



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, April 25, 2024, 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. 12 residents were in attendance.

President's Comments: On behalf of the NRE BOD, E. Hollick recognized R. Eskridge, Lot 37, as returning to NRE for the first time since building his home in the Fall of 2019.

Secretary: E. Hollick reported that all members were properly notified by notice and the agenda was posted on April 23, 2024, and via Constant Contact email. A quorum was present with members K. Clapp (phone), R. Kitterman, E. Hollick, P. Bader, and S. Simpson.

E. Hollick stated there were no changes or corrections to the April 9, 2024, minutes.

E. Hollick made a motion to waive the reading of the April 9, 2024, minutes, 2nd by P. Bader. Motion Carried.

E. Hollick made a motion to accept the April 9, 2024, minutes as distributed, 2nd by R. Kitterman. Motion Carried.

Treasurer Report: P. Bader reviewed the financial statement ending March 31, 2024. The balance sheet was posted on community property. The monthly and YTD deficit was from three (3) large expenses paid in March. The generator exhaust repair & maintenance \$3,385.74, the rewire of the electrical panels so that the two clubhouse air conditioners will now run off the generator in the event of a power outage \$2,995.00 and the pool awning replacement of motor, fabric and install wind sensor \$2,714.59 (note: List of Jan-Dec 2024 Accomplishments Year to Date to be part of the minutes). We expect this deficit number will decline each month going forward. P. Bader made a motion to accept the March 31, 2024, 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: P. Bader shared that she will be reaching out to Scott Nevins to see if he wants to remain on the NRE website and obtain his donation (that is used to reduce the cost of the NRE website).

P. Bader shared that with the postage rate increasing on July 1, 2024, she is going to purchase a set of "Forever Stamps" now for the use in the 2024 Annual Membership Meeting notices (September and October mailings).

Capital: S. Simpson provided an update regarding the Manatee County Neighborhood Grant application. The NRE Swail Restoration project engineering has begun with areas for cuts being marked. Next phase anticipated over the next couple of weeks. Mowing in the marked areas has been suspended until the restoration work is completed.

Facilities & Grounds: R. Kitterman shared that he met with a tree vendor that would like to perform services for NRE. At the current time, the vendor has not provided estimates and has not started the process to be an approved vendor by Newby Management.

R. Kitterman acknowledged and thanked the NRE Social Committee for the donation of a new Char Broil gas grill. He shared that the two old grills being replaced will be disposed of soon.

R. Kitterman shared that potential solutions to the club house lawn are still being explored.

P. Bader shared that the application of 3M film to cover the upper sections of the club house windows (pool side, above the blinds) did not work as anticipated. Estimates from vendors are being obtained.

Architectural Review: None

Social: B. Pare provided an update of planned May activities, including: 4th Kentucky Derby Pot Luck, 11th Coffee Hour, 27th Memorial Day BBQ & Pool Party, cost \$5.00 to cover cost of food (sides and/or desert donations are welcomed). and/or desert donations are welcomed).

B. Pare shared that the Char Broil gas grill was paid for from Social Committee fund raising funds, and that a pool volley ball net was being purchased for the use of all NRE owners and residents.

On behalf of the Social Committee, B. Pare thank all NRE owners and residents for being generous during fund raising activities.

Unfinished Business:

Communications with NRE Sellers and Buyers: P. Bader shared that the BOD had reviewed a letter/checklist to be provided to NRE owners when they are planning to sell their property. The intent is to help the sellers & realtor, Newby Management, NRE BOD, and Prospective buyers & realtor. The letter/checklist will be distributed to all NRE owners via Constant Contact.

New Business:

Lawn Service: Jack's Landscaping proposed price increase: R. Kitterman shared that he is looking at additional landscape companies to inform the board regarding the upcoming renewal of contract with Jack's Landscaping. R. Kitterman and E. Hollick are scheduled to meet with Jack's Landscaping to review the requested 4% increase. P. Bader shared that currently the cost of lawn service is \$38.45 per lot per month and the increase would be \$39.99 per lot per month.

