

PRITCHARD ISLAND HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
January 15, 2018

Meeting called to order by President Wayne Martin at 6:20 PM. Other Directors present were Vice President Harriet McCombs, Secretary Karen Elzinga, Treasurer Gloria Huffman, and Director Beverly Wise.
Also present, Sam Gumbel, Property Manager.

MINUTES

Motion made by Gloria to approve the minutes of the November 13, 2017 meeting. Second by Harriet. Unanimously approved.

TREASURER'S REPORT

Net Profit for November, 2017 was \$106. Net Loss through November 30, 2017 was \$14,161.
Net Profit for December, 2017 was \$2,153. Net loss through December 30, 2017 was \$12,008.
Sam gave a review of line items that had wide variations in actual vs. budget.
Motion made by Harriet to accept the Treasurer's report. Second by Karen. Unanimously approved.

MANAGER'S REPORT

Violations:

Continuing problems between 856 & 854 about loud noise inside units and out. Sam talked to both and seems to have settled down.
Complaint of dog excrement in front of Dock #3. Owner of dog talked to tenant of 864.
Written complaint about 856 having car in owners space not being used. He now has a third car that he is requesting to be parked in a guest spot in front of his unit until he can sell one of his cars.
Motion made by Karen to allow him 30 days to get rid of one of the cars and a fine of \$100 be charged per day for continuing violation. Second by Harriet. Unanimously approved.

Maintenance:

Unit 868—Long term moisture intrusion around chimney resulting in framing destruction.
Motion made by Harriet to accept the proposal from Blue Causway, LLC, General Contractor, in the amount of \$4,500 to repair. Second by Wayne. Wayne, Harriet, and Gloria voted yes. Karen and Beverly voted no. Motion passed.
Existing plants removed and 32 Loriapi grass installed in front of 834 -- 840. Landscape Committee to look and determine if this is what they want to continue in front of other buildings.
Annual cleaning of sewer lines to Building G cleaned in November as annual maintenance.
Hose bib replaced for unit 838.
Water backed up into toilets of 836. Plumber called and determined lift station wasn't working.
City will reimburse Association for plumbers charge.
Rye seed installed on bare spots around units.
Roofs replaced on units 846, 863, and 868.
Pool Vac-Pac cleaned and painted.
Dryer duct cleaning approved for units 930 and 894.
Water back up into toilets of Building B on Saturday 1/12. Plumber determined that power was again out at the lift station. City called and corrected. Reimbursement will be requested from City.

Screenings:

Interviewed and approved tenants for units 892 and 894 and buyer for 920.

OLD BUSINESS

Concrete curbs installed around planter in front of 874/876.

Discussion of pool building repairs tabled to next meeting.

Replacement of Dock #5, approved at the October Board Meeting, discussed again. Karen made a motion that the dock be replaced in the present configuration. Second by Beverly. After discussion, motion amended by Karen to use composite wood deck and railing. Voting yes – Karen, Wayne, Harriet, and Beverly. Voting no – Gloria.

Replacement of siding on Building B approved at the Board Meeting of 11/13/17, subject to bids, discussed again. Karen made a motion to put a hold on the siding. Second by Harriet. Unanimously approved.

Replacement of retaining wall behind unit 916. Proposal from Neat & Tidy presented with different options. Karen made a motion to choose the 6" x 6" PT retaining wall with no drain. Second by Harriet. Unanimously approved. Sam to get additional bids.

NEW BUSINESS

Board Member Certification forms signed by Board Members.

Motion made by Gloria to change the Board Members authorized to sign on the checking accounts at the November, 2017 meeting to Wayne Martin, President, Harriet McCombs, Vice-President, Gloria Huffman, Treasurer, and Sam Gumbel, Property Manager. Second by Karen. Unanimously approved.

Additions to Beautification & Pest Control for 2018 tabled to next meeting.

Letter from unit 932 received 12/13/17 and dated 11/24/17 discussed. Sam and Karen trying to make appointment with her to discuss. Sam will write letter to her recognizing receipt of letter.

Pool fence. Options considered from one company. Tabled to next meeting.

Hickory tree that fell behind unit 902 discussed and proposals for removal considered. Motion made by Harriet to have Neat & Tidy, low bidder, remove the tree. Second by Karen. Unanimously approved.

Mailboxes between Buildings G & H hit by car. They have been removed by Post Office for repair and should be installed by this Wednesday or Thursday.

Notes submitted by Harriet for review tabled to next meeting.

Notes from owners submitted for Board review.

Sam submitted a report on time he spent on Association business in 2017. After discussion, motion made by Harriet to approve a bonus of \$3,000 for 2017. Second by Gloria. Unanimously approved.

OPEN TO MEMBERS

Recommendation to close Dock #3 & #4 as dangerous tabled to next meeting.

Meeting adjourned at 8:45 PM

Respectfully submitted,

Sam Gumbel, Property Manager
For the Board of Directors

PRITCHARD ISLAND HOMEOWNERS' ASSOCIATION, INC.
ANNUAL MEMBERS MEETING
MINUTES
January 15, 2018

Meeting called to order at 6:00 PM

Motion made by Harriet McCombs to approve Wayne Martin as Chairman. Second by Karen Elzinga.
Unanimously approved.

Verification was presented that 21 proxies and 7 members present met the quorum requirement of 25.

Motion made by Harriet McCombs to approve the minutes of November 14, 2016 without reading. Second
by Beverly Wise. Unanimously approved.

Motion made by Gloria Hoffman to borrow from Reserves next year to pay insurance premiums, if needed.
Second by Harriet McCombs. Unanimously approved.

Motion made by Harriet to adjourn. Second by Gloria. Unanimously approved.

Meeting adjourned at 6:18 PM.

Respectfully submitted,

Sam Gumbel, Property Manager

PRITCHARD ISLAND HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
February 19, 2018

Meeting called to order by President Wayne Martin at 6:00 PM. Other Directors present were Vice President Harriet McCombs, Treasurer Gloria Huffman, and Director Beverly Wise. Also present, Sam Gumbel, Property Manager. Karen Elzinga, Secretary, joined the meeting during the Violation section of the Agenda.

Jeff from Neat & Tidy was given the floor. He requested that one person be designated by the Board as his contact with the Board. Beverly made a motion that the Property Manager be that person with any contractors. Second by Harriet. Unanimously approved.

The floor was open to anyone wanting to ask Jeff any question. Sam asked what items added to Beautification/Landscaping by the 2017 Board were more important than others. He said that shrub fertilizing, iron & copper, and lawn fertilizing would be the most important. Lime application and seed would be the least important in priority.

MINUTES

Motion made by Harriet to approve the minutes of the January 15, 2018 meeting. Second by Gloria. Unanimously approved.

TREASURER'S REPORT

Net Profit for January, 2018 was \$2,111.

Sam went over line item adjustments to 2017 financials. He noted that the \$3,000 property managers bonus was posted to 2017 as an accounts payable at the end of the year.

Motion made by to Wayne to accept the Treasurer's report. Second by Gloria. Unanimously approved.

MANAGER'S REPORT

Second set of keys given to Gloria Huffman in case Sam cannot be reached.

