



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, May 23, 2024, at the Clubhouse, 7001 36th Street, Ellenton, FL 34222. The meeting was called to order by Secretary E. Hollick at 6:00 PM. The Pledge of Allegiance was said. 18 residents were in attendance.

President's Comments: On behalf of the NRE BOD, E. Hollick recognized Jeff Albrecht (lot #94) and Dan Tellier (lot #21) for the purchase and installation of new American Flag at the clubhouse.

Secretary: E. Hollick reported that all members were properly notified by notice and the agenda was posted on May 19, 2024, and via Constant Contact email. A quorum was present with members, R. Kitterman, E. Hollick, P. Bader(phone), and S. Simpson. K. Clapp was excused.

E. Hollick stated there were no changes or corrections to the May 7, 2024, minutes.

E. Hollick made a motion to waive the reading of the May 7, 2024, minutes, 2nd by S. Simpson. Motion Carried.

E. Hollick made a motion to accept the May 7, 2024, minutes as distributed, 2nd by R. Kitterman. Motion Carried.

Treasurer Report: P. Bader reviewed the financial statement ending April 30, 2024. The balance sheet will be posted on the community property when P. Bader returns. S. Simpson made a motion to table the acceptance of the April 30, 2024, financial statement, so that printed copies may be reviewed, 2nd by R. Kitterman. Motion Carried. (Posted balance sheet along with the Operating Income Statement (page 1 & 2) filed with minutes in office)

Committee Reports:

Budget & Finance: None

Capital: S. Simpson provided an update regarding the Manatee County Neighborhood Grant application. The NRE Swail Restoration project has been completed. The vendor has been paid and a copy of the cancelled check is in hand to upload to the Manatee County portal and begin the reimbursement process.

Facilities & Grounds: R. Kitterman shared that the pool pump repair has been completed and LaPensee will be on-site Friday, May 24, 2024, to change the filters and ensure chemical levels are balanced. Once the pool can be open, a message to all owners will be sent via Constant Contact.

Jack's Landscaping proposed price increase: R. Kitterman shared that he looked at additional landscape companies to inform the board regarding the upcoming renewal of contract with Jack's Landscaping and our contract with Jack's Landscaping is the best financially. R. Kitterman will be meeting with Dale to update the phrasing in the contract and discuss schedule for bush trimming.

Architectural Review: None

Social: B. Pare provided an update of planned Memorial Day BBQ & Pool Party, cost \$5.00 to cover cost of food (sides and/or desert donations are welcomed). Betty shared that the NRE community is quite generous with 50/50 drawings, with the Social Activities account having a balance of \$838.00 and the Fundraising account having a balance of \$581.00.

Unfinished Business:

Lawn Service: Jack's Landscaping proposed price increase The BOD vote will take place at the next regularly scheduled BOD Meeting on June 11, 2024, so that the contract language can be updated.

New Business:

Pool pump repair: P. Bader made a motion to approve the pool pump repair (pump and seals), which has been completed, for the amount of \$783.00, 2nd by E. Hollick. Motion carried.

Clubhouse roof replacement: R. Kitterman provided an overview of the 4 estimates the BOD has received for replacement of the clubhouse roof. S. Simpson provided an overview of the denial by the insurance carrier to assist with roof replacement due to the issues being related to the age of the roof and related materials. P. Bader provided an overview of financing options obtained from SouthState bank. BOD will be holding a Special BOD Meeting to review the estimates, discuss, and vote on the roof replacement. Owners will be notified at a minimum of 48 hours before the meeting.

Clubhouse window tinting film installation: P. Bader shared that after speaking with Suncoast Windows and better defining the scope of tinting to the top (curved) sections of the 4 clubhouse windows facing the pool, the estimate was reduced to \$500.00. P. Bader also shared that should a window break during the tinting, Suncoast Windows replaces the window. R. Kitterman made a motion to contract with Suncoast Windows, for a cost of \$500.00, for the tinting of the top (curved) sections of the 4 clubhouse windows facing the pool, 2nd by S. Simpson. Motion carried 3-1 (Aye: RK, PB, SS; Nay: EH)

Architectural Review Request:

Lot #54 requesting to screen in front porch and remove railing. R. Kitterman met with the owner prior to BOD meeting to discuss alteration to request to not remove railing secondary to safety concerns and building code. Owner was in agreement. R. Kitterman made a motion to approve the ARC request to screen in the front porch and keep the railing intact, 2nd by S. Simpson. Motion carried.

Lot #39 requesting to install concrete grey curbing around flower beds. R. Kitterman made a motion to approve the ARC request, 2nd by E. Hollick. Motion carried.

