



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, June 27, 2024, at the Clubhouse, 7001 36th Street, Ellenton, FL 34222. The meeting was called to order by Secretary E. Hollick at 6:00 PM. The Pledge of Allegiance was said. 12 residents were in attendance.

President's Comments: On behalf of the NRE BOD, R. Kitterman recognized Jeff Albrecht (lot #94), John Rybka (lot #79) and Dan Tellier (lot #21) for landscaping and cleanup work at the entrances and clubhouse.

E. Hollick shared that Newby Management has promoted Adam Pike to Regional Manager and will be taking on the oversight of NRE from Mark Lind as of July 1, 2024.

Secretary: E. Hollick reported that all members were properly notified by notice and the agenda was posted on June 25, 2024, and via Constant Contact email. A quorum was present with members, R. Kitterman, E. Hollick, P. Bader and S. Simpson. K. Clapp was excused.

E. Hollick reminded attendees that two planned meetings in June were cancelled due to conflict of the clubhouse roof replacement project.

E. Hollick stated there were no changes or corrections to the May 23, 2024, minutes.

E. Hollick made a motion to waive the reading of the May 23, 2024, minutes, 2nd by P. Bader. Motion Carried.

E. Hollick made a motion to accept the May 23, 2024, minutes as distributed, 2nd by P. Bader. Motion Carried.

E. Hollick stated there were no changes or corrections to the May 28, 2024, minutes.

E. Hollick made a motion to waive the reading of the May 28, 2024, minutes, 2nd by S. Simpson. Motion Carried.

E. Hollick made a motion to accept the May 28, 2024, minutes as distributed, 2nd by R. Kitterman. Motion Carried.

Treasurer Report: P. Bader reviewed the financial statement ending April 30, 2024. E. Hollick made a motion to accept the April 30, 2024, financial statement, 2nd by R. Kitterman. Motion Carried. (Posted balance sheet along with the Operating Income Statement (page 1 & 2) filed with minutes in office)

P. Bader reviewed the financial statement ending May 31, 2024. The balance sheet is posted on the community. P. Bader made a motion to accept the May 31, 2024, 2nd by R. Kitterman. 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 work on the 2025 Budget will begin in July.

Capital: S. Simpson provided an update regarding the Manatee County Neighborhood Grant application. Manatee County has approved the reimbursement, and the check generation is in process.

R. Kitterman shared that the clubhouse roof replacement project has been completed. The final invoice from the contractor is in the process of being generated. The contractor is aware of some water damage to the southside clubhouse wall (near television) and is working to assess the issue.

Facilities & Grounds: R. Kitterman shared that he is in the process of getting estimates for the soft power washing of the pool deck and clubhouse foyer. A work group will be pulled together to clean the pool furniture before the pool deck is cleaned.

Architectural Review: S. Simpson shared that he has been watching measurements for the new home being constructed on lot #64. The placement of the home meets minimum requirements for mowing, however, does not allow for side or front flower beds. The owners have acknowledged awareness of limitations. A written letter to document understanding will be generated to the owners and a copy placed in their file.

Social: B. Pare provided an update of the planned 4th of July Ice Cream Social and July Coffee Hour 07/13/24.

Unfinished Business:

Lawn Service: Jack's Landscaping proposed price increase R. Kitterman shared that he had a discussion with Dale regarding the update the phrasing in the contract and discuss schedule for bush trimming. The BOD has reviewed the revised Jack's Landscaping contract with the proposed price increase. R. Kitterman reminded those in attendance that he looked at additional landscape companies to inform the board regarding the upcoming renewal of contract with Jack's Landscaping and our contract with Jack's Landscaping is the best financially. R. Kitterman made a motion to execute the revised contract with Jack's Landscaping for an annual cost of \$4658.00 (\$3,879.00 monthly) effective June 1, 2024, 2nd by P. Bader. Motion Carried.

Clubhouse roof replacement: R. Kitterman and S. Simpson provided an overview of the work completed by Dry Guys.

R. Kitterman presented the estimate from the Gaurdian Air LLC to connect existing duct work to the new solar fans installed in the bathrooms. S. Simpson made a motion to contract with Gaurdian Air LLC to connect the existing duct work to the new solar fans in both bathrooms for a cost of \$675.00, pending completing the Newby Management approved vendor process, 2nd by R. Kitterman. Motion Carried.

Clubhouse window tinting film installation: P. Bader shared that the film installation is scheduled for August 1, 2024. No action required at this time.

