



Association Management, Inc.
47200 Van Dyke Ave.
Shelby Township, MI 48317
Phone: 586.739.6001 | Web: amicondos.com

June 9, 2022

Dear Mulberry Square Co-Owner:

The Board of Directors has adopted the enclosed operating budget for the 2022-2023 fiscal year. The budget is a projection of the needs for the community this coming fiscal year; as well as a reflection of any projects that will be taking place while maintaining sufficient reserve savings. After careful review of the expenditures and future financial needs of the community, the Board of Directors has determined that **the monthly assessments will increase by \$5 per month per unit. Below is detail regarding the budget:**

- This budget is short \$23,100 to meet the operating budget and that's with a \$5 per month per unit increase in dues.
- The intercom system is old, and parts are obsolete, so the Board reviewed a quote for \$52,000 to replace the entire system (at the entry door and in unit). The approved budget designates \$17,000 to be used in this fiscal year and to complete entire project over 3 years.
- Understand that the budget is still \$40,100 short and the only way to cover the expenses is to take the funds from reserves. This is not a good situation, but the Board was not in favor of raising the monthly dues further in light of the ongoing road assessment.

Road Project Update – As reported to you earlier Bloomfield Township kicked up the application for a building permit to the Oakland County Water Resources Commission. We are currently waiting to get on its docket for a meeting or hearing to discuss the water runoff matter resulting from our increases in pavement. The wheels of our government are turning slowly but we will continue to press the matter as best we can. In the meanwhile, we have filled some of the major holes in the pavement with temporary patches to get us over in the short term. The association board will keep co-owners advised of any developments as they occur.

Your community uses CIT Bank as the financial institution for all operating accounts. CIT Bank offers five (5) user friendly payment options, which are listed on the enclosed document. Please review this and make any adjustments needed to your current method of payment starting with the July 2022 assessment payment.

As a reminder, assessment payments are due on the 1st of each month and are late if received after the 10th of the month. CIT Bank posts payments to accounts on the same day they are received. Therefore, please consider proper mailing time to ensure your payment is received prior to the late date as late fees will accrue to accounts received after the 10th of the month. If you write a check, money order or cashier's check, it must be made payable to Mulberry Square Condominium Association with your account number in the memo line (the account number is on the payment coupon). **Your account number may also be found after your name on the address label on the envelope of this mailing.** If your bank makes an automatic payment for you, please make sure to provide your bank with the correct mailing address and schedule your payments to include sufficient mailing time to reach CIT Bank prior to the late date.

In the next couple of weeks, you will receive a separate mailing which will include your payment coupons for the 2022-2023 fiscal year. If you own more than one unit, you must send a coupon and separate payment for each as combined payment cannot be separated. As a reminder, your name and account number must be written on your check or money order each time you make a payment.

For co-owners who are already on the automatic maintenance fee deduction program (ACH), the monthly assessment will automatically be deducted as usual on the 8th of each month and no payment coupons or envelopes will be mailed. We strongly encourage the use of the automatic maintenance fee deduction program which is convenient for co-owners and eliminates the possibility of late payment fees. Co-owners that would like to sign up for this program should contact AMI's accounting department. If you choose to make a payment in person at the AMI office, please be advised that payments will only be accepted by check or money order and must be placed inside the drop box which is located on the left side of the front entrance doors.

The Board of Directors appreciates your support and looks forward to a successful and prosperous year for all!

Sincerely,

Board of Directors
Mulberry Square Condominium Association

Paula Granowicz, Community Manager
pgranowicz@amicondos.com

June 13, 2022

Mulberry Co-owners:

Here is an update on our road project:

- As reported to you earlier, Bloomfield Township kicked up our application for a building permit to the Oakland County Water Resources Commission.
- We are currently waiting to get on its docket for a meeting or hearing to discuss the water runoff matter resulting from our increases in pavement.
- The wheels of our government are turning slowly but we will continue to press the matter as best we can. In the meanwhile, we have filled some of the major holes in the pavement with temporary patches to get us over in the short term.

The association Board will keep co-owners advised of any developments as they occur.

Sincerely,

Board of Directors, Mulberry Square



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47200 Van Dyke Ave.
Shelby Township, MI 48317
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To: Mulberry Square Owners

Re: Methods for paying your assessment.

Shortly, you will receive a coupon book that you will use to make your HOA assessment payments.

To assist you, we offer these five (5) users friendly payment options.

