



**AUTUMN WOODS HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS BUDGET MEETING  
November 12, 2019**

**Call to Order** – The meeting was called to order at 6:35 PM. by Steve Paley, Vice President

**Roll Call** – Steve Paley, Hal Ziecheck, Stu Kaminsky, Linda Laguna, were all present. Heidi Pukas was on speaker phone. Nancy Lucas, LCAM, was also present from Management and Associates.

**Proof of Notice** – Proof of Notice of the meeting was presented by Nancy Lucas, LCAM. Notice was mailed to all owners, posted in the community and on the community website.

**Reading and Disposal of Any Unapproved Minutes**– Hal Ziecheck made a motion, seconded by Heidi Pukas to approve the minutes from 10-29-2019 as written. All in favor. Motion passed unanimously.

**Approve the 2020 Budget**: Hal Ziecheck made a motion, seconded by Stu Kaminsky to approve the revised 2020 proposed budget. All in favor. Motion passed unanimously.

**Reports of Officers**

**Vice President's Report**– Steve Paley went over the current balance sheet. Steve mentioned that the association had a Reserve Study completed in June of 2018 which was the first Reserve Study for the association ever. The documents of the association state that the board of directors may create Reserve accounts. 2019 was a catch up year for completing many projects in the community. The board of Directors adhered to Florida Statutes and the 2019 budget was fully funded and necessary items were reserved for in the budget.

**Adjournment** –Hal Ziecheck made a motion, seconded by Stu Kaminsky to adjourn the meeting at 7:35 PM. All in favor. Motion passed unanimously.

Submitted by: Nancy Lucas, LCAM

Approved by: \_\_\_\_\_

**Autumn Woods Homeowners Association, Inc.**  
**REVISED**

FINANCIAL STATEMENT UNAUDITED

**NOVEMBER 2019**

Prepared by:

MANAGEMENT & ASSOCIATES  
720 Brooker Creek Blvd., #206  
Oldsmar, FL 34677

**Autumn Woods Homeowners' Association, Inc**  
**Balance Sheet**  
**11/30/2019**

**Assets**Operating

1000-001 - Petty Cash	\$500.00	
1010-005 - Cash-Checking-Servis1st	\$7,284.35	
1010-008 - Cash-MM Checking-Servis1st	\$35,223.02	
1110-000 - A/R-Maintenance Fees	\$7,858.60	
1112-001 - A/R - Prior Owner	\$316.63	
1410-000 - Prepaid Insurance-General	\$1,432.15	
1410-001 - Prepaid Insurance-D&O	\$1,714.71	
1410-003 - Prepaid Insurance-Workers Comp	\$629.16	
1500-002 - Utility Deposits-Water	<u>\$45.00</u>	
<u>Operating Total</u>		\$55,003.62

Reserve

1041-005 - MMA-Servis1st Bank	\$23,316.11	
1121-000 - Due to Reserves	<u>\$10,700.00</u>	
<u>Reserve Total</u>		<u>\$34,016.11</u>

**Assets Total****\$89,019.73****Liabilities and Equity**Operating

2010-000 - Accounts Payable	\$2,095.25	
2120-000 - AP-Due to Reserves	\$10,700.00	
2410-000 - Unearned Revenue-Billings	\$13,636.90	
2450-000 - Unearned Revenue-Prepaid Maint Fees	<u>\$3,008.39</u>	
<u>Operating Total</u>		\$29,440.54

Reserve

3021-000 - RESV fund-Basketball Ct Resurfacing	\$3,350.00	
3021-001 - RESV fund-Tennis Ct Resurfacing	\$5,500.00	
3021-002 - RESV fund-Paving at park	\$3,500.00	
3021-003 - REVS fund - Windscreen Tennis Ct	\$40.00	
3029-000 - Reserve Fund-General	\$3,250.20	
3047-000 - RESV fund-Lake Erosion	\$2,000.00	
3049-000 - RESV fund-Trees	(\$100.00)	
3057-000 - RESV fund-Fence	\$816.00	
3061-000 - Reserve Fund-Legal/Defense	\$15,497.64	
3080-000 - Reserve Fund-Interest	<u>\$162.27</u>	
<u>Reserve Total</u>		\$34,016.11

