



An **Associa**® Company

Serving Hawai'i Since 1973

October 2010

Important Documents for Year 2011
Budget - Maintenance Fee Schedule - Reserve Analysis
Effective: January 1, 2011

Enclosed are the 2011 Budget, Maintenance Fee Schedule and Reserve Analysis as approved by the **Atkinson Towers, Inc.** Board of Directors. **There will be a 6.5% increase in fees for 2011.** The budget format is designed to provide a comparison between this year's budget, actual expenses, and the amount budgeted for the coming year. Your association's Board has established a Priority of Payments Plan. This ensures that the association is reimbursed first for expenses incurred or services provided to Individual Owners. All payments received will be applied to charges on your account in the following order:

Priority of Payments Plan

1. **Expense costs and attorney's fees**
2. **Fines**
3. **Late Fees**
4. **NSF or Bank Charges**
5. **Property Tax Assessments**
6. **Special Assessments**
7. **Lease Rent**
8. **Other**
9. **Regular Monthly Assessments***

*The balance remaining, if any, toward the payment of regular monthly assessments (e.g. maintenance fees), is applied to the oldest balances first. Acceptance and applications of such payments will not be construed as a waiver of any rights the association shall have against the owner that is delinquent in payments.

Your fees are payable on or before the 1st day of each month. As instructed by your Board of Directors, we are required to do the following and if you need assistance or clarification, please call our SERVICE CENTER at 808.836.0911 or email info@certifiedhawaii.com.

1. Full payment must be "**received**" by the grace period ending date (not based on postmarked date)
2. The grace period ending is the **15th** of each month
3. We are required to assess a late fee of **5% for any unpaid assessments plus delinquent accounts shall bear interest at the rate of 1% per month**
4. Post-dated checks are not accepted or held and will be returned to the sender
5. The following are enclosed – please retain for future reference or need
 - ✓ Budget Letter along with the Budget and Maintenance Fee Schedule
 - ✓ Reserve Analysis unless the state laws exclude this requirement

MAIN OFFICE: 3179 Koapaka Street, Honolulu, Hawai'i 96819-5199 • 808.836.0911 • Fax 808.839.9430
www.certifiedhawaii.com

KONA: 75-169 Hualalai Road, Kailua-Kona, Hawai'i 96740 • 808.329.6063 • Fax: 808.326.2486
KAUAI: 4-1579 Kūhiō Hwy, Suite 102A, Kapaa, Kaua'i 96746 • 808.821.2122 • Fax: 808.821.2131
MAUI: 270 Hookahi Street, Suite 201, Wailuku, Maui 96793 • 808.243.9565 • Fax: 808.244.7848



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- ✓ Coupons for the entire year with payment envelopes
 - If your association chose statements instead of coupons, these may be mailed separately
- ✓ CMI Payment Options Flyer which includes the Surepay Application Form and Change of Address card
 - If you are already on our Surepay program, please do not re-apply
- ✓ CMI Connection Flyer which includes information about budgets, reserves, insurance, websites

***** New Security Protection Policy *****

Association payments must be mailed direct to the bank lockbox with your coupon or statement.

Our offices no longer accept cash or checks for bank postings to owners' account.

For convenient options, visit our website to pay by debit or credit card or sign up for Certified's SurePay program.

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CERTIFIED
MANAGEMENT, INC.

PROJECT NUMBER: 268

MONTHLY BUDGET ANALYSIS FOR: Atkinson Towers

Approved budget to be effective on: January 1, 2011

Prepared By: Kanani Kealoha-Faleafine Board Approved Date: September 20, 2010

	2010 Budget	Actual Monthly Average	Proposed 2011 Budget	Approved 2011 Budget
REVENUE:				
	CHANGE-Fees, Dues, & Receipts =		0.0%	6.5%
40100 FEES, DUES & RECEIPTS	48,481	48,481	51,609	51,609
40100 ASSESSMENTS	0	0	0	0
40100&40200 TAXABLE INCOME	6,496	6,238	6,237	6,237
TOTAL REVENUES	\$54,977	\$54,719	\$57,846	\$57,846
EXPENSES:				
	OPERATING EXPENSES:			
70100 WAGES AND SALARIES	5,632	2,509	6,323	6,323
70200 EMPLOYEE BENEFITS	1,748	1,803	1,320	1,320
70300 ADMINISTRATIVE COSTS	1,417	1,317	1,462	1,462
70350 BAD DEBT EXPENSE	0	0	0	0
70700 MANAGEMENT SERVICES	125	42	0	0
70800 PROPERTY MANAGEMENT	1,260	1,190	1,286	1,286
70900 LEGAL	300	397	300	300
71100 OTHER PROFESSIONAL	398	681	641	641
71200 ELECTRICITY	2,259	1,801	2,190	2,190
71300 WATER	1,075	985	1,075	1,075
71350 SEWER	5,000	4,987	5,300	5,300
71400 TELEPHONE	309	307	321	321
71600 TELEVISION	4,214	3,824	4,054	4,054
71700 EXTERMINATING	58	58	62	62
71800 RUBBISH REMOVAL	733	719	733	733
71900 SECURITY	191	60	150	150
72000 CUSTODIAL	114	3,628	3,597	3,597
72100 MAINTENANCE	2,855	2,230	2,135	2,135
72150 ELEVATOR	2,238	2,006	2,280	2,280
72200 AMENITIES	93	75	93	93
72300 VEHICLE COSTS	0	0	0	0
72500 TAXES	830	763	763	763
72700 INSURANCE	5,234	5,039	5,115	5,115
TOTAL OPERATING EXPENSES:	\$38,117	\$36,455	\$41,234	\$41,234
	NON-OPERATING EXPENSES:			
73000 CAPITAL EXPENSE	24,195	15,234	6,062	6,062
77000 LEASE RENT - PARKING	5,500	5,500	5,500	5,500
TOTAL NON-OPERATING EXPENSES:	\$29,695	\$20,734	\$11,562	\$11,562
TOTAL EXPENSES	\$67,812	\$57,189	\$52,795	\$52,796
NET INCOME	(\$12,835)	(\$2,470)	\$5,051	\$5,050
	RESERVE FUND TRANSFERS:			
37290-499 TRANSFER CLEARING-FROM RESERVES	24,195	13,388	6,062	6,062
37290-799 TRANSFER CLEARING-TO RESERVES	11,360	13,621	11,112	11,112
NET RESERVE TRANSFERS	\$12,835	(\$233)	(\$5,050)	(\$5,050)
NET INCOME & NET RESERVE TRANSFERS	\$0	(\$2,703)	\$0	\$0