New Business:

Tree Windstorm Mitigation: R. Kitterman updated those in attendance that two vendors retracted their estimates after choosing not to complete the New Management vendor approval process, both stating required liability insurance premiums were prohibitive. R. Kitterman reviewed an estimate from North Manatee Tree Service, LLC, for \$3,250.00 and outlined the scope of work for this phase: 3 oak trees (trim back - too close to the houses) - Lot #4 (2) and Lot #6 (1) ; 7 diseased pine trees along the fence line (cut down only) - behind Lot #81; 1 oak (trim back - too close to house) - Lot #24; and 1 Brazilian pepper tree (invasive species) in preserve (cut down only) - behind Lot #86. R. Kitterman noted the current quote does not include the Brazilian Pepper Tree. S. Simpson made a motion to contract with North Manatee Tree Service, LLC, for the removal of trees as outlined in the scope of work, for a cost up to \$4,000.00, 2nd by R. Kitterman. Motion Carried.

FL Dept of Health in Manatee County Notification of Fees Due regarding our annual pool permit: P. Bader shared the pool inspection took place in June and passed. \$125.00 pool permit fee was paid. This expense is in the approved annual budget therefore does not require a separate vote for payment authorization.

Clubhouse sprinkler pump and irrigation system: R. Kitterman shared the findings of the research completed thus far. The sprinkler pump is not the issue, it is the collapsed well that in turn clogs the filter. Each filter replacement is \$2,000.00. The collapsed well and clogged filter draws sand into the irrigation tubing and clogs the sprinkler heads. The county requires the installation of a separate backflow valve for integrating the sprinkler system into the municipal water supply. The estimate for installation of the backflow valve is \$1,300.00. R. Kitterman shared that irrigation lines, installed by the initial developer, to the two entrances have yet to be located as to origin. P. Bader will contact Newby Management to obtain a list of approved Sprinkler & Irrigation vendors. No action required at this time.

Architectural Review Request: None

Resident Comments:

Lot #52 pointed out that the Exit sign for the main clubhouse door is missing a piece. BOD response: The signage came down during the clubhouse roof replacement, as did a couple speaker grates in the foyer. The items will be repaired.

Lot #93 inquired if there will be a hurricane season resident list maintained if there are evacuation orders. BOD response: S. Simpson and P. Bader will be discussing the implementation of a resident tracking plan.

Lot #56 thanked the BOD for being focused on and making improvements that benefit all owners and residents of NRE. BOD response: Thank you.

Lot #1 shared they appreciate the increased use of Constant Contact to keep the owners and residents of NRE informed regarding events, and BOD efforts. BOD response: Thank you.

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

Respectfully submitted by:

Erik Hollick, BOD

Minutes approved July 9, 2024

Next Board Meeting is on July 9, 2024, 9:00 AM

North River Estates Community Assn. Inc.
2024 Actual vs Operating Budget May 31, 2024

	<u>May</u>	<u>Monthly Budget</u>	<u>Actual YTD</u>	<u>Budget YTD</u>
TOTAL DUES INCOME:	\$12,125.00	\$12,125.00	\$60,625.00	\$60,625.00
OTHER INCOME:	\$ 3.19	\$0	\$ 589.13	\$0
TOTAL OPERATING INCOME:	\$12,128.19	\$12,125.00	\$61,194.13	\$60,625.00
<u>GENERAL</u>				
<u>OPERATING EXPENSES:</u>	\$ 8,980.77	\$10,458.32	\$ 55,025.19	\$ 52,291.60
<u>RESERVES:</u>	\$ 1,666.67	\$ 1,666.67	\$ 8,333.36	\$ 8,333.35
EXPENSES TOTAL:	\$10,674.44	\$12,124.99	\$ 52,711.10	\$ 60,624.95

MONTHLY BUDGET VS MONTHLY ACTUAL EXPENSES: \$12,124.99 - \$10,674.99 = \$1,477.55 Under Budget

YTD BUDGET VS ACTUAL: \$60,624.95 - \$63,358.54 = **\$2,733.59** Over Budget

YTD COMBINED NET INCOME: Inc \$61,194.13 Less Exp \$63,358.54 = **\$2,164.41 deficit**

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

5/31/2024 Operating Account Balances: \$22,107.75

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

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

Plus, Jan-May (5) transfer deposits of \$1,666.67 each = \$8,333.35

Plus, Jan-May (5) Interest deposits of \$29.78

Minus Jan. 22 – withdrawal to purchase C.D. - \$50,000.00

Minus Feb. 2 – withdrawal N Manatee Tree Service LLC - \$12,500.00

Minus May 16 – withdrawal Rick Richards, Inc. Swale, Preserves Grant -\$13,000

5/31/2024 Reserve Account Balance: **\$30,780.59**

Plus, Cert of Deposit \$50,000 = \$80,780.59

Note: Reserve Withdrawals: Windstorm Mitigation & Prevention Tree Project \$12,500 paid 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 May

