



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, November 30, 2023, at the Clubhouse, 7001 36th Street, Ellenton, FL 34222. The meeting was called to order by Vice President R. Kitterman at 6:00 PM. Pledge of Allegiance was said. 13 residents were in attendance.

President's Comments: none

Secretary: E. Hollick reported that all members were properly notified by notice and the agenda was posted on November 27, 2023, and via Constant Contact email. A quorum was present with members K. Clapp (phone), R. Kitterman, E. Hollick, and P. Bader. S. Simpson was noted as excused.

E. Hollick stated there were no changes or corrections to the November 14, 2023, minutes.

E. Hollick made a motion to waive the reading of the November 14, 2023, minutes, 2nd by P. Bader. Motion Carried.

E. Hollick made a motion to accept the November 14, 2023, minutes as distributed, 2nd by R. Kitterman. Motion Carried.

Treasures Report: P. Bader reviewed the financial statement ending October 31, 2023. The balance sheet was posted on community property. P. Bader made a motion to accept the October 31, 2023, financial statement, 2nd by E. Hollick. 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: None

Facilities & Grounds: None

Architectural Review: None

Social: B. Pare shared information regarding planned events in December including Toys For Tots collection, monthly potluck and birthday celebration, (12/02/23), Clubhouse Christmas Decorating (12/03/23), Monthly Coffee (12/09/23) Ladies' & Men's lunch (12/13/23) and NRE Christmas Dinner (12/16/23).

Unfinished Business

Tree Servicing: North Manatee Tree Services, LLC proposal: R. Kitterman shared plan and contract negotiated with North Manatee Tree Services, LLC for windstorm mitigation and prevention with tree trimming and/or removal throughout the NRE community. Vendor anticipates having project completed before Christmas 2023.

Lot #94: Inquired why an Oak tree adjacent to clubhouse parking lot would be removed. BOD response: to trim to property line would require removal of half of the tree. A half of a tree is not sustainable.

Lot #35: Inquired if Cypress trees around retention pond behind lot is included. BOD response: The Cypress trees are not included in this project. They will be evaluated in the Spring (like past Spring) for needed maintenance trimming of low branches.

Lot #94: Inquired if 4 specific palm trees (that look in trouble) in the community are included. BOD response: Yes, the 4 palm trees in question are included in the windstorm mitigation and prevention project.

Lot #97: Inquired if a reported tree leaning on another tree, causing bending was included. BOD response: Yes, the 2 trees in question are included in the windstorm mitigation and prevention project.

R. Kitterman made a motion to use \$12,500.00 from reserves to complete the windstorm mitigation and prevention project with the hiring of North Manatee Tree Services, LLC , 2nd by E. Hollick. Motion Carried.

Pond Service: Termination of FL Lake & Pond Care, LLC contract: P. Bader shared that the second notice of termination was delivered to FL Lake & Pond Care, LLC as outlined in the contract. Contract terminated as of 11/30/2023.

Pond Service: Richards, Inc contract: R. Kitterman made a motion commence monthly pond service starting 12/01/2023, at \$450.00/month for the 5 ponds, with Richards, Inc. (noting this is the company most likely to complete the NRE swail restoration project), 2nd by E. Hollick. Motion Carried.

Lot #35: Inquired about the potential use of Carp in the ponds. BOD response: NRE would need to apply for a Fish Permit. The previous NRE Fish Permit has expired.

New Business:

October 2023 application income – partial refund: P. Bader shared that perspective buyers of Lot #17 had paid \$100.00 fee (by check) and had background check completed by Newby. When perspective buyers cancelled the purchase, they requested a background check fee refund. P. Bader made a motion to refund \$61.55 to the perspective buyers, 2nd by R. Kitterman. Motion Carried.

Petty Cash Receipts: P. Bader shared and reviewed the ledger for petty cash and with last reimbursement, needs to be replenished. P. Bader shared that reimbursement from petty cash has to be approved by 2 BOD officers. Ledger for petty cash is maintained by Treasurer, with copies provided to Newby Management and HOA President. P. Bader made a motion to approve Newby Management to prepare a check in the amount of \$254.09, payable to P. Bader (Treasurer) for petty cash, 2nd by R. Kitterman. Motion Carried.

Invest portion of Reserves Monies in Certificates of Deposit: P. Bader provided BOD members with information from South State Bank regarding certificates of deposit. Agenda item moved to December 12, 2023, BOD meeting for BOD discussion.

2024 Liability Insurance: P. Bader shared that the 2024 Liability Insurance proposal/bill is anticipated in mid-December. Agenda item moved to December 28, 2023, BOB Meeting.

