

AUTUMN WOODS HOMEOWNERS' ASSOCIATION, INC.

A Florida Not For Profit Corporation - 59-1853262
P.O. Box 1712, Palm Harbor, FL 34682-1712

Board of Directors Meeting - August 10, 2020

Held at: Because of the current coronavirus (COVID-19), the meeting was conducted over the Internet using Zoom Technology/conference calling.

Meeting was called to order at 6:36 pm for the purposes of conducting the regular monthly meeting of the Association's Board of Directors. A quorum was present.

Those in attendance included:

BOARD MEMBERS:

Apa, Karen - President
Bryce, Tim - Secretary
Omanoff, William - Treasurer
Rinker, Mary Ann - Vice President
Lindberg, David
Ronayne, Theresa
Sharkey, June
Sharkey, Jerrold
Plihal, Nicole

Absent:
(none)

Deputy, Jim - homeowner
Deputy, Kristi - homeowner
Fogerty, Barbara - homeowner
Fogerty, Jim - homeowner
Key, Jesse - homeowner
Laguna, Linda - homeowner
Pizzano, Beverly - homeowner
Pizzano, Caroline - homeowner
Pukas, Heidi - homeowner
Ronayne, Jim - homeowner
Seigel, Arlene - homeowner

All were welcomed by the President.

SECRETARY'S REPORT - Tim Bryce

1. The Secretary distributed the minutes of the Board Meeting of July 13, 2020 to the Board prior to this meeting. The Secretary made a motion to accept the minutes as printed and distributed, seconded by David Lindberg; unanimously approved.

2. The Secretary reported since the July Board meeting we have collected:

| | |
|-------------------------------------|------------|
| #19 - 07/26/2020 - Estoppl Fee - \$ | 250.00 |
| #20 - 08/03/2020 - Annual Dues - \$ | 479.37 |
| #21 - 08/04/2020 - Annual Dues - \$ | 1,409.26 |
| TOTAL | \$2,138.63 |

(this puts us behind budget by \$3,637.34)

3. The Secretary reported 3 people have not yet paid their annual dues (down 1 homeowner since last month); 4 are paying in installments (down 3 people since last month).

4. The Secretary read vouchers for bills paid following the July Board meeting:

#70 07/18/2020 - SURVEILLANCE TECHNOLOGY INC. - Cameras at Park-Deposit - \$5,832.57 - 8150-000
#71 07/18/2020 - SURVEILLANCE TECHNOLOGY INC. - Cameras at Park-Balance - \$5,832.57 - 8150-000
#72 07/24/2020 - GULF COAST LAKES AND WETLANDS - Lake Pump Repair-Deposit - \$547.02 - 8110-000
#73 07/25/2020 - ACENTRIA INSURANCE Ins. D+O - \$1,995.00 - 7110-003
#74 07/25/2020 - DUKE ENERGY - Electricity - \$15.47 - 8110-020
#75 07/25/2020 - DUKE ENERGY - Electricity - \$76.72 - 8110-020
#76 07/25/2020 - DUKE ENERGY - Electricity - \$28.40 - 8110-020
#77 07/25/2020 - WOW! Internet - \$1,126.87 - 7510-008
#78 07/25/2020 - PALM BEACH AQUATICS - Lake Maint - \$400.00 - 8210-012
#79 07/25/2020 - FLORIDA TREE SERVICE - Flowers at entrance - \$491.29 - 7210-000
#80 07/25/2020 - KAREN APA - Hose @ Park - \$36.75 - 8110-000
#81 07/25/2020 - KAREN APA - Newsletter - \$297.74 - 7510-000
#82 07/25/2020 - KAREN APA - Date Stamp - \$71.68 - 7510-008
#83 08/03/2020 - WASTE CONNECTIONS - Monthly Waste - \$2,080.00 - 8710-011
#84 08/03/2020 - DUKE ENERGY - Electricity - \$918.92 - 8110-020
#85 08/04/2020 - NITE OWL IRRIGATION - Irrigation leaks - \$1,002.00 - 8110-000
#86 08/04/2020 - NITE OWL IRRIGATION - Dogpark - \$1,733.30 - 8110-000
#87 08/04/2020 - FAST SIGNS Signs at Park - \$660.06 - 8110-000

#88 08/04/2020 - FLORIDA TREE SERVICE - Lawns-June - \$1,100.00 - 7210-000
#89 08/04/2020 - FLORIDA TREE SERVICE - Lawns-July - \$1,100.00 - 7210-000
TOTAL - \$25,346.36

The Secretary made a motion to pay the bills retroactive, seconded by Mary Ann Rinker; unanimously approved.

