



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

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June 8, 2023

Dear Owners of Mulberry Square Apartments Condominium Association:

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 expenditures and future financial needs of the community, the Board of Directors has determined that **the assessments will remain \$310.00 for the month of July, but then increase to \$325.00 starting August 1, 2023.**

Your community uses First Citizens Bank, formerly CIT Bank, as the financial institution for all operating accounts. Please see the Payment Options letter enclosed in this mailing. Please review this and make any adjustments needed to your current method of payment starting with the July/August assessment payment.

As a reminder, assessment payments are due on the 1st and are late if received after 10<sup>th</sup>. 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 10<sup>th</sup>. 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. 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.

We encourage everyone to review the enclosed Payment Options Letter to select the best option that fits your payment needs. 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 8<sup>th</sup> of each month. Please take a moment to review the enclosed letter regarding the new customer portal that is now offered. Payment Coupons will be ordered for those owners that are not on the ACH program or set up for auto pay on their online portal. 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 Apartments Condominium Association  
and  
Kelly Terrell, Community Manager  
kterrell@amicondos.com

**Mulberry Square Apartments Condominium Association**  
**Fiscal Year Budget July 1, 2023 - June 30, 2024**  
**2023-2024 Approved Budget**

Account Name	2023-2024 Budget
<b>Income</b>	
Revenues	
Assessments	310,800.00
Rental Income - Clubhouse	300.00
Rental Income - Unit #82	14,400.00
<b>Total Revenues</b>	<b>325,500.00</b>
<b>Expense</b>	
Expenses	
Administrative	
Management Fees	15,600.00
Legal - Association	3,500.00
Certified Accounting Services	750.00
Printing and Mailing	1,300.00
Bank Charges	60.00
Web Page	780.00
Technology Fee	540.00
Miscellaneous Administration	1,100.00
Licenses/Permits	100.00
Social Committee/Activity	300.00
<b>Total Administrative</b>	<b>24,030.00</b>
Utilities	
Water & Sewer	72,000.00
Heating Fuel	300.00
Electricity	6,000.00
Rubbish	15,000.00
Extermination	700.00
<b>Total Utilities</b>	<b>94,000.00</b>
Grounds	
Lawn Service	19,800.00
Grounds	2,500.00
Bed Maintenance/Mulch	6,000.00
Tree and Shrub Maintenance	18,000.00
Lawn Fertilization	5,000.00
Tree and Shrub Fertilization	3,000.00
Snow Removal	19,000.00
Salting	1,600.00
<b>Total Grounds</b>	<b>74,900.00</b>
Maintenance & Repair	
Plumbing	5,300.00
Electrical	100.00

**Mulberry Square Apartments Condominium Association**  
**Fiscal Year Budget July 1, 2023 - June 30, 2024**  
**2023-2024 Approved Budget**

Account Name	2023-2024 Budget
Intercom	200.00
Fire Suppression Repairs	100.00
Building Repairs - Interior	500.00
Janitorial Services	8,740.00
Carpet Cleaning	3,500.00
Building Interior - Painting	200.00
Building Repairs - Exterior	2,500.00
Misc. Maintenance	1,500.00
Contract Labor	22,000.00
Roof	700.00
Balcony	5,500.00
Porches	300.00
Brick/Masonry	1,000.00
Gutters	500.00
Building/Window Washing	1,500.00
Entry Door	500.00
Foundation Drainage	1,000.00
Maintenance Supplies	3,000.00
Cement/Concrete	1,000.00
<b>Total Maintenance &amp; Repair</b>	<b>59,640.00</b>
Insurance & Taxes	
Insurance	21,500.00
Workers Compensation	800.00
Corporate Taxes	4,500.00
<b>Total Insurance &amp; Taxes</b>	<b>26,800.00</b>
Clubhouse	
Water and Sewer	500.00
Heating Fuel	1,500.00
Pool Maintenance and Repairs	8,000.00
Pool Supplies	500.00
Clubhouse Maintenance	500.00
Clubhouse Improvements	500.00
Clubhouse Supplies	200.00
Clubhouse Phone	1,500.00
<b>Total Clubhouse</b>	<b>13,200.00</b>
Reserve Funding	
Deposits to Reserve	32,930.00
<b>Total Reserve Funding</b>	<b>32,930.00</b>
Reserve Fund Income	
Transfer From Reserves	-17,000.00
<b>Total Reserve Fund Income</b>	<b>-17,000.00</b>

**Mulberry Square Apartments Condominium Association**  
**Fiscal Year Budget July 1, 2023 - June 30, 2024**  
**2023-2024 Approved Budget**

Account Name	2023-2024 Budget
Reserve Expenses	
Entry Door	17,000.00
<b>Total Reserve Expenses</b>	<b>17,000.00</b>
<b>Total Expenses</b>	<b>325,500.00</b>

Total Budgeted Income	325,500.00
Total Budgeted Expense	325,500.00
<b>Net Operating Income</b>	<b>0.00</b>

## PAYMENT OPTIONS

### Budgets







1. Pay via the AppFolio Portal using an eCheck (*transaction fees may apply*) or credit/debit card - (*transaction fees apply*).
  1. 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](mailto:ami@amicondos.com) with the subject "Online Portal Request" and include:
      - i. Name
      - ii. Address
      - iii. Association Name
      - iv. Phone Number
      - v. Email Address
2. 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.
  1. With your Internet browser, visit this site - <https://propertypay.cit.com>
  2. 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. Use the Bill Payment service provided through your bank's online banking services (if available).
  1. 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**
  2. 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.
  3. 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. Mail your payment to the lockbox facility using a paper coupon.
  1. Paper Coupons will be mailed to you separately from South Data unless you currently have an auto payment set up on the online portal with pay full balance selected.

## Online Portal Announcement

Dear Owner,

We are excited to announce our new AppFolio Online Portal service for AMI managed communities! The Online Portal allows our customers to access their association account via a web browser or by downloading the mobile app to your iPhone or Android smartphone. The list below outlines the options available to you through the AppFolio online portal.

-  Make payments – Avoid late fees by checking your balance, making payments, or setting up automatic recurring payments.
-  Submit maintenance requests / work orders – Quickly submit requests and track their status.
-  Access from any device – Stay connected with the Online Portal mobile app.
-  View your Association Calendar – Stay current on the important happenings in your community.
-  Review shared documents – Easily pull up Association shared documents from a single location.
-  Request architectural reviews / Modification Requests – Get approval on changes to your home.

The core features such as co-owner information, balances and payments are available now. Other features, such as the calendar and shared documents will be utilized more as we continue to add to this new system.

Portal invitations will be sent to each co-owner via their registered email addresses with the Association. If you want to change the email address we use or if you do not have an email address on file, please email [ami@amicondos.com](mailto:ami@amicondos.com) with your name, unit address and the email address you'd like us to use for your online portal invitation.

Answers to common questions can be found here: <https://www.appfolio.com/help/owner-portal>

This added functionality is intended to provide an additional efficient method of communicating with management. AMI is still reachable by email and phone. We look forward to sharing this exciting new feature with our customers!

Sincerely,

Association Management, Inc.