

**BRIAR BAY COMMUNITY ASSOCIATION
BUDGET & BOARD OF DIRECTORS MEETING
OCTOBER 18, 2011**

1. CALL MEETING TO ORDER:

The following Board members were in attendance:

Brian Dowling, President ----- Present
Ed Zakarian, Vice President----- Present
Bobby Simeone, Treasurer ----- Present
Jurate Meister, Director----- Present
Stacy Kelly, Director ----- Present
Maxine Wilson, Director----- Present

Also in attendance were Bruce King, Andrea King and Kristin Klingman of Kings Management Services, Inc.

A quorum of the Board being present, President Brian Dowling called the meeting to order at 6:35 p.m. It was brought to the board's attention that the meeting time was listed as 7:00 p.m. on the notice sent out to homeowners. Therefore Brian Dowling stated that if anyone were to walk in between the starting time and 7:00 p.m. and wish to have anything previously spoken about reiterated, they would stop and accommodate this request.

Ed Zakarian arrived at 6:55 p.m.

2. APPROVE MINUTES:

MOTION: It was moved by Stacy Kelly and seconded by Bobby Simeone to waive the reading of the minutes of the August 9, 2011 Board meeting and to approve them as published.

VOTE: Unanimous.

3. FINANCIAL REPORT:

Following are the account balances as of September 30, 2011 from the finance report previously distributed to the Board of Directors:

Operating/BB&T ----- \$300,703.35
Reserve/BB&T ----- \$462,718.93
Reserves/Sun Trust ----- \$97,110.53

Each Director is provided with copies of the complete monthly financial reports along with all bank statements and reconciliation reports.

4. 2012 BUDGET

The Board reviewed the following 2012 Proposed Budget. It was noted that King's Management's contract would be increasing due to no increase for the past four years and an increase of work in the main office.

Maintenance Fees will remain at \$132.00 per month for the units within the main security gate and will remain at \$60.00 per month for the units in The Cove.

MOTION: It was moved by Jurate Meister and seconded by Stacy Kelly to accept and approve the 2012 budget as proposed. **VOTE:** Unanimous.

Ordinary Income/Expense

Income

INCOME

4050 · Maintenance Fees LB-LI-SH-TT-WE	1,376,496.00
4055 · Maintenance Fees CV1-CV2	207,360.00
4110 · Late Fees	38,000.00
4115 · Legal Fee Reim Income	3,200.00
4170 · Transmitters/Pass Cards Income	<u>3,200.00</u>

Total INCOME 1,628,256.00

Total Income 1,628,256.00

Gross Profit 1,628,256.00

Expense

EXPENSES

Administrative Expenses

5005 · Accounting *	3,000.00
5010 · Bank & Credit Card Fees*	600.00
5015 · Legal Fees Collections*	6,000.00
5017 · Legal Fees Other*	2,400.00
5020 · Licenses, Permits & Fees *	480.00
5025 · Insurance *	27,200.00
5030 · Management Fees *	104,400.00
5035 · Misc Administration Expense	600.04
5045 · Office Expense/Coupons *	6,000.00
5055 · Software/Technology	3,000.00
5060 · Taxes Federal/State/City *	2,500.00
5070 · Web Site - briarbayonline.com *	250.00
5075 · Web Site - briarbay.org	<u>800.00</u>

Total Administrative Expenses 157,230.04

General Repairs & Maintenance

5105 · Air Cond Repair & Contract	1,200.00
5110 · Clubhouse Supplies	1,200.00
5115 · Common Property Maintenance	25,000.00
5120 · Exercise Equipment R&M	10,000.00
5135 · Janitorial/Maint. Man	34,000.00
5140 · Janitorial Supplies	500.00
5145 · Misc Repair & Maintenance	4,000.00
5150 · Pest Control Clubhouse	1,200.00
5160 · Tennis Court Repair/Maintenance	1,200.00
5170 · Golf Cart Maint/Repairs	<u>1,800.00</u>

Total General Repairs & Maintenance 80,100.00

Landscape Maintenance

6205 · Irrigation Repair 2,400.00
6210 · Landscape Extras 20,000.00
6215 · Mowing & Trimming 58,000.00
6220 · Mowing & Trimming Frt Ent * 30,000.00
6230 · Mulching 15,000.00
6235 · Mulching * 4,000.00
6245 · Tree Trimming 15,000.00
6250 · Tree Trimming * 1,500.00

Total Landscape Maintenance 145,900.00

Pool Expense

6305 · Pool & Fountain Repair 1,200.00
6315 · Pool Cleaning Service 25,000.00

Total Pool Expense 26,200.00

Security

6450 · Police Extra Duty Officers 4,800.00
6402 · Burglar/Police Alarm Monitoring 480.00
6405 · Camera System Repair/Maintenanc 3,200.00
6415 · Fire Alarm Monitor & Inspection 1,000.00
6417 · Gate Repair/Maintenance 12,000.00
6420 · Transmitters/Pass Cards Expense 2,400.00
6425 · Passport System Repair/Maint 1,200.00

Guards

6435 · Gate House Guard 144,000.00
6440 · Pool/Clubhouse Guard 48,000.00
6445 · Road Patrol Guard 40,000.00

