association Name: _____ Unit#: _____

Homeowner Name: _____ Homeowner Address: _____

I (we) hereby authorize (*Association Name*) _____ hereinafter called the ASSOCIATION, to initialize entries to my (our) account indicated below at the DEPOSITORY, to debit the same to such account. This will include all future amount changes by the ASSOCIATION.

Routing Number or ABA Number: _____

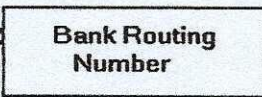
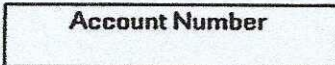
Account Number: _____
Checking ☐ Savings ☐

Amount of Dues or Payment: _____

Start Date Due & Term: _____ Email: _____

Signature of Homeowner: _____ Date: _____

Attention Participants: Please provide a copy of a voided check to verify bank information.

Joe Smith Any Town USA		0783 63-815/670
DATE: _____		
PAY TO THE ORDER OF _____		\$
EXEC  NK 		
FOR _____		
⑆067008155⑆ 07340982106 0783		Check Number

*By completing this form you are authorizing your Association to debit any assessed charges on your Association Account. This may be your Regular Monthly Assessment Fee and or any Special Assessment that may be billed to your account. The amount to be withdrawn is subject to change from year to year based on the yearly approved budget. Return or rejected ACH's are subject to late fees. In order to discontinue ACH you must send a written request via email to AH300Accounting@npmassociation.com and it is valid once you receive a confirmation of receipt.

Once complete please submit this form via email: AH300Accounting@npmassociation.com in order for it to become effective.

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Arlen House Condominium Association Inc.
APPROVED BUDGET 2026 - 2027

Description		2025-2026 Budget	Proposed Budget
OPERATING INCOME			
ASSESSMENT INCOME			
4000-00	Assessments	\$4,767,500.00	\$4,767,500.00
4030-00	Late Fees Income	\$14,000.00	10,000.00
4060-00	Gate Income	\$7,000.00	2,500.00
4070-00	Key Income	\$0.00	2,000.00
4080-00	Screening Income/Impact Fee	\$3,000.00	0.00
4091-00	Commercial Rental Income	\$55,000.00	45,000.00
4093-00	Auditorium Rental Income	\$0.00	8,000.00
4100-00	Laundry Income	\$12,000.00	15,225.65
4300-00	Miscellaneous Income	\$14,300.00	12,574.35
4610-00	Storage Income	\$1,000.00	11,000.00
Total ASSESSMENT INCOME		\$4,873,800.00	\$4,873,800.00
OPERATING EXPENSE			
GENERAL & ADMINSTRATIVE			
5000-00	Management Contract	\$9,000.00	\$214,225.20
5020-00	Postage Expenses	\$15,000.00	2,200.00
5025-00	On-Site Office expenses	\$0.00	3,000.00
5030-00	Sales Taxes FLA Dept Rev	\$0.00	1,800.00
5035-00	Dues & Subscriptions FL Land Sales	\$1,300.00	1,300.00
5040-00	Audit Preparation	\$40,000.00	40,000.00
5043-00	Tax Preparation	\$800.00	800.00
5045-00	Legal Services	\$45,000.00	15,000.00
5057-00	Website Maintenance Expenses	\$0.00	950.00
5065-00	Bad Debt Expense	\$2,000.00	12,000.00
5070-00	Bank Charges	\$1,000.00	1,000.00
5075-00	Filing Fees	\$0.00	200.00
5083-00	Office Equipment Rental	\$10,000.00	4,500.00
5085-00	Licenses & Permits	\$10,000.00	10,000.00
5300-00	Elevator Contract	\$13,000.00	13,000.00
5400-00	Generator Contract	\$1,600.00	1,600.00
5500-00	HVAC Contract	\$26,000.00	32,310.00
5600-00	Fire Prevention & Protection	\$10,000.00	10,000.00
5700-00	Filtered Water Fountain Repairs	\$600.00	600.00
5800-00	Pest Control Contract	\$11,000.00	11,000.00
5900-00	Janitorial / Maintenance Contract	\$150,000.00	175,000.00
Total GENERAL & ADMINSTRATIVE		\$346,300.00	\$550,485.20
Insurance			
5043-00	Insurance Flood	\$68,000.00	\$88,055.77
5050-00	Insurance Package Liability	\$146,000.00	195,231.00
5051-00	Insurance Property	\$1,568,700.00	1,000,000.00
5054-00	350 Insurance package	N/A	26,000.00
5052-00	Insurance Finance And Interest	\$63,000.00	68,725.00
Total INSURANCE		\$1,845,700.00	\$1,378,011.77
EMPLOYEE EXPENSES			
5037-00	Administrative Employee Payroll	\$130,000.00	\$0.00
5038-00	Door Employee Payroll	\$208,000.00	175,045.31
5039-00	Security Employee Payroll	\$128,000.00	150,000.00
5040-00	Maintenance Employee Payroll	\$207,000.00	211,390.61
5041-00	Substitute Employee Payroll	\$20,000.00	0.00
5042-00	Medical Insurance Employee	\$90,000.00	73,584.00
5043-00	Workers Compensation Employee Payroll	\$19,000.00	11,000.00