Architectural Review Request:

Lot #67 & #68 requesting to remove two Cyprus trees with root interfering with foundations. The BOD tabled acting on this request at the 04/09/2004 BOD meeting and followed up with both owners regarding a few logistical questions. R. Kitterman made a motion to approve the ARC request, 2nd by S. Simpson. Motion carried.

Lot #81 requesting to remove a diseased tree that is within 5' of the home. S. Simpson made a motion to approve the ARC request, 2nd by R. Kitterman. Motion carried.

Board Comments: S. Simpson shared that Hurricane Season forecast is predicting a bad year for storms and urged all NRE owners and residents to consider storm preparation activities.

P. Bader informed her board colleagues that she has registered for the Community Partner's Lunch & Learn on Hurricane Preparedness, Friday, May 3rd.

P. Bader informed the board that she has added an additional informational piece on "Introduction to HOAs" to our Welcome packet that goes out to new residents. The communication piece came from an HOA management site that shares information to assist HOAs. It explains; What is an HOA, the Roles & Duties of Board Members, Governing Documents & Rules, Benefits of an HOA, and frequently asked questions. This piece will be sent out to all residents via Constant Contact.

P. Bader informed that board that the outside HOA's that use the NRE clubhouse for their meetings make a donation for the use and provide a copy of their liability insurance cover page. The donations, generally in the form of a gift card, are used to help provide food items for NRE functions.

S. Simpson shared his desire to consider replacing the NRE clubhouse windows with hurricane resistant windows. He suggested this project be considered in the next year to 2-years.

P Bader also mentioned that there will be two board positions open for the annual membership meeting to be held on Thursday, November 14, 2024. If you are interested in joining the board, there is information in the clubhouse with regards to 1) 7 Things Every First Time Board Member Should Do; 2) 6 To Dos Before Running for An HOA Board Position (copies on table).

Resident Comments:

Lot #57 shared that the letter/checklist for selling a property may be good to share with all owners. BOD response: The letter/checklist will be shared with all NRE owners via Constant Contact.

Lot #82 inquired if an ARC request was needed for restoration and updating of the lawn irrigation system on their lot as advised by their potential contractor. BOD response: Yes, an ARC request is to be submitted when there is any updates/renovations to the outside property.

Lot #52 shared they feel “we have a good board this year”. BOD response: Thank you.

Adjournment: There being no further business, a motion to adjourn was made by E. Hollick, 2nd by S. Simpson. Motion carried. Adjourned at 6:51 PM.

Respectfully submitted by:

Erik Hollick, BOD

Minutes approved May 7, 2024

Next Board Meeting is on May 7, 2024, 9:00 AM

North River Estates Community Assn. Inc.

2024 Actual vs Operating Budget March 31, 2024

	<u>March</u>	<u>Monthly Budget</u>	<u>Actual YTD</u>	<u>Budget YTD</u>
TOTAL DUES INCOME:	\$12,125.00	\$12,125.00	\$36,375.00	\$36,375.00
OTHER INCOME:	\$ 41.79	\$0	\$ 362.14	\$0
TOTAL OPERATING INCOME:	\$12,566.79	\$12,125.00	\$36,737.14	\$36,375.00
<u>GENERAL</u>				
<u>OPERATING EXPENSES:</u>	\$18,030.60	\$10,458.32	\$ 36,427.00	\$ 31,374.96
<u>RESERVES:</u>	\$ 1,666.67	\$ 1,666.67	\$ 5,000.01	\$ 5,000.01
EXPENSES TOTAL:	\$19,697.27	\$12,124.99	\$ 41,427.01	\$ 36,374.97

MONTHLY EXPENSES VS MONTHLY BUDGET: \$19,697.27 - \$12,124.99 = **\$7,572.28** Over Budget