5. The Secretary reviewed the Budget income and expenses Year-to-Date. Motion was regularly made by the Secretary and seconded by Bill Omanoff to accept the Budget Analysis and attach the report to these minutes. The Secretary said now that our major expenditures for the year are behind us, he did an analysis of our regular on-going bills for the remainder of the year, e.g.; power, water, waste, lawns, internet, and estimated a total of \$18,280.00. When you add this to our YTD expenses, it comes to under \$109,000 and well below the budget, leaving approximately \$75,000 remaining, a lot of which can be put in our reserves for next year.

6. The Secretary made mention that at the May Board meeting Beverly Pizzano claimed she had a check for approximately \$180 left over from last year and will give it to the Secretary for processing. As of today, the money has not been received by the Secretary.

TREASURER'S REPORT - Bill Omanoff

1. The Treasurer said we currently have \$64,020 in our checking account, and \$80,056.00 in our Money Market account for a total of \$144,076.
2. The Treasurer said we should have no trouble preparing our taxes this year.
3. The Treasurer reported our new accountant, David Ormiston, is still straightening out the finances from Management & Associates; everything should be cleared up by October.
4. In preparation for the 2021 budget, we must redefine the Chart of Accounts as the old one is cumbersome to use.

COMPLIANCE - Jim Ronayne

1. We have 8 new issues and 5 old issues. Of these 6 need to be monitored closely until corrected. More will be discussed about these issues after the public session of this meeting.

COMMUNITY RELATIONS - Nicole Plihal

1. We need to start sending welcome letters to new residents, and possibly visiting with them as well.

ARCHITECTURE - June Sharkey

1. Had a question from a resident regarding house paint colors, otherwise not much to report.

MAINTENANCE - Karen Apa

1. Front entrance - we have planted annuals to give a splash of color.
2. There is a new electrical panel installed at the entrance.
3. At the park, new signage is being installed.
4. The tennis court gate is jamming when it slams shut; Mary Ann Rinker is working on getting a hydraulic closer for the gate to correct this problem.
5. We still have some mulching to do at the park.
6. We are getting bids for pest control for the community's lawn areas.
7. No trouble incidents reported at the park. The new surveillance system is working fine.

LAKE MAINTENANCE - David Lindberg

1. Ryan Sullivan, our lake contractor, gave tips to David about minimizing the amount of pool chlorine and chemicals from getting into the lakes. He is going to try and communicate this to the community.
2. Some residents of Meadow View Lake East are considering building a wall to eliminate erosion, but this costs approximately \$300-\$350/foot, making it very expensive; as such, this is being put on hold.
3. The Meadow View Lake West air pump ("bubbler") has been ordered for replacement.

OLD BUSINESS

1. Karen Apa said we need to complete the Autumn Woods 2020/2021 Directory ASAP.

NEW BUSINESS

1. Karen Apa says we need to start planning the 2021 budget.

QUESTIONS FROM RESIDENTS

1. Beverly Pizzano said she has greeted two new neighbors but has no newsletters to give them; she also claims both her mother and herself did not receive the newsletter. Karen Apa said they were put in everyone's mail box. Plus, it can be downloaded from the Association's web site. She also asked in the surveillance cameras are on all of the time at the park. Yes, but they are not being constantly monitored. If a problem occurs at the park, the video will be given to law enforcement personnel as evidence.

2. Jim Fogarty said he thinks the park looks great, but proposed building a second gazebo. He also mentioned the bulletin board at the front entrance cannot be read by the average person/motorist as they leave the neighborhood. Karen Apa said we are considering moving it to the park. Finally, Jim said there could be a "trip/fall" problem with some sidewalks starting to buckle. He said neighbors should make the county aware of their concerns so they can fix the sidewalks.

The President closed the meeting for the general public at 7:27pm. Guests exited the session.

