

# Victoria Park Place

Homeowners Association Annual Members' Meeting

21 Jan, 2021

# Agenda

(IAW VPP By-Laws 3.9 and F.S. 720)

- Election of the Chairperson for the meeting
- Call to Order and Certifying of Proxies to Establish Quorum
- Proof of Meeting Notice
- Approval / Waiver of Reading 2020 Annual Mtg Minutes
- Reports of Officers
- Reports of Committees
- Election of Inspectors of Elections
- Election of Directors
- Unfinished Business
- New Business
- Homeowners Open Forum
- Adjournment
- (To be followed by New Directors' Meeting)

# Election of the Chairperson for the Meeting

- Nominations for Chairperson OR motion to allow current President to chair the meeting

# Call of the Roll and Certification of Proxies

- Secretary: Roll Call
- Secretary: Certify Voting Members and Proxies
  - Number of Members Certified to Vote in Attendance
  - Number of Certified Proxies Submitted
    - Presence of a Quorum? Requires 24 members and proxies (1/3 of 72 total) per ByLaws 3.7

# Proof of Notice of Meeting and Waiver of Notice

- Secretary/TMG Proof of Notice
  - (VPP By-Laws 3.5 “Notice of meeting may be waived before or after meeting”)

# Approval / Waiver of Reading 2020 Annual Meeting Minutes

- Approval of Meeting Minutes January 2020
  - (Reading of minutes may be waived)

# Reports of Officers

- President
- Vice President
- Treasurer
- Secretary (if desired)

# President's Yearly Report

- Where We've Been
- Where We Are At and Where We Are Going
- Areas of Concern
- Landscape Plans



# President's Report

## Where We've Been (2020)

- Mansard project completed with gutter repairs/installation
- Painting/door numbers (to be briefed by VP Gerhard)
- Landscaping
  - Finished significant portion of 15<sup>th</sup> Ave
  - Planted shrubs in many swales
  - Removed many unhealthy ficus bushes
  - Filled and sodded 15<sup>th</sup> Ave swale (south of 9<sup>th</sup>) with VPCA
  - Continued swale-by-swale upgrade of electrical/irrigation
  - Consulted with Certified Landscape Designer
  - Developed list of standardized shrubs and palms/trees
- Lighting
  - Ran PVC for exterior lights 14<sup>th</sup>/15<sup>th</sup> Ave
  - Floodlights replacement at 60 of 63 interior units
  - Uplights installed on 1, 32, 43, 45 and 1400
  - Installed photoelectric sensors on exterior lights switch
- WiFi installed on Pool House (future security upgrade)

# President's Report

## Where We Are At and Where We Are Going

- Address drainage issues interior alley/corner 9<sup>th</sup> - 15<sup>th</sup> Ave
- Replanting, re-lighting, re-landscaping continues
  - Possibility of a small assessment to finish planting interior swales/14<sup>th</sup> - 15<sup>th</sup> Ave exterior
  - Still costing options
    - Expected to come in at between \$400 - \$800 per unit
    - Board will decide at upcoming mtg / welcomes resident input
- In need of storage area
  - Men's bathroom converted to a temporary storage facility
- Rear gate fabrication to proceed

# President's Report

## Areas of Concern

- Drastic increase in water usage
  - Primary cause of increased dues
  - Will be briefed by Treasurer
- Drainage issues continue
  - Abatement plan in progress
- Parking Issues
  - Still unable to secure off-sight parking
  - Still primary source of problems with residents
- Rodent infestation on interior
  - Some residents still feeding cats and providing food source

# Vice-President's Report

Karl Gerhard

Painting of Complex

- 2019
  - Reviewed three proposals for painting contractors and awarded contract to Precision Painting
  - Budget was \$322,000.00 (additional \$26,000 added)
    - Project funded entirely from reserves
- January 2020
  - Color schemes voted on at 2020 Members' Meeting
  - Proposal for door numbers also approved
- February 2020 – April 2020
  - Project proceeded
  - Door numbers installed after painting
  - Pavers were pressure washed after completion of painting