Violations:

Violation by owner of unit 924 of various sections of the Declaration and Rules & Regulations by removing plants from in front of her unit and Indian Hawthorne in front of 908 & 910 by Jeff from Neat and Tidy. Motion made by Gloria that owner pay the Association \$147 donation to cover the replacement of plants as designated in the future by the Association.

Second by Harriet. Unanimously approved.

Owner of Unit 856 having too many cars from last meeting. He has sold one of the cars.

Maintenance:

Plumbers cost for determining on 1/12/18 that power to the lift station had been lost will be reimbursed by the City of Inverness.

Dead palm tree at the edge of the Eastern retainage area was removed.

Patio roofs of 862, 824, 908, and 910 repaired for total of \$2,050.

Screenings:

None.

LANDSCAPE COMMITTEE:

Kathy Weunstel gave the Committee report and outlined a plan going forward. A list of items for immediate action was presented.

Motion made by Gloria to approve stage #1 plan. Second by Harriet. Unanimously approved.

Motion made by Harriet to cancel the mulch installation for this year. Second by Gloria. Unanimously

approved.

Motion made by Beverly to add lime on lawns, 2 applications of iron/copper on shrubs, and two applications of fertilizer on shrubs totaling \$2,800 as Beautification/Landscaping #2. This is for PIHA only areas. Second by Gloria. Unanimously approved.

OLD BUSINESS

Pool building ceiling tabled from last meeting discussed. General agreement to have ceiling repaired. Replacement of Dock #5. New estimate presented from Dock Masters. Sam asked to get another estimate. Mark Lipski offered to get contractors from Ocala to call Sam.

Board updated on status of 932 demands.

Hickory tree behind unit 902, damaged by Hurricane Irma, removed.

Mailboxes between Buildings G & H, hit by vehicle, has been replaced.

Motion made by Beverly to ratify phone vote to accept new proposal from Blue Causeway for \$3,500 to eliminate chimney of Unit 868 rather than replace the chimney approved for \$4,500. Second by Harriet. Unanimously approved.

Unit 868 chimney eliminated. Additional hidden damage resulted in \$425 extra to original proposal. Painting or replacement of pool fence tabled for future consideration.

Discussion held concerning Property Manager's bonus payment. Sam asked to present new contract for the next budget year.

Dock #3, 4, & 5 discussed. Sam to walk and have necessary minor repairs done.

NEW BUSINESS

Unit 882 chimney replacement discussed. Motion made by Harriet to accept proposal from Blue Causeway for \$4,500. Second by Karen. Unanimously approved.

Request from unit 932 for her to be provided with a trash cart per doctor's note. Motion made by Harriet to approve the request. Unanimously approved.

Request from unit 920 that patio sliders be replaced with French doors. Motion made by Karen to approve the request. Second by Harriet.

Information on the legal firm of Clayton & McCulloh Board Certification dates given.

Sam to check with Integrity about small balances in Customer Balance Summary and why "O" doesn't show in budget figures of line items. Also, to check Hartford Insurance Balance in Customer Balance Summary.

OPEN TO MEMBERS

Owner of unit 856 complained about neighbors making noise. He was advised to call police as he had been instructed to do by the Property Manager.

Meeting adjourned at 9:03 PM

Respectfully submitted,

Sam Gumbel, Property Manager
For the Board of Directors

PRITCHARD ISLAND HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING
MINUTES
March 19, 2018

Meeting called to order by President Wayne Martin at 6:00 PM. Other Directors present were Vice President Harriet McCombs, Secretary Karen Elzinga, Treasurer Gloria Huffman, and Director Beverly Wise.
Also present, Sam Gumbel, Property Manager.

MINUTES

Motion made by Harriet to approve the minutes of the February 19, 2018 meeting. Second by Karen. Unanimously approved.

TREASURER'S REPORT

Net loss for January, 2018 was \$1,162. Net profit for year thru February, 2018 was \$942.
Statements to be sent to owners owing small balances. Balance due from Hartford Insurance written off.
2017 Reserve Interest Income transferred to Reserve Contingency.
A sheet showing the history of Property Manager's bonuses was given to each Board Member.
Motion made by to Gloria to accept the Treasurer's report. Second by Harriet. Unanimously approved.

MANAGER'S REPORT

Violations:

Nuisance complaint against unit 854 requiring Sheriff's report and arrest. Company managing this unit will start eviction proceedings.

Maintenance:

Main drain cover in pool replaced. Required by the state of Florida.
Annual termite inspection complete.
14 deck boards replaced on docks 3,4, and 5.
Deck of docks 8 and 9 in dry, splintering condition. Age approx. 15 years. Proposals to replace existing deck material with composite or paint.
2 lights at South entry replaced by Sam.

Screenings:

None.

Motion made by Harriet to accept the Manager's Report. Wayne, Harriet, Gloria, and Beverly voted Yes. Karen voted No. Motion Passed.

LANDSCAPE COMMITTEE:

Kathy reported that a meeting was held with Jeff from Neat & Tidy, a plan was created, and the Committee is waiting on Jeff to complete a proposal.

Motion made by Karen to accept the Landscape Committee's report. Second by Gloria. Unanimously approved.

OLD BUSINESS

Pool building ceiling repairs complete. Cost was \$250 including replacing 2 security lights.
Cleaning and painting proposal from Trochez Painting for \$750 for the pool building and \$600 for the office building presented to the Board. Gloria made a motion that this be tabled to the next meeting. Second by Harriet. Unanimously approved.
Motion made by Beverly to accept proposal from Dock Masters to replace Dock #5 for \$16,500. Second by Harriet. Unanimously approved.
Replacement of retaining wall contract given to Neat & Tidy for \$2,800. Installation should be this week. Sam reported on unit 932 mold test done at her own expense. Our insurance inspection done 3/13.

Results submitted to our insurance company.
Unit 868 chimney eliminated. Interior damage cost \$300 extra.
Unit 882 chimney replacement should start soon.
Motion made by Karen to obtain proposals for replacement of docks 3 & 4. Second by Harriet.
Unanimously approved.
Payment for January plumbing bill received from City of Inverness.

NEW BUSINESS

Motion made by Gloria to have front fence and walls pressure cleaned by Trochez for \$800.
Second by Harriet. Unanimously approved.
Karen informed the Board about a class held at Clayton & McCulloh law firm and recommended it to other members of the Board.
Motion made by Karen to allow ADT signs in mulch in front of units. Second by Harriet. Unanimously approved.
A request has been submitted to the City of Inverness Arbitration Board for sewage cost adjustment in water bill covering 2 ½ years.
Estimates were obtained to consider installing a second water meter at the pool to reduce the sewage charge. Total cost estimated at \$1,400 - \$1,800. The payback period is estimated to be 5 years.
Motion made by Gloria to table for a year. Second by Harriet. Unanimously approved.
Sam verbally resigned as Property Manager. In discussion with the Board, Motion made by Gloria to pay Sam thru the month of April to allow time for the transition.

OPEN TO MEMBERS

Owner complained about condition of pool deck furniture. Harriet agreed to work with Nancy Smith to work on things needed and get approval for costs from the Board. Motion made by Karen to fund \$200 for this project. Second by Harriet. Unanimously approved.
Recommendation made by owner to eliminate in-ground trash container danger, and potential liability options.
Request made for larger meeting space. Harriet will call church where meetings were once held.

