



Regular Board Meeting Minutes, North River Estates Community Association, Inc.

A Regular Meeting of the elected directors of the North River Estates Community Association, Inc, was held on Thursday, March 28, 2024, at the Clubhouse, 7001 36th Street, Ellenton, FL 34222. The meeting was called to order by Vice President R. Kitterman at 6:00 PM. Pledge of Allegiance was said. 12 residents were in attendance.

President's Comments: None

Secretary: E. Hollick reported that all members were properly notified by notice and the agenda was posted on March 24, 2024, and via Constant Contact email. A quorum was present with members R. Kitterman, E. Hollick, P. Bader, and S. Simpson. K. Clapp was recorded as excused.

E. Hollick stated there were no changes or corrections to the March 12, 2024, minutes.

E. Hollick made a motion to waive the reading of the March 12, 2024, minutes, 2nd by S. Simpson. Motion Carried.

E. Hollick made a motion to accept the March 12, 2024, minutes as distributed, 2nd by R. Kitterman. Motion Carried.

Treasurer Report: P. Bader reviewed the financial statement ending February 29, 2024. The balance sheet was posted on community property. P. Bader made a motion to accept the February 29, 2024, financial statement, 2nd by E. Hollick. Motion Carried. (Posted balance sheet along with the Operating Income Statement (page 1 & 2) filed with minutes in office)

Committee Reports:

Budget & Finance: P. Bader shared 2019 to 2023 Electric vs. Propane Expenses. This analysis was completed after questions from the 02/29/2024 BOD meeting regarding the past decision to switch the heating of the pool by propane to electric. There is no action needed at this time.

Capital: S. Simpson provided an update regarding the Manatee County Neighborhood Grant application. The NRE Swail Restoration project will begin in approximately two weeks. It is estimated that the work will take several days to complete.

Facilities & Grounds: R. Kitterman reported that he is in the process of obtaining estimates for tying the clubhouse sprinkler system into the county water supply instead of repair/replacement of the sprinkler well and sand filter (that is failing). R. Kitterman is also speaking with Manatee County to obtain information on when they may have reclaimed water available to the area.

R. Kitterman reported he is in the process of obtaining estimates for clubhouse lawn first aid and potential for sod replacement. R. Kitterman reported that the current priority is to get the sprinkler system operational.

R. Kitterman reported that Smart Florida Gutters has completed the replacement of the pool awning motor, awning, and wind sensor. He shared that if the wind sensor is activated, the awning will close and needs to be allowed to fully close, after full closure, the awning remote can be used to reopen the awning. Instructions will be posted and available with the remote in the clubhouse kitchen drawer.

P. Bader reported that Newby Management was given the ok to cut a check that is needed for deposit for ACF Standby Systems to complete the generator repair. P. Bader will follow up with Newby Management to ensure the check was processed. R. Kitterman will check with ACF to schedule the repair.

Architectural Review: None

Social: Spring Fling April 19th with music by TJ the DJ. TJ only plays for tips. There will not be an admission charge, yet a donation/tip jar for TJ will be set up. Residents and guests are invited to bring appetizers and desserts for sharing.

Unfinished Business: None

New Business:

Parking Lot Light Replacement: This item was added to the agenda after it was published due to the timing of the parking lot light failing and the urgent safety need to have it replaced. R. Kitterman reported that he had spoken with Maguire Electric, the same company that installed the LED lights in the clubhouse parking lot and pool area, and shared the estimate to replace with two light style options to choose from. S. Simpson made a motion to contract with Maguire Electric for a cost of up to \$690.00 for the purchase and installation of an LED light for the clubhouse parking lot, 2nd by E. Hollick. Motion carried.

Architectural Review Request:

Lot #38 requesting to install curbing around flower beds. There is no interference with lawn mowing. R. Kitterman made a motion to approve the ARC request, 2nd by P. Bader. Motion carried.

Lot #4 requesting to repaint driveway with driveway paint. The previous owner had painted with paint that was slippery when wet. A few residents reported falling while walking. The owner wanted to rectify the situation. R. Kitterman made a motion to approve the ARC request, 2nd by E. Hollick. Motion carried.