# Vice-President's Report

## Karl Gerhard

### Painting of Complex

- Lattice and planter box design and colors standardized

# Treasurer's Report

## Sue Chong

### 2020 Maintenance (Operating) Recap

- Net gain \$176 + 2019 carryover loss \$(1,264) = \$(1,088) overall loss for 2020
- Areas where spending varied significantly from budget:
  - Water: \$75,000 budgeted vs \$89,231 spent (\$14,231 loss)
  - Maintenance & Repair: \$39,500 budgeted vs \$41,321 spent (\$1,821 loss)
  - Website: \$0 budgeted vs \$1,713 spent (\$1,713 loss)
  - Accounting Fees: \$6,000 budgeted vs \$2,100 spent (\$3,900 gain)
  - Tree Trimming: \$7,000 budgeted vs \$3,320 spent (\$3,680 gain)
  - Legal Fees: \$3,000 budgeted vs \$307 spent (\$2,693 gain)
  - Trash/Recycling: \$36,000 budgeted vs \$34,083 spent (\$1,917 gain)
  - Pest Control: \$5,000 budgeted vs \$3,475 spent (\$1,525 gain)
  - Gate Intercom: \$3,000 budgeted vs \$1,851 spent (\$1,149 gain)

# Treasurer's Report

## Sue Chong

### 2020 Maintenance (Operating) Recap

- Breakdown of \$41k maintenance & repair spending in 2020

Interior Swales, Sprinkler Lines, and Fertilizing	\$	21,118
15th Ave Timbers, Sprinklers, and Planting	\$	10,694
Pedestrian Gate Keys and Locks; Lock Repair	\$	1,485
Storm Drains Cleaning	\$	1,465
Gate Repair	\$	1,257
Car Damage Due to East Gate	\$	1,187
Trellis	\$	660
Roof Punctures Repair	\$	643
Exterior Wall Leak	\$	613

# Treasurer's Report

## Sue Chong

### 2020 Maintenance (Operating) Recap

- \$89,231 water spending in 2020 -> \$14k over budget/\$13k over 2019

	Dollars				Thousands of Gallons		
	2019	2020	Increase		2019	2020	Increase
Jan	\$ 6,259	\$ 6,408	\$ 149		315	342	27
Feb	\$ 6,349	\$ 6,947	\$ 598		306	376	70
Mar	\$ 6,416	\$ 7,005	\$ 589		324	389	65
Apr	\$ 6,457	\$ 7,000	\$ 543		328	421	93
May	\$ 5,730	\$ 6,843	\$ 1,113		301	397	96
Jun	\$ 6,533	\$ 8,205	\$ 1,672		358	529	171
Jul	\$ 6,136	\$ 7,871	\$ 1,735		332	499	167
Aug	\$ 6,558	\$ 7,654	\$ 1,096		339	492	153
Sept	\$ 5,794	\$ 8,885	\$ 3,091		325	639	314
Oct	\$ 5,994	\$ 6,329	\$ 335		327	356	29
Nov	\$ 7,458	\$ 7,288	\$ (169)		420	406	(14)
Dec	\$ 6,706	\$ 8,796	\$ 2,090		327	592	265
	<u>\$ 76,389</u>	<u>\$ 89,231</u>	<u>\$ 12,842</u>		<u>4,002</u>	<u>5,438</u>	<u>1,436</u>

Note: March – June 2020 amounts were adjusted for pressure washing for painting and pavers (\$3,912 [237k gallons] recorded as reserves expense).

Nov 2019 was abnormally high due to pool draining and refilling.



# Treasurer's Report

## Sue Chong

### 2020 Maintenance (Operating) Recap

- Monthly water usage by account (thousands of gallons)

Month of Usage	# of Read Days	9th St Units	Interior Units	Irrigation	Total
Jan 2020	28	28	228	86	342
Feb 2020	30	41	248	87	376
Mar 2020	32	38	237	114	389
Apr 2020	28	36	215	170	421
May 2020	30	39	215	143	397
Jun 2020	34	39	252	238	529
Jul 2020	30	34	255	210	499
Aug 2020	28	40	233	219	492
Sep 2020	34	45	275	319	639
Oct 2020	28	33	205	118	356
Nov 2020	32	49	256	101	406
Dec 2020	30	38	275	279	592
		<b>460</b>	<b>2,894</b>	<b>2,084</b>	<b>5,438</b>

Note: March – June 2020 amounts for the interior units were adjusted for pressure washing for painting and pavers (237k gallons recorded as reserves expense).

