



Villas at Northville Hills
CONDOMINIUM ASSOCIATION

December 7, 2021

Dear Co-owners:

The Board has approved the 2022 operating budget, which is enclosed for your review. The Board has reviewed both the short-term and long-term expenditures, as well as responsibilities for maintenance and improvement of the Community, and has decided to increase the Association fee to \$450.00 per month, per unit (paid quarterly) for the 2022 calendar year.

Also attached for your review are budget comments. The comments help to explain the different areas of the budget, so you have a better understanding of each expense item. We will be monitoring our expenses very carefully and will make every effort to stay within our **budget guidelines**. We thank you for your continued cooperation throughout the year. Please remember that your quarterly fees of \$1,350.00 are due the first of each quarter; January 1st, April 1st, July 1st, and October 1st. All payments posted after the 15th of the month in which they are due will be assessed a late charge of \$25.00, then \$50.00 the first of each month thereafter.

If you are not currently signed up for automatic withdrawal of your quarterly Association fees, a 2022 coupon book for your unit will be arriving in the coming weeks. Please check the coupons for the correct address and fee information. If you do not receive your coupon booklet by December 31st, please contact **Customer Service at 866-788-5130**. Automatic Transfer is an easy way for you to make your Association payment and avoids the potential for a late payment. If you wish to enroll in the Automatic Transfer program, please contact Customer Service for the enrollment form.

There are also other payment options available to you at this time. Payments can be made by check or credit card on www.townsq.io. **Please note that TownSq is not supported by Windows Explorer – you must use another Web Browser such as Google Chrome.** If you haven't previously registered, you will need to register using the account number from your coupons to create a username and password. If you are on automatic withdrawal and don't receive a coupon book, please contact Customer Service for your account number so you can log into TownSq to view your account balance, work orders and violations. **PLEASE NOTE:** Convenience fees apply for the online payment option.

If you have any questions regarding the 2022 budget, please address them in writing to the Board of Directors in care of Kramer-Triad Management Group, LLC.

Have a happy and safe Holiday season.

Sincerely,

Board of Directors
Villas at Northville Hills Condominium Association

Enclosures

VILLAS AT NORTVILLE HILLS

2022 Budget

	Budget	Per Unit Per Month
Income		
Co-Owner Assessments	\$ 993,600	\$ 450.00
Room Rental Fees	-	-
Total Income	\$ 993,600	\$ 450.00
Expenses		
<u>Administrative</u>		
Office Supplies	\$ 650	\$ 0.29
Web Site Maintenance	1,600	0.72
Misc. Administrative	4,700	2.13
Total Administrative	\$ 6,950	\$ 3.15
<u>Communications</u>		
Meetings & Social	\$ 400	\$ 0.18
Copy/Printing	1,500	0.68
Postage	1,000	0.45
Total Communications	\$ 2,900	\$ 1.31
<u>Payroll & Benefits</u>		
Maintenance Salaries	\$ 500	\$ 0.23
Workers' Compensaton	600	0.27
Total Payroll & Benefits	\$ 1,100	\$ 0.50
<u>Insurnace</u>		
Property Insurance Premiums	\$ 76,000	\$ 34.42
Total Insurance	\$ 76,000	\$ 34.42
<u>Utilities</u>		
Electric Service	\$ 9,200	\$ 4.17
Gas Service	1,800	0.82
Water & Sewer Service	179,500	81.30
Telephone Service	4,500	2.04
Total Utilities	\$ 195,000	\$ 88.32
<u>Landscaping</u>		
Lawn Contract	\$ 62,400	\$ 28.26
Spring Clean Up	2,250	1.02
Lawn Aeration & Restoration	2,500	1.13
Holiday Décor/Lighting	2,300	1.04
Chemical/Fertilizations Lawn	26,070	11.81
Planting Repair	20,000	9.06
Fall Clean-Up	6,450	2.92
Edging/Weeding	21,600	9.78

