



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, December 26, 2024, at the Clubhouse, 7001 36th Street, Ellenton, FL 34222. The meeting was called to order by President K. Clapp at 6:05 AM. The Pledge of Allegiance was said. 2 residents were in attendance.

President's Comments: none

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

E. Hollick made a motion to waive the reading of the December 10, 2024, minutes, 2nd by R. Kitterman. Motion Carried.

E. Hollick made a motion to accept the December 10, 2024, minutes as distributed, 2nd by R. Kitterman. Motion Carried.

Treasurer Report: P. Bader reviewed the financial statement ending November 30, 2024. E. Hollick made a motion to accept the November 30, 2024, financial statement, 2nd by K. Clapp. 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 that Newby Management processed the payment for the 2025 Insurance Coverage Package on 12/10/2024 in the amount of \$20,332.97.

P. Bader shared that the emergency preparedness documents have been updated with the new insurance information.

P. Bader shared that the "Statement of Value" spreadsheet provided by the insurance underwriter was updated and returned.

P. Bader shared the updated 2024 Accomplishments document that will be sent out with the meeting minutes and posted to the NRE website.

P. Bader shared that Newby Management will be conducting outreach to vendors regarding the new payment processing. For projects needing lien releases signed (projects > \$2,500.00), a check will be processed and handed over after the document(s) are signed.

P. Bader shared that she has been discussing a difference in Financial Reports prepared by CNS (former management company) and Newby Management. P. Bader and E. Hollick reviewed the historical documents and formulated some questions for Newby Management. P. Bader will report back once information is received.

Capital: None

Facilities & Grounds: R. Kitterman shared that he is still collecting estimates for various electrical related maintenance and repairs. BOD to review at next meeting.

Social: None

Unfinished Business:

Clubhouse sprinkler pump and irrigation system: Project will be revisited at a future time, after the new year.

Hurricanes Helene and Milton Cleanup & Damage Mitigation:

- **Clubhouse Roof damage:** R. Kitterman shared that Dry Guys has completed the repair, awaiting the invoice for \$250.00.
- **Pool Fence & Gates and Cul-de-sac Fence:** Clarity Fence completed the installation of the cul-de-sac fence. Still awaiting materials for the pool fence and gates. When materials are available, installation will take place.

P. Bader shared that with the Clarity Fence bill being due soon, the available reserve account would be short due to the funds in the high interest yield certificate of deposit. BOD discussed cash management options. P. Bader made the motion to instruct Newby Management to transfer 3 monthly reserve payments (\$1,250.00 each) early from Operating funds, 2nd by S. Simpson. Motion Carried.

- **Trees:** R. Kitterman has reached out to North Manatee Tree Service to discuss the invoice for the completed removal of the fallen tree that was resting on the car port of lot #86 and a pine tree on pond closest to the clubhouse. Awaiting response.

R. Kitterman continues to work with North Manatee Tree Service and Jack's Landscaping to assess and obtain estimates for some additional trees damaged by the recent hurricanes (that are not an immediate danger to life and/or property).

- **Storm Debris:** P. Bader made a motion to rescind the contract with Jack's Landscaping for assistance with storm debris cleanup for a cost of \$585.00 for the removal of debris along the southern perimeter (pond and Colony Cove) approved at the 11-26-2024 BOD, 2nd by S. Simpson. Motioned Carried. Note: Due to weather conditions, Jack's Landscaping substituted the storm debris cleanup in place of a lawn mowing session.

New Business:

Pond Maintenance Contract – Rick Richards Inc: R. Kitterman shared that he has spoken with Rick Richards regarding the new proposed contract for 2025 and the difference in cost compared to the 2024 contract. Rick has agreed to review and prepare a new proposal.

Architectural Review Request:

Lot #38 submitted a request to replace the roof damaged by hurricane Milton. K. Clapp made a motion to approve, 2nd by S. Simpson. Motion Carried.

Lot #65 submitted a request to install a lift ramp. S. Simpson made a motion to approve, 2nd by E. Hollick. Motion Carried.

