

Beneva Pines Homeowner's Association
Annual Meeting
October 15, 2015 -- 7:00 PM
St. Wilfred's Church, Sarasota, Florida

Call to Order: President Jackie Bleile called the meeting to order at 7:04pm.

Proper Notice and Verify Quorum: Anna Lea Matysek verified that a quorum had been met (28 households) per the sign-in sheets and the proxy forms submitted.

Board members in attendance: Anna Lea Matysek, Gudrun Novak, Jackie Bleile, Bill Hatfield

Board members absent: Steve Lovinger

Proof of Notice per Florida Statute: It was verified that proper proof of notice of the meeting had been provided.

Reading of Previous Minutes: Anna Lea Matysek read the minutes from last year's meeting. A motion was made and seconded to approve the minutes. The motion carried.

President's Report

President Jackie Bleile welcomed the new residents to the neighborhood, including:

- Greg & Rhonda Stephens, 4813 Huntleigh
- Karen Sterling, 3712 Aster
- Charles & Theresa James, 3650 Aster

Jackie commented that when Nancy De Marte was on the board, she created a lovely process for welcoming our new HOA members. "Unfortunately, I failed to assign that to anyone this past year and I apologize to Nancy and also to our new HOA members. I will encourage our next board to reinstate that in the upcoming year."

Jackie provided some statistics on home ownership in the neighborhood:

- There are 61 homes in Beneva Pines
- 3 listed for sale (5%)
- 2 homes in foreclosure – 1 still paying dues (3%)
- 2 non-resident owners (use the home periodically – do not rent it) (3%)
- 8 rented properties (13%)

She reported that the majority of the homeowners are taking great care of their properties, including the rented homes. Two or three homes could use a paint job and she mentioned it to one owner who did some wood rot repairs on his home this summer. As of her walkthrough last Sunday morning, there was one stump violation that she could see and she was working with the home owner on that.

Common Area Maintenance: Common Area Maintenance is the board's responsibility and Jackie was happy to report that everything is in very good condition. The lights and irrigation all are working properly, the sod is healthy and the shrubs are consistently maintained with the help of Leslie Williams. Over the past 5 years there has been steady progress on common area upgrades with Steve Bleile overseeing the property as our Maintenance Chair. Steve will be stepping down as Maintenance Chair this upcoming year. Jackie listed some of the accomplishments made in the common areas:

- 2011 -2012: Removed the stone at the east & west end of the island; dug out old irrigation pipes and electrical wires; installed the micro-irrigation on the island
- 2012: Built the railroad ties box at west end of the island and planted the arboricola and flax lilies. Recently planted the blue cap junipers (2015). Large oak at entry was pruned.
- 2012: Vargas Landscaping replaced the sod all along Beneva and on both sides of island roadway. Weeds and debris from beneath the Viburnum along Beneva were cleared (2012 & 2015).
- 2012 – 2015: Removed dead plants and trees in the middle of the island and replaced them; in 2014 cut back the ferns that were way overgrown.
- 2013 – 2014: Removed the unhealthy oyster plants at the east end of the island; planted the bird of paradise that camouflages the lift station. Built railroad-tie wall in front of the bird of paradise. Replaced the dead palm with a triple palm tree. Relocated the crown of thorns plants and planted the dark green Carissa (2014) that is now there.
- 2013: Removed all the roots at the Proctor east side entrance and planted the ferns, ginger and jasmine
- 2015: Found and installed a special valve that improved the irrigation pressure along Beneva that enabled the use of two additional and much needed zones

Other recent common area maintenance activities:

- 2015: Alex Tree Service was hired to keep the viburnum trimmed. Alex also did a structural pruning of the 21 Crape Myrtles on the HOA property and trimmed the Oak trees infringing on the Viburnum and Crape Myrtles. The crape myrtles bloomed more beautiful than ever this year.
- 2015: Alex Tree Service cleared the overgrown vegetation along the pond edge.
- 2015: Something (perhaps very hot) killed some grass and one of the podocarpus at the southeast side of the island. The grass grew back and the plant was replaced recently by Triple Crown Landscape.

Jackie expressed her gratitude to Steve for all of the work and Maintenance oversight over the past 5 years.

Jackie stated that no common area property improvements are planned at this time for 2015 – 2016, but that the plan is to maintain for the next few years. She also stated that the board would like to have someone volunteer to oversee the common area maintenance for the next two years.

Community Garage Sale: The community garage sale in February was very successful again this year. Bill Hatfield advertised for us and the turnout was quite good in spite of the gray skies and sprinkles throughout the morning. There was a good turnout at the community picnic in April and we are looking forward to the next one.

Fence Requests: There were no fence requests this year. The board approved the Novaks' request to upgrade their patio and lanai. There was a request for approval for artwork to be added to one home but it was not something that needed board approval. Violation letters were sent out regarding 2 stumps needing removal. One complied and the other has received a second notice.

HOA Board Meetings: The board met 4 times this past year and all the board members participated and contributed. Gudrun Novak has served as our VP, Anna Lea Matysek as our Secretary, Bill Hatfield as Director. Our treasurer – Steve Lovinger – spends part of each year overseas so his participation was mostly advisory. Jackie served as President. She also carried on with the bookkeeping and so – in Steve Lovinger's absence - will give the Treasurer's report again this year and also present the budget for 2015-2016.