Retained Earnings

\$19,641.41

Net Income\$5,921.67**Liabilities & Equity Total****\$89,019.73**

**Autumn Woods Homeowners' Association, Inc**  
**Budget Comparison Report**  
**11/1/2019 - 11/30/2019**

	11/1/2019 - 11/30/2019			1/1/2019 - 11/30/2019			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<b>Income</b>							
<u>Revenues</u>							
6010-000 - Maint Fee-Operating	\$13,636.89	\$13,636.63	\$0.26	\$149,668.82	\$150,002.93	(\$334.11)	\$163,639.56
6024-000 - Maint fee-Resv-Rec Area- Basketball Ct Resurface	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00
6024-001 - Maint fee-Resv-Rec Area-Tennis Ct Resurface	\$0.00	\$0.00	\$0.00	\$5,500.00	\$5,500.00	\$0.00	\$5,500.00
6024-002 - Maint fee-Resv-Rec Area- Paving at park	\$0.00	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00
6024-003 - Maint fee-Resv-Rec Area-Tennis Ct Wind Screen	\$0.00	\$0.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
6025-000 - Maint fee-RESV-Lake Erosion	\$0.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$2,000.00
6026-001 - Maint fee-RESV-Trees	\$0.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00	\$15,000.00
6057-000 - Maint fee-RESV-Fence	\$0.00	\$0.00	\$0.00	\$4,800.00	\$4,800.00	\$0.00	\$4,800.00
6070-000 - Interest Income-Operating	\$16.71	\$0.00	\$16.71	\$297.04	\$0.00	\$297.04	\$0.00
6071-000 - Interest Income-Reserve	\$9.93	\$0.00	\$9.93	\$162.27	\$0.00	\$162.27	\$0.00
6076-000 - Interest Income-Owner	\$127.39	\$0.00	\$127.39	\$475.99	\$0.00	\$475.99	\$0.00
6083-000 - Other Income-General	\$0.00	\$0.00	\$0.00	\$71.56	\$0.00	\$71.56	\$0.00
6083-099 - Other Income-Pre-Lien	(\$70.00)	\$0.00	(\$70.00)	\$455.00	\$0.00	\$455.00	\$0.00
6099-000 - Cash from prior years	\$5,350.00	\$0.00	\$5,350.00	\$21,400.00	\$21,400.00	\$0.00	\$21,400.00
6900-000 - Income Transfer to Resv Funds	\$0.00	\$0.00	\$0.00	(\$42,800.00)	(\$42,800.00)	\$0.00	(\$42,800.00)
6901-000 - Interest Transfer to Reserves	(\$9.93)	\$0.00	(\$9.93)	(\$162.27)	\$0.00	(\$162.27)	\$0.00
<u>Total Revenues</u>	\$19,060.99	\$13,636.63	\$5,424.36	\$172,368.41	\$171,402.93	\$965.48	\$185,039.56
<b>Total Income</b>	\$19,060.99	\$13,636.63	\$5,424.36	\$172,368.41	\$171,402.93	\$965.48	\$185,039.56
<b>Expense</b>							
<u>Administrative</u>							
7110-000 - Insurance-General	\$471.99	\$641.67	\$169.68	\$8,148.55	\$7,058.37	(\$1,090.18)	\$7,700.00
7210-000 - Legal & Professional	\$0.00	\$416.67	\$416.67	\$15,810.25	\$4,583.37	(\$11,226.88)	\$5,000.00
7211-001 - Legal-Litigation	\$0.00	\$416.67	\$416.67	\$0.00	\$4,583.37	\$4,583.37	\$5,000.00
7211-002 - Legal Expense-Lien/Foreclosure	(\$50.00)	\$416.67	\$466.67	(\$150.00)	\$4,583.37	\$4,733.37	\$5,000.00
7310-002 - Taxes-Corp Annual	\$0.00	\$5.10	\$5.10	\$61.25	\$56.10	(\$5.15)	\$61.25
7410-000 - Management Fee	\$1,125.36	\$1,125.36	\$0.00	\$12,378.96	\$12,378.96	\$0.00	\$13,504.31
7510-000 - Admin Expenses-General	\$329.98	\$166.67	(\$163.31)	\$4,231.62	\$1,833.37	(\$2,398.25)	\$2,000.00
7510-001 - Admin Expenses-Meetings	\$74.69	\$6.25	(\$68.44)	\$597.52	\$68.75	(\$528.77)	\$75.00
7510-008 - Admin Expenses-Misc	\$0.00	\$45.83	\$45.83	\$568.24	\$504.13	(\$64.11)	\$550.00
7510-011 - Admin Expenses-Web Site	\$300.00	\$66.67	(\$233.33)	\$634.00	\$733.37	\$99.37	\$800.00
7510-099 - Admin Fees - Pre-Lien	\$0.00	\$14.58	\$14.58	\$525.00	\$160.38	(\$364.62)	\$175.00
7810-000 - Uncollectible Assessments	\$1.00	\$416.67	\$415.67	\$317.65	\$4,583.37	\$4,265.72	\$5,000.00
<u>Total Administrative</u>	\$2,253.02	\$3,738.81	\$1,485.79	\$43,123.04	\$41,126.91	(\$1,996.13)	\$44,865.56
<u>Services &amp; Utilities</u>							
8012-001 - Security-Sheriff's Patrol	\$2,145.00	\$2,145.00	\$0.00	\$23,100.00	\$23,595.00	\$495.00	\$25,740.00
8110-000 - Repair & Maintenance-General	\$0.00	\$333.33	\$333.33	\$1,087.00	\$3,666.63	\$2,579.63	\$4,000.00
8110-006 - R&M-Supplies	\$0.00	\$83.33	\$83.33	\$544.80	\$916.63	\$371.83	\$1,000.00
8110-018 - R&M-Sidewalks	\$0.00	\$83.33	\$83.33	\$0.00	\$916.63	\$916.63	\$1,000.00
8110-020 - R&M-Electric	\$0.00	\$416.67	\$416.67	\$1,374.25	\$4,583.37	\$3,209.12	\$5,000.00
8150-000 - Operating Contingency	\$5,866.04	\$2,083.33	(\$3,782.71)	\$24,575.94	\$22,916.63	(\$1,659.31)	\$25,000.00
8210-001 - Grounds-Lawn Service	\$2,000.00	\$2,000.00	\$0.00	\$24,095.00	\$22,000.00	(\$2,095.00)	\$24,000.00