2024 Liability Insurance: Worker's Compensation: P. Bader. Shared that the 2024 Liability Insurance: Worker's Compensation has been received and Newby Management has been given the approval to pay the \$565 premium; which is less than last year.

Review Pool Heating Policy: BOD reviewed existing Pool Heating Policy and discussed potential updates to take out outdated paragraphs (i.e. reference to propane heating, pool heater was updated to electric heater a few years ago) and reword to make less confusing. Revisions to be made for review and potential adoption at the December 12, 2023, BOD meeting.

Lot #97: Suggested investigating the purchase and installation of a solar pool cover. BOD response: Acknowledged suggestion.

Architectural Review Request:

Lot #49 submitted a request for renovation of flower beds and related edging. R. Kitterman met with owners and determined revisions would not interfere with lawn mowing. E. Hollick made a motion to approve the ARC, 2nd by R. Kitterman. Motion Carried.

Lot #57 submitted request for roof replacement. R. Kitterman made a motion to approve the ARC, 2nd by P. Bader. Motion Carried.

Lot #62 submitted request to place dock type storage box (for generator related supplies) on side of house adjacent to generator. R. Kitterman made a motion to approve the ARC, 2nd by E. Hollick. Motion Carried.

Lot #81 submitted request to remove diseased palm tree at direction of North Manatee Tree Services, LLC. Based on the condition of the tree and concern for spread of disease to other palm trees, permission for removal had been provided. R. Kitterman made a motion to approve the ARC, 2nd by E. Hollick. Motion Carried.

Resident Comments:

Lot #35: Questioned the number of allowed lawn ornament items, and how are new owners notified of limits. BOD response: The rules and regulations, provided to prospective home buyers, allows for up to 8 lawn ornaments. This limit is also included in the welcome packet provided to new owners. Residents can complete a concern form (located in clubhouse) or an email to NREBoard@gmail.com, the BOD will follow-up with the homeowner of lot needing potential remediation.

Lot #94: Shared a recent observation of remains from a large dog defecating by the mailboxes, and cigarette butts in front of the clubhouse. It was also shared that there is talk that non-NRE residents are driving their dogs to walk in NRE. BOD response: Thank you for the observation.

Lot #94: Shared that the grass around the clubhouse is looking ratty. BOD response: R. Kitterman will speak with Dale regarding potential maintenance regiments.

Lot #1: Shared that the news has been confusing regarding water restrictions. Currently Manatee County does allow two times per week, where many other counties have reduced to once a week. BOD response: Thank you for the information.

Lot #97: Inquired about the potential swail revitalization project. BOD response: Manatee County Neighborhood grant personnel have indicated favorably toward the grant request. County is still completing their review of grant requests. NRE anticipates an answer in January/February 2024.

Adjournment: There being no further business, a motion to adjourn was made by E. Hollick, 2nd by R. Kitterman. Motion carried. Adjourned at 7:03 PM.

Respectfully submitted by:

Erik Hollick, BOD

Minutes approved December 12, 2023

Next Board Meeting is on December 12, 2023, 9:00 AM

North River Estates Community Assn. Inc.
2023 Actual vs Operating Budget Jan-Dec 2023

	<u>October</u>	<u>Monthly Budget</u>	<u>Actual YTD</u>	<u>Budget YTD</u>
TOTAL DUES INCOME:	\$12,125.00	\$12,125.00	\$121,250.00	\$121,250.00
OTHER INCOME:	\$ 220.41	\$0	\$ 1,674.90	\$0
TOTAL OPERATING INCOME:	\$12,345.41	\$12,125.00	\$122,924.90	\$121,250.00
<u>GENERAL</u>				
<u>OPERATING EXPENSES:</u>	\$ 7,705.88	\$ 9,624.99	\$99,119.63	\$96,249.90
<u>RESERVES:</u>	\$ 2,500.00	\$ 2,500.00	\$25,000.00	\$25,000.00
EXPENSES TOTAL:	\$10,205.88	\$12,124.99	\$124,119.63	\$121,249.90

Out of the ordinary expenses: postage charge for annual meeting 2nd notice mailing.

MONTHLY EXPENSES VS MONTHLY BUDGET: \$2,139.53 UB

YTD COMBINED NET INCOME: \$ 1,194.73 OB \$0.01

YTD – The OB expenses currently are: Lawn Maintenance, Electric, and Insurance.

1/31/2023 Operating Account Balances: \$13,066.80

8/31/2023 Operating Account Balances: \$25,455.73

9/30/2023 Operating Account Balances: \$22,591.92

10/31/2023 Operating Account Balances: \$24,538.87

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

1/31/2023 Reserve Balance: \$81,312.34

8/31/2023 Reserve Balance: \$87,840.80

9/30/2023 Reserve Balance: \$90,358.57

10/31/2023 Reserve Balance: \$92,878.75

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./2023 Oct.

