



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

CROSSWINDS CONDOMINIUM ASSOCIATION NOTICE OF ADDITIONAL ASSESSMENT

May 1, 2023

Dear Crosswinds Co-owner:

The Board has been working with AMI to resurface the asphalt roads and parking areas.

The Board of Directors has elected to do an Additional Assessment in the amount of \$750,000.00 that will be collected over the next twenty-seven (27) months to fund this project which will be completed in 2023. **This Additional Assessment starts June 1, 2023. The cost of the Additional Assessment per unit is \$3,000.00. The Board has authorized an optional payment plan as follows. Two hundred (\$200.00) will be due on June 1, July 1, and August 1, September 1, and October 1 of 2023. In addition, one hundred (\$100.00) will be due the first of each month for 20 additional months beginning on January 1, 2024, with the final payment due on August 1, 2025.**

There are two ways to pay the Additional Assessment. You may pay using the payment plan above or a one-time lump sum payment of the entire balance on or before June 1, 2023. There will be a 10-day grace period for mail delays. Any Additional Assessment payments that are received after the grace period are subject to a late charge.

We encourage the use of the new Online Portal. Co-owners that would like to set up their portal should review number 1 on the enclosed Payment Options Letter. **ACH forms will no longer be mailed as the new Online Portal will allow co-owners to set up their own automatic payments.** If you are not signed up for autopay through the portal, Payment coupons will be mailed to your respective unit. 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.

If you have any questions or concerns regarding your account balance, please feel free to reach out to our accounting department by email; accounting@amicondos.com.

NOTE: If you participate in the Automated Clearing House (ACH) program for your regular monthly assessment, you will need to make other arrangements for paying the Additional Assessment. ACH is not an option for anything other than regular monthly assessments. Please review the enclosed Payment Option information and please make the necessary adjustments to your payments.

Sincerely,

On Behalf of the Board of Directors

Dawn Amez
damez@amicondos.com
Community Association Manager
Crosswinds Condominium Association

PAYMENT OPTIONS

1. Pay via the AppFolio Portal using an eCheck (*no charge*) or credit/debit card (*transaction fees apply*).
 - One-time payments may be scheduled, or automatic payments may be set up.
 - Provide our office a valid email address and an invitation email will be sent with sign up instructions.
 - Please email ami@amicondos.com with the subject “Online Portal Request” and include:
 - i. Name
 - ii. Unit Address
 - iii. Email Address

2. Use the Bill Payment service provided through your bank’s online banking services (if available).
 - 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
 - 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.
 - Please allow sufficient time for the check to arrive in the mail when making this transaction. If it is received after the late date, a late charge will be applied.

3. Mail your payment to the lockbox facility using a paper coupon.
 - Payment Coupons will be ordered for those owners that are not on the ACH program or set up for auto pay on their online portals.

4. If you are using the CIT payment website, that is still a working option, however it does not update when your assessment amounts change and does not provide the added functionality of the online portal. While you can continue to use the CIT payment website, it is our recommendation that co-owners eventually transfer their recurring auto payments to the AppFolio Online Portal once you have set it up.