Lot #10 submitted a request to replace the roof damaged by hurricane Milton. K. Clapp made a motion to approve, 2nd by S. Simpson. Motion Carried.

Lot #25 submitted a request to remove a Cypress tree in the backyard, have roots ground down since tree and roots are encroaching on house and foundation slab, and replace with a tree with less invasive roots. K. Clapp made a motion to approve, 2nd by R. Kitterman. Motion Carried.

Resident Comments:

Lot #52 Asked to verify cost of fence replacement (Cul-de-sac and Pool) costs \$15,400.00. BOD response: Yes.

Lot #52 Asked for clarification of the 07/03/24 deposit to Reserve fund. BOD response: Deposit included reimbursement from Manatee County for swail reconditioning project and refund for ventilation in bathrooms (roof replacement project).

Adjournment: There being no further business, a motion to adjourn was made by S. Simpson, 2nd by K. Clapp. Motion carried. Adjourned at 7:20 PM.

Respectfully submitted by: Erik Hollick, BOD

Minutes approved January 14, 2025

Next Board Meeting is on January 14, 2025, 9:00 AM

12/30/2023 Reserves MM Account #3003 beginning balance	\$97,917.46
Plus, monthly transfer of operating funds to reserves 11 x \$1,666.67 =	\$18,333.37
Plus 1/3/2024 to 11/29/2024 Earned Interest -	\$ 35.82

Deposits through the year: \$7,932.26

Disbursements through the year: \$120,752.39

- 1/22/2024 transferred \$50,000 into a Certificate of Deposit
- 2/22/2024 paid check #200 N Manatee Tree Service Inc. \$12,500
- 5/16/2024 paid check #201 Rick Richards, Inc \$13,000 swale grant project
- 6/27/2024 paid check #202 Dry Guys Roofing & Repairs LLC – deposit \$9,450
- 7/3/2024 received Manatee County Grant funds - \$6,500
- 7/8/2024 paid check #203 Dry Guys Roofing & Repairs LLC - \$25,425.00
- 8/23/2024 received credit back from Guardian Air LLC (Dry Guys) \$200
- 9/16/2024 paid check #204 Wyman Plumbing irrigation backflow \$2,194.00
- 10/31/2024 received 2023 transfer of excess income into reserves \$1,232.26
- 11/19/2024 paid check #205 Clarity Fence (deposit) \$7,100.00
- 11/15/2024 two transfers (\$250 & \$833.39) to operating account #3000 \$1,083.39??

Awaiting explanation from Newby Management.

11/30 ending balance (balance with the bank)\$3,466.52

12/31/2024 Certificate of Deposit \$

12/31/2024 Total Reserve Equity \$

Balance Sheet - Operating

North River Estates
End Date: 11/30/2024

Date: 12/19/2024

Time: 10:46 am

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Assets

Current Assets

10-000-000-00 Petty Cash	\$200.00
10-010-000-00 Cash-Checking	29,240.71
10-050-000-00 Reserve - Certificate of Deposit	51,959.27
10-065-000-00 Reserves-Money Market	3,466.52
10-070-000-00 Cash-Checking Truist	1,719.52
10-220-000-00 Accounts Receivable	150.00
10-250-000-00 Prepaid Insurance	1,570.84

Total Current Assets: \$88,306.86

Property and Equipment

11-125-000-00 Equipment and Furniture	12,995.79
11-170-000-00 Accumulated Depreciation	<u>(6,853.00)</u>

Total Property and Equipment: \$6,142.79

Other Assets

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

Total Assets: \$95,367.65

Liabilities & Equity

Current Liabilities

13-000-000-00 Accounts Payable	655.79
13-040-000-00 Prepaid Maintenance	9,252.10
13-120-000-00 Other Accounts Payable	950.00
13-150-000-00 Accrued Expenses	<u>7,396.84</u>

Total Current Liabilities: \$18,254.73

Reserves

16-025-016-00 Park Improvements Reserve	<u>53,943.77</u>
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Total Reserves: \$53,943.77

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>2,025.02</u>
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\$2,025.02