Balance Sheet - Operating

North River Estates
End Date: 5/31/2024

Date: 6/19/2024
Time: 4:47 pm
Page: 1

Assets

Current Assets

10-000-000-00 Petty Cash	\$200.00
10-010-000-00 Cash-Checking	20,166.90
10-050-000-00 Certificate of Deposit	50,000.00
10-065-000-00 Reserves-Money Market	30,780.59
10-070-000-00 Cash-Checking Truist	1,740.85
10-220-000-00 Accounts Receivable	400.00
10-250-000-00 Prepaid Insurance	10,996.48

Total Current Assets: \$114,284.82

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: \$121,306.82

Liabilities & Equity

Current Liabilities

13-000-000-00 Accounts Payable	11,342.54
13-040-000-00 Prepaid Maintenance	13,986.08
13-120-000-00 Other Accounts Payable	950.00
13-150-000-00 Accrued Expenses	<u>7,396.84</u>

Total Current Liabilities: \$33,675.46

Reserves

16-025-001-00 Roofing Reserve	(9,450.00)
16-025-016-00 Park Improvements Reserve	<u>78,101.64</u>

Total Reserves: \$68,651.64

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>(2,164.41)</u>	<u>(\$2,164.41)</u>
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Total Liabilities & Equity: \$121,306.82

Income Statement - Operating

North River Estates
05/31/2024

Date: 6/19/2024

Time: 4:49 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	\$-	\$60,625.00	\$60,625.00	\$-	\$ 145,500.00
Total Rental Income	\$12,125.00	\$12,125.00	\$-	\$60,625.00	\$60,625.00	\$-	\$ 145,500.00
Other Income							
22-170 Interest Income	3.19	-	3.19	30.68	-	30.68	-
22-240 Application Fees	-	-	-	538.45	-	538.45	-
Total Other Income	\$3.19	\$-	\$3.19	\$569.13	\$-	\$569.13	\$ -
Total Operating Income	\$12,128.19	\$12,125.00	\$3.19	\$61,194.13	\$60,625.00	\$569.13	\$ 145,500.00
Operating Expense							
Park Maintenance							
26-120 Heating and Air Repairs and Maintenance	-	83.33	83.33	-	416.65	416.65	1,000.00
26-130 Electrical Repairs and Maintenance	-	250.00	250.00	3,678.43	1,250.00	(2,428.43)	3,000.00
26-140 Equipment Repairs and Maint.	-	41.67	41.67	81.21	208.35	127.14	500.00
26-150 Plumbing Repairs and Maintenance	-	16.67	16.67	31.95	83.35	51.40	200.00
26-190 Lawn and Landscape Maintenance	-	88.33	88.33	-	441.65	441.65	1,060.00
26-200 Lawn Contractor	3,729.63	3,841.67	112.04	18,648.15	19,208.35	560.20	46,100.00
26-209 Lake Maintenance Contractor	450.00	383.33	(66.67)	2,250.00	1,916.65	(333.35)	4,600.00
26-210 Lake & Creek Maintenance	-	166.67	166.67	-	833.35	833.35	2,000.00
26-220 Irrigation Repairs	-	41.67	41.67	-	208.35	208.35	500.00
26-240 Other Repairs and Maintenance	-	692.50	692.50	6,399.59	3,462.50	(2,937.09)	8,310.00
26-245 Fire Safety Inspections	-	20.83	20.83	426.40	104.15	(322.25)	250.00
26-250 Safety Equipment	-	20.83	20.83	-	104.15	104.15	250.00
26-280 Tree Trimming	-	416.67	416.67	-	2,083.35	2,083.35	5,000.00
26-285 Pest Control Contractor	-	41.67	41.67	120.00	208.35	88.35	500.00
26-300 Cleaning Supplies	-	8.33	8.33	46.74	41.65	(5.09)	100.00
26-305 Cleaning Contractor	280.00	283.33	3.33	1,400.00	1,416.65	16.65	3,400.00
26-320 Other Supplies	-	8.33	8.33	141.08	41.65	(99.43)	100.00
Total Park Maintenance	\$4,459.63	\$6,405.83	\$1,946.20	\$33,223.55	\$32,029.15	(\$1,194.40)	\$ 76,870.00
Pool Maintenance							
32-330 Pool Contractor	420.00	425.00	5.00	2,100.00	2,125.00	25.00	5,100.00
32-350 Pool Repairs	827.31	83.33	(743.98)	1,222.53	416.65	(805.88)	1,000.00
32-360 Pool Supplies	-	8.33	8.33	-	41.65	41.65	100.00
Total Pool Maintenance	\$1,247.31	\$516.66	(\$730.65)	\$3,322.53	\$2,583.30	(\$739.23)	\$ 6,200.00
Utilities							
36-460 Electric	489.72	625.00	135.28	3,112.71	3,125.00	12.29	7,500.00
36-470 Water	56.66	91.67	35.01	206.45	458.35	251.90	1,100.00
36-480 Sewer	135.27	133.33	(1.94)	575.29	666.65	91.36	1,600.00
36-490 Garbage	33.31	25.00	(8.31)	166.55	125.00	(41.55)	300.00
36-510 Telephone and Internet	109.99	115.00	5.01	549.95	575.00	25.05	1,380.00
36-520 Propane Gas	-	20.83	20.83	124.28	104.15	(20.13)	250.00
Total Utilities	\$824.95	\$1,010.83	\$185.88	\$4,735.23	\$5,054.15	\$318.92	\$ 12,130.00
Office Expense							
38-540 Resident Screening	-	-	-	250.02	-	(250.02)	-
38-550 Office Supplies	-	16.67	16.67	35.00	83.35	48.35	200.00
38-560 Computer, Copier and Fax Charges	-	8.33	8.33	-	41.65	41.65	100.00
38-570 Postage	27.94	25.00	(2.94)	231.94	125.00	(106.94)	300.00
38-580 Printing	-	8.33	8.33	-	41.65	41.65	100.00