In concluding her remarks, Jackie thanked all of the homeowners, especially those who attended the board meetings and the annual meeting, "You kept us informed and aware and often volunteered service or pertinent information. **You are what make Beneva Pines a wonderful place to live.**"

Committee Reports

Landscaping committee, Steve Bleile: This report was included in the President's remarks.

Neighborhood watch committee, Liz Berg: In the last year there have been no issues. Commended everyone for keeping lights on, garage doors closed, stopping mail/paper when out of town, don't put trash out early. The homeowners are doing a great job of watching out for their neighbors. Some of the elderly neighbors forget to close their garage doors and it's nice to have the homeowners watching out for them.

Nominations and Election of Board Members

Four board members are planning to continue serving on the board for another year. No Intent-to-Run forms were submitted at the meeting. Steve Lovinger is planning to step down. The bylaws say we must be governed by 3-7 directors. Theresa James was nominated and was elected by acclamation.

Presentation of 2015-2016 Budget

Financial report, Jackie Bleile: Jackie presented the Financial Report on behalf of Treasurer Steve Lovinger. See attachment.

2015-2016 budget, Jackie Bleile on behalf of Steve Lovinger: We expect to collect about \$15,000 in dues. The budget is balanced; we seem to be collecting the proper amount of dues for the necessary expenditures. Dues have been \$250 per year since 2002 (except for one year when a property management company was hired; that year they were \$325).

Vote on Carry-over of 2014-2015 Budget Surplus: It was moved and seconded to carry over the prior year's funds (\$4,894.14).

Vote to approve the 2015-2016 budget: It was moved and seconded to approve the budget. The vote passed to approve the 2015-2016 budget.

New Business

- Jackie mentioned that the church donated tonight's meeting room. Steve Bleile suggested that the HOA make a donation to the church as a thank you.
- There was more discussion about the lily pads on the pond. One resident mentioned that she thought there were still too many lily pads on the pond. Discussion followed about whether more lily pads should be removed.
- There was discussion about whether to amend the HOA documents to restrict the number of rental homes in the neighborhood. It was decided to allow the board to contact a lawyer to investigate what scenarios and options are appropriate for a neighborhood of this size.
- A resident suggested that the board pay to install new, identical mailboxes for all 61 homes.

Adjournment

It was moved and seconded to adjourn the meeting. The vote passed.

BENEVA PINES HOA

TREASURER'S ANNUAL REPORT

FISCAL YEAR ENDED SEPTEMBER 30, 2015

Prepared by Jackie Bleile (Pres) – For Steve Lovinger (Treas)

Cash – Beginning of year	\$ 8,029.31
Cash received for Dues & Fees	15,170.00
Cash used for Operating Expenses	<u>-18,305.17</u>

Cash - End of year **\$ 4,894.14**

(Refer to packet with Financial Statements & Budget)

For the fiscal year just ended, we intentionally budgeted to spend \$19,298. This was \$4,548 more than our budgeted income. Aware that we had over \$8,000 available, we addressed significant tree work along Beneva, retention pond maintenance for the lily pad overgrowth, and the clearing of the pond edge overgrowth. These projects were completed during the year and our overall budget for all the grounds maintenance came in \$101 less than budgeted. Overall, the expenditures were \$993 less than budgeted. We end the year with \$4,894.14. This is the 2015-2016 Carryover amount that we will ask the membership to vote on later in the meeting.

BUDGET 2015-2016

1. Discuss Budget in detail

The Budget submitted here is a DRAFT. The board did not get around to voting on it at the last board meeting so we need to do that tonight. This proposed budget requires that the HOA will spend funds on normal operations and maintenance and the expenditures will not exceed the revenue. There are no provisions for improvements or major maintenance for this fiscal year. Historically, we spend less than our budget and build our cash balance over 2-4 years. This is how we have been able to fund our now & then projects like the tree or pond maintenance or the wall painting. I expect this pattern to continue.

The annual dues have been steady at \$250 per year since 2002 – 14 years - except for in 2009 when we tried out the Prop. Mgt. company and paid \$325. At the \$250 funding level we have been able maintain funds at a level that provides for good maintenance as needed. The HOA has not required any special assessments of the homeowners during this period.