Options 1 & 2: With your Internet browser, visit the sites listed below to make a payment by Credit Card or eCheck.

1. To pay by Credit Card use <https://www.propertypay.cit.com>
2. To pay by eCheck use <https://www.propertypay.cit.com>
3. Information Needed for Payments;
Management Company ID: 6156
Association ID: 0067
Account/Property ID: Account Number Listed on Coupons

Option 3: Mail your payment by placing your CHECK AND COUPON, for each unit you own, in the envelope provided, place a stamp on the envelope, and drop it in the mail. Please do not use staples or paperclips and do not fold your payment documents. Please allow a few extra days for the mail to be received at our lockbox facility. Payments are processed and posted to our account on the day they are received. A late charge will apply to payments received beyond the late date.

Option 4: Use Bill Payment services provided through your banks online banking services (if available). When selecting this method of payment, you must list the **Name of your Association, c/o Association Management, Inc, property account number, P.O. Box 98204, Phoenix AZ 85038** as the address for your payment. It is very important you list your complete account number, as it appears on your coupon. Please also be mindful that although you may complete this transaction with your bank online, your bank subsequently mails a physical check to the lockbox facility. As such, you must also include sufficient time for the check to arrive in the mail when making this transaction as if it is received after the late date, a late charge will be applied.

Option 5: ACH (Automated Clearing House): To select this option, please contact Association Management, Inc. to obtain an authorization form which will authorize them to process your assessment payment via an electronic ACH transaction. Please note that this transaction will happen on the 8th of each month unless the 8th falls on a weekend or holiday and then the dues will be taken the next business day. If you are currently an ACH payer, no further action is necessary and ACH deductions will automatically continue.

If you have any questions, contact our Accounting Department at Association Management, Inc. by email at accounting@amicondos.com.

Sincerely,

Mulberry Square Board of Directors
&
Association Management, Inc.

Mulberry Square Apartments Condominium Association

Fiscal Year Budget July 01, 2022 through June 30, 2023 Last Year's Budget, Current Budget and Approved Budget with Variation

2020 - 2021	2021 - 2022	2022 - 2023	
Last Year's Budget	Current Budget	Approved Budget	Variation

Revenues

60000.00 - Assessments	292, 800	292, 800	297, 600	4,800
62000.00 - Late	200	200	200	
62030.00 - Misc Incomes	10, 600	2, 000	2, 000	
65000.00 - Rental Income - Clubhouse	400		300	300
65100.00 - Rental Income - Unit #82	6, 500	12, 000	14, 400	2,400
Total - Revenues	310,500	307, 000	314, 500	7,500

Expenses

- Administrative				
70000.00 - Management Fees	14, 400	14, 400	15, 600	1,200
70200.00 - Legal - Association	5, 000	1, 500	1, 500	
70300.00 - Auditing	750	750	750	
71000.00 - Printing and Mailing	1, 400	1, 000	1, 000	
71200.00 - Bank Charges	100	50	50	
71300.00 - Web Page	780	780	780	
71900.00 - Miscellaneous Administration	1, 000	1, 000	1, 000	
71902.00 - Licenses/Permits	100	100	100	
71910.00 - Social Committee/Activity	500	250	300	50
- TOTAL Administrative	24, 030	19, 830	21, 080	1,250
- Utilities				
72000.00 - Water & Sewer	79, 404	80, 404	80, 404	
72200.00 - Heating Fuel	400	700	700	
72300.00 - Electricity	6, 200	6, 200	6, 200	
72400.00 - Rubbish	15, 000	15, 000	15, 000	
72500.00 - Extermination	750	750	750	
- TOTAL Utilities	101, 754	103, 054	103, 054	
- Grounds				
73000.00 - Lawn Service	21, 270	25, 000	18, 700	(6,300)
73100.00 - Grounds	20, 000	7, 000	7, 000	
73175.00 - Bed Maintenance/Mulch	7, 500	4, 500	4, 500	
73200.00 - Tree and Shrub Maintenance	10, 000	10, 000	10, 000	
73300.00 - Lawn Fertilization	6, 450	6, 450	6, 450	
73400.00 - Tree and Shrub Fertilization	4, 400	5, 000	5, 000	
73700.00 - Snow Removal	20, 000	20, 000	18, 700	(1,300)
73800.00 - Salting	3, 000	3, 000	1, 600	(1,400)
- TOTAL Grounds	92, 620	80, 950	71, 950	(9,000)
- Maintenance & Repairs				
75000.00 - Plumbing	3, 000	6, 000	8, 000	2,000
75100.00 - Electrical	500	800	600	(200)
75105.00 - Intercom	1, 000	1, 000	200	(800)
75150.00 - Fire Suppression	400	400	500	100

