



To: Members of The Fairways of Copper Creek Association

From: Herriman & Associates, Inc.  
Management Agent

Date: June 5, 2018

Re: **2019 / 2020 Budget**

OVERVIEW

- Beginning July 1, 2019 the monthly assessment will remain at \$295.
- In addition, the Board of Directors has levied an Additional Assessment in the amount of \$1,000 per unit. It is payable in 2 installments of \$500 each. It will help fund major reserves projects.
- Check the last column of the budget (far right) for your cost per unit annually
- Monthly Assessment Payment Options (last page)

“ADDITIONAL” ASSESSMENT

The Board of Directors has levied an Additional Assessment in the amount of \$1,000 per unit. It is payable in 2 installments of \$500 each. \$500 due August 2019 and \$500 due January 2020.

“REGULAR” MONTHLY ASSESSMENT

Enclosed is a copy of the operating budget for The Fairways of Copper Creek for 2019 / 2020. The operating budget, further described below, was adopted by the Board of Directors. The adoption of this budget permits the assessment to remain the same. Beginning July 1, 2019, the monthly assessment remains at \$295.

While the regular assessment will stay the same at \$295 per month, with a total of \$173,460 of total income, the operating expenses are projected to be \$118,488.

The highlights of such budget are as follows:

<b>Regular Assessment:</b>	\$ 173,460	\$ 3,540.00 per unit annually
Total Operating Expenses	\$ 118,488	\$ 2,418.00 per unit annually
Transfers to Reserves	\$ 54,972	\$ 1,485.73 per unit annually
Net Results from Operations		
After Transfers to Reserves	\$ 0	\$ 0 per unit annually
Total Reserves Expenditures	\$ 61,500	\$ 84,270 per unit annually
<b>Additional Assessment:</b>	\$ 49,000	\$ 1,000.00 per unit annually
Reserve Fund Balance, End of Year	\$ 59,370	\$ 1,604.59 per unit

Check the last column of the budget (far right) for your cost per unit annually. You will see the value of being a part of an Association.

## COMMUNICATION

If you have any questions, please do not hesitate to contact Mr. David Chaundy, CMCA, AMS, Director of Community Associations, at 734-459-5440 or directly by email at [dchaundy@herriman.net](mailto:dchaundy@herriman.net). You can also contact Ms. Janet Wolak, David's Assistant, at [jwolak@herriman.net](mailto:jwolak@herriman.net).

### Assessment Payment Options

- If you currently use the automatic clearing house (ACH) service, management will automatically deduct your regular monthly assessment payments at the same rate.
- **ACH will NOT be available for the additional assessment.** You will need to submit a check when due along with the enclosed payment coupon.
- If you have not signed up for ACH, a payment coupon booklet is enclosed for your convenience. You also have the option of signing up for ACH at any time during the year and a form is enclosed for your use.

**Payments are due the first of each month** and payable without late charge through the tenth. Payments by mail are to be sent to:

The Fairways of Copper Creek Association  
c/o Herriman & Associates, Inc.  
P.O. Box 6409  
Plymouth, MI 48170-0972.

- **ON-LINE BANKING (or if payment coupon is missing)**
  1. You must include the Association's name AND the 7-digit account number (located at the bottom center of your payment coupon) in the "Pay To" line.

Each community Association has a unique identifying number [001-999]. Each condominium unit (home) also has a unique number [0001-9999]. These numbers are printed on the new payment coupon(s) and your address label.

**2. Send payment to:**

The Fairways of Copper Creek Association  
c/o Herriman & Associates, Inc.  
P.O. Box 6409  
Plymouth, MI 48170-0972

Enclosures      ACH Debit form (for those not signed up)  
Budget (all co-owners)  
Coupons (those not on ACH)

Copy:              Mary Ann Prchlik, Accounting Manager (with budget only)  
Accounts Receivable  
Webmaster

The Fairways of Copper Creek Association  
 2018-/2019 Budget & Forecast and 2019/2020 Budget

