



March 29, 2018

Dear Co-owner,

The Board of Directors for the Pittsfield Village Condominium Association has finalized the operating budget for 2018-2019 fiscal year and a copy of the approved budget is enclosed for your records. A new fee schedule is attached as well which shows a breakdown of the monthly fees per unit type.

The primary goal of the Board during budget deliberations is to work closely with the Maintenance & Modification as well as the Landscape Committee to not only cover the operations of the community but also allow for capital projects to be completed each year. The board based the new budget on historical expenditures, contracts that are currently in place and Reserve Study for the Association. Based on the Board's review of the Association's current financial state, the monthly fees have been increased for 2018-2019.

**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 \$30.00 late charge will be added to any payments that are received after the 5<sup>th</sup> of the month. Please check the coupon for the correct address and fee information. If there are errors please contact the office of Pittsfield Village at (734) 971 0233.

**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you are currently utilizing automatic withdrawal, no coupon book will be sent and the monthly fee will continue to be withdrawn automatically.** For those wishing to sign up for automatic withdrawal from your bank account, a form is enclosed for you to use.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.kramertriad.com](http://www.kramertriad.com) by selecting **pay online**. Please note that a convenience fee applies for this option.

For the Board of Directors,

Kendra Montri, Community Association Manager  
Pittsfield Village Condominium Association

**Pittsfield Village - Budget 2018-2019**

<b>INCOME</b>	
MEMBER FEES	1,568,859
LATE CHARGES	5,000
INTEREST INCOME- Operating	75
MISC INCOME/CLUBHOUSE RENT	400
RENTAL ADMIN FEE	10,000
MAINT BILLBACKS-LABOR	7,000
MAINT BILLBACKS-MATERIALS	5,000
LAND CONTRACT (Principal)	20,864
LAND CONTRACT (Interest)	10,992
LAND CONTRACT (Insurance)	1,244
LAND CONTRACT (Taxes)	9,101
<b>TOTAL INCOME</b>	<b>1,638,534</b>
<b>EXPENSES</b>	
<b><u>ADMINISTRATIVE</u></b>	
BOARD ACTIVITIES	2,200
COPY/ PRINT	6,000
EVENTS	4,200
MARKETING	2,500
NEWSLETTER/COMMUNICATION	0
OFFICE CLEANING SERVICE	1,800
OFFICE SUPPLIES	2,950
POSTAGE	1,500
SECURITY	500
<b>TOTAL ADMINISTRATIVE</b>	<b>21,650</b>
<b><u>UTILITIES</u></b>	
COMPUTER	2,318
ELECTRICITY	7,000
NATURAL GAS	2,000
TELEPHONE	5,250
WATER/SEWER	204,787
<b>TOTAL UTILITIES</b>	<b>221,355</b>
<b><u>BUILDING MAINTENANCE</u></b>	
BUILDING SUPPLIES	9,000
ELECTRICAL	700
FOUNDATIONS/DRAIN	1,800
GLASS REPLACEMENT	8,000
HEATING SVC. PARTS	500
EQUIPMENT	500
EQUIPMENT REPAIRS	1,400
POOL CONTRACT	7,300
POOL SUPPLIES/REPAIRS	6,000
FUEL/GAS	700
PLUMBING	3,000
ROOFS	0
SEWER	8,000
REPAIRS-INTERIOR	8,500
FEES & PERMITS	700
REPAIRS-EXTERIOR	2,500
<b>TOTAL BUILDING MAINTENANCE</b>	<b>58,600</b>
<b><u>LANDSCAPE &amp; GROUNDS</u></b>	
RUBBISH REMOVAL	800
EXTERMINATOR	5,660
SNOW REMOVAL	100,000
FERTILIZER	3,000