Mulberry Square Apartments Condominium Association

Fiscal Year Budget July 01, 2022 through June 30, 2023 Last Year's Budget, Current Budget and Approved Budget with Variation

	2020 - 2021	2021 - 2022	2022 - 2023	
	Last Year's Budget	Current Budget	Approved Budget	Variation
75200.00 - Building Repairs - Interior	750	750	500	(250)
75205.00 - Janitorial Services	9,500	9,500	9,500	
75206.00 - Carpet Cleaning	3,400	3,400	3,400	
75210.00 - Building Interior - Painting	600	600	200	(400)
75300.00 - Building Repairs - Exterior	5,000	17,270	8,000	(9,270)
75310.00 - Misc. Maintenance	7,500	2,500	2,000	(500)
75320.00 - Contract Labor	19,500	19,500	22,000	2,500
75400.00 - Roof	2,500	2,500	1,000	(1,500)
75410.00 - Balcony	1,000	1,000	416	(584)
75415.00 - Porches	750	750	300	(450)
75610.00 - Brick/Masonry	2,000	2,000	1,000	(1,000)
75700.00 - Gutters	750	750	1,000	250
75810.00 - Building/Window Washing	1,600	1,600	1,800	200
75820.00 - Entry Door	1,000	1,000	2,500	1,500
75905.00 - Foundation Drainage	2,000	2,000	2,000	
76600.00 - Maintenance Supplies	3,000	10,000	4,000	(6,000)
77000.00 - Asphalt	6,500			
77500.00 - Cement	1,000	1,000	2,000	1,000
- TOTAL Maintenance & Repairs	73,250	84,320	70,916	(13,404)
- Insurance & Taxes				
79000.00 - Insurance	21,500	21,500	21,500	
79200.00 - Workers Compensation	150	150	500	350
79600.00 - Corporate Taxes	1,000	1,000	1,500	500
79700.00 - Property Taxes				
- TOTAL Insurance & Taxes	22,650	22,650	23,500	850
- Clubhouse & Pool				
82000.00 - Clubhouse - Water and Sewer	2,000	2,000	500	(1,500)
82200.00 - Clubhouse - Heating Fuel	1,000	1,000	600	(400)
83000.00 - Clubhouse - Pool Maintenance and	10,000	10,000	9,300	(700)
83600.00 - Clubhouse - Pool Supplies	1,500	1,500	1,500	
84000.00 - Clubhouse - Maintenance	1,000	1,000	1,000	
84040.00 - Clubhouse Improvements	1,500	1,500	2,000	500
84600.00 - Clubhouse - Supplies	500	500	300	(200)
84710.00 - Clubhouse Phone	1,900	1,900	1,900	
- TOTAL Clubhouse & Pool	19,400	19,400	17,100	(2,300)
- Reserve Funding				
89000.00 - Deposits to Reserve	30,000	30,000	30,000	
89100.00 - Deposits to Reserves - Interest	2,000	2,000	2,000	
- TOTAL Reserve Funding	32,000	32,000	32,000	
- Reserve Fund Income				
90000.00 - Transfers From Reserves	(144,704)	(144,704)	(40,100)	104,604
90100.00 - Interest Income - Reserves	(2,000)	(2,000)	(2,000)	
- TOTAL Reserve Fund Income	(146,704)	(146,704)	(42,100)	104,604

Mulberry Square Apartments Condominium Association

Fiscal Year Budget July 01, 2022 through June 30, 2023 Last Year's Budget, Current Budget and Approved Budget with Variation

	2020 - 2021	2021 - 2022	2022 - 2023	
	Last Year's Budget	Current Budget	Approved Budget	Variation
- Reserve Expenses				
93100.00 - Grounds	20,000	20,000		(20,000)
94000.00 - Clubhouse Maintenance	2,000	2,000		(2,000)
95100.00 - Electrical	10,000	10,000		(10,000)
95500.00 - Painting	40,000	40,000		(40,000)
95800.00 - Windows	19,500	19,500		(19,500)
95820.00 - Entry Door			17,000	17,000
- TOTAL Reserve Expenses	91,500	91,500	17,000	(74,500)
Total - Expenses	310,500	307,000	314,500	7,500
Net Income	0.00	0.00	0.00	0.00