# Treasurer's Report

## Sue Chong

### 2020 Reserves Recap

- **\$158,946 reserve balance at 12/31/2020**
- We add \$114,940 of member dues to reserves every year
- \$638 of interest income on reserve bank account in 2020
- Breakdown of \$297,200 reserves spending in 2020:
  - \$262,235 painting project
  - \$21,851 electric
  - \$8,443 mansards project
    - \$4,165 gutters
    - \$3,159 pressure cleaning
    - \$1,119 mansards work
  - \$2,276 back gates
  - \$2,395 loan interest for both roof and mansards
    - Both loans paid off in 2020

# Treasurer's Report

## Sue Chong

### 2021 Budget

- Dues increase per unit from \$410/month (\$4,920/year) to \$425/month (\$5,100 year)
  - 3.7% increase (\$180/year) primarily due to water spending
- Total budget of \$367,200
  - \$12,960 increase from 2020 budget of \$354,240
  - \$252,260 maintenance (operating) [\$292 of \$425/month]
  - \$114,940 reserves [\$133 of \$425/month]

# 2021 Maintenance (Operating) Budget Breakdown

Account Name	2020 Spending	2020 Budget	% of Budget Used	2021 Budget	Notes
Management Fees	16,000	16,000	100%	16,000	\$1,333/month = \$16,000/year
Accounting Fees	2,100	6,000	35%	2,300	\$2,100 in 2020 for review
Web Development	1,713	-	>100%	270	Annual domain and hosting renewals
Legal Fees	3,113	3,000	104%	1,000	Spent \$877 YTD for non-collections issues
Office Supplies/Postage	4,343	4,000	109%	4,000	Won't have \$693/year for storage unit in 2021
Board Events	-	500	0%	600	ArtServe; summer concerts
Bank Charges	176	200	88%	190	\$10/month = \$120/year
Screening Expense	750	-	N/A	-	\$0 budgeted as this is reimbursed by applicants
Insurance	10,606	11,000	96%	10,900	
Maintenance & Repair	41,321	39,500	105%	45,000	\$5k drain cleaning in 2021
Pest Control	3,475	5,000	69%	2,000	Donny: Estimated \$1,920 vs. Petri: \$219/month = \$2,628/year
Lawn Maintenance	17,655	17,700	100%	17,700	\$1,471/month = \$17,655/year
Tree Trimming	3,320	7,000	47%	4,000	
Pool Maintenance and Repairs	5,255	5,000	105%	5,000	\$260/month = \$3,120/year + \$120 for 2 stabilizers
Janitorial/Maintenance	6,755	6,000	113%	7,000	Dewey average \$575/month = \$6,900/year
Fire Alarm/Equipment	-	400	0%	-	Remove this line item as not used in last 2 years
Utility - Electric	3,844	4,000	96%	4,000	Average \$320/month = \$3,840/year
Utility - Water	89,231	75,000	119%	94,000	YTD average \$7,300/month = \$87,600/year Last 6 months average \$7,700/month = \$92,400/year
Utility - Trash	34,083	36,000	95%	36,000	\$3,021/month = \$36,257/year
Utility - Telephone	1,851	3,000	62%	2,300	\$195/month = \$2,336/year
	245,590	239,300		252,260	

# Secretary's Report

Randy Auslander

# Election of Inspectors of Election

- Volunteers/Nomination of Inspectors (2 required)
  - (NOT Someone who is running or spouse/household member of someone who is running)
- Election of Inspectors (if required)

# Election of Directors

- Director Positions open:
  - 2 Positions pending at expiration of term (2-year term):
    - Ed Sicher
    - Phil Bache
- Required to have 3 to 5 Directors

# Election of Directors

- Nominations
  - received from TMG
  - from floor (if necessary)
- Election of new Directors to follow



# New Business

- Set time and date of new directors' organizational meeting
  - To be held immediately after General Members' Meeting
- Other?

# Adjournment

- Motion to Adjourn?

# ORGANIZATIONAL MEETING OF DIRECTORS

(Position descriptions per By-Laws Article VIII, Section 7, 8, and 9)

- **Designation of Officers**
- **New Business**
- **Old Business**
- **Adjourn**

# ORGANIZATIONAL MEETING OF DIRECTORS

(Position descriptions per By-Laws Article VIII, Section 7, 8, and 9)

- **President:** The President shall preside at all meetings of the Board of Directors, shall see that orders and resolutions of the Board are carried out, shall sign all lease, mortgage, deeds and other written instruments and may co-sign all checks and promissory notes. In addition, the President shall have all the powers and duties usually vested in the office of the President of an Association, including but not limited to, the power to appoint committees from amongst the members from time to time as he, in his sole discretion may determine appropriate to assist in the conduct of the affairs of the Association.

