

December 1, 2025

Dear Co-owners:

The Board has approved the 2026 operating budget, which is enclosed for your review. The Board has reviewed upcoming responsibilities for maintenance and improvement of the Community, and has decided to keep the Association fee the same as last year, at \$500.00 per month, per unit (paid quarterly) for the 2026 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 \$1,500.00 are due the first of each quarter; January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>. All payments posted after the 15<sup>th</sup> 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 2026 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 31<sup>st</sup>, 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](http://www.townsq.io). 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 2026 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 NORTHVILLE HILLS

2026 Budget

	<b>Budget</b>	<b>Per Unit Per Month</b>
<b>Income</b>		
Co-owner Assessments	\$ 1,104,000	\$ 500.00
Room Rental Fees	-	-
<b>Total Income</b>	<b>\$ 1,104,000</b>	<b>\$ 500.00</b>
<b>Expenses</b>		
<b>Administrative</b>		
Office Supplies	\$ 800	\$ 0.36
Web Site Maintenance	1,500	0.68
Misc. Administrative	6,000	2.72
<b>Total Administrative</b>	<b>\$ 8,300</b>	<b>\$ 3.76</b>
<b>Communications</b>		
Copy/Printing	\$ 1,800	\$ 0.82
Postage	1,500	0.68
<b>Total Communications</b>	<b>\$ 3,300</b>	<b>\$ 1.49</b>
<b>Payroll &amp; Benefits</b>		
Maintenance Salaries	\$ 500	\$ 0.23
Workers' Compensaton	300	0.14
<b>Total Payroll &amp; Benefits</b>	<b>\$ 800</b>	<b>\$ 0.36</b>
<b>Insurnace</b>		
Property Insurance Premiums	\$ 172,000	\$ 77.90
<b>Total Insurance</b>	<b>\$ 172,000</b>	<b>\$ 77.90</b>
<b>Utilities</b>		
Electric Service	\$ 1,200	\$ 0.54
Gas Service	2,000	0.91
Water & Sewer Service	170,000	76.99
Telephone Service	7,000	3.17
<b>Total Utilities</b>	<b>\$ 180,200</b>	<b>\$ 81.61</b>
<b>Landscaping</b>		
Lawn Contract	\$ 79,000	\$ 35.78
Spring Clean Up	2,500	1.13
Lawn Aeration & Restoration	2,000	0.91
Holiday Décor/Lighting	2,000	0.91
Chemical/Fertilizations Lawn	22,000	9.96
Planting Repair	18,000	8.15
Fall Clean-Up	6,000	2.72
Edging/Weeding	24,000	10.87

## VILLAS AT NORTHVILLE HILLS

### 2026 Budget

Mulch	-	-
Beautification	-	-
Flowers & Beautification	7,200	3.26
Shrub/Tree Trimming	30,000	13.59
Tree & Shrub Maintenance	25,000	11.32
Landscape Other	-	-
<b>Total Landscaping</b>	<b>\$ 217,700</b>	<b>\$ 98.60</b>
<b>Irrigation</b>		
Irrigation Repair & Maintenance	\$ 20,000	\$ 9.06
Storm Water	7,000	3.17
<b>Total Irrigation</b>	<b>\$ 27,000</b>	<b>\$ 12.23</b>
<b>Operations</b>		
Permits & Licenses	\$ 300	\$ 0.14
Rubbish Removal	30,000	13.59
<b>Total Operations</b>	<b>\$ 30,300</b>	<b>\$ 13.72</b>
<b>Contracted Services</b>		
Janitorial Services	\$ 8,500	\$ 3.85
Pest Control	1,500	0.68
Pool Operations/Maintenance	18,000	8.15
Safety & Security	2,500	1.13
<b>Total Contracted Services</b>	<b>\$ 30,500</b>	<b>\$ 13.81</b>
<b>Repair &amp; Maintenance</b>		
Building Repair & Maintenance	\$ 78,618	\$ 35.61
Building Supplies	3,000	1.36
Clubhouse Repair & Maint.	1,000	0.45
Fitness Equip Rep. & Maint.	500	0.23
Painting	-	-
Foundations/Drainage	20,000	9.06
Roofs & Gutter Repair	35,000	15.85
Fountain/Pond Repair & Maintenance	2,400	1.09
Plumbing Supplies/Repair & Maintenance	5,000	2.26
Snow Removal	95,000	43.03
Tennis Court Repair & Maint.	500	0.23
Other Supplies/Repair & Maint.	1,600	0.72
<b>Total Repair &amp; Maintenance</b>	<b>\$ 242,618</b>	<b>\$ 109.88</b>
<b>Professional Services</b>		
Audit & Tax Services	\$ 850	\$ 0.38
Legal Services	4,000	1.81