Balance Sheet - Operating

North River Estates
End Date: 10/31/2023

Date: 11/14/2023

Time: 2:44 pm

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Assets

Current Assets

10-000-000-00 Petty Cash	\$200.00
10-010-000-00 Cash-Checking	23,098.04
10-065-000-00 Reserves-Money Market	92,878.75
10-070-000-00 Cash-Checking Truist	1,240.83
10-220-000-00 Accounts Receivable	660.00
10-250-000-00 Prepaid Insurance	2,431.91

Total Current Assets: \$120,509.53

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: \$127,531.53

Liabilities & Equity

Current Liabilities

13-000-000-00 Accounts Payable	528.39
13-040-000-00 Prepaid Maintenance	9,687.08
13-120-000-00 Other Accounts Payable	950.00
13-150-000-00 Accrued Expenses	<u>7,396.84</u>

Total Current Liabilities: \$18,562.31

Reserves

16-025-016-00 Park Improvements Reserve	<u>90,268.29</u>
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Total Reserves: \$90,268.29

Owners Equity

17-030-000-00 Retained Earnings	<u>19,895.66</u>
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Total Owners Equity: \$19,895.66

Net Income Gain / Loss	<u>(1,194.73)</u>	<u>(\$1,194.73)</u>
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Total Liabilities & Equity: \$127,531.53

Income Statement - Operating

North River Estates
10/31/2023

Date: 11/14/2023

Time: 4:24 pm

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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	\$-	\$121,250.00	\$121,250.00	\$-	\$ 145,500.00
Total Rental Income	\$12,125.00	\$12,125.00	\$-	\$121,250.00	\$121,250.00	\$-	\$ 145,500.00
Other Income							
22-170 Interest Income	20.41	-	20.41	174.90	-	174.90	-
22-240 Application Fees	200.00	-	200.00	1,500.00	-	1,500.00	-
Total Other Income	\$220.41	\$-	\$220.41	\$1,674.90	\$-	\$1,674.90	\$ -
Total Operating Income	\$12,345.41	\$12,125.00	\$220.41	\$122,924.90	\$121,250.00	\$1,674.90	\$ 145,500.00
Operating Expense							
Park Maintenance							
26-120 Heating and Air Repairs and Mainte	-	83.33	83.33	912.53	833.30	(79.23)	1,000.00
26-130 Electrical Repairs and Maintenance	-	83.33	83.33	533.93	833.30	299.37	1,000.00
26-140 Equipment Repairs and Maint.	-	41.67	41.67	1,305.27	416.70	(888.57)	500.00
26-150 Plumbing Repairs and Maintenance	-	16.67	16.67	122.47	166.70	44.23	200.00
26-190 Lawn and Landscape Maintenanc	-	88.33	88.33	350.50	883.30	532.80	1,060.00
26-200 Lawn Contractor	3,729.63	3,541.67	(187.96)	36,771.00	35,416.70	(1,354.30)	42,500.00
26-209 Lake Maintenance Contractor	-	333.33	333.33	2,448.00	3,333.30	885.30	4,000.00
26-210 Lake & Creek Maintenance	-	166.67	166.67	-	1,666.70	1,666.70	2,000.00
26-220 Irrigation Repairs	-	-	-	197.50	-	(197.50)	-
26-240 Other Repairs and Maintenance	-	636.67	636.67	7,636.61	6,366.70	(1,269.91)	7,640.00
26-245 Fire Safety Inspections	-	12.50	12.50	225.77	125.00	(100.77)	150.00
26-250 Safety Equipment	-	-	-	1,253.89	-	(1,253.89)	-
26-280 Tree Trimming	-	250.00	250.00	3,810.00	2,500.00	(1,310.00)	3,000.00
26-285 Pest Control Contractor	-	41.67	41.67	360.00	416.70	56.70	500.00
26-300 Cleaning Supplies	-	16.67	16.67	23.03	166.70	143.67	200.00
26-305 Cleaning Contractor	280.00	283.33	3.33	3,080.00	2,833.30	(246.70)	3,400.00
26-320 Other Supplies	-	16.67	16.67	48.15	166.70	118.55	200.00
Total Park Maintenance	\$4,009.63	\$5,612.51	\$1,602.88	\$59,078.65	\$56,125.10	(\$2,953.55)	\$ 67,350.00
Pool Maintenance							
32-330 Pool Contractor	420.00	425.00	5.00	3,780.00	4,250.00	470.00	5,100.00
32-350 Pool Repairs	-	83.33	83.33	1,605.08	833.30	(771.78)	1,000.00
32-360 Pool Supplies	-	8.33	8.33	13.88	83.30	69.42	100.00
Total Pool Maintenance	\$420.00	\$516.66	\$96.66	\$5,398.96	\$5,166.60	(\$232.36)	\$ 6,200.00
Utilities							
36-460 Electric	527.89	583.33	55.44	5,943.23	5,833.30	(109.93)	7,000.00
36-470 Water	49.95	100.00	50.05	546.62	1,000.00	453.38	1,200.00
36-480 Sewer	120.43	183.33	62.90	1,189.66	1,833.30	643.64	2,200.00
36-490 Garbage	30.97	33.33	2.36	212.68	333.30	120.62	400.00
36-510 Telephone and Internet	109.99	300.00	190.01	2,647.94	3,000.00	352.06	3,600.00
36-520 Propane Gas	-	8.33	8.33	173.94	83.30	(90.64)	100.00
Total Utilities	\$839.23	\$1,208.32	\$369.09	\$10,714.07	\$12,083.20	\$1,369.13	\$ 14,500.00
Office Expense							
38-540 Resident Screening	192.28	-	(192.28)	475.29	-	(475.29)	-
38-550 Office Supplies	-	16.67	16.67	52.24	166.70	114.46	200.00
38-560 Computer, Copier and Fax Charges	-	8.33	8.33	-	83.30	83.30	100.00
38-570 Postage	74.56	25.00	(49.56)	217.87	250.00	32.13	300.00
38-580 Printing	-	8.33	8.33	-	83.30	83.30	100.00
38-590 Bank Fees	-	4.17	4.17	-	41.70	41.70	50.00
38-595 Coupon Books	4.18	16.67	12.49	12.42	166.70	154.28	200.00
Total Office Expense	\$271.02	\$79.17	(\$191.85)	\$757.82	\$791.70	\$33.88	\$ 950.00
Licenses and Permits							