			2018 / 2019		
	2018 / 2019	2018 / 2019	Variance	2019/2020	Per Unit
	Budget	Projections	Projection	Budget	Annually
	\$ 295.00			\$ 295.00	
<b>OPERATING INCOME</b>					
Assessments - Regular	\$ 173,460	\$ 173,460	\$ -	\$ 173,460	\$ 3,540.00
Late Charges	-	250	250	-	-
Late Charge Expense	-	(125)	(125)	-	-
Investment Income	-	9	9	-	-
Miscellaneous Income	-	-	-	-	-
<b>TOTAL OPERATING INCOME</b>	<b>\$ 173,460</b>	<b>\$ 173,594</b>	<b>\$ 134</b>	<b>\$ 173,460</b>	<b>\$ 3,540.00</b>
<b>OPERATING EXPENSES</b>					
<b>Administrative Expenses</b>					
Audit/Review (fiscal year end)	\$ 1,000	\$ 1,000	-	\$ 1,000	\$ 20.41
Copies & Postage	800	650	150	800	16.33
Legal Fees	1,000	1,800	(800)	100	2.04
Management Fees	13,524	13,524	-	13,794	281.51
Miscellaneous Admin.	250	220	30	250	5.10
Insurance-Property/Liability	3,600	3,400	200	3,500	71.43
Insurance-Workers Comp	750	980	(230)	850	17.35
Income Tax	-	-	-	-	-
<b>Total</b>	<b>20,924</b>	<b>21,574</b>	<b>(650)</b>	<b>20,294</b>	<b>414</b>
<b>Buildings</b>					
Building Repairs - General	18,500	7,100	11,400	3,000	61.22
Yard Lights	800	1,043	(243)	2,000	40.82
Exterminator	600	2,400	(1,800)	2,400	48.98
Railings	2,500	-	2,500	-	-
Snow Plowing	18,054	19,815	(1,761)	18,054	368.45
Wood Siding Replacement	15,000	5,000	10,000	-	-
<b>Total</b>	<b>55,454</b>	<b>35,358</b>	<b>20,096</b>	<b>25,454</b>	<b>519</b>
<b>Landscape</b>					
Irrigation	7,500	6,300	1,200	7,000	142.86
Lawn Fertilization	5,000	5,000	-	5,500	112.24
Landscape Maintenance	37,740	37,040	700	37,840	772.24
Other Grounds	2,000	500	1,500	1,000	20.41
Tree Trimming	2,000	2,100	(100)	7,000	142.86
<b>Total</b>	<b>54,240</b>	<b>50,940</b>	<b>3,300</b>	<b>58,340</b>	<b>1,191</b>
<b>Utilities</b>					
Electricity	700	390	310	400	8.16
Water & Sewer	14,000	12,500	1,500	14,000	285.71
<b>Total</b>	<b>14,700</b>	<b>12,890</b>	<b>1,810</b>	<b>14,400</b>	<b>294</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 145,318</b>	<b>\$ 120,762</b>	<b>\$ 24,556</b>	<b>\$ 118,488</b>	<b>\$ 2,418</b>
Net Results from Operations	\$ 28,142	\$ 52,832	\$ 24,690	\$ 54,972	\$ 1,121.88
Transfer to Reserves	\$ 28,142	\$ 52,832	\$ 24,690	\$ 54,972	\$ 1,485.73
Net Results after Transfers to Reserves	\$ -	\$ -	\$ -	\$ -	\$ -

The Fairways of Copper Creek Association  
 2018-/2019 Budget & Forecast and 2019/2020 Budget