The remainder of the time was spent on Questions & Answers pertaining to Compliance.

Motion was made by the President, seconded by the Secretary to close the meeting. Meeting adjourned at 7:45pm.

Respectfully Submitted,

Tim Bryce
AWHA Secretary

MINUTES APPROVED: SEPTEMBER 14, 2020

**Autumn Woods HOA
Balance Sheet
As of August 31, 2020**

| | <u>Aug 31, 20</u> |
|-----------------------------------|--------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Old Account | 25,231.95 |
| 1001 · Operating - BB&T | 97,254.63 |
| 1010 · Reserve MM | <u>35,808.37</u> |
| Total Checking/Savings | <u>158,294.95</u> |
| Accounts Receivable | |
| 1100 · Accounts Receivable | <u>7,505.50</u> |
| Total Accounts Receivable | <u>7,505.50</u> |
| Other Current Assets | |
| Prepaid Insurance | |
| 1502 · D&O and Crime | 1,995.00 |
| 1503 · Workmans Comp | <u>630.00</u> |
| Total Prepaid Insurance | <u>2,625.00</u> |
| Total Other Current Assets | <u>2,625.00</u> |
| Total Current Assets | <u>168,425.45</u> |
| Other Assets | |
| 1801 · Utility Deposit - Water | <u>45.00</u> |
| Total Other Assets | <u>45.00</u> |
| TOTAL ASSETS | <u><u>168,470.45</u></u> |

**Autumn Woods HOA
Balance Sheet
As of August 31, 2020**

| | <u>Aug 31, 20</u> |
|---------------------------------------|--------------------------|
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 2200 · Prepaid Dues | 1,888.63 |
| 2300 · Unallocated Dues | 60,454.69 |
| Total Other Current Liabilities | <u>62,343.32</u> |
| Total Current Liabilities | <u>62,343.32</u> |
| Total Liabilities | 62,343.32 |
| Equity | |
| Reserve Funding | |
| 3010 · Basketball Ct. Resurfacing | 700.00 |
| 3011 · Tennis Ct. Resurfacing | 5,500.00 |
| 3012 · Paving at Park | 3,500.00 |
| 3013 · Windscreen Tennis Court | 40.00 |
| 3020 · Reserve - General | 3,250.20 |
| 3040 · Lake Erosion | 3,336.00 |
| 3049 · Trees | 3,236.00 |
| 3057 · Fence | 816.00 |
| 3061 · Legal/Defense | 15,197.64 |
| 3080 · Interest | 232.53 |
| Total Reserve Funding | <u>35,808.37</u> |
| 32000 · Retained Earnings | 21,557.74 |
| Net Income | 48,761.02 |
| Total Equity | <u>106,127.13</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>168,470.45</u></u> |

**Autumn Woods HOA
Profit & Loss Budget Performance
August 2020**

| | <u>Aug 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|---------------------------------------|------------------|------------------|-----------------------|
| Income | | | |
| 4010 · Maintenance Fees | 15,113.00 | 15,288.00 | -175.00 |
| 4030 · Interest - Operating | 0.68 | | |
| 4040 · Interest - Reserves | 2.45 | | |
| 4080 · Reserve Interest Allocation | -2.45 | | |
| 4100 · Other Income | 250.00 | | |
| 4500 · Prior Year Carryover | 584.00 | 584.00 | 0.00 |
| Total Income | <u>15,947.68</u> | <u>15,872.00</u> | <u>75.68</u> |
| Gross Profit | 15,947.68 | 15,872.00 | 75.68 |
| Expense | | | |
| Pre Bookkeeping Expenses | | | |
| Utilities - Pre | 0.00 | | |
| Reimbursement | 0.00 | | |
| Misc. | 0.00 | | |
| Maintenance - Disposal | 0.00 | | |
| Maintenance | 0.00 | | |
| Bank Charges | 0.00 | | |
| Total Pre Bookkeeping Expenses | <u>0.00</u> | | |
| Grounds Maintenance | | | |
| 5012 · Security Sheriff Dept. | 0.00 | 2,145.00 | -2,145.00 |
| 5110 · R & M - General | 3,848.36 | 850.00 | 2,998.36 |
| 5116 · R & M Supplies | 0.00 | 42.00 | -42.00 |
| 5210 · R & M Electric | 0.00 | 208.00 | -208.00 |
| 5250 · Operating Contingency | 0.00 | 1,250.00 | -1,250.00 |
| 6211 · Lawn Service | 2,200.00 | 2,000.00 | 200.00 |
| 6214 · Trees | 0.00 | 833.00 | -833.00 |
| 6219 · Irrigation Repairs | 0.00 | 167.00 | -167.00 |
| 6222 · Lake Treatments | 0.00 | 417.00 | -417.00 |
| Total Grounds Maintenance | <u>6,048.36</u> | <u>7,912.00</u> | <u>-1,863.64</u> |
| Utilities | | | |
| 7003 · Electric | 1,054.83 | 1,038.00 | 16.83 |
| 7009 · Water | 0.00 | 250.00 | -250.00 |
| 7011 · Trash | 2,080.00 | 2,417.00 | -337.00 |
| 7015 · Cable/WiFi | 78.87 | | |
| Total Utilities | <u>3,213.70</u> | <u>3,705.00</u> | <u>-491.30</u> |