Meeting adjourned at 8:05 PM

Respectfully submitted,

Sam Gumbel, Property Manager
For the Board of Directors

PRITCHARD ISLAND HOMEOWNERS ASSOC., INC.
BOARD OF DIRECTORS MEETING
May 21, 2018

Meeting called to order by Wayne Martin, President at 6:00 P.M. Other Board members present were, Harriet McCombs, Vice President (telephone), Gloria Huffman, Treasurer, Karen Elzinga, Secretary and Kathy Weunstel, director.

MINUTES

Motion made by Gloria Huffman to accept the minutes of the April 16, 2018 Board Meeting, with the change on page 2 “ motion made by Karen to leave docks 3 & 4 as is for now, seconded by Karen” (change to Kathy). Motion seconded by Karen. Approved unanimously.

Motion made by Gloria to accept the minutes for the April 30, 2018 Special Board meeting as typed. Second by Kathy. Approved unanimously.

RATIFY TELEPHONE VOTES

Motion made by Gloria, seconded by Kathy, and unanimously approved, to ratify the telephone votes taken on April 23, 2018 to move temporarily, the funds from the matured CD at Brannon Bank to the money market account. Vote by telephone was Karen, Gloria, Kathy and Harriet approving.

Motion made by Gloria, second by Karen and unanimously approved to ratify the telephone vote taken on April 23, 2018 to change the scope and price of the painting of the pool house. The vote was approved at the time by Gloria, Kathy and Karen.

Motion made by Kathy, second by Gloria and unanimously approved to ratify the email vote taken on May 2, 2018 to approve a change in services to be performed by Integrity per Tony and Glorias’ discussion by deleting # 3 & #7 from their proposal and changing the price from \$ 1365.00 per month to \$ 1250.00 per month. Gloria, Wayne, Kathy and Harriet voted yes.

TREASURERS REPORT

The Treasurers report was presented by Gloria Huffman, see attached copy of the report.

Motion made by Karen to accept the Treasurers report, second by Harriet, unanimously approved.

MANAGERS REPORT

All papers, files, computer flash drives, keys,etc. turned over to Integrity. Walk through on property done on May 4th with Sam, Tony and staff of Integrity, and Gloria.

Violations:

None

Maintenance:

Irrigation system serviced by All Weather Sprinklers.

Three new letters made for front sign made by Ron and installed by Sam.

Short in electrical at North entry, Tinsley Elec. called, quoted Sam \$ 350.00 for repairs,

however when Invoice and check was received by Treasurer the total amount was \$522.50 not \$ 350.00. Check & invoice returned to Heather at Integrity, she is inquiring Tinsley about the discrepancy.

New door knob and lock installed by Sam on womens' rest room door at pool.

Top cap of chlorine holding tank inside Vac Pac blew out. Authorized pool company to replace it along with 2 gutter drain covers in pool.

Roof repairs completed by Raymond Frankart to units 904,862,908, & 910. Sam was quoted \$ 1375.00, invoice and check received by Treasurer in amount of \$ 1950.00. Check rejected by Treasurer, vendor questioned by Integrity, changed invoice amount to \$ 1275.00. First check voided, New check written, signed, and paid.

Integritys' Managers Report information is contained in above except for the information re: unit owners 856 persistence in obtaining insurance information not to be divulged to owners. Mr. Tony Wahl was required to intervene on behalf of PIHA and his staff.

SCREENINGS

Integrity performed a screening on a tenant for unit# 878, PIHA received a copy of approval.

Motion made by Gloria to accept the Managers report, second by Kathy, unanimously approved.

LANDSCAPE COMMITTEE REPORT

Kathy reported all drip water hoses and timers were purchased and installed. Plants were surviving except for 4 that are questionable at this time.

Request for plantings by unit # 848 (approved in new business)

Board discussed the replacement of a plant that had been removed by Neat N Tidy. Karen and Kathy will personally split the cost of replacing the plant for homeowner. No Board action taken.

Motion made by Gloria, second by Karen to accept the Landscape Comm. Report Unanimously approved.

OLD BUSINESS

Cleaning and painting of pool building, and cleaning of the meeting building complete. Cost per change of telephone vote \$ 500.00. Board discussed the disappointment of the results of the paint job per our verbal agreement. Board also discussed examination of condition of meeting building since pressure cleaning and if it now needs to be painted. Henry Trochez quoted PIHA for an additional \$750.00 he would paint the meeting building and soffit. For \$300.00 paint the soffit of pool room, and for \$150.00 paint the meeting room soffit only. Gloria suggested that Board members inspect the buildings and make recommendations to Integrity as to what we think needs to be done Gloria made a motion to turn this project over to Integrity, second by Kathy, unanimously approved.

Inspection report of unit # 932 shows no significant findings in mold report. Water stained Unit drywall damage estimate \$ 900.00 does not meet \$ 2500.00 deductible. Owner will be notified by Karen of the findings.

882 chimney replacement now scheduled to start around June 1st.

Proposals from Dock Masters for Docks 3 & 4 not received as of May 8th.

Neat N Tidy removed all in ground garbage cans at a cost of \$ 1,850.00

The drain system installed in front of Building H by Neat N Tidy. Cost to PIHA \$ 950.00, SAPIHA \$ 950.00 to date. Needs sod, concrete posts and chains, additional costs \$ 300.00 each. There may be additional problems with the area. Tony will discuss with Jeff of Neat N Tidy prior to them doing this. Gloria made a motion to proceed with that option if Tony decides that is a viable option, second by Kathy, unanimously approved.

Insurance quote for renewal of policies is \$ 23,319.30, \$ 5,000.00 less than last years premium. Karen made a motion to accept Statewide Ins. Agency's quote, second by Kathy, unanimously approved.

Board discussed the available options for the \$ 175,000.00 funds available for CD investment. Considering Tonys' advice, the Board voted to invest \$ 100,000.00 in a CD at BBVA Compass for a term of 18 months @ 2.25% APY interest rate. Voted to invest \$ 50,000.00 in one CD at Brannon Bank for a term of 12 months @ 1.50 % APY interest rate, and an additional \$ 25,000.00 in another 12 month CD at Brannon Bank for a term of 12 months @ 1.50% APY interest rate. The Board discussed by dividing the funds in this manner the availability at a later date as these CDs' mature being able to ladder the investments for longer terms in the future. Motion made by Karen to approve the above, second by Kathy, unanimously approved.

NEW BUSINESS

Board discussion as to if a written contract was needed between PIHA and Integrity for Property Management Services. No action taken on the matter as Board agreed that the verbal agreement reached between PIHA and Integrity per their proposal was sufficient at this time.

Letters sent to homeowners regarding changes in Management May 1, 2018; Letters were also sent to SAPIHA and Gospel Island homeowners.

Unit # 818 reported a roof leak to Integrity, checked out, no leak, old stain.

Unit# 848 requests Board approval to extend his garden and mulch area around to his A/C unit. Motion made by Karen to approve, second by Gloria, unanimously approved.

Unit # 920 seeking approval for an additional A/C unit to be installed. Motion made by Gloria to approve, second by Kathy, unanimously approved. (see attached written request and pictures.)

Treasurer request setting up a petty cash fund of \$ 250.00, to be managed by Treasurer. Kathy made a motion, second by Karen, unanimously approved.

