

**Beneva Pines Homeowner's Association
Annual Meeting
October 17, 2019 -- 7:00 PM
New Covenant Family Church, Sarasota, Florida**

**DRAFT MINUTES: to be approved
at the 2020 Annual Meeting**

MEETING AGENDA

1. Call to Order
2. Calling of the Roll to Determine Quorum (19)
3. Proof of Notice per Florida Statute
4. Reading and disposal of previous annual meeting minutes
5. Reports of Officers
6. Committee Reports
7. Nominations & Election of Board Members
8. Presentation of 2019-20 Budget
 - a. Vote by officers to approve 2019-20 budget
 - b. According to section 11 of the Beneva Pines by-laws, section 11.1 - Fiscal Matters, "The Board of Directors shall adopt a budget of common expense for the subdivision."
9. Vote on Carry Over of 2018-19 budget surplus
10. Member Forum
11. Adjournment

Call to Order: Anna Lea Matysek called the meeting to order at 7:10 pm.

Proper Notice and Verify Quorum: Anna Lea Matysek verified that a quorum had been met (19 households) per the sign-in sheets and the proxy forms submitted.

Board members in attendance: Jane Vickers, Treasurer; Anna Lea Matysek, Secretary; Liz Berg, Director; Theresa James, Director

Board members absent: None

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.

Committee Reports

Neighborhood Watch Committee, Liz Berg: Liz welcomed everyone and read some remarks about the neighborhood and how safe it has been:

We live in a safe neighborhood and in a safe part of Sarasota County. Twenty years ago, one home experienced a break-in. In 2016, three homes experienced break-ins through the side garage doors and with the help of our neighbors, the thieves were apprehended.

This year one homeowner discovered their vehicle was broken into; the vehicle may have been unlocked. The thieves tried another vehicle, but it was locked and they moved on. This attempted theft was recorded on someone's outdoor camera. Also, one home experienced a break in - the homeowner was out of town for an extended period of time and the police stated the home had the appearance that no one was present.

Please remember:

- Keep outdoor lights on at night
- Keep landscaping trimmed
- Keep vehicles locked and preferably in the garage
- Keep garage doors closed and always closed at night
- Keep inside garage doors locked
- Install a security system and/or a camera
- Cancel your newspapers and hold your mail when you're out of town
- Use timers for lights inside the house when you're gone
- Watch out for unusual circumstances and report them to the Sheriff's office
- Be aware!

Landscaping committee, George Vickers: The island entrance at Beneva has been landscaped by Signature Landscaping. They also do the mowing and trimming and irrigation. There is still work to do at the Proctor entrance and the lighting also needs to be replaced. George is researching lighting options.

The viburnum hedge has been cut back because it was overgrown (as much as 9 feet high and 7 feet wide). Viburnum is very aggressive. New growth will start almost immediately and by next spring there should be a lot of new green growth inside the hedge.

Pond, George Vickers: It has been restocked with seven grass carp to help keep the weeds down. We ordered 100 mixed fish but were given 200 plus some catfish. The grass carp started at nine inches long and are now about 15 inches long. The lily pads have not regenerated yet.

Welcome committee, Theresa James: No new residents have moved into the neighborhood this year.

Nomination and Election of Board Members

Martha Kim submitted an Intent to Become a Candidate form. Theresa James, Liz Berg, and Anna Lea Matysek were all up for re-election (Jane's term ends next year). Theresa, Liz, Anna Lea, and Martha were all voted in by acclamation.

Presentation of 2019-20 Budget

Jane presented a review of the expenses over the past year and the 2019-20 budget. In addition to the landscaping that has already been completed, there are plans to upgrade the entrance lighting and those costs are included in the 2019-20 budget. Historically we have spent less than budgeted each year and save enough to use it every three to four years on the special projects such as the landscaping and lighting.

Theresa moved to approve the budget. It was seconded and the board voted to approve.

Vote on Carry-over of 2018-19 Budget Surplus

It was moved and seconded to approve the carry-over of the 2018-19 budget surplus. The vote passed.

Member Forum

A resident asked a question about which homes in the neighborhood are rentals. Liz answered that there are six currently-rented homes and described which ones they are.

Another resident asked about obtaining a list of current residents and one of the board members will provide that.

Anna Lea Matysek mentioned that the board had noticed that the deed restrictions require air conditioners and trash cans to be obscured from view, and that a number of homes do not meet that requirement. The board will include a notification to that effect in the next newsletter.

Tom Robertson mentioned that he is an original owner and bought his home when it was brand-new.

A resident asked if the neighborhood could start hosting neighborhood picnics again. The board replied that we need a committee to plan such an event.

Adjournment

The meeting was adjourned at 7:56 pm.