**Autumn Woods HOA
Profit & Loss Budget Performance
August 2020**

| | <u>Aug 20</u> | <u>Budget</u> | <u>\$ Over Budget</u> |
|----------------------------------|------------------------|--------------------|------------------------|
| Administrative | | | |
| 8110 · Insurance - General | -540.00 | 359.00 | -899.00 |
| 8111 · Insurance - Workers Comp | 0.00 | 54.00 | -54.00 |
| 8112 · Insurance - D&O/Crime | 0.00 | 161.00 | -161.00 |
| 8210 · Legal & Professional | 928.33 | 417.00 | 511.33 |
| 8211 · Legal - Litigation | 0.00 | 417.00 | -417.00 |
| 8212 · Legal-Liens/ Foreclosure | 0.00 | 417.00 | -417.00 |
| 8310 · Taxes/Corp Annual | 0.00 | 5.00 | -5.00 |
| 8410 · Management Fee | 375.00 | 1,182.00 | -807.00 |
| 8510 · Admin. Expenses | 71.00 | 342.00 | -271.00 |
| 8511 · Website | 0.00 | 67.00 | -67.00 |
| 8810 · Uncollectible Dues | 0.00 | 250.00 | -250.00 |
| Total Administrative | <u>834.33</u> | <u>3,671.00</u> | <u>-2,836.67</u> |
| Reserve Allocations | | | |
| 9040 · Lake Erosion | 167.00 | 167.00 | 0.00 |
| 9049 · Trees | 417.00 | 417.00 | 0.00 |
| Total Reserve Allocations | <u>584.00</u> | <u>584.00</u> | <u>0.00</u> |
| Total Expense | <u>10,680.39</u> | <u>15,872.00</u> | <u>-5,191.61</u> |
| Net Income | <u><u>5,267.29</u></u> | <u><u>0.00</u></u> | <u><u>5,267.29</u></u> |