**Autumn Woods Homeowners' Association, Inc**  
**Budget Comparison Report**  
**11/1/2019 - 11/30/2019**

	11/1/2019 - 11/30/2019			1/1/2019 - 11/30/2019			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
8210-004 - Grounds-Trees	\$0.00	\$250.00	\$250.00	\$3,000.00	\$2,750.00	(\$250.00)	\$3,000.00
8210-009 - Grounds-Irrigation Repairs	\$0.00	\$166.67	\$166.67	\$1,645.00	\$1,833.37	\$188.37	\$2,000.00
8210-012 - Grounds-Lake Treatments	\$400.00	\$416.67	\$16.67	\$4,400.00	\$4,583.37	\$183.37	\$5,000.00
8710-003 - Utilities-Electric-Street Lights	\$1,003.64	\$1,083.33	\$79.69	\$11,332.54	\$11,916.63	\$584.09	\$13,000.00
8710-009 - Utilities-Water	\$15.25	\$370.33	\$355.08	\$5,289.17	\$4,073.63	(\$1,215.54)	\$4,444.00
8710-011 - Utilities-Refuse Removal	\$2,080.00	\$2,249.17	\$169.17	\$22,880.00	\$24,740.87	\$1,860.87	\$26,990.00
<b>Total Services &amp; Utilities</b>	<b>\$13,509.93</b>	<b>\$11,681.16</b>	<b>(\$1,828.77)</b>	<b>\$123,323.70</b>	<b>\$128,492.76</b>	<b>\$5,169.06</b>	<b>\$140,174.00</b>
<b>Total Expense</b>	<b>\$15,762.95</b>	<b>\$15,419.97</b>	<b>(\$342.98)</b>	<b>\$166,446.74</b>	<b>\$169,619.67</b>	<b>\$3,172.93</b>	<b>\$185,039.56</b>
<b>Operating Net Income</b>	<b>\$3,298.04</b>	<b>(\$1,783.34)</b>	<b>\$5,081.38</b>	<b>\$5,921.67</b>	<b>\$1,783.26</b>	<b>\$4,138.41</b>	<b>\$0.00</b>
<b>Reserve Expense</b>							
<u>Reserve Expense</u>							
9621-000 - Reserve Expense-Basketball Court	\$2,650.00	\$0.00	(\$2,650.00)	\$2,650.00	\$0.00	(\$2,650.00)	\$0.00
9621-002 - Reserve Fund-Paving at park	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	(\$3,500.00)	\$0.00
9624-000 - RESV expense-Windscreen Tennis Ct	\$0.00	\$0.00	\$0.00	\$2,460.00	\$0.00	(\$2,460.00)	\$0.00
9629-000 - Reserve Expense-General	\$0.00	\$0.00	\$0.00	\$2,205.00	\$0.00	(\$2,205.00)	\$0.00
9649-000 - RESV expense-Trees	\$0.00	\$0.00	\$0.00	\$15,100.00	\$0.00	(\$15,100.00)	\$0.00
9657-000 - RESV fund-Fence	\$0.00	\$0.00	\$0.00	\$3,984.00	\$0.00	(\$3,984.00)	\$0.00
9661-000 - Reserve Expense-Legal	\$0.00	\$0.00	\$0.00	\$2,559.00	\$0.00	(\$2,559.00)	\$0.00
9900-000 - Reserve Expense-Funding	(\$2,650.00)	\$0.00	\$2,650.00	(\$32,458.00)	\$0.00	\$32,458.00	\$0.00
<b>Total Reserve Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Reserve Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Reserve Net Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Net Income</b>	<b>\$3,298.04</b>	<b>(\$1,783.34)</b>	<b>\$5,081.38</b>	<b>\$5,921.67</b>	<b>\$1,783.26</b>	<b>\$4,138.41</b>	<b>\$0.00</b>