Lot #17 requesting to screen in portion of carport to make lanai. R. Kitterman made a motion to approve the ARC request, 2nd by S. Simpson. Motion carried.

Lot #17 requesting to reduce size of wooden deck (that connects to electric lift) in carport area. It was noted by the owner that the railing will remain. R. Kitterman made a motion to approve the ARC request, 2nd by S. Simpson. Motion carried.

Resident Comments:

Lot #94 inquired the NRE cost of the Swail Restoration Project. BOD response: NRE will pay the contracted vendor the total cost of \$13,000.00 and be reimbursed \$6,500.00 (50%) by Manatee County. The final cost to NRE will be \$6,500.00.

Lot #17 inquired how often swail restorations are needed. BOD response: The swails have not been maintained since inception during the development of the community. Swails will be monitored and maintained as needed.

Lot #94 inquired when the county is planning to install reclaimed water delivery to the area and if available for purchase by homeowners. BOD response: Manatee County has the infrastructure buildout in their master plan, however no set date at this time. It is believed the county would be making the purchase of reclaimed water available to all when the infrastructure is available.

Lot #94 inquired if the Club House Use form (in the Lucite bin in the clubhouse) has been updated since the date was January 2023. BOD response: The Club House Use form has been updated with the revisions from the 02/29/2023 BOD meeting, however the year was mistyped. Corrections will be made. Note: since the 03/28/2024 BOD meeting, the forms has been updated with the correct date of March 23, 2024, and corrected copies are available at the clubhouse.

Lot #94 inquired if users of a private party are permitted to use the kitchen, including utensils etc. BOD response: Yes, users can use kitchen & utensils. Just follow Clean-up Guidelines bottom of page 2 of the Clubhouse Use For Private

Function form. Change was on the top of page 2 #10 - You must bring your own consumable supplies (paper and/or plastic, and food supplies). You are not allowed to use those items stored in cabinets or refrigerators." Which means, users are responsible for bringing in their own paper products and should not use the paper products purchased by the NRE Social Committee.

Lot #94 inquired when the clubhouse rugs were scheduled for cleaning. BOD response: Generally rug cleaning is scheduled in June or July.

Lot #94 inquired if weekly cleaning contractor was responsible for cleaning stains on clubhouse foyer floor. BOD response: The weekly cleaning is of the bathrooms, clubhouse, and workout room. The foyer floor will be included in a workday to be scheduled to include the pool deck and pool chairs.

Lot #52 shared that it would be nice to see owners that enjoy the use of the pool to volunteer to help during the work day.

Lot #55 shared that they were appreciative of the efforts of the BOD to keep the NRE looking nice and operating smoothly.

Lot #94 inquired if the rumor that owners can not complete cleanup projects in the community due to the cancellation of the Workers Compensation Insurance was true. BOD response: While it is accurate that the insurance agent was not successful in finding an insurance vendor that underwrite a Workers Compensation Insurance policy to cover volunteers, owners can still volunteer their time and skills, in the event of an injury, they would need to rely on their own insurance. Attendees were reminded to please alert R. Kitterman if there is something related to facilities and grounds in the community that needs to be addressed and let him know if they are willing to help.

Adjournment: There being no further business, a motion to adjourn was made by R. Kitterman, 2nd by E. Hollick. Motion carried. Adjourned at 6:44 PM.

Respectfully submitted by:

Erik Hollick, BOD

Minutes approved April 9, 2024

Next Board Meeting is on April 9, 2024, 9:00 AM

North River Estates Community Assn. Inc.

