



## TOWER PLAZA CONDOMINIUM

555 East William Street  
Ann Arbor, MI 48104



December 2018

RE: 2019 Budget

Dear Tower Plaza Co-owner:

The Board of Directors for the Ann Arbor Tower Plaza Condominium Association has finalized the operating budget for 2019 and a copy of the approved budget is enclosed for your records. A new fee schedule is attached as well.

The primary goal of the Board during budget deliberations is to preserve the investment that the owners have in their units and to maintain the level of service that the owners desire. The board based the new budget on historical expenditures and contracts that are currently in place. Based on the Board's review of the Association's current financial state, the monthly fees have been increased for 2019. In an effort to offset increases in dues, the Board has elected not to renew the bulk rate cable agreement with Comcast, effective June 1, 2019. This service will no longer be included in the monthly dues and more information regarding this change will be remitted as we near the end of the contract term.

**In a separate mailing you should be receiving a payment coupon booklet containing 12 coupons, one for each monthly payment.** Association fees are due on the 1<sup>st</sup> of each month and a \$45.00 late charge will be added to any payments that are received after the 15<sup>th</sup> of the month. Please check the coupon for the correct address and fee information. If there are errors please contact Associa Kramer-Triad Management Group at (866) 788 5130.

**If you are currently utilizing automatic withdrawal, no coupon book will be sent and the monthly fee will continue to be withdrawn automatically.** For those wishing to sign up for automatic withdrawal from your bank account, a form is enclosed for you to use. Automatic withdrawal (ACH) is an easy way to make your association payment and avoids the potential for a late payment.

There are also other payment options available to you at this time. Payments can be made by E-Payment or by Credit Card (Visa, MC, Discover and Amex only) on [www.townsq.io](http://www.townsq.io). Please note that a convenience fee applies for this option.

Wishing you and yours a joyous holiday season and a prosperous New Year!

For the Board of Directors,

Thayer Moran, CMCA, AMS  
Executive Vice President

TOWER PLAZA				
2019 BUDGET				
	ACTUAL	BUDGET	PROJECTED	BUDGET
	2017	2018	2018	2019
<b>INCOME</b>				
ASSOCIATION FEES	2,156,128	2,190,365	2,190,645	2,290,296
LATE FEES & NSF FEES	4,014	0	5,853	0
MISC INCOME	4,050	4,000	2,573	4,000
MEZZANINE RENT	0	0	0	0
NFS FEES	0	0	0	0
ENTRANCE KEY FOBS	0	0	0	0
LAUNDRY/VENDING	13,606	15,000	13,439	15,000
TELETECH ROOF RENT	77,237	78,000	79,434	78,000
<b>TOTAL INCOME</b>	<b>2,255,035</b>	<b>2,287,365</b>	<b>2,291,945</b>	<b>2,387,296</b>
<b>EXPENSES</b>				
<b>ADMINISTRATIVE</b>				
ADMINISTRATIVE	4,581	5,469	4,631	5,685
ADVERTISING	848	2,500	2,291	2,500
AUDIT	4,260	4,500	4,445	4,500
BAD DEBT/LOSS OF INCOME	0	18,892	0	18,892
COPIES/PRINTING	6,297	2,500	5,682	2,500
LEGAL	2,182	3,000	446	3,000
MANAGEMENT FEES	61,028	62,249	62,249	63,494
POSTAGE	1,770	1,000	1,666	1,000
WEB SITE SERVICE	760	2,000	862	2,000
<b>TOTAL ADMINISTRATIVE</b>	<b>81,725</b>	<b>102,109</b>	<b>82,272</b>	<b>103,571</b>
<b>LOAN EXPENSE</b>				
CAB LOAN #1 - PRINCIPAL #1700664001 (Matures 2025)	213,796	217,058	217,058	230,637
CAB LOAN #1 - INTEREST	104,282	119,006	119,006	105,427
CAB LOAN #2 - PRINCIPAL #1700770001 (Matures 2023)	76,326	75,832	75,832	100,842
CAB LOAN #2 - INTEREST	49,469	58,065	58,065	24,992
CAB LOAN #3 - PRINCIPAL #1700770002 (Matures 2031)	0	176,362	176,362	217,914
CAB LOAN #3 - INTEREST	45,663	163,655	163,655	185,301
<b>TOTAL LOAN</b>	<b>489,536</b>	<b>809,978</b>	<b>809,978</b>	<b>865,113</b>
<b>UTILITIES</b>				
CABLE	119,515	114,549	105,854	49,160
INTERNET	779	800	558	800
ELECTRICITY	92,565	92,000	85,973	86,500
ELECTRICITY - REIMB TELETECH	(1,766)	(1,550)	(1,747)	(1,672)
GAS	53,439	78,859	64,818	65,000
TELEPHONE	5,983	8,200	6,901	8,200
WATER/SEWER	89,517	85,000	78,708	85,000
<b>TOTAL UTILITIES</b>	<b>360,031</b>	<b>377,858</b>	<b>341,065</b>	<b>292,988</b>
<b>PAYROLL</b>				
LOBBY DESK	182,629	179,772	177,323	196,131
MAINTENANCE	378,712	347,131	342,819	354,074
MAINTENANCE BILL BACKS	(92,285)	(75,778)	(86,813)	(75,778)
WEBSITE ADMINISTRATION	3,915	4,000	3,808	4,000
<b>TOTAL PAYROLL</b>	<b>472,971</b>	<b>455,124</b>	<b>437,137</b>	<b>478,427</b>
<b>GROUNDS/EXTERIOR</b>				