YTD ACTUAL EXPENSES VS BUDGET: \$41,427.01 - \$36,374.97 = **\$5,052.04** Over Budget

YTD COMBINED NET INCOME: \$36,737.14 - \$41,427.01 = **\$4,689.87** Deficit

12/31/2023 Operating Account Balances: \$12,072.09

1/31/2024 Operating Account Balances: \$20,380.37

2/29/2024 Operating Account Balances: \$22,965.51

3/31/2024 Operating Account Balances: \$14,663.39

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

12/31/2023 Reserve Balance: \$97,917.46

1/31/2024 Reserve Balance: \$37,101.05 & Cert of Deposit \$50,000 = \$87,101.05

2/29/2024 Reserve Balance: \$38,770.78 & Cert of Deposit \$50,000 = \$88,770.78

3/31/2024 Reserve Balance: \$40,440.60 & Cert of Deposit \$50,000 = \$90,440.60

Note: On 11/30 the BOD approved spending \$12,500 from reserves to cover the cost of the Windstorm Mitigation & Prevention Tree Project that began in Dec. North Manatee Tree Service LLC check #200 issued & cleared 2/2/2024.

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./2024 March

Balance Sheet - Operating

North River Estates
End Date: 3/31/2024

Date: 4/17/2024
Time: 4:52 pm
Page: 1

Assets

Current Assets

10-000-000-00 Petty Cash	\$200.00
10-010-000-00 Cash-Checking	12,486.62
10-050-000-00 Certificate of Deposit	50,000.00
10-065-000-00 Reserves-Money Market	40,440.60
10-070-000-00 Cash-Checking Truist	1,976.77
10-220-000-00 Accounts Receivable	425.00
10-250-000-00 Prepaid Insurance	14,138.36

Total Current Assets: \$119,667.35

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: \$126,689.35

Liabilities & Equity

Current Liabilities

13-000-000-00 Accounts Payable	733.87
13-040-000-00 Prepaid Maintenance	13,386.08
13-120-000-00 Other Accounts Payable	950.00
13-150-000-00 Accrued Expenses	<u>7,396.84</u>

Total Current Liabilities: \$22,466.79

Reserves

16-025-016-00 Park Improvements Reserve	<u>87,768.30</u>
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Total Reserves: \$87,768.30

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>(4,689.87)</u>	<u>(\$4,689.87)</u>
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Total Liabilities & Equity: \$126,689.35