Board Comments: P. Bader inquired to the status of the house being installed on lot #64. S. Simpson shared that both sides of the house have been connected and that the Manatee County inspectors have been making their required visits. The front setback is 9 feet, and the sides are 5 feet each.

P. Bader shared information regarding June 7, 2024, lunch and learn opportunity for the BOD regarding Reserve Studies.

Resident Comments:

Lot #94 inquired how far into the preserve area the tunnels go. BOD response: The tunnel goes back to the unseen retention pond between NRE and Ridgewood.

Lot #23 inquired when the lawn company will be trimming the bushes at clubhouse also raised concern of lawn staff mowing too fast and damaging lawn. BOD response: R. Kitterman will be meeting with Dale to determine schedule and will bring the concern of mowing too fast to Dale's attention.

Lot #35 inquired the cost of lawn service by lot. BOD response, the cost is \$39.88 per lot per month, which covers the mowing of the lots as well as all the common areas throughout the community.

Lot #94 shared they feel the lawn service seems rushed lately. Also, reminded co-owners to report issues to the BOD and not confront lawn service team. BOD response: Having owners report issues to the BOD, the issues can be communicated to the lawn service team and tracked.

Lot #94 inquired if the BOD could speak with the lawn service team regarding inconsistency with weed whacking, especially the newer team member. BOD response: R. Kitterman will speak with Dale regarding this issue.

Lot #23 inquired how the clubhouse roof replacement would be paid for. BOD response: BOD will review and discuss using reserves as well as finance options.

Lot #52 inquired if the clubhouse roof project would be a replacement or repair. BOD response: this will be a complete replacement of all shingles and replacement of plywood base as needed.

Lot #94 voiced support of using reserves to pay for the clubhouse roof project. BOD response: thank you.

Lot #94 inquired how long the project will take and if the pool will be closed during that time. BOD response: the duration of the project needs to be determined, and, most likely the pool will be closed during the replacement project.

Lot #94 inquired the status of the clubhouse lawn and sprinkler issues, and suggested the purchase of an astroturf system. BOD response: the sprinkler system to be tied into city water is being explored with a plumber. An astroturf system is expensive to maintain and has a useful life of 2-3 years.

Adjournment: There being no further business, a motion to adjourn was made by E. Hollick, 2nd by S. Simpson. Motion carried. Adjourned at 6:52 PM.

Respectfully submitted by:

Erik Hollick, BOD

Minutes approved June 27 , 2024

Next Board Meeting is on June 11, 2024, 9:00 AM

North River Estates Community Assn. Inc.
2024 Actual vs Operating Budget April 30, 2024

	<u>April</u>	<u>Monthly Budget</u>	<u>Actual YTD</u>	<u>Budget YTD</u>
TOTAL DUES INCOME:	\$12,125.00	\$12,125.00	\$48,500.00	\$48,500.00
OTHER INCOME:	\$ 203.80	\$0	\$ 565.94	\$0
TOTAL OPERATING INCOME:	\$12,328.80	\$12,125.00	\$49,065.94	\$48,500.00
<u>GENERAL</u>				
<u>OPERATING EXPENSES:</u>	\$ 9,617.42	\$10,458.32	\$ 41,833.28	\$ 41,833.28
<u>RESERVES:</u>	\$ 1,666.67	\$ 1,666.67	\$ 6,666.68	\$ 6,666.68
EXPENSES TOTAL:	\$11,284.09	\$12,124.99	\$ 52,711.10	\$ 48,499.96

MONTHLY EXPENSES VS MONTHLY BUDGET: \$11,284.09 - \$12,124.99 = \$804.90 Under Budget

YTD ACTUAL EXPENSES VS BUDGET: \$52,711.10 - \$48,499.96 = **\$4,211.14** Over Budget

YTD COMBINED NET INCOME: \$49,065.94 - \$52,711.10 = **\$3,645.16** Deficit

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

3/31/2024 Operating Account Balances: \$14,663.39

4/30/2024 Operating Account Balances: \$17,696.31

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

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

3/31/2024 Reserve Balance: \$40,440.60 & Cert of Deposit \$50,000 = \$90,440.60

4/30/2024 Reserve Balance: \$42,110.91 & Cert of Deposit \$50,000 = \$92,110.91

Note: Reserve Withdrawals: Windstorm Mitigation & Prevention Tree Project \$12,500 paid 2/2/2024.

March 2024 Manatee County accepted our \$13,000 grant proposal. Reserve funds will be used to pay Rick Rickards Inc. for the swale grant project. This was paid in May and we will be getting \$6,500 back from Manatee County Neighborhood Grant Program.