**Autumn Woods HOA
Profit & Loss Budget Performance
January - August 2020**

| | <u>Jan - Aug 20</u> | <u>YTD Budget</u> | <u>\$ Over Budget</u> | <u>Annual Budget</u> |
|---------------------------------------|---------------------|-------------------|-----------------------|----------------------|
| Income | | | | |
| 4010 · Maintenance Fees | 120,904.00 | 122,304.00 | -1,400.00 | 183,459.25 |
| 4030 · Interest - Operating | 355.01 | | | |
| 4040 · Interest - Reserves | 59.08 | | | |
| 4080 · Reserve Interest Allocation | -59.08 | | | |
| 4100 · Other Income | 1,642.03 | | | |
| 4500 · Prior Year Carryover | 4,672.00 | 4,672.00 | 0.00 | 7,000.00 |
| Total Income | <u>127,573.04</u> | <u>126,976.00</u> | <u>597.04</u> | <u>190,459.25</u> |
| Gross Profit | 127,573.04 | 126,976.00 | 597.04 | 190,459.25 |
| Expense | | | | |
| Pre Bookkeeping Expenses | | | | |
| Utilities - Pre | 3,616.79 | | | |
| Reimbursement | 1,857.29 | | | |
| Misc. | 2,216.15 | | | |
| Maintenance - Disposal | 8,440.00 | | | |
| Maintenance | 26,636.41 | | | |
| Bank Charges | 22.99 | | | |
| Total Pre Bookkeeping Expenses | <u>42,789.63</u> | | | |
| Grounds Maintenance | | | | |
| 5012 · Security Sheriff Dept. | 0.00 | 17,160.00 | -17,160.00 | 25,740.00 |
| 5110 · R & M - General | 3,885.11 | 6,800.00 | -2,914.89 | 10,200.00 |
| 5116 · R & M Supplies | 575.34 | 336.00 | 239.34 | 500.00 |
| 5210 · R & M Electric | 0.00 | 1,664.00 | -1,664.00 | 2,500.00 |
| 5250 · Operating Contingency | 11,665.14 | 10,000.00 | 1,665.14 | 15,000.00 |
| 6211 · Lawn Service | 2,691.29 | 16,000.00 | -13,308.71 | 24,000.00 |
| 6214 · Trees | 0.00 | 6,664.00 | -6,664.00 | 10,000.00 |
| 6219 · Irrigation Repairs | 0.00 | 1,336.00 | -1,336.00 | 2,000.00 |
| 6222 · Lake Treatments | 400.00 | 3,336.00 | -2,936.00 | 5,000.00 |
| Total Grounds Maintenance | <u>19,216.88</u> | <u>63,296.00</u> | <u>-44,079.12</u> | <u>94,940.00</u> |
| Utilities | | | | |
| 7003 · Electric | 1,175.42 | 8,304.00 | -7,128.58 | 12,500.00 |
| 7009 · Water | 667.02 | 2,000.00 | -1,332.98 | 3,000.00 |
| 7011 · Trash | 4,160.00 | 19,336.00 | -15,176.00 | 29,000.00 |
| 7015 · Cable/WiFi | 205.74 | | | |
| Total Utilities | <u>6,208.18</u> | <u>29,640.00</u> | <u>-23,431.82</u> | <u>44,500.00</u> |

**Autumn Woods HOA
Profit & Loss Budget Performance
January - August 2020**

| | | | | |
|----------------------------------|------------------|-------------------|-------------------|-------------------|
| Administrative | | | | |
| 8110 · Insurance - General | 713.13 | 2,872.00 | -2,158.87 | 4,302.00 |
| 8111 · Insurance - Workers Comp | 550.52 | 432.00 | 118.52 | 644.00 |
| 8112 · Insurance - D&O/Crime | 1,500.38 | 1,288.00 | 212.38 | 1,933.00 |
| 8210 · Legal & Professional | 2,148.51 | 3,336.00 | -1,187.49 | 5,000.00 |
| 8211 · Legal - Litigation | 0.00 | 3,336.00 | -3,336.00 | 5,000.00 |
| 8212 · Legal-Liens/ Foreclosure | 0.00 | 3,336.00 | -3,336.00 | 5,000.00 |
| 8310 · Taxes/Corp Annual | 0.00 | 40.00 | -40.00 | 61.25 |
| 8410 · Management Fee | 375.00 | 9,456.00 | -9,081.00 | 14,179.00 |
| 8510 · Admin. Expenses | 637.79 | 2,736.00 | -2,098.21 | 4,100.00 |
| 8511 · Website | 0.00 | 536.00 | -536.00 | 800.00 |
| 8810 · Uncollectible Dues | 0.00 | 2,000.00 | -2,000.00 | 3,000.00 |
| Total Administrative | 5,925.33 | 29,368.00 | -23,442.67 | 44,019.25 |
| Reserve Allocations | | | | |
| 9040 · Lake Erosion | 1,336.00 | 1,336.00 | 0.00 | 2,000.00 |
| 9049 · Trees | 3,336.00 | 3,336.00 | 0.00 | 5,000.00 |
| Total Reserve Allocations | 4,672.00 | 4,672.00 | 0.00 | 7,000.00 |
| Total Expense | 78,812.02 | 126,976.00 | -48,163.98 | 190,459.25 |
| Net Income | 48,761.02 | 0.00 | 48,761.02 | 0.00 |