**Pittsfield Village - Budget 2018-2019**

SHRUB & BED CARE	133,405
CORNER BED FLOWERS/ POOL	15,000
FLOWER GIVE AWAY	5,000
LAWN CONTRACT	85,126
CO-OWNER REQUEST REMOVAL	13,500
CO-OWNER REQUEST REPLACE	7,000
RE-GRADING/RE-SEEDING	3,000
TREE WATERING	3,600
MULCH	16,000
LEAF REMOVAL	10,000
ORNAMENTAL TREE SURVEY / EVALUATION	1,000
LANDSCAPE OVERGROWTH UPKEEP	5,000
<b>TOTAL LANDSCAPE/GROUNDS</b>	<b>407,091</b>
<b><u>PROFESSIONAL SERVICES</u></b>	
CONSULTING	4,600
LEGAL FEES	6,000
MANAGEMENT FEES	57,456
ACCOUNTING/AUDIT	3,500
RECORDING SECRETARY	1,800
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>73,356</b>
<b><u>PAYROLL</u></b>	
PAYROLL-MAINT	250,249
PAYROLL-OFFICE	174,257
WORKMAN'S COMP	0
LIFEGUARDS	21,000
<b>TOTAL PAYROLL</b>	<b>445,506</b>
<b><u>INSURANCE &amp; TAXES</u></b>	
INSURANCE CLAIMS	0
PROPERTY INSURANCE	67,600
INSURANCE-EQUIPMENT	1,460
LAND CONTRACT (Taxes)	9,101
LAND CONTRACT (Insurance)	1,244
<b>TOTAL INS. &amp; TAXES</b>	<b>79,405</b>
<b>TOTAL EXPENSES</b>	<b>1,306,963</b>
<b><u>RESERVE PAYMENTS</u></b>	
LAND CONTRACT (Principle & Interest)	31,856
CAPITAL REPLACEMENT RESERVES	299,716
<b>TOTAL RESERVES</b>	<b>331,572</b>
<b>VARIANCE/CASH FLOW BEFORE DEBT</b>	<b>0</b>

<b>CAPITAL BUDGET (2018 - 2019)</b>	
<b>CHIMNEY</b>	<b>3,000</b>
<b>CONCRETE</b>	<b>29,000</b>
<b>DECK (wash &amp; stain)</b>	<b>28,980</b>
<b>SPLASHBLOCKS</b>	<b>1,750</b>
<b>PAINTING</b>	<b>129,600</b>
<b>PLAYGROUND EQUIP.</b>	<b>5,000</b>
<b>POOL</b>	<b>31,015</b>
<b>ROOFS/GABLE ENDS/SIDING</b>	<b>330,000</b>
<b>SEWER SERVICE</b>	<b>15,000</b>
<b>TREE PLANTING</b>	<b>10,000</b>
<b>WATER SERVICE LINES/METERING</b>	<b>40,000</b>
<b>TOTAL RESERVE EXPENSE</b>	<b>623,345</b>

## FEE WORKSHEET (2018 - 2019)

SHARES	PERCENT	NO. OF	2017 - 2018	2018 - 2019
	VALUE	UNITS	FEE	FEE
499	0.02974629	15	251	<b>259</b>
509	0.00606848	3	256	<b>264</b>
519	0.07218990	35	261	<b>270</b>
529	0.01051155	5	266	<b>275</b>
539	0.07711383	36	271	<b>280</b>
549	0.01309075	6	276	<b>285</b>
579	0.05752539	25	291	<b>301</b>
589	0.00468151	2	296	<b>306</b>
599	0.19996185	84	301	<b>311</b>
609	0.02178215	9	306	<b>316</b>
619	0.23615814	96	311	<b>322</b>
629	0.02999666	12	316	<b>327</b>
639	0.16506510	65	321	<b>332</b>
649	0.02063363	8	326	<b>337</b>
659	0.04714102	18	331	<b>342</b>
679	0.00539686	2	341	<b>353</b>
739	0.00293688	1	371	<b>384</b>



# 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: Kramer Triad Management

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: \_\_\_\_\_

*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:

 **OR** 

**Associa**  
1225 Alma Rd., Suite 100  
Richardson, Texas 75081