Autumn Woods Homeowners' Association, Inc.  
Reconciliation Report

Servis1st Bank - Cash-Checking-Servis1st-1010-005  
Statement Date: 11/30/2019

Statement Balance: \$12,482.83  
GL Balance: \$7,284.35  
Last Statement Balance: \$12,482.83  
Outstanding Checks: \$6,944.37  
Outstanding Deposits: \$1,745.89  
Calculated Balance: \$12,482.83  
GL vs. Balance Difference: \$0.00

**Cleared**

Checks	Description	Date	Check #	Amount
<b>Total Cleared Checks:</b>				<b>\$0.00</b>

Deposits	Description	Date	Amount
<b>Total Cleared Deposits:</b>			<b>\$0.00</b>

**Outstanding**

Checks	Description	Date	Check #	Amount
	Payment: CSA PALM HARBOR - THE CENTRE, Check #: 496, Invoice #: 17133	11/6/2019	496	-\$74.69
	Payment: T'S MARKET AND PRODUCE, Check #: 498, Invoice #: 11-11-19	11/11/2019	498	-\$400.00
	Payment: CARL A. or KATHRYN A. MINIERI, Check #: 500, Invoice #: 11-7-19	11/13/2019	500	-\$300.00
	Payment: Beverly Pizzano, Check #: 502, Invoice #: 11-1-19	11/20/2019	502	-\$174.03
	Payment: DUKE ENERGY, Check #: 503, Invoice #: 11-14-19	11/20/2019	503	-\$78.54
	Payment: PLAYGROUND SERVICES, Check #: 505, Invoice #: 11-1-19	11/25/2019	505	-\$2,211.08
	Payment: NATURE COAST LANDSCAPE SERVICES, LLC, Check #: 506, Invoice #: 3988	11/27/2019	506	-\$125.00
	Payment: DUKE ENERGY, Check #: 507, Invoice #: 11-19-19	11/27/2019	507	-\$925.10
	Payment: T'S MARKET AND PRODUCE, Check #: 508, Invoice #: 11-25-19	11/27/2019	508	-\$2,216.15
	Payment: MICHAEL C. and NICOLE D. VINCELLI, Check #: 509, Invoice #: 11-25-19	11/27/2019	509	-\$439.78
<b>Total Outstanding Checks:</b>				<b>\$6,944.37</b>
Deposits	Description	Date	Amount	
	Owner Payment	11/26/2019	\$633.26	
	PO Box - owner payment	11/26/2019	\$1,112.63	
<b>Total Outstanding Deposits:</b>			<b>\$1,745.89</b>	