Unit # 902 reported a sewer problem to Integrity on May 15th, blockage repaired. Board discussed the problems that building G has had in the past with sewer at their connection. There was a maintenance schedule set up with Dons' plumbing to keep an eye on this problem on a regular basis. Gloria notified Integrity of this ongoing problem on May 22, 2018 after this discussion of the Board.

Gospel Island Board member reported that there was a problem with the self closing mechanism on the pool gate. Gloria reported to Integrity, repair made by handyman.

Committees'

Board discussed forming committees' to aid us in finding maintenance problems and reporting them to Integrity. Gloria made a motion, second by Kathy, unanimously approved to form a temporary committee of Karen and Kathy to form the different committees needed, notify homeowners of committees' being formed and recruit volunteers' from the community to invest time and expertise to help our Board to take on some small projects that we would rather not have to pay Integrity to hire outside vendors to perform. Some of the committees that could be of help would be a Pool Committee, Architectural Control Committee, Dock Committee and our already formed Landscape Committee and possible a Fining Committee.

OPEN TO MEMBERS

Unit # 906 owner requested approval from the Board to replace a previously approved concrete block patio at the rear of her home, with a paver patio the same size. (pictures attached)
Motion to approve made by Gloria, second by Karen and unanimously approved

Unit # 1010 owner inquired as to when the fence rail around the pool would be painted.
Karen volunteered to paint the rail if unit owner 1010 would help her.

ADJOURN:

Motion to adjourn made by Gloria, second by Kathy. Unanimously approved.
Adjourned at 8:18 P.M.

Respectfully submitted by
Gloria Huffman, Treasurer/Karen Elzinga, Secretary

PRITCHARD ISLAND HOMEOWNERS ASSOC., INC.
BOARD OF DIRECTORS MEETING
June 18, 2018

Meeting called to order by Wayne Martin, President at 6:01 P.M. Other Board members present were, Harriet McCombs, Vice President (telephone), Gloria Huffman, Treasurer, Karen Elzinga, Secretary and Kathy Wuenstel, director.

MINUTES

Motion made by Kathy Wuenstel to accept the minutes of the May 21, 2018 Board Meeting, as typed Motion seconded by Gloria Huffman. Approved unanimously.

RATIFY TELEPHONE VOTES

Motion made by Karen, seconded by Kathy, and unanimously approved, to ratify the telephone votes taken on May 24, 2018 to add to the minutes of the May 21, 2018 Board Meeting, that all current Board members with the exception of Harriet McCombs who is residing in Tennessee at this time will be signers for CD withdrawals, and that there must be two (2) Board member signatures to withdraw a CD. Wayne Martin, yes., Kathy Wuenstel, yes., Karen Elzinga, yes., Harriet McCombs, unavailable originally, emailed a yes., Gloria Huffman, yes, unanimously approved.

TREASURERS REPORT

The Treasurers report was presented by Gloria Huffman, see (attached copy) of the report.

Motion made by Karen to accept the Treasurers report, second by Kathy, unanimously approved.

MANAGERS REPORT

Maintenance:

Integritys' Management Report (copy attached.)
Integrity walk arounds 5/25, 6/1, 6/8. 6/15

Homeowner issues reported

922-roof leak in back porch area
884-roof leak in back porch area
874-roof leak in hall light area. Received bids for 922,840,830,884 (not home. Still not heard back from 874.

Frankurt quote for 922 \$ 860.00. ***Motion to approve repairing # 922 roof because the roof is new, made by Gloria, 2nd by Kathy, unanimously approved.***

Homeowners issues-918,922,910 all report issues with gutters, Integrity talked to Jeff and determined that the gutters had been cleaned as contracted, and Integrity is working on getting bids for repair or replacement of gutters on Bldg.H

Insurance renewed with Statewide.

CDs, \$ 100,000.00 CD purchased from Compass, Brannon CDs in process.

Pool issues: pool light reattached by pool company, after complaint of it hanging loose. Light may require more attention as it does not seem secure.

Timer switch in mens' rest room reported not working, mysteriously began working, no action.

Jeff to give quote on replacement of portions of front fence at entrances.

Integrity has contacted two (2) other dock companies for quotes on dock replacements.

Pool gate not auto latching, Integrity dispatched handyman, repaired it. Broken again and observed by Gloria on 6/18, gate removed and repaired by pool committee member John Marchant.

SCREENINGS

Integrity performed a screening on a tenant for unit# 864, PIHA to receive a copy of approval.

Motion made by Gloria to accept the Managers report, second by Kathy, unanimously approved.

LANDSCAPE COMMITTEE REPORT (copy attached)

Kathy reported all plants were doing well.

The grass is looking good, treatment seems to make a difference.

People parking on the grass is an issue, Board has contacted tenants, corrected, will notify owners if offence occurs again.

Concern about poor condition of the grass in the areas around the meeting room. It was determined that this area receives NO treatment, and that PIHA should consider doing it in the future. ***Motion made by Gloria, second by Karen to accept the Landscape Comm. Report Unanimously approved.***

MAINTENANCE ADVISORY COMMITTEE REPORT

Kathy presented the mission statement, goals, duties, chairman Ron Wuenstel and committee members Jim Surette, and Ziggy Joblinski of this new committee to the Board.(see attached report)

POOL COMMITTEE REPORT

Kathy presented the mission statement, goals, duties, chairman Nancy Smith and member Jon Marchant of the committee to the Board. (see attached report)

The committee reports that we need a new back gate on the fence, Board member Karen Elzinga painted the entire fence around the pool, gratis (many thanks from the Board) and committee member John Marchant straightened poles on fence, and repaired the gate.

Motion made by Gloria to approve the new committees, seconded by Karen, unanimously approved.

OLD BUSINESS

Inspection report of unit # 932 shows no significant findings in mold report. Water stained Unit drywall damage estimate \$ 900.00 does not meet \$ 2500.00 deductable. Owner will be notified by Karen of the findings.

Karen did notify owner of unit # 932 of the mold report finding, and a follow up letter will be sent to owner with the findings.

The drain system installed in front of Building H by Neat N Tidy. Awaiting a quote for additional work.

Alligator sign- Discussion about the Insurance company requirement of several years ago that we must post a beware of alligator sign. Board unsure of that disposition, will await report from Insurance company inspection of property that was performed last week, and witnessed by Gloria to see if it is required.

NEW BUSINESS

Reminder to Board that this is the year Neat N Tidy does the tree lifting. The funds are in reserve for this service.

Discussion of the letter sent to homeowners regarding issues that are being handled by Board and Integrity (gutters and pool). (see attached)

Discussion on further painting needed on common area buildings. Tabled.

Unit # 920- Board sends letter to homeowner rescinds prior approval of A/C unit installation. Installation violates covenant. (copy of letter attached).

Board member called the police on residents with glass and alcohol at the pool. Police arrived, and told Board member that there was no sign "ALCOHOL PROHIBITED", and that without a sign posted he could not enforce.

Board discussed getting quotes for appropriate signs to be made for posting; Kathy is getting prices quotes on signs. (Gloria posts a temporary sign)

Another pool incident reported by a homeowner and pool committee member, that children were throwing pool furniture into the pool while present parents and grandparents did not reprimand the children.

