



June 30, 2026

ORLANDO BRAVO
5711 SUGAR HILL #5
HOUSTON, TX 77057

RE: THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.

2026 SPECIAL ASSESSMENT

Over the last several years, we have been able to cover capital projects with our budgeted contingency and reserve account. However, the list has grown in the last several months such that we can no longer cover these costs within our budget. A loan was taken out to supplement the budgeted funds in 2023 refinanced by the board in 2024, then again by the current board in 2025. This special assessment will help pay off that loan, minimizing the interest paid as an expense and allowing for more funds to bring capital repairs to close.

Additionally, our reserves balance is just over \$200,000, but this is maintained for deductibles in the unfortunate case of a necessary insurance claim. This leaves us with no room whatsoever to accommodate any necessary structural and capital expenditures, which we must move forward with to prevent further damage to the property and interiors.

During the previous annual meeting, there was a general consensus for the membership in attendance to levy a special assessment in order to bring the open projects to completion.

Therefore, the Board has voted unanimously to levy a special assessment totaling \$512,000, which will be broken down into two payments per unit's percent interest in the common elements due January 1, 2027, and July 1, 2027. However, it is recommended to be paid ahead of schedule as the above-mentioned capital expenses can begin and be completed earlier as funds become available.

The last time a special assessment was imposed was prior to 2010; more than 16 years ago, if ever. Additionally, please consider the extraordinary improvements that have been accomplished over the last several years with no cost to the homeowner – All building roof replacements, perimeter fences, unit fences, landscaping, gutter replacements, exterior stucco to Hardie upgrades, parking lot raising, etc.

The Board would like you to know that this was a very challenging topic at a time when everyone is experiencing personal financial impacts from all sides of life. Having a path to ease into the necessary increases has been difficult to pinpoint but the Board has deliberated over the past several months and

This Community is Professionally Managed By:
CREATIVE MANAGEMENT CO., 8323 SOUTHWEST FREEWAY STE 330, HOUSTON, TX 77074

Please contact us via the owner portal. Not registered? Email webhelp@cmctx.com to request a link.

found this to be the easiest moving forward. We know that none of this is good news, yet it is necessary. Your Board continues to try to keep costs in hand and manage our budget as best we can.

The Sugar Hill Board of Directors and the staff at Creative Management Company would like to take this opportunity to thank you for your cooperation and assistance in this matter, as it has not been made lightly. If you have any questions, please do not hesitate to contact us at (713) 772 -4420.

Your portion of the assessment is reflected on the invoice enclosed. In order to file a claim with your personal insurance, they may request that you provide them a copy this letter and the invoice enclosed. The payment options are as follows:

- If you are enrolled in ACH, this assessment WILL NOT be drafted from your bank account, you will be required to submit payment online or by mail
- 1. All owners can remit payment online at www.cmctx.com by logging in to your account on the Vantaca Homeowner Portal
- 2. Go to www.cmctx.com - Click on Online Payments
- 3. Choose Make a One-Time Payment
- 4. Remit payment via e-check or credit card
- If mailing payment, please use the payment remittance attached to the invoice on the next page

You may claim this expense with your private insurance carrier, if you have purchased the correct endorsement with your insurance coverage. If you have any questions, please send them to the Board of Directors *in writing* to kdsouza@cmctx.com

Sincerely,
Kyle D'Souza
THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.

THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
c/o CREATIVE MANAGEMENT CO.
8323 SOUTHWEST FREEWAY STE 330
HOUSTON, TX 77074

ORLANDO BRAVO
5711 SUGAR HILL #5
HOUSTON, TX 77057

INVOICE

Account Number	Due Date	Pay This Amount
091820656	1/1/2027	\$3,947.52
Payment can be made online at home.cmctx.com		

DATE	DESCRIPTION	CHARGES	TOTAL
	Property: 091820656 - 5711 SUGAR HILL #5		
2027-01-01	SPECIAL ASSESSMENT - ONE TIME	\$1,973.76	\$1,973.76
2027-07-01	SPECIAL ASSESSMENT - ONE TIME	\$1,973.76	\$3,947.52

Please detach and return this portion with your payment.

THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
ORLANDO BRAVO
RE: 091820656 - 5711 SUGAR HILL #5
5711 SUGAR HILL #5
HOUSTON, TX 77057

PAY THIS AMOUNT: \$3,947.52

DUE DATE: 1/1/2027

Account Number: **091820656**

Mail Checks to:

THE SUGAR HILL TOWNHOMES ASSOCIATION, INC.
c/o CREATIVE MANAGEMENT CO.
PO BOX 105007
ATLANTA, GA 30348-5007

Please include your account number on your check. Make check payable to your association. Please allow at least 15 business days for processing when mailing payment: or pay through your owner's portal for instant processing.

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