

ANN ARBOR TOWER PLAZA ASSOCIATION

BUDGET AND ASSESSMENTS

CONDOMINIUM ASSOCIATION BUDGET

The Board of Directors meets each fall to prepare the annual operating budget for the next fiscal year. Estimates are made regarding expenses for the coming year from contractors and from the current year experience. The Board then reviews, modifies and ultimately approves a budget for the year. A copy of the budget is then sent to all the co-owners prior to the beginning of the fiscal year.

The condominium association operating budget provides for the daily operation and maintenance of the community. This includes expenses for administration, utilities, building repair and maintenance, landscape and grounds, insurance and taxes, and replacement reserve funding. The replacement reserve account is used for long-term maintenance work and replacement of physical components that are the responsibility of the association. These expenses may include, but not be limited to, asphalt paving, concrete replacement for walks and porches, garage door replacement, gutter and downspout replacement, exterior light fixtures, street light fixtures, and roof replacement. The reserve may also be used for emergencies. A copy of the current budget will be sent to you shortly, and then added to each new handbook. The Board will send a new one out each year which you should place in the appropriate location in the handbook.

CONDOMINIUM ASSOCIATION MONTHLY ASSESSMENT FEES

The condominium association budget is funded by the co-owner monthly assessment fee sometimes referred to as “dues” or “maintenance fees”. These fees are calculated according to the “percentage of value” assigned to each unit in the master deed. Coupon books for these fees are ordered and sent to each co-owner for the new fiscal year or payments may be made by automatic withdrawal (see below). When receiving the coupon you should check to make sure the address of the unit is correct and the fee amount matches with the amount shown on the copy of the budget you received. If the information is not correct, contact the management company to order a new book. If you sell your unit during the year, you should pass on the coupon book to the new owner. Checks should be made out in the name of your condominium association and mailed to:

Ann Arbor Tower Plaza
c/o Kramer-Triad Management Group
P.O Box 79001
Detroit, MI 48279-1614

The prompt payment of assessments by all co-owners is critical to the financial integrity of the community. All monthly assessments are due on the 1st day of the month. Payments received after the 10th of the month are subject to a late charge. Payments not received prior to the first day of the following month will be sent to the association attorney for filing of a lien and collection.

AUTOMATIC PAYMENT PLAN

Management also offers a method for you to automatically pay your association fees each month through your checking account.