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5044-00	FICA Payroll	\$54,000.00	54,000.00
5045-00	Fed & State Taxes Payroll	\$1,500.00	23,000.00
5046-00	Pension Fund 401K	\$18,000.00	12,598.94
5047-00	Payroll Service Fees	\$22,000.00	4,000.00
5048-00	Employee Benefits/Bonus/Uniform/Laundry	\$9,000.00	5,000.00
Total EMPLOYEE EXPENSES		\$906,500.00	\$719,618.86
LANDSCAPING			
5300-00	Landscape Contract	\$35,000.00	\$35,000.00
5310-00	Landscape Improvement	\$8,000.00	8,000.00
TOTAL LANDSCAPING		\$43,000.00	\$43,000.00
UTILITIES			
5710-00	Electricity	\$490,000.00	\$492,000.00
5720-00	Gas	\$45,000.00	46,000.00
5740-00	Cable/Internet Expenses	\$272,000.00	272,000.00
5750-00	Water & Sewer	\$306,000.00	306,000.00
5760-00	Trash/Bulk Pick up	\$98,000.00	97,600.00
5761-00	Trash Chute Odor Control	\$1,400.00	1,416.23
5770-00	Telephone	\$24,000.00	24,000.00
Total UTILITIES		\$1,236,400.00	\$1,239,016.23
AMENITIES			
6015-00	Fobs & Transponder Expenses	\$3,000.00	3,000.00
Total AMENITIES		\$3,000.00	\$3,000.00
REPAIRS & MAINTENANCE 300			
5100-00	Miscellaneous Expenses/ Upgrades Project 300	\$90,000.00	\$95,200.00
6500-00	General Repairs & Maintenance 300	\$0.00	100,000.00
6505-00	Materials & Supplies 300	\$60,000.00	100,000.00
6510-00	Building Maintenance/Upgrades	\$0.00	160,000.00
6512-00	Door and Locks Maintenance and Rep	\$20,000.00	10,000.00
6515-00	Asphalt Repairs - Paving 300	\$20,000.00	20,000.00
6530-00	Roof Repair	\$0.00	5,200.00
6540-00	Fire Extinguishers Repairs & Maintenance 300	\$5,000.00	5,000.00
6550-00	Security gate house	\$60,000.00	60,000.00
6555-00	Cameras Surveillance & Alarms Maintenance 300	\$25,000.00	25,000.00
6570-00	Plumbing Repairs 300	\$35,000.00	35,000.00
6575-00	Elevator Repair Expense 300	\$3,500.00	3,500.00
6580-00	Electrical Repairs & Maintenance 300	\$10,000.00	10,000.00
6590-00	HVAC Repairs & Maintenance 300	\$10,000.00	10,000.00
6595-00	A/C Repairs 300	\$30,000.00	30,000.00
6600-00	Gate Repairs & Maintenance 300	\$8,000.00	8,000.00
6620-00	Power washing	\$0.00	2,500.00
6630-00	Fitness/Gym Center Repairs and Maint 300	\$5,000.00	5,000.00
6635-00	Radios Communication Maintenance 300	\$1,000.00	1,000.00
6645-00	Equipment and Tools Rental/ Purchase 300	\$2,000.00	5,000.00
6670-00	Golf Cart Expense	\$0.00	267.95
Total REPAIRS & MAINTENANCE 300		\$384,500.00	\$690,667.95

REPAIRS	& MAINTENANCE 350		
5000-00	General Repairs & Maintenance 350	\$3,000.00	\$100,000.00
5010-00	Cleaning Contract 350	\$7,900.00	2,500.00
5020-00	Elevator Contract 350	\$3,000.00	3,000.00
5030-00	Fire Prevention & Protection 350	\$3,000.00	3,000.00
5050-00	Lift Station Pollution Deep Clean 350	\$11,000.00	11,000.00
5060-00	Generator Service Contract 350	\$1,000.00	1,000.00
5070-00	Joint Projects 350	\$1,000.00	1,000.00
5500-00	Pool Contract 350	\$8,000.00	8,000.00
5510-00	Pool Attendant Subcontractor 350	\$19,000.00	19,000.00
5520-00	Pool Maintenance /Supplies/Repairs 350	\$10,000.00	10,000.00
6000-00	Landscaping 350	\$11,000.00	11,000.00
6010-00	Pest Control 350	\$500.00	500.00
6020-00	Chiller Plant Maintenance Contract 350	\$16,000.00	16,000.00
6030-00	Chiller Plant & A/C Repairs 350	\$10,000.00	10,000.00
6040-00	Boiler Maintenance and Repairs 350	\$4,000.00	54,000.00
Total	REPAIRS & MAINTENANCE 350	\$108,400.00	\$250,000.00
Total EXPENSES		\$4,873,800.00	\$4,873,800.00

Laudes Sampedro
Treasurer of 300
Arden House