2024 Actual vs Operating Budget February 29, 2024

	<u>February</u>	<u>Monthly Budget</u>	<u>Actual YTD</u>	<u>Budget YTD</u>
TOTAL DUES INCOME:	\$12,125.00	\$12,125.00	\$24,250.00	\$24,250.00
OTHER INCOME:	\$ 103.25	\$0	\$ 320.35	\$0
TOTAL OPERATING INCOME:	\$12,228.25	\$12,125.00	\$24,570.35	\$24,250.00
<u>GENERAL</u>				
<u>OPERATING EXPENSES:</u>	\$ 9,146.11	\$10,458.32	\$ 18,396.40	\$ 20,916.64
<u>RESERVES:</u>	\$ 1,666.67	\$ 1,666.67	\$ 3,333.34	\$ 3,333.34
EXPENSES TOTAL:	\$10,812.78	\$12,124.99	\$ 21,729.74	\$ 24,249.98

Out of the ordinary expenses: LaPensee gauge adapter, purchase, light bulbs, and bulb pole changer, fill propane tank, St. of FL Corp filing & Annual Constant Contact renewal.

MONTHLY EXPENSES VS MONTHLY BUDGET: \$12,124.99 - \$10,812.78 = \$1,312.21 Under Budget

YTD ACTUAL EXPENSES VS BUDGET: \$24,249.98 - \$21,729.74 = \$2,520.24 Under Budget

YTD COMBINED NET INCOME: \$24,570.35 - \$21,729.74 = \$2,840.61

12/31/2023 Operating Account Balances: \$12,072.09

1/31/2024 Operating Account Balances: \$20,380.37

2/29/2024 Operating Account Balances: \$22,965.51

Totals include petty cash, operating account and Truist account (credit card).

12/31/2023 Reserve Balance: \$97,917.46

1/31/2024 Reserve Balance: \$37,101.05 & Cert of Deposit \$50,000 = \$87,101.05

2/29/2024 Reserve Balance: \$38,770.78 & Cert of Deposit \$50,000 = \$88,770.78

Note: On 11/30 the BOD approved spending \$12,500 from reserves to cover the cost of the Windstorm Mitigation & Prevention Tree Project that began in Dec. North Manatee Tree Service LLC check #200 issued & cleared 2/2/2024.

OB = Over Budget UB = Under Budget
Treas. at NREBader@gmail.com.

Any lot owner wanting detailed information can contact Peggy Bader,
Saved Documents/NRE Budget vs Actual by Mo./2024 Feb.

Balance Sheet - Operating

North River Estates
End Date: 2/29/2024

Date: 3/15/2024
Time: 10:09 am
Page: 1

Assets

Current Assets

10-000-000-00 Petty Cash	\$200.00
10-010-000-00 Cash-Checking	18,932.08
10-050-000-00 Certificate of Deposit	50,000.00
10-065-000-00 Reserves-Money Market	38,770.78
10-070-000-00 Cash-Checking Truist	3,833.43
10-220-000-00 Accounts Receivable	275.00
10-250-000-00 Prepaid Insurance	15,709.30

Total Current Assets: \$127,720.59

Property and Equipment

11-125-000-00 Equipment and Furniture	12,957.00
11-170-000-00 Accumulated Depreciation	<u>(6,853.00)</u>

Total Property and Equipment: \$6,104.00

Other Assets

12-010-000-00 Utility Deposits	<u>918.00</u>
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Total Other Assets: \$918.00

Total Assets: **\$134,742.59**

Liabilities & Equity

Current Liabilities

13-000-000-00 Accounts Payable	339.51
13-040-000-00 Prepaid Maintenance	15,986.08
13-120-000-00 Other Accounts Payable	950.00
13-150-000-00 Accrued Expenses	<u>7,396.84</u>

Total Current Liabilities: \$24,672.43

Reserves

16-025-016-00 Park Improvements Reserve	<u>86,101.63</u>
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Total Reserves: \$86,101.63

Owners Equity

17-030-000-00 Retained Earnings	<u>21,127.92</u>
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Total Owners Equity: \$21,127.92

Net Income Gain / Loss	<u>2,840.61</u>
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\$2,840.61