# VILLAS AT NORTHVILLE HILLS

2026 Budget

Management Fees	36,432	16.50
<b>Total Professional Services</b>	<b>\$ 41,282</b>	<b>\$ 18.70</b>
<b>Other Expenses</b>		
Excess Income	\$ -	\$ -
Reserve Contribution Expense	150,000	67.93
<b>Total Other Expenses</b>	<b>\$ 150,000</b>	<b>\$ 67.93</b>
<b>Total Operating Expense</b>	<b>\$ 1,104,000</b>	<b>\$ 500.00</b>
<b>Total Operating Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ 0</b>
<b>Reserve Income</b>		
Excess Income	\$ -	\$ -
Reserve Contribution Income	150,000	67.93
Interest Earned - Res. Accts.	25,000	11.32
<b>Total Reserve Income</b>	<b>\$ 175,000</b>	<b>\$ 79.26</b>
<b>Reserve Expenses</b>		
RES - Concrete Expense	\$ 75,000	
RES - Roof Replacements	150,000	
<b>Total Reserve Expenses</b>	<b>\$ 225,000</b>	
<b>Total Reserves Income/(Loss)</b>	<b>\$ (50,000)</b>	
<b>Total Association Net Income(Loss)</b>	<b>\$ (50,000)</b>	

# VILLS AT NORTHVILLE HILLS

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## 2026 BUDGET COMMENTS

### REVENUES

**Association Fees; 1,104,000** - 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; \$8,300** - This budget provides for office supplies, website maintenance and other administrative costs.

**Communications; \$3,300** – This budget provides for meeting & social expenses, duplicating costs and postage.

**Payroll & Benefits; \$800** – 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; \$172,000** - 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; \$180,200** – 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; \$217,700** – This budget provides for lawn care, flowers, beautification, tree and shrub care, and holiday decorating.

**Irrigation; \$27,000** – This budget provides for sprinkler system maintenance and storm water maintenance.

**Operations; \$30,300** – The budget provides for fees to the State of Michigan (Corporate filing fee & Pool Permit) and rubbish removal.

**Contracted Services; \$30,500** – 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; \$242,618** - 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; \$41,282** – This budget provides for year-end audit & tax services, legal services and management company fees.

**Other Expenses; \$150,000** - Reserve contributions are incorporated into the budget to build up capital for future major expenses.

### RESERVE EXPENSES

**Concrete Expenses; \$75,000** – This budget is reserved for curbing, sidewalk, and driveway repairs.

**Roof Replacements; \$150,000** – This budget is reserved for beginning of roof replacements.



# REQUEST FOR AUTOMATIC PAYMENT OF ASSESSMENTS

Thank you for your interest in Electronic Funds Transfer. Please fill out the following information to complete this request.

## HOMEOWNER AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

I authorize the branch and the financial institution listed below to debit my bank account automatically for each association assessment billing period. **Note: Information below is required. If not provided, there will be delays in processing your direct debit request.**

Management Company Name: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Homeowner Account Number: \_\_\_\_\_

Association Name: \_\_\_\_\_

Address And Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Direct Debit Start/Stop Date (MM/YYYY): \_\_\_\_\_ / \_\_\_\_\_

Homeowner Bank Name: \_\_\_\_\_

Homeowner Bank Routing Number: \_\_\_\_\_

Homeowner Bank Account Number: \_\_\_\_\_

- CHECKING ACCOUNT** – Include a voided check from the account you would like to debit
- SAVINGS ACCOUNT** – Include letter from bank that includes your full account number and routing number. **Statements will not be accepted.**

*Only checks for US Banks will be accepted. Deposit slips cannot be used in place of a voided check.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In order for funds to be pulled in time for next month's assessment, this form must be received no later than the 20th of the prior month. The automatic payment process will begin with your next assessment period once we have received your completed form and either your voided check or letter from bank that includes your full account number and routing number.*

**Return by email: Scan and send this form and a voided check to:  
csscdirectdebit@associa.us**

*Delivering unsurpassed management and lifestyle services to communities worldwide.*

**CO-OWNER(S) INFORMATION**

Co-owner Name(s)

Community Address

Closing Date

Building #

Unit #

Mailing Address if Different Than Above

E-mail Address

Home Phone

Work Phone

Cell Phone

Winter/Seasonal Phone

**EMERGENCY CONTACT INFORMATION**

(List at least 1 with a key to the unit)

Name:  
Relation:  
Home:  
Cell:

Emergency Contact # 1

Name:  
Relation:  
Home:  
Cell:

Emergency Contact # 2

Name:  
Relation:  
Home:  
Cell:

Emergency Contact # 3

**AUTOMOBILE INFORMATION**

**VEHICLE # 1**

**VEHICLE # 2**

**VEHICLE # 3**

Make   
Model   
Color   
Year  State   
Plate #

Make   
Model   
Color   
Year  State   
Plate #

Make   
Model   
Color   
Year  State   
Plate #

**PET INFORMATION**

Name  Age  Sex   
Breed & Description  Weight   
Veterinarian Info

**TENANT INFORMATION**

(If unit is rented)

Tenant Name(s)

Lease Expiration

Home Phone

Cell Phone

E-mail Address

**MORTGAGEE OR LAND CONTRACT INFORMATION**

(Required by Community Documents)

Name of Mortgage Company or Individual

Loan # (If Applicable)

Address

Phone Number

**INSURANCE COMPANY INFORMATION**

Name of Company

Policy #

Phone #