



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

September 15, 2023

Dear Crosswinds Condominium Association Co-owners;

The Board of Directors has adopted the enclosed operating budget for the 2023-2024 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 expenditure and future financial needs of the community, the Board of Directors has determined that **the assessments will remain the same, at \$250.00 per month. As a reminder, there is a continuing Additional Assessment of \$200.00 due October 1, 2023 and \$100.00 due January 1, 2024 through August 31, 2025.**

IMPORTANT INFORMATION

The AppFolio portal payment option will change in January 2024, as AMI is improving its software by moving from AppFolio to Vantaca. Please see the payment options letter for additional information.

Starting January 2024, the automatic deduction program (ACH) will begin deducting all balances owed on your account. If you wish to opt out or change your payment method, please email your opt out request to accounting@amicondos.com.

Your community uses First Citizens Bank, Formerly CIT Bank, as the financial institution for all operating accounts. We encourage everyone to review the enclosed Payment Options Letter to select the best option that fits your payment needs. Please make any adjustments needed to your current method of payment starting with the October assessment payment. If you are on automatic deduction (ACH), the monthly assessment amount will continue to be deducted on the 8th of each month. Payment Coupons for the monthly assessment will be ordered for those owners that are not on the ACH program. The Additional Assessment coupons were previously ordered for the entire time frame.

As a reminder, assessment payments are due on the 1st and are late if received after the 15th. First Citizens 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 15th. Please note, if a payment is received after the late date, there will be a \$5.00 Late Fee Administration charge assessed along with the regular Late Fee.

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

Sincerely,

Board of Directors Crosswinds Condominium Association
and
Dawn Amez, Community Manager
damez@amicondos.com

Crosswinds Condominium Association
Fiscal Year Budget October 1, 2023 - September 30, 2024
2023-2024 Approved Budget

Account Name	2023-2024 Budget
Income	
Revenues	
Assessments	750,000.00
Additional Assessment	275,000.00
Total Revenues	1,025,000.00
Expense	
Expenses	
Administrative	
Management Fees	51,600.00
Legal - Association	10,000.00
Certified Accounting Services	2,000.00
Printing and Mailing	4,000.00
Office Supplies	500.00
Office Equipment	1,000.00
Bank Charges	200.00
Phones	3,000.00
Technology Fee	540.00
Miscellaneous Administration	2,000.00
Social Committee/Activity	500.00
Total Administrative	75,340.00
Utilities	
Water & Sewer	210,000.00
Heating Fuel	7,500.00
Electricity	8,000.00
Electrical Rebate	12,000.00
Rubbish	50,000.00
Extermination	2,200.00
Total Utilities	289,700.00
Grounds	
Lawn Service	28,600.00
Grounds	5,000.00
Lawn Fertilization	6,460.00
Irrigation	1,000.00
Snow Removal	52,000.00
Total Grounds	93,060.00
Maintenance & Repair	
Plumbing	15,000.00
Electrical	7,500.00
Building Repairs - Interior	2,000.00
Building Repairs - Exterior	16,000.00
Roof	6,500.00
Gutters	7,000.00

Crosswinds Condominium Association
Fiscal Year Budget October 1, 2023 - September 30, 2024
2023-2024 Approved Budget

Account Name	2023-2024 Budget
Basement	15,000.00
Maintenance Supplies	15,000.00
Maintenance Vehicle Fuel	500.00
Maintenance Uniforms	100.00
Cement/Concrete	2,000.00
Payroll - Maintenance	40,000.00
Total Maintenance & Repair	126,600.00
Insurance & Taxes	
Insurance	60,000.00
Workers Compensation	500.00
Property Taxes	300.00
Payroll Taxes	4,000.00
Total Insurance & Taxes	64,800.00
Clubhouse	
Pool Maintenance and Repairs	5,000.00
Pool Supplies	8,000.00
Clubhouse Maintenance	2,000.00
Clubhouse Cleaning	8,000.00
Clubhouse Security	500.00
Payroll - Pool	2,000.00
Total Clubhouse	25,500.00
Reserve Funding	
Deposits to Reserve	15,000.00
Deposit to Reserves - Capital	5,000.00
Deposit to Reserve - Roof	25,000.00
Deposit to Reserves - Cement	15,000.00
Deposit to Reserves - Siding	15,000.00
Deposit to Reserve - Additional Assessment	275,000.00
Total Reserve Funding	350,000.00
Reserve Fund Income	
Transfer From Reserves	-229,000.00
Total Reserve Fund Income	-229,000.00
Reserve Expenses	
Tree and Shrub Maintenance	20,000.00
Roof	114,000.00
Brick/Masonry	40,000.00
Cement/Concrete	25,000.00
Fence	30,000.00
Total Reserve Expenses	229,000.00
Total Expenses	1,025,000.00

Total Budgeted Income	1,025,000.00
Total Budgeted Expense	1,025,000.00
Net Operating Income	0.00

PAYMENT OPTIONS

Budgets

1. **Online Portal** - The AMI AppFolio online portal <https://associationmgmt.appfolio.com> remains a great way to access your information and pay your bill. The portal will change in January 2024, as AMI is changing software from AppFolio to Vantaca. You may continue making payments through the AppFolio online portal through December 2023. The new Vantaca portal will also offer payments at no charge from your bank account. More information will follow once it becomes available.
2. **Property Pay Website** - Pay via the First Citizens Bank website by eCheck (*no charge*) or Credit Card (*transaction fees apply*). You will need the following information from your payment coupon or Account Statement from AMI.
With your Internet browser, visit this site - <https://propertypay.firstcitizens.com>
 - a. Information Needed for Payments:
 - i. Management Company ID: 6156
 - ii. Association ID: listed at the bottom right of your statement coupon.
 - iii. Account # listed at the bottom left of your statement coupon.
3. **Bank Bill Pay** - This service is provided through your bank's online banking services (if available).
 - a. When selecting this method of payment, you must list the address for the payment as follows:

Name of your Association
c/o Association Management, Inc
P.O. Box 98204,
Phoenix AZ 85038
 - b. 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.
 - c. Please allow 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.
4. **Lockbox Payment** - Mail your payment to the lockbox facility using a paper coupon.
 - a. Paper Coupons will be mailed to you separately from South Data unless you are currently on automatic deduction (ACH).
5. **In Office Payment** - If you choose to make a payment in person at the AMI office, 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.