NOTE: The budgeted revenues and expenses are based on accrual-basis accounting.

MAINTENANCE FEE ANALYSIS FOR: Atkinson Towers

Approved budget to be effective on: January 1, 2011

Prepared By: Kanani Kealoha-Faleafine

Board Approved Date: September 20, 2010

Unit Type	PerCent Common Interest	Number Of Units	Maint Fee Per Unit	Total Maint Fee (Unit Type)	Lease Fees Per Unit	Special Assess Per Unit	Total Spc Assess (Unit Type)	Total Amount Per Unit
01 and 08	1.00636020	27	519.37	14,023.06	57.77	-	-	577.15
02 to 07	0.80508816	83	415.50	34,486.33	46.22	-	-	461.72
1607	1.81144835	1	934.87	934.87	103.99	-	-	1,038.86
101	0.70847719	1	365.64	365.64	-	-	-	365.64
A	0.21737380	1	112.18	112.18	-	-	-	112.18
B	0.23347557	14	120.49	1,686.92	-	-	-	120.49
TOTALS	100.0000%	127		51,609.00	5,500.00			

Association owned units 4.19451 16 2,164.74
101, A, B

Unit Types	Units
01 and 08	201, 208, 301, 308, 401, 408, 501, 508, 601, 608, 701, 708, 801, 808, 901, 908, 1001, 1008, 1101, 1108, 1201, 1208, 1401, 1408, 1501, 1508, 1601
02 to 07	202-207, 302-307, 402-407, 502-507, 602-607, 702-707, 802-807, 902-907, 1002-1007, 1102-1107, 1202-1207, 1402-1407, 1502-1507, 1602-1606
1607	PH 7
101	Manager's unit
A	Manager's Office and has these Limited Common Elements designated against it: Parking Stalls, Pool Area, Garden, Switch Room and Transformer Vault
B	B units are storerooms on each floor

See next page for parking stall charges per unit

Parking Stall Charges

The following units are charged the additional parking lease fees for assigned stalls per the Parking Stall Agreement

Unit	Stall #	Charge	Unit	Stall #	Charge	Unit	Stall #	Charge
201	66	\$4.00	701	11	\$4.50	1103	104	\$4.00
202	8	\$4.50	702	9	\$4.50	1104	98	\$4.00
203	58	\$4.00	703	4	\$4.50	1105	5	\$4.50
205	97	\$4.00	704	105	\$4.00	1106	75	\$4.00
206	2	\$4.50	705	37	\$4.00	1107	7	\$4.50
207	56	\$4.00	706	100	\$4.00	1108	41	\$5.00
208	53	\$4.50	707	103	\$4.50	1201	36	\$5.00
302	82	\$4.00	708	34	\$5.00	1202	1	\$4.50
303	78	\$4.00	801	17	\$4.50	1203	88	\$4.00
304	81	\$4.00	802	24	\$4.50	1205	18	\$4.50
305	28	\$4.50	803	61	\$4.00	1206	51	\$4.50
306	10	\$4.50	804	87	\$4.00	1207	84	\$4.00
307	27	\$4.50	805	57	\$4.00	1208	52	\$4.50
308	69	\$4.00	806	62	\$4.00	1401	47	\$4.50
401	74	\$4.00	807	23	\$4.50	1402	45	\$4.50
402	22	\$4.50	808	39	\$5.00	1403	46	\$4.50
403	77	\$4.00	901	30	\$5.00	1404	48	\$4.50
404	19	\$4.50	903	25	\$4.50	1405	49	\$4.50
405	73	\$4.00	904	76	\$4.00	1406	50	\$4.50
406	26	\$4.50	905	64	\$4.00	1407	70	\$4.00
407	21	\$4.50	906	60	\$4.00	1408	6	\$4.50
408	31	\$5.00	907	16	\$4.50	1501	15	\$4.50
501	33	\$5.00	908	35	\$5.00	1502	65	\$4.00
502	20	\$4.50	1001	44	\$5.00	1503	72	\$4.00
504	89	\$4.00	1003	67	\$4.00	1504	54	\$4.50
506	85	\$4.00	1004	63	\$4.00	1506	91	\$4.00
508	13	\$4.50	1004	68	\$4.00	1507	59	\$4.00
601	29	\$5.00	1005	38	\$5.00	PH 1	40	\$4.00
602	86	\$4.00	1006	55	\$4.00	PH 2	12	\$4.50
603	71	\$4.00	1007	79	\$4.00	PH 3	3	\$4.50
604	90	\$4.00	1008	32	\$5.00	PH 5	14	\$4.50
605	83	\$4.00	1101	42	\$5.00	PH 7	101	\$5.00
606	99	\$4.00	1102	80	\$4.00	PH 7	102	\$4.00
608	43	\$5.00						