Karen- Board discusses possible benefits of a deal with Spectrum for cable and Wi-Fi through the association. Discussion tabled at this time.

Kathy- Board discusses the possibility again of doing occasional newsletters to homeowners.

OPEN TO MEMBERS

Unit # 924 owner requested approval from the Board to have Neat N Tidy remove a tree stump. She wants to plant another tree.

Kathy of Landscape Committee reports that there are many stumps in the area now and the association has never paid to have them removed. The Board discussed the Landscaping Committee getting prices from Jeff on removing them, however nothing was approved.

Unit # 916 owner requests that the current Board members telephone numbers be published. Gloria also had a request from a GI homeowner for the numbers.

After Board discussion, the Board has decided that an email account should be established, and that homeowners should correspond with the Board either through Integrity, or by email. Tony of Integrity will work with his staff to help us establish an email account that can be used by current and future Board members as well as homeowners who wish to have contact with Board members..

ADJOURN: Having no further business, *Gloria made motion to adjourn, 2nd by Karen, unanimously approved.*

Respectfully submitted by Gloria Huffman, Treasurer for Karen Elzinga, Secretary

PRITCHARD ISLAND HOMEOWNERS ASSOC., INC.
BOARD OF DIRECTORS MEETING
July 16, 2018

Meeting called to order by Wayne Martin, President at 6:00 P.M. Other Board members present were, Harriet McCombs, Vice President (telephone), Gloria Huffman, Treasurer, Karen Elzinga, Secretary and Kathy Wuenstel, director.

MINUTES

Motion made by Kathy Wuenstel to accept the minutes of the June 18, 2018 Board Meeting, as typed Motion seconded by Karen Elzinga. Approved unanimously.

TREASURERS REPORT

The Treasurers report was presented by Gloria Huffman, see (attached copy) of the report.

Current Balances given, profit for the 1st month this year, updates on budget vs actual given by treasurer. Note that funds not removed from the Bank as of time of the reports to purchased the CDS., although they are secured. The treasurer brought up her concerns of the small amount in reserves for pool refinishing, painting and maintenance. The Board discussed the need to receive bids on work on the pool. After much discussion Tony with Integrity will assist us in getting bids. ***Motion made by Kathy to accept the Treasurers report, second by Karen, unanimously approved.***

MANAGERS REPORT

Maintenance:

Integritys' Management Report (copy attached.)
Integrity walk arounds 6/21, 6/25, 7/2,7/9.

Homeowner issues reported

Units 830, 840, & 922 leaks were repaired. Unable to get a hold of 874, contacted Roofer for leak in # 860.

Gutters bids for G & H (attached)

Brannon Bank CDs purchased.

Pool was shut down by due to low PH, treatments done, reopens 3 days later.

Insurance –Tony did a walk around with agent for inspection.

Still awaiting bids from Dock Builders

Jeff to give quote on replacement of portions of front fence at entrances.

SCREENINGS

None

The Board and Integrity discussed the problem of obtaining information on tenants when they rent without giving information to the Board, or Integrity. Kathy gave a sample of a packet to Tony for distribution to new owners and tenants.

Motion made by Gloria to accept the Managers report, second by Karen unanimously approved.

LANDSCAPE COMMITTEE REPORT (copy attached)

Fertilizer applied, unwanted ferns spreading in beds, reminder NO PLANTS WITHOUT BOARD AUTHORIZATION. Weeds growing in beds, needs mulch. Kathy counted 4 stumps

Motion made by Gloria, second by Karen to accept the Landscape Comm. Report Unanimously approved.

MAINTENANCE ADVISORY COMMITTEE REPORT(Copy attached)

Ron walked docks to identify bad boards needing replacement. A repair request submitted to Integrity.

Kathy spoke with Roofers about the leaks and causes

Ron cleaned out gutters next door, clogged and leaking.

Kathy has been monitoring the pool, bathrooms.

A discussion on pool toys-It was decided that any pool floats and toys left at the pool will be disposed of.

BATHERS NEED TO TAKE THEIR FLOATS AND TOYS HOME WITH THEM.

Kathy is working on designing and getting the new permanent signs for NO PARKING ON GRASS, and NEW POOL RULES SIGN.

POOL COMMITTEE REPORT

The pool was discussed earlier, so no further comments.

OLD BUSINESS

The 2 Brannon CDs totaling \$ 35,000.00 have been purchased.

The drain system installed in front of Building H by Neat N Tidy. Quotes received, Board to discuss options.

Building painting tabled.

NEW BUSINESS

The Board discussed the problems with unit owners having dogs over the size, and types of dogs allowed in the community according to the covenant. The BOARD REQUESTS THAT OWNERS OF DOGS VIOLATING THESE RULES, MUST ABIDE BY THE COVENANT UNLESS SAID DOGS ARE REGISTERED SERVICE DOGS OR COMFORT DOGS. Owners must send proof of this to Integrity for the records.

Still awaiting quote from Jeff on repairs to front entrance fences.

Front pool gate repaired by Jeff at NO CHARGE. He gave a quote of \$ 75.00 to replace pipe on back gate.

PRESIDENT- The President of the PIHA Board received an anonymous letter(copy attached) stating that unit # 924 owner Karen has planted a tree and did not see in the minutes where she got permission from the Board as is required by the Rules and Regulations. It was stated in the letter that Board members should not get special privileges.

The Board member acknowledged planting the tree.

The member was chastised for not following the rules, and a motion was made by Wayne to have the owner remove the tree, must get approval to replant, seconded by Gloria, Harriet voted yes, Gloria yes, Wayne, yes, Kathy, yes. Karen, No.

OPEN TO MEMBERS

Unit owner # 1018 asked the Board to explain to her why we do not have money in reserves to maintain the pool since it is one our best assets.

The owner was advised that his current Board does not have an explanation as to why there are not more funds in the Pool/Pool Building Reserve account, and will do some research on this matter. The current Board does understand the need and will make adjustments to correct the situation

ADJOURN: Having no further business, ***Gloria made motion to adjourn, 2nd by Harriet, unanimously approved.***

Respectfully submitted by Gloria Huffman, Treasurer for Karen Elzinga, Secretary

**P.I.H.A. TREASURERS REPORT
As of June 30, 2018**

| | |
|---|-----------------------------|
| Cash in Checking | \$ 17,288.97 |
| Cash in Operating MM Acct. | 12,591.02 |
| Petty Cash Fund | 250.00 |
| | |
| Restricted Funds | |
| Cash in MM Acct. 9002 | 123,229.77* |
| Cash for 2 Brannon CDs (35,000.00) not withdrawn yet. | |
| Compass Bank CD | <u>100,000.00</u> |
| | |
| <u>TOTAL CHECKING/SAVING/CDS</u> | <u>\$ 253,359.76</u> |
| | |
| June Revenues | \$ 13,942.46 |
| (HOA Dues plus G.I. & SAPIHA Assessments) | |
| | |
| Total Expenses | 6,747.60 |
| | |
| Reserve Funds expenses for June | 4,725.08 |
| | |
| NET PROFIT FOR June | <u>\$ 2,469.78</u> |
| | |
| YEAR TO DATE NET LOSS January 1-June 30 | (\$ 1,284.07) |

CUSTOMER BALANCE SUMMARY:

Unit # 856 is now current., 3 units are 1 month behind on dues.