Income Statement - Operating

North River Estates
05/31/2024

Date: 6/19/2024

Time: 4:49 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	\$20.85	\$4.85	\$ 50.00
38-595 Coupon Books	-	16.67	16.67	4.14	83.35	79.21	200.00
Total Office Expense	\$27.94	\$79.17	\$51.23	\$537.10	\$395.85	(\$141.25)	\$ 950.00
Licenses and Permits							
40-620 Licenses and Permits	-	16.67	16.67	61.25	83.35	22.10	200.00
Total Licenses and Permits	\$-	\$16.67	\$16.67	\$61.25	\$83.35	\$22.10	\$ 200.00
Professional Fees							
42-630 Accounting and Tax Preparation	-	20.83	20.83	222.35	104.15	(118.20)	250.00
42-640 Legal	-	166.67	166.67	-	833.35	833.35	2,000.00
Total Professional Fees	\$-	\$187.50	\$187.50	\$222.35	\$937.50	\$715.15	\$ 2,250.00
Park Services							
44-660 Advertising	(100.00)	20.83	120.83	318.45	104.15	(214.30)	250.00
Total Park Services	(\$100.00)	\$20.83	\$120.83	\$318.45	\$104.15	(\$214.30)	\$ 250.00
Insurance							
46-710 Hazard	631.95	500.00	(131.95)	3,159.70	2,500.00	(659.70)	6,000.00
46-720 Umbrella	108.83	150.00	41.17	544.19	750.00	205.81	1,800.00
46-730 General Liability	436.90	337.50	(99.40)	2,184.52	1,687.50	(497.02)	4,050.00
46-755 D & O Liability	234.05	183.33	(50.72)	1,170.30	916.65	(253.65)	2,200.00
46-760 Other	159.21	100.00	(59.21)	796.02	500.00	(296.02)	1,200.00
Total Insurance	\$1,570.94	\$1,270.83	(\$300.11)	\$7,854.73	\$6,354.15	(\$1,500.58)	\$ 15,250.00
Park Management							
50-790 Management Fees	950.00	950.00	-	4,750.00	4,750.00	-	11,400.00
Total Park Management	\$950.00	\$950.00	\$-	\$4,750.00	\$4,750.00	\$-	\$ 11,400.00
Reserves							
52-930 Park Improvements	1,666.67	1,666.67	-	8,333.35	8,333.35	-	20,000.00
Total Reserves	\$1,666.67	\$1,666.67	\$-	\$8,333.35	\$8,333.35	\$-	\$ 20,000.00
Total Operating Expense	\$10,647.44	\$12,124.99	(\$1,477.55)	\$63,358.54	\$60,624.95	(\$2,733.59)	\$ 145,500.00
COMBINED NET INCOME	\$1,480.75	\$0.01	\$1,480.74	(\$2,164.41)	\$0.05	(\$2,164.46)	\$0.00