Mulch	36,000	16.30
Beautification	-	-
Flowers & Beautification	7,500	3.40
Shrub/Tree Trimming	17,200	7.79
Tree & Shrub Maintenance	12,000	5.43
Landscape Other	5,000	2.26
Total Landscaping	\$ 221,270	\$ 100.21
<u>Irrigation</u>		
Irrigation Repair & Maintenance	\$ 25,000	\$ 11.32
Storm Water	5,500	2.49
Total Irrigation	\$ 30,500	\$ 13.81
<u>Operations</u>		
Permits & Licenses	\$ 250	\$ 0.11
Rubbish Removal	32,500	14.72
Total Operations	\$ 32,750	\$ 14.83
<u>Contracted Services</u>		
Janitorial Services	\$ 4,000	\$ 1.81
Pest Control	550	0.25
Pool Operations/Maintenance	13,000	5.89
Safety & Security	400	0.18
Total Contracted Services	\$ 17,950	\$ 8.13
<u>Repair & Maintenance</u>		
Building Repair & Maintenance	\$ 75,000	\$ 33.97
Concrete & Asphalt Maint.	-	-
Building Supplies	2,000	0.91
Clubhouse Repair & Maint.	1,500	0.68
Fitness Equip Rep. & Maint.	-	-
Painting	-	-
Foundations/Drainage	15,000	6.79
Masonry Repair & Maintenance	-	-
Pool Water/Fitness Center	-	-
Roofs & Gutter Repair	15,000	6.79
Sidewalk/Concrete Rep.& Maint.	-	-
Fountain/Pond Repair & Maintenance	2,000	0.91
Plumbing Supplies/Repair & Maintenance	2,500	1.13
Snow Removal	87,280	39.53
Tennis Court Repair & Maint.	300	0.14
Other Supplies/Repair & Maint.	5,000	2.26
Total Repair & Maintenance	\$ 205,580	\$ 93.11
<u>Professional Services</u>		
Audit & Tax Services	\$ 3,200	\$ 1.45
Legal Services	3,000	1.36
Management Fees	36,432	16.50
Total Professional Services	\$ 42,632	\$ 19.31
<u>Other Expenses</u>		

Excess Income Expense	\$ 24,768	\$ 11.22
Reserve Contribution Expense	<u>136,200</u>	<u>61.68</u>
Total Other Expenses	\$ 160,968	\$ 72.90
Total Operating Expense	\$ 993,600	\$ 450.00
Total Operating Income/(Loss)	\$ -	\$ -
Reserve Income		
Excess Income	\$ 24,768	\$ 11.22
Reserve Contribution Income	136,200	61.68
Interest Earned - Res. Accts.	<u>14,000</u>	<u>6.34</u>
Total Reserve Income	\$ 174,968	\$ 79.24
Reserve Expenses		
Reserve Study	<u>\$ 8,000</u>	<u>\$ 3.62</u>
Total Reserve Expenses	\$ 8,000	\$ 3.62
Total Reserve Income/(Loss)	\$ 166,968	\$ 75.62
Total Association Income/(Loss)	\$ 166,968	\$ 75.62

VILLS AT NORTHVILLE HILLS

2022 BUDGET COMMENTS

REVENUES

Association Fees; \$993,600 - The primary funding source for the Association, calculated on 184 units all equal percentage of value as prescribed in the Bylaws.

COST OF OPERATIONS

Administrative; \$6,950 - This budget provides for office supplies, website maintenance and miscellaneous administrative costs.

Communications; \$2,900 – This budget provides for meeting & social expenses, duplicating costs and postage.

Payroll & Benefits; \$1,100 – This budget provides for After-hours dispatch calls, and Workers' Compensation insurance as extra protection for the Association in the event a hired contractor fails to pay their premium and gets hurt on the property.

Insurance; \$76,000 - The primary coverage purchased by the Association is all risk, replacement cost property coverage on the buildings, and liability coverage for the Association, and for Directors and Officers who serve the Association.

Utilities; \$195,000 – This budget provides for the electricity to run the sprinkler system and common area lighting, clubhouse utilities, as well as the water charges for all Units.

Landscaping; \$221,270 – This budget provides for lawn care, flowers, beautification, tree and shrub care, and holiday decorating.

Irrigation; \$30,500.00 – This budget provides for sprinkler system maintenance and storm water maintenance.

Operations; \$32,750 – The budget provides for fees to the State of Michigan (Corporate filing fee & Pool Permit) and rubbish removal.

Contracted Services; \$17,950 – This budget provides for janitorial services and security system monitoring & maintenance for the clubhouse, exterminating services for the Common Elements, and pool maintenance.

Repair & Maintenance; \$205,580 - This budget is for building repairs, supplies, clubhouse & fitness center maintenance, roofs and gutter repairs, snow removal and tennis court maintenance. Most of the work done is corrective, in response to unit owner requests. An effort is made to plan for preventative maintenance tasks when possible, to help reduce cost and minimize service interruptions.

Professional Services; \$42,632 – This budget provides for year-end audit & tax services, legal services and management fees.

Other Expenses; \$160,968 - Reserve contributions are incorporated into the budget to build up capital for future major expenses.

RESERVE EXPENSES

Reserve Study; \$8,000.00 – This budget is reserved for updating the Reserve Study. We will attempt to get this completed in 2022, depending on completion of Roof Vendor's site wide review (Spring time frame).