Total Liabilities & Equity: **\$134,742.59**

Income Statement - Operating

North River Estates
02/29/2024

Date: 3/22/2024

Time: 8:57 am

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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Rental Income							
20-010 Maintenance Fees	\$12,125.00	\$12,125.00	\$-	\$24,250.00	\$24,250.00	\$-	\$ 145,500.00
Total Rental Income	\$12,125.00	\$12,125.00	\$-	\$24,250.00	\$24,250.00	\$-	\$ 145,500.00
Other Income							
22-170 Interest Income	3.25	-	3.25	20.35	-	20.35	-
22-240 Application Fees	100.00	-	100.00	300.00	-	300.00	-
Total Other Income	\$103.25	\$-	\$103.25	\$320.35	\$-	\$320.35	\$ -
Total Operating Income	\$12,228.25	\$12,125.00	\$103.25	\$24,570.35	\$24,250.00	\$320.35	\$ 145,500.00
Operating Expense							
Park Maintenance							
26-120 Heating and Air Repairs and Maintenance	-	83.33	83.33	-	166.66	166.66	1,000.00
26-130 Electrical Repairs and Maintenance	-	250.00	250.00	-	500.00	500.00	3,000.00
26-140 Equipment Repairs and Maint.	81.21	41.67	(39.54)	81.21	83.34	2.13	500.00
26-150 Plumbing Repairs and Maintenance	-	16.67	16.67	-	33.34	33.34	200.00
26-190 Lawn and Landscape Maintenance	-	88.33	88.33	-	176.66	176.66	1,060.00
26-200 Lawn Contractor	3,729.63	3,841.67	112.04	7,459.26	7,683.34	224.08	46,100.00
26-209 Lake Maintenance Contractor	450.00	383.33	(66.67)	900.00	766.66	(133.34)	4,600.00
26-210 Lake & Creek Maintenance	-	166.67	166.67	-	333.34	333.34	2,000.00
26-220 Irrigation Repairs	-	41.67	41.67	-	83.34	83.34	500.00
26-240 Other Repairs and Maintenance	-	692.50	692.50	-	1,385.00	1,385.00	8,310.00
26-245 Fire Safety Inspections	-	20.83	20.83	426.40	41.66	(384.74)	250.00
26-250 Safety Equipment	-	20.83	20.83	-	41.66	41.66	250.00
26-280 Tree Trimming	-	416.67	416.67	-	833.34	833.34	5,000.00
26-285 Pest Control Contractor	-	41.67	41.67	-	83.34	83.34	500.00
26-300 Cleaning Supplies	-	8.33	8.33	-	16.66	16.66	100.00
26-305 Cleaning Contractor	560.00	283.33	(276.67)	560.00	566.66	6.66	3,400.00
26-320 Other Supplies	-	8.33	8.33	-	16.66	16.66	100.00
Total Park Maintenance	\$4,820.84	\$6,405.83	\$1,584.99	\$9,426.87	\$12,811.66	\$3,384.79	\$ 76,870.00
Pool Maintenance							
32-330 Pool Contractor	420.00	425.00	5.00	840.00	850.00	10.00	5,100.00
32-350 Pool Repairs	41.72	83.33	41.61	395.22	166.66	(228.56)	1,000.00
32-360 Pool Supplies	-	8.33	8.33	-	16.66	16.66	100.00
Total Pool Maintenance	\$461.72	\$516.66	\$54.94	\$1,235.22	\$1,033.32	(\$201.90)	\$ 6,200.00
Utilities							
36-460 Electric	597.26	625.00	27.74	1,386.94	1,250.00	(136.94)	7,500.00
36-470 Water	39.38	91.67	52.29	49.43	183.34	133.91	1,100.00
36-480 Sewer	97.02	133.33	36.31	199.81	266.66	66.85	1,600.00
36-490 Garbage	33.31	25.00	(8.31)	66.62	50.00	(16.62)	300.00
36-510 Telephone and Internet	109.99	115.00	5.01	219.98	230.00	10.02	1,380.00
36-520 Propane Gas	124.28	20.83	(103.45)	124.28	41.66	(82.62)	250.00
Total Utilities	\$1,001.24	\$1,010.83	\$9.59	\$2,047.06	\$2,021.66	(\$25.40)	\$ 12,130.00
Office Expense							
38-540 Resident Screening	43.60	-	(43.60)	147.57	-	(147.57)	-
38-550 Office Supplies	-	16.67	16.67	-	33.34	33.34	200.00
38-560 Computer, Copier and Fax Charges	-	8.33	8.33	-	16.66	16.66	100.00
38-570 Postage	-	25.00	25.00	-	50.00	50.00	300.00
38-580 Printing	-	8.33	8.33	-	16.66	16.66	100.00