Income Statement - Operating

North River Estates
03/31/2024

Date: 4/17/2024

Time: 5:03 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	\$-	\$36,375.00	\$36,375.00	\$-	\$ 145,500.00
Total Rental Income	\$12,125.00	\$12,125.00	\$-	\$36,375.00	\$36,375.00	\$-	\$ 145,500.00
Other Income							
22-170 Interest Income	3.34	-	3.34	23.69	-	23.69	-
22-240 Application Fees	38.45	-	38.45	338.45	-	338.45	-
Total Other Income	\$41.79	\$-	\$41.79	\$362.14	\$-	\$362.14	\$ -
Total Operating Income	\$12,166.79	\$12,125.00	\$41.79	\$36,737.14	\$36,375.00	\$362.14	\$ 145,500.00
Operating Expense							
Park Maintenance							
26-120 Heating and Air Repairs and Maintenance	-	83.33	83.33	-	249.99	249.99	1,000.00
26-130 Electrical Repairs and Maintenance	3,385.74	250.00	(3,135.74)	3,385.74	750.00	(2,635.74)	3,000.00
26-140 Equipment Repairs and Maint.	-	41.67	41.67	81.21	125.01	43.80	500.00
26-150 Plumbing Repairs and Maintenance	-	16.67	16.67	-	50.01	50.01	200.00
26-190 Lawn and Landscape Maintenance	-	88.33	88.33	-	264.99	264.99	1,060.00
26-200 Lawn Contractor	3,729.63	3,841.67	112.04	11,188.89	11,525.01	336.12	46,100.00
26-209 Lake Maintenance Contractor	450.00	383.33	(66.67)	1,350.00	1,149.99	(200.01)	4,600.00
26-210 Lake & Creek Maintenance	-	166.67	166.67	-	500.01	500.01	2,000.00
26-220 Irrigation Repairs	-	41.67	41.67	-	125.01	125.01	500.00
26-240 Other Repairs and Maintenance	5,709.59	692.50	(5,017.09)	5,709.59	2,077.50	(3,632.09)	8,310.00
26-245 Fire Safety Inspections	-	20.83	20.83	426.40	62.49	(363.91)	250.00
26-250 Safety Equipment	-	20.83	20.83	-	62.49	62.49	250.00
26-280 Tree Trimming	-	416.67	416.67	-	1,250.01	1,250.01	5,000.00
26-285 Pest Control Contractor	120.00	41.67	(78.33)	120.00	125.01	5.01	500.00
26-300 Cleaning Supplies	-	8.33	8.33	-	24.99	24.99	100.00
26-305 Cleaning Contractor	280.00	283.33	3.33	840.00	849.99	9.99	3,400.00
26-320 Other Supplies	98.29	8.33	(89.96)	98.29	24.99	(73.30)	100.00
Total Park Maintenance	\$13,773.25	\$6,405.83	(\$7,367.42)	\$23,200.12	\$19,217.49	(\$3,982.63)	\$ 76,870.00
Pool Maintenance							
32-330 Pool Contractor	420.00	425.00	5.00	1,260.00	1,275.00	15.00	5,100.00
32-350 Pool Repairs	-	83.33	83.33	395.22	249.99	(145.23)	1,000.00
32-360 Pool Supplies	-	8.33	8.33	-	24.99	24.99	100.00
Total Pool Maintenance	\$420.00	\$516.66	\$96.66	\$1,655.22	\$1,549.98	(\$105.24)	\$ 6,200.00
Utilities							
36-460 Electric	635.91	625.00	(10.91)	2,022.85	1,875.00	(147.85)	7,500.00
36-470 Water	43.18	91.67	48.49	92.61	275.01	182.40	1,100.00
36-480 Sewer	103.79	133.33	29.54	303.60	399.99	96.39	1,600.00
36-490 Garbage	33.31	25.00	(8.31)	99.93	75.00	(24.93)	300.00
36-510 Telephone and Internet	109.99	115.00	5.01	329.97	345.00	15.03	1,380.00
36-520 Propane Gas	124.28	20.83	(103.45)	248.56	62.49	(186.07)	250.00
Total Utilities	\$1,050.46	\$1,010.83	(\$39.63)	\$3,097.52	\$3,032.49	(\$65.03)	\$ 12,130.00
Office Expense							
38-540 Resident Screening	43.60	-	(43.60)	191.17	-	(191.17)	-
38-550 Office Supplies	-	16.67	16.67	-	50.01	50.01	200.00
38-560 Computer, Copier and Fax Charges	-	8.33	8.33	-	24.99	24.99	100.00
38-570 Postage	-	25.00	25.00	-	75.00	75.00	300.00
38-580 Printing	-	8.33	8.33	-	24.99	24.99	100.00