**Autumn Woods Homeowners' Association, Inc.  
Complete Check Register  
11/1/2019 - 11/30/2019**

Check #	Check Date	Vendor or Payee	Check Amt	Expense Account	Invoice	Paid
<b>Account: 1010-005 Cash-Checking-Servis1st</b>						
492	11/4/2019	MANAGEMENT & ASSOCIATES	\$1,125.36			
	13961	Management fee		7410-000 Management Fee	\$1,125.36	\$1,125.36
493	11/6/2019	WASTE CONNECTIONS OF FLORIDA	\$2,080.00			
	10-25-19	0046-881987		8710-011 Utilities-Refuse Removal	\$2,080.00	\$2,080.00
494	11/6/2019	PINELLAS COUNTY UTILITIES	\$1,162.10			
	10-29-19	100102850245		8710-009 Utilities-Water	\$571.80	\$571.80
	10-29-19	100108180393		8710-009 Utilities-Water	\$372.85	\$372.85
	10-29-19	100108181104		8710-009 Utilities-Water	\$217.45	\$217.45
495	11/6/2019	GULF COAST LAKES & WETLANDS	\$400.00			
	39379	monthly lake maintenance		8210-012 Grounds-Lake Treatments	\$400.00	\$400.00
496	11/6/2019	CSA PALM HARBOR - THE CENTRE	\$74.69			
	17133	Rental-meeting		7510-001 Admin Expenses-Meetings	\$74.69	\$74.69
497	11/6/2019	NATURE COAST LANDSCAPE SERVICES, LLC	\$2,000.00			
	3911	landscape services		8210-001 Grounds-Lawn Service	\$2,000.00	\$2,000.00
498	11/11/2019	T'S MARKET AND PRODUCE	\$400.00			
	11-11-19	deposit		8150-000 Operating Contingency	\$400.00	\$400.00
499	11/13/2019	FLORIDA COURTS, INC.	\$2,650.00			
	4102	repair/resurface basketball court		3021-000 RESV fund-Basketball Ct Resurfacing	\$2,650.00	\$2,650.00
	4102			9621-000 Reserve Expense-Basketball Court	\$2,650.00	\$2,650.00
	4102			9900-000 Reserve Expense-Funding	(\$2,650.00)	(\$2,650.00)
500	11/13/2019	CARL A. or KATHRYN A. MINIERI	\$300.00			
	11-7-19	Electric use for lake aerator		8150-000 Operating Contingency	\$300.00	\$300.00
501	11/13/2019	PINELLAS CO SHERIFF'S OFFICE	\$2,145.00			
	200177/12/06/2019	12-6-19 to 12-27-19		8012-001 Security-Sheriff's Patrol	\$825.00	\$825.00
	200180/12/07/2019	12-7-19 to 12-24-19		8012-001 Security-Sheriff's Patrol	\$660.00	\$660.00
	200643/12/9/2019	December 9		8012-001 Security-Sheriff's Patrol	\$165.00	\$165.00
	200644/12/20/2019	December 20		8012-001 Security-Sheriff's Patrol	\$165.00	\$165.00
	200645/12/31/2019	December 31		8012-001 Security-Sheriff's Patrol	\$165.00	\$165.00
	200646/12/31/2019	December 31		8012-001 Security-Sheriff's Patrol	\$165.00	\$165.00
502	11/20/2019	Beverly Pizzano	\$174.03			
	11-1-19	reimburse fro decorations		8150-000 Operating Contingency	\$174.03	\$174.03
503	11/20/2019	DUKE ENERGY	\$78.54			
	11-14-19	82258 48642		8710-003 Utilities-Electric-Street Lights	\$43.62	\$43.62
	11-14-19	82307 44982		8710-003 Utilities-Electric-Street Lights	\$34.92	\$34.92
504	11/22/2019	MANAGEMENT & ASSOCIATES	\$629.98			
	14104	Admin Fees		7510-000 Admin Expenses-General	\$629.98	\$629.98
505	11/25/2019	PLAYGROUND SERVICES	\$2,211.08			
	11-1-19	50% dpmt on swingset		8150-000 Operating Contingency	\$2,211.08	\$2,211.08
506	11/27/2019	NATURE COAST LANDSCAPE SERVICES, LLC	\$125.00			
	3988	replace entrance timer		8150-000 Operating Contingency	\$125.00	\$125.00

<b>507</b>	<b>11/27/2019</b>	<b>DUKE ENERGY</b>	<b>\$925.10</b>			
	11-19-19	82167 76017		8710-003 Utilities-Electric-Street Lights	\$925.10	\$925.10
<b>508</b>	<b>11/27/2019</b>	<b>T'S MARKET AND PRODUCE</b>	<b>\$2,216.15</b>			
	11-25-19	picnic table/trash recep		8150-000 Operating Contingency	\$2,216.15	\$2,216.15
<b>509</b>	<b>11/27/2019</b>	<b>MICHAEL C. and NICOLE D. VINCELLI</b>	<b>\$439.78</b>			
	11-25-19	reimb xmas lights		8150-000 Operating Contingency	\$439.78	\$439.78
<b>Total 1010-005 Cash-Checking-Servis1st</b>			<u><b>\$19,136.81</b></u>			