Total Liabilities & Equity: \$95,367.65

Income Statement - Operating

North River Estates
11/30/2024

Date: 12/19/2024

Time: 10:46 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	\$-	\$133,375.00	\$133,375.00	\$-	\$ 145,500.00
20-112 Uncollectible Accounts	-	-	-	(25.00)	-	(25.00)	-
Total Rental Income	\$12,125.00	\$12,125.00	\$-	\$133,350.00	\$133,375.00	(\$25.00)	\$ 145,500.00
Other Income							
22-170 Interest Income	0.87	-	0.87	38.10	-	38.10	-
22-171 Interest Income-Repl Reserve	193.89	-	193.89	1,959.27	-	1,959.27	-
22-240 Application Fees	-	-	-	738.45	-	738.45	-
Total Other Income	\$194.76	\$-	\$194.76	\$2,735.82	\$-	\$2,735.82	\$ -
Total Operating Income	\$12,319.76	\$12,125.00	\$194.76	\$136,085.82	\$133,375.00	\$2,710.82	\$ 145,500.00
Operating Expense							
Park Maintenance							
26-120 Heating and Air Repairs and Maintenance	-	83.33	83.33	-	916.63	916.63	1,000.00
26-130 Electrical Repairs and Maintenance	-	250.00	250.00	3,678.43	2,750.00	(928.43)	3,000.00
26-140 Equipment Repairs and Maint.	-	41.67	41.67	81.21	458.37	377.16	500.00
26-150 Plumbing Repairs and Maintenance	-	16.67	16.67	31.95	183.37	151.42	200.00
26-190 Lawn and Landscape Maintenance	-	88.33	88.33	16.98	971.63	954.65	1,060.00
26-200 Lawn Contractor	3,879.00	3,841.67	(37.33)	41,922.15	42,258.37	336.22	46,100.00
26-209 Lake Maintenance Contractor	450.00	383.33	(66.67)	4,950.00	4,216.63	(733.37)	4,600.00
26-210 Lake & Creek Maintenance	-	166.67	166.67	-	1,833.37	1,833.37	2,000.00
26-220 Irrigation Repairs	-	41.67	41.67	-	458.37	458.37	500.00
26-240 Other Repairs and Maintenance	1,450.00	692.50	(757.50)	11,818.79	7,617.50	(4,201.29)	8,310.00
26-245 Fire Safety Inspections	-	20.83	20.83	426.40	229.13	(197.27)	250.00
26-250 Safety Equipment	-	20.83	20.83	-	229.13	229.13	250.00
26-280 Tree Trimming	-	416.67	416.67	3,525.00	4,583.37	1,058.37	5,000.00
26-285 Pest Control Contractor	120.00	41.67	(78.33)	360.00	458.37	98.37	500.00
26-300 Cleaning Supplies	-	8.33	8.33	56.41	91.63	35.22	100.00
26-305 Cleaning Contractor	280.00	283.33	3.33	3,080.00	3,116.63	36.63	3,400.00
26-320 Other Supplies	-	8.33	8.33	162.47	91.63	(70.84)	100.00
Total Park Maintenance	\$6,179.00	\$6,405.83	\$226.83	\$70,109.79	\$70,464.13	\$354.34	\$ 76,870.00
Pool Maintenance							
32-330 Pool Contractor	420.00	425.00	5.00	4,620.00	4,675.00	55.00	5,100.00
32-350 Pool Repairs	-	83.33	83.33	1,671.90	916.63	(755.27)	1,000.00
32-360 Pool Supplies	-	8.33	8.33	150.11	91.63	(58.48)	100.00
Total Pool Maintenance	\$420.00	\$516.66	\$96.66	\$6,442.01	\$5,683.26	(\$758.75)	\$ 6,200.00
Utilities							
36-460 Electric	553.86	625.00	71.14	6,189.76	6,875.00	685.24	7,500.00
36-470 Water	62.73	91.67	28.94	509.84	1,008.37	498.53	1,100.00
36-480 Sewer	149.76	133.33	(16.43)	1,311.80	1,466.63	154.83	1,600.00
36-490 Garbage	33.31	25.00	(8.31)	366.41	275.00	(91.41)	300.00
36-510 Telephone and Internet	129.99	115.00	(14.99)	1,291.22	1,265.00	(26.22)	1,380.00
36-520 Propane Gas	-	20.83	20.83	379.59	229.13	(150.46)	250.00
Total Utilities	\$929.65	\$1,010.83	\$81.18	\$10,048.62	\$11,119.13	\$1,070.51	\$ 12,130.00
Office Expense							
38-540 Resident Screening	-	-	-	291.56	-	(291.56)	-
38-550 Office Supplies	-	16.67	16.67	81.30	183.37	102.07	200.00
38-560 Computer, Copier and Fax Charges	-	8.33	8.33	13.00	91.63	78.63	100.00