TOWER PLAZA				
2019 BUDGET				
	ACTUAL	BUDGET	PROJECTED	BUDGET
	2017	2018	2018	2019
EXTERMINATOR	1,989	2,000	1,836	2,000
PLANT MAINTENANCE			1,759	1,759
SNOW REMOVAL	4,344	5,000	5,044	5,000
TRASH REMOVAL	14,761	11,268	10,668	11,268
WINDOW CLEANING	9,800	19,500	21,000	21,000
<b>TOTAL GROUNDS</b>	<b>30,894</b>	<b>37,768</b>	<b>40,307</b>	<b>41,027</b>
<b>BUILDING MAINTENANCE</b>				
CHEMICALS	9,195	11,000	10,523	11,000
CARPET CLEANING	1,250	3,000	2,160	2,500
ELECTRICAL SUPPLIES	1,699	3,127	1,477	3,127
ELEVATOR MAINTENANCE	36,739	23,540	29,423	29,031
FIRE SECURITY	10,542	11,588	31,431	13,888
HEAT EXCHANGER CLEANING	0	2,000	0	2,000
HEATING/COOLING	44,365	36,892	44,751	42,022
JANITORIAL SUPPLIES	8,414	7,302	9,535	8,168
LAUNDRY DUCT CLEANING	2,035	2,035	2,035	2,050
LOCKSMITH	489	500	257	500
MAINTENANCE SUPPLIES	3,903	5,500	4,954	5,000
PARKING	144,540	144,540	144,540	153,300
PARKING REIMBURSEMENT	(106,815)	(148,920)	(128,492)	(157,680)
PLUMBING	4,681	4,500	3,586	4,500
REPAIRS (CONTRACTORS)	42,959	37,024	23,827	37,024
<b>TOTAL BUILDING MAINT</b>	<b>203,997</b>	<b>143,628</b>	<b>180,007</b>	<b>156,431</b>
<b>INSURANCE &amp; TAXES</b>				
PROPERTY INSURANCE	37,693	43,000	60,479	66,840
INCOME TAXES	0	0	0	0
WORKMEN'S COMPENSATION	365	900	286	900
<b>TOTAL INS. &amp; TAXES</b>	<b>38,058</b>	<b>43,900</b>	<b>60,765</b>	<b>67,740</b>
<b>TOTAL EXPENSES</b>	<b>1,677,212</b>	<b>1,970,365</b>	<b>1,951,531</b>	<b>2,005,296</b>
<b>CASH FLOW BEFORE RESERVE CONTR</b>	<b>577,822</b>	<b>317,000</b>	<b>340,414</b>	<b>382,000</b>
<b>RESERVE EXPENSE</b>				
RESERVE CONTRIBUTION	185,000	317,000	317,000	382,000
NORTH WINDOW FUNDING	427,680	0	0	0
<b>TOTAL RESERVE EXPENSE</b>	<b>612,680</b>	<b>317,000</b>	<b>317,000</b>	<b>382,000</b>
<b>VARIANCE</b>	<b>(34,858)</b>	<b>0</b>	<b>23,414</b>	<b>0</b>