All Bank Balances on Bank Statements are in agreement with Integritys G/L.

Recap of Budget vs Actual income and expenses for 6 months ending 6/30/18

Income @ 100.03 % Expenses @ 103.5 % of 2018 budget
5 budget items over budget, 9 items under budget.
Mainly 3.5% overage may be attributed to Mgmt. cost.

In reviewing the financials, I must express my great concern for having only \$ 1727.35 in the reserve fund for the Pool/Pool house to date.

Although we need to get a professional quote and opinion from a qualified pool company I feel that the pool needs to be resurfaced, or at least drained, repainted, new tiles, and pool deck painting.

Property Manager's report June 16-July 16

Scheduled Walk Arouns

Walk around – Melodie – June 21

Walk around – Melodie – June 25

Walk around – Melodie – July 2

Walk around – Melodie – July 9

Homeowner issues:

830, 840, 922 leaks were repaired by Frankert. They were not able to get ahold of 874.

Contacted Frankert for leak reported at 860.

Ziggy Zablonkis emailed regarding his gutters not being cleaned out. Tony spoke with Jeff and he was supposed to do them last week. Contacted Ziggy and he said they were still not done.

Plumber was called for unit 874 for sewer line back up.

Gutters

Received two bids for the gutters on Bldg G & H

Hill Roofing Co and Nature Coast Discount Gutter

CD's

Brannen Bank CD's are now set up.

Pool Issues:

Pool was shut down due to low pH level. EML did treatments and pool was reopened after a few days. Pool service is twice weekly.

Insurance Agent

Tony did a walk around with the insurance agent for the property inspection.

Docks

Tony is waiting to hear back from two companies he contacted for estimates.

Neat-N-Tidy

Tony met with Jeff last Thursday and pushed again for the bid for the front gate and spoke to him about elevating the drain.

July 16,2018

Violations

Send letter to owners who lease and leasing agents.

Landscape

Thursday Jeff did a Fert on grass. This was spread with a spreader

It is n902 Fertilizer

Meaning Nirton no Phrosis Potassium and Pot Ashe

Gives strong root system to grass makes roots grow vertical and has 6% iron.

Free insecticide on it that he had left over and go bad if not used.

Ferns growing in 2 set of bushes. Already removed 2 sets of shrub. So important that no one plants without permission. Cost money to all of us.

Lots of weeds, no mulch. Would suggest when money is back, we get mulch done.

4 stumps in addition to Karens.

Maintenance

Ron walked Docks and identified bad boards and marked off prior to July 4the fireworks

Ron walked docks with Melodie and showed her need repairs.

A repair request for docks has been sent to Integrity.

I spoke with one of the roof men working on 840. He stated that bad work on the porches that keeps leaking was done in the original building construction.

Tony met with Insurance agent on Thursday for insurance inspection.

Ron changed bulbs in mens restroom and used a brighter light.

Ron cleaned out gutters next door. They were clogged and leaking under eaves and along wall.

Who is responsible?

Volunteers working on property sign waiver

Pool

I have been monitoring pool

Bathrooms-watching for cleanliness

Pool toys- ????

Trash- lookina at tables and trash can

July 2, 2018

Mr. Wayne Martin

President PIHA

898 Pritchard Island Rd.

Inverness, Florida 33450

Dear Mr. Martin,

I would like to know if the Board of PIHA knows that the Board member Karen who owns unit # 924 has planted a new tree in front of her place? I did not see in the meeting minutes where she got permission from the Board to plant any tree.

I don't think Board members should get special privileges.

PRITCHARD ISLAND HOMEOWNERS ASSOC., INC.
BOARD OF DIRECTORS MEETING
August 20, 2018

Meeting called to order by Wayne Martin, President at 6:00 P.M. Other Board members present were, Harriet McCombs, Vice President (telephone), Gloria Huffman, Treasurer, Karen Elzinga, Secretary and Kathy Wuenstel, director.

MINUTES:

Motion made by Kathy Wuenstel to accept the minutes of the July 16, 2018 Board Meeting, as typed Motion seconded by Karen Elzinga. Approved unanimously.

APPROVAL OF EMAIL VOTES BY BOARD:

- 1) On July 19, a motion was made via email by Gloria to approve Neat N Tidy to install a concrete curb extension along the asphalt roadway from the parking area of unit # 946 to adjoin the recently installed concrete flume @ a cost of \$ 250.00. Also to approve Neat N Tidy to install posts and chains across the new concrete area @ a cost of \$ 400.00. The total cost of \$ 650.00 to be divided equally between PIHA and SAPIHA at a cost of \$ 325.00 each

The vote was 4 yea, 1 no. Wayne Martin, Gloria Huffman, Kathy Wuenstel and Harriet McCombs voted yes, Karen Elzinga voted no. Motion carries.

Jeff of Neat N Tidy was notified by Kathy of the approval by the Board.

- 2) On August 9, 2018 a motion was made by Gloria to have Integrity hire a licensed handyman to make repairs to our docks as needed, at a rate of \$ 25.00 per hr. labor, plus materials. This approval not to exceed \$1,000.00. **5 yea, unanimously approved.**

Tony of Integrity was notified of Boards Approval on August 10th.

TREASURERS REPORT:

The Treasurers report was presented by Gloria Huffman, see (attached copy) of the report. Total cash on hand, \$ 30,293.70. Restricted funds in CDs \$ 175,000., restricted funds in MM Acct. \$ 51,150.66. Net profit for July 1528.65. year to date profit \$ 244.58 Reports attached.

Motion made by Kathy to accept the Treasurers report, second by Karen, unanimously approved.

TRANSACTION DETAIL REPORT ON POOL/POOL BLDG. REPORT:

The Treasurer gave a report on the deposits into, and the checks written out of this reserve account over the past 7 years. The Board had an extensive discussion on the funding of this account in the future to accommodate repairs needed for maintenance of this common area.

MANAGERS REPORT:

Maintenance:

- Integritys' Management Report (copy attached.)
- Integrity walk arounds 7/16,7/23,7/30,8/6,8/13.

Homeowner issues reported

Units 860, 818, & 872 reported roof leaks.

858 reported odor in unit.

Docks-Dock 5 scheduled for November, bids for 3 & 4 requested

Front Fence-Tony received a bid from Neat N Tidy of \$ 3,750.00 to repair part of the front fence. The Board discussed setting up a reserve account to fund repairs to fences since there is no current funding for these repairs. The Board requested that Tony get two more bids for this project.

The Treasurer will meet with Integrity in mid September to establish a budget for 2019. The budget will be presented to the Board in the October Board meeting for approval by the Board in the November 2018 meeting.

Mailings: Nomination forms have been received by all homeowners, and are to be returned to Integrity by Sept. 15th. 2018. Annual meeting notice and proxy will be mailed out in October. Notice of next years' dues will be sent out after the November Board meeting.

SCREENINGS:

None

Notice received from unit # 874 of intent to sell. Purchaser not interviewed yet, Integrity has contacted them for the interview.

Tony requested that the Board approve replacing the 4 X 4 wood trim around the drain in parking lot of bldg.G with poured concrete . Jeff will do it for \$ 150.00 when he pours the other curb. **Kathy made the motion to approve, second by Gloria, unanimously approved**

Motion made by Gloria to accept the Managers report, second by Wayne, unanimously approved.