Income Statement - Operating

North River Estates
10/31/2023

Date: 11/14/2023

Time: 4:24 pm

Page: 2

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
40-610 Association Dues	\$-	\$8.33	\$8.33	(\$171.92)	\$83.30	\$255.22	\$ 100.00
40-620 Licenses and Permits	-	16.67	16.67	186.60	166.70	(19.90)	200.00
Total Licenses and Permits	\$-	\$25.00	\$25.00	\$14.68	\$250.00	\$235.32	\$ 300.00
Professional Fees							
42-630 Accounting and Tax Preparation	-	20.83	20.83	215.00	208.30	(6.70)	250.00
42-640 Legal	-	166.67	166.67	2,190.00	1,666.70	(523.30)	2,000.00
Total Professional Fees	\$-	\$187.50	\$187.50	\$2,405.00	\$1,875.00	(\$530.00)	\$ 2,250.00
Park Services							
44-660 Advertising	-	20.83	20.83	130.50	208.30	77.80	250.00
Total Park Services	\$-	\$20.83	\$20.83	\$130.50	\$208.30	\$77.80	\$ 250.00
Insurance							
46-710 Hazard	435.78	416.67	(19.11)	4,357.79	4,166.70	(191.09)	5,000.00
46-720 Umbrella	108.83	66.67	(42.16)	1,088.34	666.70	(421.64)	800.00
46-730 General Liability	350.28	275.00	(75.28)	3,061.80	2,750.00	(311.80)	3,300.00
46-755 D & O Liability	161.40	158.33	(3.07)	1,614.00	1,583.30	(30.70)	1,900.00
46-760 Other	159.71	108.33	(51.38)	998.02	1,083.30	85.28	1,300.00
Total Insurance	\$1,216.00	\$1,025.00	(\$191.00)	\$11,119.95	\$10,250.00	(\$869.95)	\$ 12,300.00
Park Management							
50-790 Management Fees	950.00	950.00	-	9,500.00	9,500.00	-	11,400.00
Total Park Management	\$950.00	\$950.00	\$-	\$9,500.00	\$9,500.00	\$-	\$ 11,400.00
Reserves							
52-930 Park Improvements	2,500.00	2,500.00	-	25,000.00	25,000.00	-	30,000.00
Total Reserves	\$2,500.00	\$2,500.00	\$-	\$25,000.00	\$25,000.00	\$-	\$ 30,000.00
Total Operating Expense	\$10,205.88	\$12,124.99	(\$1,919.11)	\$124,119.63	\$121,249.90	(\$2,869.73)	\$ 145,500.00
COMBINED NET INCOME	\$2,139.53	\$0.01	\$2,139.52	(\$1,194.73)	\$0.10	(\$1,194.83)	\$0.00