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 April

Balance Sheet - Operating

North River Estates
End Date: 4/30/2024

Date: 5/20/2024

Time: 9:51 am

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Assets

Current Assets

10-000-000-00 Petty Cash	\$200.00
10-010-000-00 Cash-Checking	15,755.47
10-050-000-00 Certificate of Deposit	50,000.00
10-065-000-00 Reserves-Money Market	42,110.91
10-070-000-00 Cash-Checking Truist	1,740.84
10-220-000-00 Accounts Receivable	460.00
10-225-000-00 Accounts Receivable Other	124.28
10-250-000-00 Prepaid Insurance	12,567.42

Total Current Assets: \$122,958.92

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: \$129,980.92

Liabilities & Equity

Current Liabilities

13-000-000-00 Accounts Payable	779.06
13-040-000-00 Prepaid Maintenance	13,921.08
13-120-000-00 Other Accounts Payable	950.00
13-150-000-00 Accrued Expenses	<u>7,396.84</u>

Total Current Liabilities: \$23,046.98

Reserves

16-025-016-00 Park Improvements Reserve	<u>89,434.97</u>
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Total Reserves: \$89,434.97

Owners Equity

17-030-000-00 Retained Earnings	<u>21,144.13</u>
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Total Owners Equity: \$21,144.13

Net Income Gain / Loss	<u>(3,645.16)</u>	<u>(\$3,645.16)</u>
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Total Liabilities & Equity: \$129,980.92

Income Statement - Operating

North River Estates
04/30/2024

Date: 5/20/2024

Time: 10:04 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	\$-	\$48,500.00	\$48,500.00	\$-	\$ 145,500.00
Total Rental Income	\$12,125.00	\$12,125.00	\$-	\$48,500.00	\$48,500.00	\$-	\$ 145,500.00
Other Income							
22-170 Interest Income	3.80	-	3.80	27.49	-	27.49	-
22-240 Application Fees	200.00	-	200.00	538.45	-	538.45	-
Total Other Income	\$203.80	\$-	\$203.80	\$565.94	\$-	\$565.94	\$ -
Total Operating Income	\$12,328.80	\$12,125.00	\$203.80	\$49,065.94	\$48,500.00	\$565.94	\$ 145,500.00
Operating Expense							
Park Maintenance							
26-120 Heating and Air Repairs and Maintenance	-	83.33	83.33	-	333.32	333.32	1,000.00
26-130 Electrical Repairs and Maintenance	292.69	250.00	(42.69)	3,678.43	1,000.00	(2,678.43)	3,000.00
26-140 Equipment Repairs and Maint.	-	41.67	41.67	81.21	166.68	85.47	500.00
26-150 Plumbing Repairs and Maintenance	31.95	16.67	(15.28)	31.95	66.68	34.73	200.00
26-190 Lawn and Landscape Maintenance	-	88.33	88.33	-	353.32	353.32	1,060.00
26-200 Lawn Contractor	3,729.63	3,841.67	112.04	14,918.52	15,366.68	448.16	46,100.00
26-209 Lake Maintenance Contractor	450.00	383.33	(66.67)	1,800.00	1,533.32	(266.68)	4,600.00
26-210 Lake & Creek Maintenance	-	166.67	166.67	-	666.68	666.68	2,000.00
26-220 Irrigation Repairs	-	41.67	41.67	-	166.68	166.68	500.00
26-240 Other Repairs and Maintenance	690.00	692.50	2.50	6,399.59	2,770.00	(3,629.59)	8,310.00
26-245 Fire Safety Inspections	-	20.83	20.83	426.40	83.32	(343.08)	250.00
26-250 Safety Equipment	-	20.83	20.83	-	83.32	83.32	250.00
26-280 Tree Trimming	-	416.67	416.67	-	1,666.68	1,666.68	5,000.00
26-285 Pest Control Contractor	-	41.67	41.67	120.00	166.68	46.68	500.00
26-300 Cleaning Supplies	46.74	8.33	(38.41)	46.74	33.32	(13.42)	100.00
26-305 Cleaning Contractor	280.00	283.33	3.33	1,120.00	1,133.32	13.32	3,400.00
26-320 Other Supplies	42.79	8.33	(34.46)	141.08	33.32	(107.76)	100.00
Total Park Maintenance	\$5,563.80	\$6,405.83	\$842.03	\$28,763.92	\$25,623.32	(\$3,140.60)	\$ 76,870.00
Pool Maintenance							
32-330 Pool Contractor	420.00	425.00	5.00	1,680.00	1,700.00	20.00	5,100.00
32-350 Pool Repairs	-	83.33	83.33	395.22	333.32	(61.90)	1,000.00
32-360 Pool Supplies	-	8.33	8.33	-	33.32	33.32	100.00
Total Pool Maintenance	\$420.00	\$516.66	\$96.66	\$2,075.22	\$2,066.64	(\$8.58)	\$ 6,200.00
Utilities							
36-460 Electric	600.14	625.00	24.86	2,622.99	2,500.00	(122.99)	7,500.00
36-470 Water	57.18	91.67	34.49	149.79	366.68	216.89	1,100.00
36-480 Sewer	136.42	133.33	(3.09)	440.02	533.32	93.30	1,600.00
36-490 Garbage	33.31	25.00	(8.31)	133.24	100.00	(33.24)	300.00
36-510 Telephone and Internet	109.99	115.00	5.01	439.96	460.00	20.04	1,380.00
36-520 Propane Gas	(124.28)	20.83	145.11	124.28	83.32	(40.96)	250.00
Total Utilities	\$812.76	\$1,010.83	\$198.07	\$3,910.28	\$4,043.32	\$133.04	\$ 12,130.00
Office Expense							
38-540 Resident Screening	58.85	-	(58.85)	250.02	-	(250.02)	-
38-550 Office Supplies	35.00	16.67	(18.33)	35.00	66.68	31.68	200.00
38-560 Computer, Copier and Fax Charges	-	8.33	8.33	-	33.32	33.32	100.00
38-570 Postage	204.00	25.00	(179.00)	204.00	100.00	(104.00)	300.00
38-580 Printing	-	8.33	8.33	-	33.32	33.32	100.00