			2018 / 2019		
	2018 / 2019	2018 / 2019	Variance	2019/2020	Per Unit
	<u>Budget</u>	<u>Projections</u>	<u>Projection</u>	<u>Budget</u>	<u>Annually</u>
<b>RESERVES INCOME</b>					
Transfers from Operations	\$ 28,142	\$ 52,832	\$ 24,690	\$ 54,972	\$ 1,485.73
<b>Assessment - Additional (replenish reserves)</b>	49,000	49,000	-	49,000	1,000.00
Investment Income	-	\$ -	-	-	-
<b>TOTAL RESERVES INCOME</b>	<b>\$ 77,142</b>	<b>\$ 101,832</b>	<b>\$ 24,690</b>	<b>\$ 103,972</b>	<b>\$ 2,121.88</b>
<b>RESERVES EXPENDITURES</b>					
Amendments	\$ -	\$ -	\$ -	\$ -	\$ -
Chimney Chase Covers	-	-	-	-	-
Catch Basin	-	8,925	(8,925)	9,000	183.67
Concrete Sidewalks	-	-	-	3,000	61.22
Concrete Streets	-	-	-	15,000	306.12
Concrete Driveways	-	-	-	6,000	122.45
Custom Mailboxes	-	-	-	5,500	112.24
Landscape Improvements	10,000	8,200	1,800	5,000	102.04
Masonry - Brick Project	-	14,922	(14,922)	6,000	122.45
Painting / Wood Rotation	16,500	25,600	(9,100)	26,500	540.82
Pole Lights	-	-	-	8,270	168.78
Road, Driveway	35,000	18,610	16,390	-	-
	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RESERVES EXPENDITURES</b>	<b>\$ 61,500</b>	<b>\$ 76,257</b>	<b>\$ (14,757)</b>	<b>\$ 84,270</b>	<b>\$ 1,719.80</b>
<b>Total Budget</b>	<b>\$ 206,818</b>	<b>\$ 197,019</b>	<b>\$ 9,799</b>	<b>\$ 202,758</b>	<b>\$ 4,138</b>
Net Difference between Revenue and Expenses	\$ 15,642	\$ 25,575	\$ 9,933	\$ 19,702	\$ 532.49
<b>RESERVES FUND EQUITY</b>					
Reserve Fund Balance, Beginning of Yr	\$ 34,754	\$ 14,093	\$ (20,661)	\$ 39,668	\$ 1,072.11
Add: Net Reserve Income	15,642	25,575	9,933	19,702	532.49
Reserve Fund Balance, End of Year	\$ 50,396	\$ 39,668	\$ (10,728)	\$ 59,370	\$ 1,604.59
Prepared by Herriman & Associates, Inc. 10/10/2018					

**The Fairways of Copper Creek Association  
Board Policy Statement  
Collection of Delinquent Accounts**

The Board of Directors of The Fairways of Copper Creek Association is empowered to Govern the affairs of the Association.

Co-Owners are required to make assessment payments to the Association.

It may be necessary to collect on delinquent accounts as a result of non-payment of Association assessments.

The Association adopts the following policy for the collection of delinquent accounts, and this policy supersedes any previously adopted policy regarding the collection of delinquent Accounts:

1. The monthly assessment is due on the first of each month. Any balance remaining after the 5<sup>th</sup> day of the month is delinquent and a late fee of \$25.00 shall be added to the account per month until paid in full. (Article II, Section 5) Also, according to Article XX, Sections 1-3, additional fines for non-payment or late payment of assessment may be assessed.
2. At the 6<sup>th</sup> day after the due date, a late notice will be mailed to a delinquent co-owner showing the total balance due including late fees and any collection costs. This notice will also indicate that if the delinquency continues past 60 days of the due date, collection will be turned over to the Association legal counsel to pursue collection by all legal means available. A late notice is a courtesy and is not required. Failure of management to send a notice or of the co-owner to receive the notice, shall not prevent further collection action, or excuse the co-owner from payment of all delinquent assessments, late fees and collection charges.
3. When the delinquent balance of an account is 60 days past due the account will be turned over to the Association's legal counsel to pursue collection of assessments, late fees, any additional assessed fines and all costs of collection.
4. The Association legal counsel will notify the Co-Owner of the current balance of the delinquency and will commence the collection process immediately. Legal counsel will pursue all legal processes available to protect the interest of the Association and collect the debt owed including all assessments, late fees, additional fines and all costs of collection. This process may include, but not limited to; commencing a lawsuit for collection, filing a lien against the property, notification to the mortgage company of the delinquency, garnishment of wages of the co-owners, garnishment of accounts and foreclosure against the property.

Policy approved by the Board: September 23, 2015  
Policy effective: September 23, 2015