Income Statement - Operating

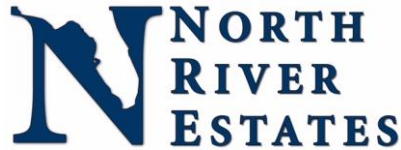
North River Estates
11/30/2024

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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
38-570 Postage	\$-	\$25.00	\$25.00	\$263.24	\$275.00	\$11.76	\$ 300.00
38-580 Printing	-	8.33	8.33	-	91.63	91.63	100.00
38-590 Bank Fees	-	4.17	4.17	16.00	45.87	29.87	50.00
38-595 Coupon Books	-	16.67	16.67	4.14	183.37	179.23	200.00
Total Office Expense	\$-	\$79.17	\$79.17	\$669.24	\$870.87	\$201.63	\$ 950.00
Licenses and Permits							
40-620 Licenses and Permits	-	16.67	16.67	186.60	183.37	(3.23)	200.00
Total Licenses and Permits	\$-	\$16.67	\$16.67	\$186.60	\$183.37	(\$3.23)	\$ 200.00
Professional Fees							
42-630 Accounting and Tax Preparation	-	20.83	20.83	222.35	229.13	6.78	250.00
42-640 Legal	-	166.67	166.67	-	1,833.37	1,833.37	2,000.00
Total Professional Fees	\$-	\$187.50	\$187.50	\$222.35	\$2,062.50	\$1,840.15	\$ 2,250.00
Park Services							
44-660 Advertising	-	20.83	20.83	318.45	229.13	(89.32)	250.00
Total Park Services	\$-	\$20.83	\$20.83	\$318.45	\$229.13	(\$89.32)	\$ 250.00
Insurance							
46-710 Hazard	631.95	500.00	(131.95)	6,951.40	5,500.00	(1,451.40)	6,000.00
46-720 Umbrella	108.83	150.00	41.17	1,197.17	1,650.00	452.83	1,800.00
46-730 General Liability	436.90	337.50	(99.40)	4,805.92	3,712.50	(1,093.42)	4,050.00
46-755 D & O Liability	234.05	183.33	(50.72)	2,574.60	2,016.63	(557.97)	2,200.00
46-760 Other	159.21	100.00	(59.21)	1,751.28	1,100.00	(651.28)	1,200.00
Total Insurance	\$1,570.94	\$1,270.83	(\$300.11)	\$17,280.37	\$13,979.13	(\$3,301.24)	\$ 15,250.00
Park Management							
50-790 Management Fees	950.00	950.00	-	10,450.00	10,450.00	-	11,400.00
Total Park Management	\$950.00	\$950.00	\$-	\$10,450.00	\$10,450.00	\$-	\$ 11,400.00
Reserves							
52-930 Park Improvements	1,666.67	1,666.67	-	18,333.37	18,333.37	-	20,000.00
Total Reserves	\$1,666.67	\$1,666.67	\$-	\$18,333.37	\$18,333.37	\$-	\$ 20,000.00
Total Operating Expense	\$11,716.26	\$12,124.99	(\$408.73)	\$134,060.80	\$133,374.89	(\$685.91)	\$ 145,500.00
COMBINED NET INCOME	\$603.50	\$0.01	\$603.49	\$2,025.02	\$0.11	\$2,024.91	\$0.00