Income Statement - Operating

North River Estates
04/30/2024

Date: 5/20/2024

Time: 10:04 am

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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
38-590 Bank Fees	\$-	\$4.17	\$4.17	\$16.00	\$16.68	\$0.68	\$ 50.00
38-595 Coupon Books	2.07	16.67	14.60	4.14	66.68	62.54	200.00
Total Office Expense	\$299.92	\$79.17	(\$220.75)	\$509.16	\$316.68	(\$192.48)	\$ 950.00
Licenses and Permits							
40-620 Licenses and Permits	-	16.67	16.67	61.25	66.68	5.43	200.00
Total Licenses and Permits	\$-	\$16.67	\$16.67	\$61.25	\$66.68	\$5.43	\$ 200.00
Professional Fees							
42-630 Accounting and Tax Preparation	-	20.83	20.83	222.35	83.32	(139.03)	250.00
42-640 Legal	-	166.67	166.67	-	666.68	666.68	2,000.00
Total Professional Fees	\$-	\$187.50	\$187.50	\$222.35	\$750.00	\$527.65	\$ 2,250.00
Park Services							
44-660 Advertising	-	20.83	20.83	418.45	83.32	(335.13)	250.00
Total Park Services	\$-	\$20.83	\$20.83	\$418.45	\$83.32	(\$335.13)	\$ 250.00
Insurance							
46-710 Hazard	631.95	500.00	(131.95)	2,527.75	2,000.00	(527.75)	6,000.00
46-720 Umbrella	108.83	150.00	41.17	435.36	600.00	164.64	1,800.00
46-730 General Liability	436.90	337.50	(99.40)	1,747.62	1,350.00	(397.62)	4,050.00
46-755 D & O Liability	234.05	183.33	(50.72)	936.25	733.32	(202.93)	2,200.00
46-760 Other	159.21	100.00	(59.21)	636.81	400.00	(236.81)	1,200.00
Total Insurance	\$1,570.94	\$1,270.83	(\$300.11)	\$6,283.79	\$5,083.32	(\$1,200.47)	\$ 15,250.00
Park Management							
50-790 Management Fees	950.00	950.00	-	3,800.00	3,800.00	-	11,400.00
Total Park Management	\$950.00	\$950.00	\$-	\$3,800.00	\$3,800.00	\$-	\$ 11,400.00
Reserves							
52-930 Park Improvements	1,666.67	1,666.67	-	6,666.68	6,666.68	-	20,000.00
Total Reserves	\$1,666.67	\$1,666.67	\$-	\$6,666.68	\$6,666.68	\$-	\$ 20,000.00
Total Operating Expense	\$11,284.09	\$12,124.99	(\$840.90)	\$52,711.10	\$48,499.96	(\$4,211.14)	\$ 145,500.00
COMBINED NET INCOME	\$1,044.71	\$0.01	\$1,044.70	(\$3,645.16)	\$0.04	(\$3,645.20)	\$0.00