**TOWER PLAZA  
FEE HISTORY**

<b>% OF VALUE</b>	<b>STYLE OF UNITS</b>	<b>NO OF UNITS</b>	<b>TOTAL %</b>	<b>2014 FEE</b>	<b>2015 FEE</b>	<b>2016 FEE</b>	<b>2017 FEE</b>	<b>2018 FEE</b>	<b>2019 FEE</b>	<b>TOTAL FEES 2018</b>
0.0017981	OFFICE	1	0.0017981	267.20	289.70	302.43	321.77	328.21	343.18	4,118
0.0025673	E & H	50	0.1283650	381.51	413.63	431.80	459.42	468.61	489.99	293,994
0.0026134	K	20	0.0522680	388.36	421.06	439.56	467.67	477.03	498.79	119,709
0.0026455	B	25	0.0661375	393.13	426.23	444.95	473.42	482.88	504.91	151,474
0.0028782	F & G	50	0.1439100	427.71	463.73	484.09	515.06	525.36	549.33	329,597
0.0028832	L	25	0.0720800	428.45	464.53	484.93	515.95	526.27	550.28	165,085
0.0039934	C & D; I & J	95	0.3793730	593.43	643.40	671.66	714.62	728.92	762.17	868,877
0.0046482	A	25	0.1162050	690.74	748.90	781.79	831.80	848.44	887.15	266,144
0.0054545	340 MAYNARD	1	0.0054545	810.56	878.81	917.41	976.09	995.61	1,041.04	12,492
0.0068816	J-K	5	0.0344080	1,022.63	1,108.74	1,157.44	1,231.47	1,256.10	1,313.41	78,805
		297	0.9999991							2,290,294

**NOTE: FEES DO NOT MATCH BUDGET AMOUNT DUE TO % ROUNDING**



# 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**

**Return by mail:**

Complete and send this form and a voided check to the following address:



**Associa**

1225 Alma Rd., Suite 100  
Richardson, Texas 75081

**ANN ARBOR TOWER PLAZA CONDOMINIUM ASSOCIATION  
CO-OWNER/TENANT INFORMATION SHEET**

Owner(s) Name(s) \_\_\_\_\_ Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Numbers \_\_\_\_\_  
Home Work Cellular

E-Mail address \_\_\_\_\_

Seasonal Address (If any) \_\_\_\_\_

Seasonal Telephone \_\_\_\_\_

**EMERGENCY (OR SEASONAL) CONTACT PERSONS** (When you are unavailable)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_

Days Evenings Cellular

The information pertaining to emergency contact persons and telephone numbers is necessary in the event an emergency arises within your unit or within the building containing your unit that would require access to make repairs or to check for dangerous or damaging conditions when you are not available. Please supply emergency contact person with a key to your unit.

**TENANT INFORMATION** (If Unit is rented)

Tenant Name(s) \_\_\_\_\_

Tenant Phone Numbers: \_\_\_\_\_  
Home Work

**MORTGAGEE OR LAND CONTRACT INFORMATION** (Required by the Condominium Documents)

Name of Mortgage Company or Individual \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

**INSURANCE COMPANY INFORMATION**

Name of Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

Name of Agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Thank you for registering your information; it will be treated confidentially**

Return Form to:  
Kramer-Triad Management Group, LLC  
1100 Victors Way, Suite 50  
Ann Arbor, MI 48108  
Email: [customerservice@kramertriad.com](mailto:customerservice@kramertriad.com)