LANDSCAPE COMMITTEE REPORT:

Kathy discussed the need to continue with the lawn treatment plan that was used last year, noting that the grass hasn't looked this good for years, and is convinced it is the result of these treatments.

Kathy and Gloria worked this week on the budget for landscaping for next year.

Motion made by Gloria, second by Karen to accept the Landscape Comm. Report unanimously approved.

MAINTENANCE ADVISORY COMMITTEE REPORT:

Kathy has been monitoring the pool, bathrooms.

Kathy and Ron walked the entire front fence to determine repairs needed.

Lists given to Integrity of needed dock repairs by handyman.

Motion made by Gloria to accept the committee reports, second by Wayne, unanimously approved.

POOL COMMITTEE REPORT:

The pool was discussed earlier, so no further comments.

OLD BUSINESS:

Unit # 882 chimney repairs completed. Homeowner reported to Blue Causeway directly about a roof leak around the chimney. Blue Causeway dispatched repairmen immediately. It was reported to the treasurer last week that no leaks after recent rains, owner assumes all is good.

Neat N Tidy is due to clean all gutters this month Bldgs.B-H, and Tony is working with another complex and monitoring their problems with gutters in hopes to have answers to our problems with solutions soon. The Board emphasized again to Integrity the homeowners frustrations with, and complaints regarding gutter issues.

No pool quotes yet for what needs to be done to the pool and when. Integrity will have some soon

Fix to bottom pole on back pool gate needed. The Board has discussed this several times. It needs to be done because it is a liability, and could be considered dangerous.

Kathy made a motion to hire Jeff, and pay the quoted \$ 75.00 to replace the bottom pipe on the back pool gate as previously discussed and quoted. Second by Gloria, unanimously approved.

NEW BUSINESS:

The Board reviewed the new **OWNER/LEASEE OR OCCUPANCY REVIEW FORM** that was modified from the original to now be used by Integrity, and read the letter to be sent out to the homeowners.

OPEN TO MEMBERS:

A homeowner reported late swimmers and a petty theft at the swimming pool. Portions of the new donated towel rack, and a small pump for blowing up rafts were stolen.

The Board informed this homeowner, and ***is asking that anyone observing anything suspicious going on in any common area of the development, especially the pool, to please call the police immediately. We ask that you do not confront anyone, just call the police and report trespassing.***

ADJOURN: Having no further business, ***Gloria made motion to adjourn, 2nd by Kathy, unanimously approved.***

Respectfully submitted by Gloria Huffman, Treasurer for Karen Elzinga, Secretary

Subject: Drain system in front of Bldg. H

From: glorialhuffman@yahoo.com

To: waynem@naturecoastems.org; kwrwfl@hotmail.com; harrietmcombs@yahoo.com;
karen.elzinga85@gmail.com

Date: Thursday, July 19, 2018, 12:30:02 PM EDT

After the discussions during the July 16 PIHA Board meeting, and discussions at the July 17 2018 SAPIHA Board meeting, discussions with Tony of Integrity and Jeff of Neat N Tidy.

I would like to make an email motion to:

Approve Neat N Tidy to install a concrete curb extension along the asphalt roadway from the parking area of unit #946 to adjoin the recently installed concrete flume @ a cost of \$ 250.00. Also, to approve Neat N Tidy to install posts and chains across the new concrete area @ a cost of \$ 400.00. The total cost of \$ 650.00 to be divided equally between PIHA and SAPIHA at a cost of \$ 325.00 each.

Motion made by Gloria Huffman

As we talked about in the meeting, it doesn't appear that we need the sod as of now, the area has filled in nicely. We can watch for that if we feel that we need it later, it can be done at any time. The same can also be said about elevating the drain, enlarging the drain box, and changing out the now corrugated plastic pipe to a smooth aluminum pipe. These were suggestions made by Tony.

Jeff told me this morning that he could probably get the work done by next week, and that he would raise the berm and 4X4 on the left side to level it more with the other side to help prevent runoff over the beam. HE WILL NOT CHARGE US FOR THAT. I also asked Jeff to please ask his workers as they blow the street after mowing each week, if they would blow the leaves off the drain it might work better. He acknowledged that.

I would appreciate your email vote ASAP. If you have any questions, please call me or email.

Thanks, Gloria

**P.I.H.A. TREASURERS REPORT
As of July 31, 2018**

| | |
|---|-----------------------------|
| Cash in Checking | \$ 18,293.70 |
| Cash in Operating MM Acct. | <u>12,600.11</u> |
| | |
| TOTAL CASH on hand | \$ 30,893.81 |
| | |
| Petty Cash Fund | 250.00 |
| | |
| Restricted Funds | |
| Compass Bank CD | 100,000.00 |
| Brannon Bank CD # 1 | 50,000.00 |
| Brannon Bank CS # 2 | 25,000.00 |
| Cash in MM Acct. 9002 | <u>51,150.66</u> |
| | |
| <u>TOTAL CHECKING/SAVING/CDS</u> | <u>\$ 257,294.47</u> |
| | |
| July Revenues | \$ 13,942.32 |
| (HOA Dues plus G.I. & SAPIHA Assessments) | |
| | |
| Total Expenses | 7,688.59 |
| | |
| Reserve Funds expenses for July | 4,725.08 |
| | |
| NET PROFIT FOR July | <u>\$ 1,528.65</u> |
| | |
| YEAR TO DATE NET PROFIT (LOSS) January 1-July 31 | <u>\$ 244.58</u> |

CUSTOMER BALANCE SUMMARY:

Unit # 874 is 2 months behind (for sale) 5 units are 1 month behind on dues.
Some may be due to holiday mail delay.

All Bank Balances on Bank Statements are in agreement with Integritys G/L.

Property Manager's report July 16 – August 12

Scheduled Walk Arounds

Walk around – Melodie – July 16
Walk around – Melodie – July 23
Walk around – Melodie – July 30
Walk around – Tony/Bree – August 6
Walk around – Bree – August 13

Homeowner issues:

860 – called regarding the leak in his Unit. Spoke with Jamie from Frankart. Tony is to meet him Tuesday, 8/14 to have him explain the leak situation.
818 – Holly Halle called regarding her roof, crack in wall, and screen. We had the roof checked back in May and Frankart reported that it was not an active leak. The owner believes it is active. She also said there is light showing through her wall by the stairs. The screen is ripped and I informed her that I believed it was her responsibility to take care of it.
872 – Boyfriend called and reported that the ground was washing away in the back and needed to be taken care of.
858 – Reported a bad odor in her house.

Docks:

Heather confirmed with Dock Masters that we are still on the schedule to get dock 5 redone. It is scheduled for November. We also requested a quote for Docks 3 & 4.

Fence:

Tony received a bid for the repair of the fence and it was emailed to the board.

Budget:

We need to set up a meeting to go over the budget for next year.

Mailings:

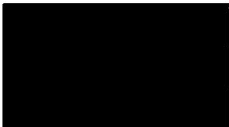
Nomination forms were sent to all Pritchard and SAPIHA owners on 8/17/18. Forms need to be received back by September 15, 2018. Annual Meeting Notice and Proxy will be sent in October. Annual Meeting is held in November. Letter with any maintenance fee changes and new elected BOD members will be sent in November after annual meeting.