Total Guards 232,000.00

Total Security 257,080.00

Utilities

6505 · Cable Television * 530,000.00
6510 · Electric 42,000.00
6515 · Internet-Comcast 1,200.00
6520 · Phone Expense * 7,500.00
6525 · Water/Sewer/Trash 15,000.00

Total Utilities 595,700.00

Total EXPENSES 1,262,210.04

Total Expense 1,262,210.04

Net Ordinary Income 366,045.96

RESERVE FUNDING

Celebration Blvd-Inside Gate	12,000.00
Clubhouse/Guardhouse	10,000.00
Contingency CV1, CV2	6,000.00
Contingency LB, LI, SH, TT, WE	277,545.96
Entry Roads *	2,400.00
Exercise Equipment	25,000.00
Irrigation Pumps **	1,200.00
Painting	5,000.00
Parking Lot	1,500.00
Pool Resurfacing	12,000.00
Pool Heaters	5,000.00
Pumps, Motors, A/C	6,000.00
Roofing	2,400.00

Total RESERVE FUNDING 366,045.96

Total Other Expense 366,045.96

Net Other Income -366,045.96

Net Income 0.00

THE BUDGET OF THE ASSOCIATION DOES NOT PROVIDE FOR ADEQUATE RESERVE ACCOUNTS FOR CAPITAL EXPENDITURES AND DEFERRED MAINTENANCE THAT MAY RESULT IN SPECIAL ASSESSMENTS. OWNERS MAY ELECT TO PROVIDE FOR RESERVE ACCOUNTS PURSUANT TO SECTION 720.303(6), FLORIDA STATUTES, UPON OBTAINING THE APPROVAL OF A MAJORITY OF THE TOTAL VOTING INTERESTS OF THE ASSOCIATION BY VOTE OF THE MEMBERS AT A MEETING OR BY WRITTEN CONSENT.

5. OFFICER'S REPORTS:

No Officer's Reports.

6. UNFINISHED BUSINESS

Bobby Simeone had spoken about possibly installing a hot tub in the pool area. There was to be a proposal presented to the board, however this topic was tabled until the next meeting.

7. NEW BUSINESS

- a. **Gym Maintenance Agreement:** Home Fitness Headquarters, Inc. provided the board with a preventative maintenance agreement to maintain the new equipment in the community gym. The yearly maintenance rate would be \$760 total for the year, however will be paid in four installments of \$190 after each visit.

MOTION: It was moved by Bobby Simeone and seconded by Ed Zakarian to accept this maintenance agreement with Home Fitness Headquarters.

VOTE: Unanimous

- b. **Landscaping Proposal:** The Board discussed how they have not been happy with the landscaping that Clintar has been providing. Therefore, a proposal was received from Phoenix landscaping in the amount of \$67,000 for the year in monthly increments of \$5,584. This would include:
- 40 cuts per year
 - 12 trims of hedges and ornamentals per year
 - fertilization of trees (13-3-13), shrubs (13-3-13) and turf (20-0-10) 4 times per year using granular and a liquid fertilizer (32-0-0) (Chelated Iron) (Evergreen)
 - monthly weed control on all beds
 - tree trimming up to 12 feet above ground
 - pest control 12 times per year or as needed
 - 12 monthly irrigation wet checks

MOTION: It was moved by Bobby Simeone and seconded by Jurate Meister to change landscaping companies to Phoenix Landscaping.

VOTE: Unanimous

- c. **Holiday Lighting Proposal:** The board decided that this year they would cover not only the Briar Bay lighting throughout the community, but the entrances to the sub-communities as well. Since there were a few changes that needed to be updated to the proposal, the board decided to vote on a maximum amount for the community.

MOTION: It was moved by Ed Zakarian and seconded by Jurate Meister not to exceed a total of \$5500 for all the holiday lighting throughout the community.

VOTE: Unanimous.

- d. **Lights Around the Pool:** Brian Dowling asked for a proposal to put lights around the pool so that it can stay open later for homeowners. Loxahatchee Electrical Services provided a proposal in the amount of \$3,750 to place two wall mounted lights and one pole mounted light around the pool. It was discussed that since we have a guard at the clubhouse until 10p.m., it would be nice to have the pool available as well for these hours.

MOTION: It was moved by Ed Zakarian and seconded by Maxine Wilson to except the proposal from Loxahatchee Electrical Services.

VOTE: Unanimous

- e. **Clubhouse Rental Review:** The board discussed the possibility of increasing the rate to rent the clubhouse, or possibly doing away with the rentals all together. The reasoning behind this is there are never the small amounts of people allotted due to fire/safety code, and many times these homeowners use the pool which is over the amount of guests allowed. After a bit of discussion, the board decided to leave the clubhouse rentals the way they are for the time being.

8. OPEN FORUM

The idea of purchasing Dog Stations for the community on the master common areas was brought up during open forum. The board agreed that this would be a great idea for the master to purchase some of these Fido Stations as well for homeowners that walk their dogs throughout the neighborhood.

MOTION: It was moved by Ed Zakarian and seconded by Bobby Simeone to order five of the Fido Dog Stations.

VOTE: Unanimous

9. ADJOURNMENT

MOTION: There being no further business Brian Dowling moved to adjourn the meeting at 8:34 p.m.