Income Statement - Operating

North River Estates
02/29/2024

Date: 3/22/2024

Time: 8:57 am

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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
38-590 Bank Fees	\$16.00	\$4.17	(\$11.83)	\$16.00	\$8.34	(\$7.66)	\$ 50.00
38-595 Coupon Books	2.07	16.67	14.60	2.07	33.34	31.27	200.00
Total Office Expense	\$61.67	\$79.17	\$17.50	\$165.64	\$158.34	(\$7.30)	\$ 950.00
Licenses and Permits							
40-620 Licenses and Permits	61.25	16.67	(44.58)	61.25	33.34	(27.91)	200.00
Total Licenses and Permits	\$61.25	\$16.67	(\$44.58)	\$61.25	\$33.34	(\$27.91)	\$ 200.00
Professional Fees							
42-630 Accounting and Tax Preparation	-	20.83	20.83	-	41.66	41.66	250.00
42-640 Legal	-	166.67	166.67	-	333.34	333.34	2,000.00
Total Professional Fees	\$-	\$187.50	\$187.50	\$-	\$375.00	\$375.00	\$ 2,250.00
Park Services							
44-660 Advertising	218.45	20.83	(197.62)	418.45	41.66	(376.79)	250.00
Total Park Services	\$218.45	\$20.83	(\$197.62)	\$418.45	\$41.66	(\$376.79)	\$ 250.00
Insurance							
46-710 Hazard	631.95	500.00	(131.95)	1,263.85	1,000.00	(263.85)	6,000.00
46-720 Umbrella	108.83	150.00	41.17	217.70	300.00	82.30	1,800.00
46-730 General Liability	436.90	337.50	(99.40)	873.82	675.00	(198.82)	4,050.00
46-755 D & O Liability	234.05	183.33	(50.72)	468.15	366.66	(101.49)	2,200.00
46-760 Other	159.21	100.00	(59.21)	318.39	200.00	(118.39)	1,200.00
Total Insurance	\$1,570.94	\$1,270.83	(\$300.11)	\$3,141.91	\$2,541.66	(\$600.25)	\$ 15,250.00
Park Management							
50-790 Management Fees	950.00	950.00	-	1,900.00	1,900.00	-	11,400.00
Total Park Management	\$950.00	\$950.00	\$-	\$1,900.00	\$1,900.00	\$-	\$ 11,400.00
Reserves							
52-930 Park Improvements	1,666.67	1,666.67	-	3,333.34	3,333.34	-	20,000.00
Total Reserves	\$1,666.67	\$1,666.67	\$-	\$3,333.34	\$3,333.34	\$-	\$ 20,000.00
Total Operating Expense	\$10,812.78	\$12,124.99	(\$1,312.21)	\$21,729.74	\$24,249.98	\$2,520.24	\$ 145,500.00
COMBINED NET INCOME	\$1,415.47	\$0.01	\$1,415.46	\$2,840.61	\$0.02	\$2,840.59	\$0.00

North River Estates
Actual Electric vs Actual Propane Expenses
2019 to 2023

Year	YTD Electrical Exp	YTD Propane Exp	Total	Saved
2019	\$4,914.84	\$2,523.83	\$7,438.67	
Jan 2020 installed electrical pool heater cost \$5,065				
2020	\$5,365.66	\$ 817.44	\$6,183.10	\$1,255.57
2021	\$5,646.09	\$ 46.91	\$5,693.00	\$1,745.67
2022	\$6,297.47	\$ 0	\$6,297.47	\$1,141.20
2023	\$7,226.20	\$173.94	\$7,400.14	\$ 38.53

Four (4) year total savings: \$4,180.97

Other factors that contribute to the savings is the implementation of shutting off the electrical pool heater during 3–4-day cold spells over the winter months.