Income Statement - Operating

North River Estates
03/31/2024

Date: 4/17/2024

Time: 5:03 pm

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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
38-590 Bank Fees	\$-	\$4.17	\$4.17	\$16.00	\$12.51	(\$3.49)	\$ 50.00
38-595 Coupon Books	-	16.67	16.67	2.07	50.01	47.94	200.00
Total Office Expense	\$43.60	\$79.17	\$35.57	\$209.24	\$237.51	\$28.27	\$ 950.00
Licenses and Permits							
40-620 Licenses and Permits	-	16.67	16.67	61.25	50.01	(11.24)	200.00
Total Licenses and Permits	\$-	\$16.67	\$16.67	\$61.25	\$50.01	(\$11.24)	\$ 200.00
Professional Fees							
42-630 Accounting and Tax Preparation	222.35	20.83	(201.52)	222.35	62.49	(159.86)	250.00
42-640 Legal	-	166.67	166.67	-	500.01	500.01	2,000.00
Total Professional Fees	\$222.35	\$187.50	(\$34.85)	\$222.35	\$562.50	\$340.15	\$ 2,250.00
Park Services							
44-660 Advertising	-	20.83	20.83	418.45	62.49	(355.96)	250.00
Total Park Services	\$-	\$20.83	\$20.83	\$418.45	\$62.49	(\$355.96)	\$ 250.00
Insurance							
46-710 Hazard	631.95	500.00	(131.95)	1,895.80	1,500.00	(395.80)	6,000.00
46-720 Umbrella	108.83	150.00	41.17	326.53	450.00	123.47	1,800.00
46-730 General Liability	436.90	337.50	(99.40)	1,310.72	1,012.50	(298.22)	4,050.00
46-755 D & O Liability	234.05	183.33	(50.72)	702.20	549.99	(152.21)	2,200.00
46-760 Other	159.21	100.00	(59.21)	477.60	300.00	(177.60)	1,200.00
Total Insurance	\$1,570.94	\$1,270.83	(\$300.11)	\$4,712.85	\$3,812.49	(\$900.36)	\$ 15,250.00
Park Management							
50-790 Management Fees	950.00	950.00	-	2,850.00	2,850.00	-	11,400.00
Total Park Management	\$950.00	\$950.00	\$-	\$2,850.00	\$2,850.00	\$-	\$ 11,400.00
Reserves							
52-930 Park Improvements	1,666.67	1,666.67	-	5,000.01	5,000.01	-	20,000.00
Total Reserves	\$1,666.67	\$1,666.67	\$-	\$5,000.01	\$5,000.01	\$-	\$ 20,000.00
Total Operating Expense	\$19,697.27	\$12,124.99	\$7,572.28	\$41,427.01	\$36,374.97	(\$5,052.04)	\$ 145,500.00
COMBINED NET INCOME	(\$7,530.48)	\$0.01	(\$7,530.49)	(\$4,689.87)	\$0.03	(\$4,689.90)	\$0.00



List of Jan-Dec 2024 Accomplishments

- January: Late December 2023 the North Manatee Tree Service began the Windstorm Mitigation & Prevention Tree project in the amount of \$12,500; which was approved by the BOD on November 30th. NRE Grant for funding the preserves revitalization of swales and drainage work was reviewed by the Manatee County Neighborhood Grant Committee after the application went through the various stages (1) Oct. 26th site visit, (2) formal grant submitted on line in Nov., (3) Dec. obtained updated estimates, and (4) confirmation that it is ready to go before the County Commissioners in Feb. 2024. Manatee County will pay 50% of the approved project expense quote of \$13,000. On Jan. 11th the BOD voted to approve to put \$50,000 of reserve funds into a Seven (7) month Certificate of Deposit with SouthState Bank. Began lake maintenance with new contractor Rick Richards Inc. Unusually cold weather required the pool heater to be turned off per Pool Policy. Also, pool contractor LaPensee preformed "phosphate treatment".
- February: LaPensee replaced filter pressure gauge. Pye-Barker fire extinguisher inspection & they are refurbished every 5-6 years \$426.40.
- March: ACF Standby Systems (generator 26-130) annual maintenance \$533.93 and the exhaust repair done \$2,851.81 = **\$3,385.74** Annual line-item budget \$3,000.00.
- Other Repairs & Maintenance (26-240) 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 - **\$2,995.00**. In addition, the awning motor needed to be replaced, along with the fabric & added a wind sensor Smart FL Gutters LLC **\$2,714.59** for a total \$5,709.59. Annual line-item budget \$8,310.00. These three (3) large expenditures in one month are the reason we are in a deficit position for the month and year to date.