BENEVA PINES HOA TREASURER'S ANNUAL REPORT

FISCAL YEAR ENDED SEPTEMBER 30, 2019

Prepared by Jane Vickers (Treasurer)

Cash – Beginning of year.	\$ 5,524
Cash received for Dues & Fees.	15,633
Cash used for Operating Expenses.	<u>13,379</u>
Cash – End of Year.	<u>\$ 7,778</u>

For the fiscal year ended September 30th Income was higher than budgeted as expenses were lower. Three houses sold and we collected \$300 in estoppel fees. One home was a regular sale, one a foreclosure, and the other an "as is" short sale. There are three houses for sale at present, one of which was due to close on October 15th, another which is pending.

Expenses were \$2,255 less than budgeted due to no tree trimming, which can be a major expense in years when needed. We had the usual pond, lawn and landscape maintenance and we did restock the pond with 200 plus fish. We have also re-landscaped the Beneva Road entryway. Electric and Admin costs remained steady. We end the year with \$7,778 in hand, which will be the 2019-20 carryover amount that we will ask the membership to vote on later in the meeting. We are planning to use \$2,254 from the carryover for landscaping and lighting replacement at both entrances.

BUDGET 2019-2020

The budget submitted here is a DRAFT, as the Board did not vote on it at the last meeting, so we need to do that tonight. The proposed budget requires that the HOA will spend funds on normal operations and maintenance and the expenditures will not exceed the revenue. As there was a surplus of approximately \$2,250 last year we are proposing to carry it forward to fund light replacement at both entrances. Historically, we spend less than our budget and build our cash balance over 2-4 years. This is how we are able to fund special projects like the tree or pond maintenance, and I expect this pattern to continue.

The annual dues have been steady at \$250 a year since 2002, apart from 2009, when we tried a Property Management company and paid \$325. At the \$250 level we have been able to maintain funds at a level that provides for good maintenance as needed, and the HOA has not required any special assessment of the homeowners during this period.

Does anyone have questions concerning the proposed budget?

BENEVA PINES HOA BUDGET 2019-2020

	Actual 2018-2019	BUDGET 2019-2020	
INCOME			
Assessments	15,153	15,250	
Late Fees	169	100	
Fees Collected	311	450	Estoppel Fees 3 x \$150
TOTAL INCOME	15,633	15,800	
EXPENSES			
Landscape Maint	-	1,580	Tree Trimming
		1,500	Landscaping at entryways
	2,032	720	Entryway maintenance, leaf clearing
	400	800	Fertilize, pest control 8 mos @ \$100
	608	500	Irrigation upgrades & repairs
	270	2,880	Lawn Maintenance including trimming viburnum
Pressure Clean Proctor Walls	2,670	200	Pressure clean Proctor Walls
Pond Maintenance	200	1,092	Includes restocking fish in 2018-19
Light Main/Elec Repairs	1,379	2,500	Redo lighting at both entrances
Electric	-	3,750	
Web Site	3,680	200	
Annual Meeting	58	75	\$50 to church
Fees and Licenses	61	61	
Insurance - Liability	788	850	
Office Supplies/Postage	120	116	
Accounting	295	300	
Legal	818	855	
Sympathy/Welcome/Thank You	-	75	
Funds to be used from Prior Year		(2,254)	Lighting at entry ways
TOTAL EXPENSES	13,379	15,800	
Net Income	2,254.00	0.00	

Beneva Pines Homeowners Assoc. Inc.

Profit & Loss

October 2018 through September 2019

10/16/19

	Oct '18 - Sep 19
Income	
5010 · Assessments	15,153.42
5020 · Other Fees	311.00
5045 · Late Fee Income	168.98
Total Income	<u>15,633.40</u>
Gross Profit	15,633.40
Expense	
7100 · Grounds	
7110 · Lawn Maintenance	2,670.00
7111 · Lawn & Landscape - Improvements	2,032.00
7115 · Landscape Maintenance	1,478.00
7120 · Pond Maintenance	1,379.00
Total 7100 · Grounds	<u>7,559.00</u>
7500 · Utilities	
7520 · Electric	3,680.12
Total 7500 · Utilities	3,680.12
7800 · Administration	
7805 · Annual Meeting	57.99
7825 · Fees and Licenses	61.25
7845 · Insurance - Liability	788.00
7875 · Office Supplies/Postage	119.79
7880 · Professional Fees	
7885 · Accounting	295.00
7890 · Legal	817.50
Total 7880 · Professional Fees	<u>1,112.50</u>
Total 7800 · Administration	<u>2,139.53</u>
Total Expense	<u>13,378.65</u>
Net Income	<u><u>2,254.75</u></u>

Beneva Pines Homeowners Assoc. Inc.

Balance Sheet

As of September 30, 2019

10/16/19

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
1012 · Wells Fargo - Operating	7,778.25
Total Checking/Savings	<u>7,778.25</u>
Total Current Assets	<u>7,778.25</u>
TOTAL ASSETS	<u><u>7,778.25</u></u>
LIABILITIES & EQUITY	
Equity	
3900 · Operating Fund Balance	5,523.50
Net Income	2,254.75
Total Equity	<u>7,778.25</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,778.25</u></u>