List of Jan-Dec 2024 Accomplishments

January:

- Wind Storm Mitigation & Prevention Tree Project (North Manatee Tree Service)
- Manatee County Neighborhood Grant application for funding the preserves revitalization of swales and drainage work \$13,000 began with site visit Oct. 2023, was submitted in Nov, and approved in Feb. 2024. July received \$6,500 from county.
- BOD voted to put \$50,000 of reserve funds into a 7-mo. C.D. with SouthState Bank.
- Rick Richards Inc – new contractor for lake maintenance.
- LaPensee Plumbing & Pool – “Phosphate Treatment” to pool.

February:

- LaPensee replaced filter pressure gauge.
- Pye-Barker fire annual extinguisher inspection & tank refurbished every 5-6 years.

March:

- ACF Standby Systems – generator annual maintenance, new battery & exhaust repair.
- Florida Power Solutions, Inc. rewired the electrical panels so that the two clubhouse air conditioners will now run off the generator in the event of a power outage
- Smart FL Gutters LLC replaced pool awning motor, along with the fabric & added a wind sensor.

April:

- Manatee County mandated Clubhouse backflow testing done.
- McGuire Electric installed one LED fixture in parking lot.
- Attempt to self-install Arch Window Blinds & 3M Window Film ourselves did not work.
- Purchase grill cover for new grill.

May:

- LaPensee replaced pool pump motor & seals.
- Rick Richards Inc. completed the Swales & Preserve Project. Final paperwork and pictures submitted to Manatee Neighborhood Enhancement Grant Program.

June:

- LaPensee replaced three (3) Jandy Filter Elements.
- Pool inspection passed by St. of Fl. Manatee County Health Dept.
- Mulched front south entrance shrub/flower area.

July:

- Dry Guys Roofing & Repair LLC completed roof project and final payment made. Warranty: 10 yr. labor, GAF System+, 50 yr. manufacturer, 15 yr. wind-proven & 10 yr. algae.
- North Manatee Tree Service – windstorm mitigation, trimming & stump removal.

August:

- Suncoast Window Films & Shades installed film on west facing transom windows.
- Suburban Propane replaced regulator in propane tank and scheduled a delivery in Sept.

September:

- Wyman Plumbing installed backflow assembly for irrigation, so we can hook up our irrigation system to Manatee County's water supply. In the future to reclaimed water.
- Volunteers removed all the pool and foyer furniture prior to the clubhouse pressure washing. Cleaned furniture, stored in clubhouse, and returned to proper place.
- ProClean pressure washed clubhouse building including soffits eaves & exterior gutters, pool deck surface cleaning, interior coated concrete surface cleaning, entry sidewalks, walkways surface & algacide treatment, walkway out front & around pond.
- Hurricane Helene hit on Thurs. Sept. 26th and BOD meeting was cancelled.

October:

- Jack's Landscaping handled the storm debris clean up from Helene.
- Hurricane Milton hit on Thurs. Oct. 10th.
- Replaced pool Life Preserver Ring & Hand Rail Cover.
- Heartful thanks to ALL the NRE neighbors who pitched in with hurricane debris cleanup.

November:

- Jack's Landscaping handled the storm debris removal between homes & sidewalk along Victory and Mendoza Roads. Cut down uprooted oak tree by clubhouse front entry. County & FEMA took several months to pick up all the debris inside and outside of the community.
- Suburban refilled propane tank after storm usage. Cost of \$184.
- Board approved up to \$15,400 to repair and/or replace fence around clubhouse, pool and fence boarding Ridgewood. Completed in December. Insurance paid \$3,311.
- Board approved the black dot pool treatment to be done in Jan. 2025.

December:

- Repair to Clubhouse tower access panel & soffit done by Bruce Wilson NRE resident.
- Minor roof damage done by Milton repaired by Dry Guys Roofing.
- Facilities & Grounds contacting electrician to repair various electrical issues in the community.
- Jack's Landscaping picking up storm debris along the south side of the community.