# ORGANIZATIONAL MEETING OF DIRECTORS

(Position descriptions per By-Laws Article VIII, Section 7, 8, and 9)

- **Vice-President:** “The Vice President shall act in the place of the President in the event of his absence, inability or refusal to act, and shall exercise and discharge such other duties as ay be required of him by the Board”

# ORGANIZATIONAL MEETING OF DIRECTORS

(Position descriptions per By-Laws Article VIII, Section 7, 8, and 9)

- **Secretary:** “The Secretary shall keep the minutes of all proceedings of the directors and members; keep the corporate seal of the Association and affix it on all papers requiring said seal; serve notice of meetings of the Board and of the members; keep appropriate current records showing the members of the Association, together with their addresses; and perform such other duties as required by the Board”

# ORGANIZATIONAL MEETING OF DIRECTORS

(Position descriptions per By-Laws Article VIII, Section 7, 8, and 9)

- **Treasurer:** “The Treasurer shall receive and deposit in appropriate bank accounts all monies of the Association shall disperse such funds as directed by a resolution of the Board of Directors; shall sign all checks and promissory notes of the Association; keep proper books of accounts; cause annual audit of Association books to be made by a public accountant at the completion of each fiscal year; and prepare an annual budget statement of income and expenditures to be presented to the membership at its regular annual meeting, and deliver a copy of each to the members”

# ORGANIZATIONAL MEETING OF DIRECTORS

(Position descriptions per By-Laws Article VIII, Section 7, 8, and 9)

- Designation of Time and place of Regular Meetings
  - (Regular meetings of the Board of Directors may be held at such time and place as shall be determined, from time to time, by a majority of the directors...”)
- ALL BOARD MEMBERS REQUIRED to Read Florida Statutes (720.303(1)(A), Covenants and Declarations, By-Laws and Rules and Regulations (Collectively known as the “Governing Documents” for Directors and Sign Affidavit (F.S. 720 gives 90 days)



# ORGANIZATIONAL MEETING OF DIRECTORS

(Position descriptions per By-Laws Article VIII, Section 7, 8, and 9)

- Designation of Committees
  - (By-Laws Article VIII, Section 6 “President. The President shall preside at all meetings of the Board of Directors, shall .....including, but not limited to, the power to appoint committees from amongst the members from time to time as he, in his sole discretion may determine appropriate to assist in the conduct of the affairs of the Association.”)
- None Slated

# ORGANIZATIONAL MEETING OF DIRECTORS

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- Designate Check Signers
  - (VPP By-Laws state that President and Treasurer “shall” sign/co-sign all checks and promissory notes of the Association)
  - Shall Vice-President be an authorized signer?

# ORGANIZATIONAL MEETING OF DIRECTORS

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- Orders of Business

# ORGANIZATIONAL MEETING OF DIRECTORS

(Position descriptions per By-Laws Article VIII, Section 7, 8, and 9)

## Adjournment

- Motion to Adjourn

# Requirements to Vote

- (VPP By-Laws Article III, Section 2: “Change of Membership. Change of membership in the Association shall be established by recording in the official records of Broward County, Florida, a deed or other instrument establishing a record title to a Lot and delivery by the grantee to the Association of a certified copy of such recorded instrument”

- Enumeration of Officers

- (VPP By-Laws Article VII, Section 1 “The officers of the Association shall be a President and Vice-President, who shall at all times be members of the Board of Directors, a Secretary, a Treasurer, and such other officers as the Board may from time to time by resolution create.”)

- Designation of Officers:

- (VPP By-Laws Article VIII, section 2 “Election of Officers. The election of Officers shall take place at the first meeting of the Board of Directors following each annual meeting of members”)

# Requirements for a Quorum

- (VPP By-Laws Article III Para. 7 requires 1/3 voting members or Proxies (i.e. 24 of 72))
- (FS Statute 720.306 requires 30% of “total voting interests”)

# Victoria Park Place Reserve History (1999-2019)