2. Board must VOTE on the BUDGET

Beneva Pines Homeowners Assoc. Inc.
Profit & Loss Budget vs. Actual Year to Date
 October 2014 through September 2015

Jackie

	Oct '14 - Sep 15	Budget	\$ Over Budget
Income			
5010 · Assessments	15,250.00	14,750.00	500.00
5020 · Other Fees	75.00	0.00	75.00
5045 · Late Fee income	98.94	0.00	98.94
Total Income	15,423.94	14,750.00	673.94
Gross Profit	15,423.94	14,750.00	673.94
Expense			
7100 · Grounds			
7110 · Lawn Maintenance	2,520.00 ✓	2,520.00	0.00
7111 · Lawn & Landscape - Improvements	5,569.38 ✓	5,489.75	79.63
7115 · Landscape Maintenance	3,899.34	3,060.00	839.34
7118 · Light Maint/Elec Repairs	30.00 ✓	350.00	-320.00
7120 · Pond Maintenance	1,012.00 ✓	1,712.00	-700.00
Total 7100 · Grounds	13,030.72	13,131.75	-101.03
7500 · Utilities			
7520 · Electric	3,470.99	3,500.00	-29.01
Total 7500 · Utilities	3,470.99	3,500.00	-29.01
7800 · Administration			
7805 · Annual Meeting	55.04 ✓	30.00	25.04
7825 · Fees and Licenses	61.25 ✓	61.25	0.00
7845 · Insurance - Liability	825.00 ✓	825.00	0.00
7870 · Newsletter	141.87 ✓	150.00	-8.13
7875 · Office Supplies/Postage	222.80 ✓	200.00	22.80
7880 · Professional Fees			
7885 · Accounting	250.00 ✓	250.00	0.00
7890 · Legal	97.50 ✓	1,000.00	-902.50
Total 7880 · Professional Fees	347.50	1,250.00	-902.50
7895 · Sympathy	0.00	50.00	-50.00
7900 · Welcoming & Thank You's	150.00 ✓	100.00	50.00
8000 · Carry Forward from Prior Year	0.00	-4,548.00	4,548.00
Total 7800 · Administration	1,803.46	-1,881.75	3,685.21
Total Expense	18,305.17	14,750.00	3,555.17
Net Income	-2,881.23	0.00	-2,881.23

10/06/15

Beneva Pines Homeowners Assoc. Inc.

Balance Sheet

As of September 30, 2015

Sep 30, 15

ASSETS	
Current Assets	
Checking/Savings	
1010 · Checking & Savings	4,894.14
Total Checking/Savings	4,894.14
Accounts Receivable	
1040 · Assessments Receivable	2,439.09
Total Accounts Receivable	2,439.09
Total Current Assets	7,333.23
TOTAL ASSETS	7,333.23
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
3040 · Prepaid Assessments	345.00
Total Other Current Liabilities	345.00
Total Current Liabilities	345.00
Total Liabilities	345.00
Equity	
3900 · Operating Fund Balance	9,869.46
Net Income	-2,881.23
Total Equity	6,988.23
TOTAL LIABILITIES & EQUITY	7,333.23

*Revised chg
to avoid mem
- closed 2nd
chg - fees*

**BENEVA PINES HOMEOWNERS ASSOCIATION
BUDGET 2015-2016**

DRAFT

**ANNUAL DUES
\$250**

	ACTUAL 2014-2015	BUDGET 2015-2016		
<u>INCOME</u>				
Assessments	15,250	15,250	61 homes @ \$250 annually	
Less distressed Owners not paying		(250)	A Lien was filed on the property	
Fees Collected	174	100		
TOTAL INCOME	15,424	15,100		
<u>EXPENSES</u>				
Improvements on Island	313	500	For plant additions & replacements	
Landscape Maint	1,300	1,950	Viburnum & overhanging tree pruning along Beneva Road	Nov. May Sept
	36	50	Mulch	Dec
	608	1,000	Massey - Fertilize, pest control 10 mos @ \$100	Oct, Dec Jan, Feb Apr May Jun, Jly Aug Sept
	1,000	1,200	Trimming, pruning shrubs, common area maint 12 mos @ \$100	Monthly
			- Includes monthly check sprinklers & notification of problems	
	991	100	Irrigation upgrades & repairs	As needed
	2,000	-	Prune 17 crape myrtle along beneva and remove oak limbs and debris	
			overhanging viburnum hedges blocking sunlight to viburnum and grass	
	1,420	200	Prune overhanging tree along Proctor	
		525	Pressure wash sidewalk on Beneva	ASAP
Pond Maintenance	1,800	-	Trimming / removal of overgrown vegetation at pond edges where needed	
	1,012	1,092	Maintenance agreement with Longboat Aquatics - 12 mos @ \$91/mo	
Lawn Maintenance	2,520	2,520	Maintenance agreement with Cavillo Lawns Service - 12 mos @ \$210/mo	
Light Maint/Elec Repairs	30	30	\$30 - Bulb replacements - 3 @ \$10 ea	Replace as needed
		200	\$200 - Reserve for repairs	As needed
Electric	3,471	3,500	Electric costs seem steady	
Annual Meeting	55	75	Supplies and donation to church	
Fees and Licenses	61	61	Annual Corp Filing fee to State of Florida	
Insurance - Liability	825	825	Added state mandated Crime Policy in 2013-2014	
Newsletter	142	147	Newsletter mailings	
Office Supplies/Postage	223	225	Misc supplies & bank materials, Neighborhood mailings other than newsletter	
Accounting	250	250	No significant change	
Legal	98	500	Potential costs due 2 delinquencies, amending of docs	
Sympathy / Welcoming/Thank You	150	150		
TOTAL EXPENSES	18,305	15,100		
Funds from prior year	-			
Net Income	(2,881.00)	0.00		