Notice of Intent to Sell:

Form received from Margaret Kidwell/Elizabeth Phillips. Called the buyer to set up an interview. Have not been able to reach her yet.

PROPERTY INSPECTION SHEET

Page 1

| | |
|---|------------------|
|  | Pritchard Island |
| | 7/23/2018 |
| | Melodie Porter |

*Checked items have been completed

Previous Items:

- Very tall weeds at the end of "H" and bushes need to be trimmed
- Building E 872-874 Gutters growing very tall weeds behind
- Turtle hole by tennis court

Docks: Need weeds pulled and moss removed

New Items:

- 852 Plumbago needs trimming- owner
- 854 Broken screen door
- 884 antenna outside unit 5.5' high
- 912 Broken/open screen door
- 922 Screens need repairing/replacing
- 925 screens need repairing/replacing
- 920 screens need repairing/replacing
- 876 screen needs repairing/replacing
- 872 Gutters growing plants
- 870 Screens need repairing/replacing
- 862 Corner of foundation slipping away- Jeff was spoken to about this
- 840 Gutter, hedges/weeds
- 820 Trimming of personal plants behind home
- 818 Weeds in hedges
- General storm debris

Spoke about a letter to all persons who park their boats at the dock regarding visible updated stickers. Anything more to add to this Ron?

Subject:

From: glorialhuffman@yahoo.com

To: tony@citrusintegrity.com

Date: Thursday, August 9, 2018, 4:45:16 PM EDT

Docks

Sent from my Samsung Galaxy smartphone.

Tony, the Board has approved you trying the handyman for the dock repairs with a limit of \$ 1,000. For labor and supplies

Please keep us updated as to when he will be starting, and the progress he is making.

Thanks, Gloria

Docks

Sent from my Samsung Galaxy smartphone. Tony, the Board has approved you trying the handyman for the dock repairs with a limit of \$ 1,000. For labor and supplies Please keep us updated as to when he will be starting, and the progress he is making. Thanks, Gloria

ANNUAL MEETING OF THE PIHA BOARD OF DIRECTORS

NOVEMBER 12, 2018

CALL TO ORDER:

Vice President Harriet McCombs called the meeting to order at 7:40pm

.

ROLL CALL:

Directors present were Harriet McCombs-Vice President, Karen Elzinga-Secretary, Gloria Huffman-Treasurer, Kathy Wuenstel-Director. Wayne Martin-President, was not present. Also present were Integrity property managers, Tony Wahl and Keith Mahoney.

MINUTES:

Kathy Wuenstel made a motion to accept the October ,2017 minutes. This was seconded by Gloria Huffman and unanimously approved.

Kathy Wuenstel was elected as chairperson

.QUORUM RESULTS:

25 members either in person or by proxy needed for a quorum.

9 members attended in person and 10 members were represented by proxy.

10 proxies

Total of 19 members represented.

A quorum was not achieved

.

OLD BUSINESS: None

NEW BUSINESS:

Kathy Wuenstel made a motion that the board approve moving Reserve Money Loan to operating account to pay for insurance premiums as needed.. Gloria Huffman seconded the motion. Unanimously approved.

Gloria Huffman made a motion to carryover any profits from 2018 fiscal year, as Integrity Tax and Bookkeeping deems appropriate, per the IRS Non-Profit Income Tax Rules. Harriet McCombs seconded the motion. Unanimously approved.

NEW BUSINESS: None

OPEN TO MEMBERS:

No comments

As there was no other business, the meeting adjourned at 7:45pm.

Submitted by Harriet McCombs, Vice President

PIHA BOARD OF DIRECTORS MEETING
NOVEMBER 12, 2018

CALL TO ORDER: Harriet McCombs, Vice President called the meeting to order at 6pm.

ROLL CALL: Directors present were Harriet McCombs-Vice President, Karen Elzinga-Secretary, Gloria Huffman-Treasurer, Kathy Wuenstel-Director. President Wayne Martin was absent. Also present were property managers Tony Wahl and Keith Mahoney.

MINUTES: The October 2018 annual minutes were approved. Motion to approve by Kathy Wuenstel and seconded by Karen Elzinga. Unanimous approval.

TREASURERS REPORT: Gloria Huffman presented the treasurer's report.

A condensed version: Total cash on hand \$36,027.06

Restricted Funds:

| | |
|-----------------------|-------------|
| Compass Bank CD | \$100,00.00 |
| Brannon Bank CD#1 | 50,189.28 |
| Brannon Bank CD#2 | 25,094.64 |
| Cash in MM acct. 9002 | 62,790.12 |

TOTAL CHECKING/SAVINGS/ CDS \$274,351.00

YEAR TO DATE NET PROFIT(LOSS) \$ 2,640.83

A complete copy is available upon request.

MANAGER'S REPORT:

Tony Wahl and Keith Mahoney, Integrity Accounting and Bookkeeping.

---Sent letters to owners concerning screen repairs. There will be a \$100.00 fine imposed upon those not complying with letter.

---Discussed problems caused by the recent storm.

---Power Washing will occur every two years. This is coming up soon.

---Three cars are parked in a two person space. Letter to be sent to owner.

---Issues and problems should be in writing to Integrity.

---Permission to park in someone else's parking space must be stated in a letter written to Integrity.

---Dock Masters is still scheduled for this month.

---Detailed walk around to inspect units for problems.

Explanation of exterior damages causing interior damages. The association is responsible for paying for external damages. The owners are responsible for interior damages caused by the exterior damages. Owners are asked to contact their insurance companies concerning interior damage. This information is found in our documents.

VIOLATIONS:

Discussed in manager's report.

The board reviewed changes in the new budget to accommodate shortages in the roofing and pool reserves. These are major financial needs that will have to be addressed shortly. A motion was made by Harriet McCombs to increase our dues by \$10.00 to offset incoming expenses making our monthly dues \$230.00. In this way we hope to not have to make special assessments to meet the needs of the association. The motion was seconded by Kathy Wuenstel. Karen Elzinga voted no. All other directors voted yes. Motion carried.

LANDSCAPE COMMITTEE:

Kathy Wuenstel reported that the summer rains were greatly responsible for the good shape of our grounds, but, we need to continue feeding and maintaining what we have planted.

POOL COMMITTEE:

With the exception of anticipated major expenses to the pool, there was no other item to report.

OLD BUSINESS:

(Quotes provided by Integrity.)

Pool repair with quotes.

Tennis Court repair with quotes.

Gospel Island fence repair with quotes.

Roof repairs

Dock 5 replacement status.

Sod around units 868 & 918

Pool gate repair

New signs.

FINAL REVIEW, CHANGES, APPROVAL OF 2019 BUDGET.

NEW BUSINESS:

Two new globes have been ordered for the lampposts on walkway to pool.

All other globes have been cleaned.

Open to Members:

Two members reported dead plants. Landscape committee to investigate.

Adjourn:

As there was no other business. the meeting adjourned at 7:35 p.m.

Submitted by:

Harriet McCombs, Vice President

PIHA BOARD OF DIRECTORS MEETING
NOVEMBER 12, 2018
(First meeting for 2019.)

CALL TO ORDER:

The meeting was called to order by Harriet McCombs- President at 7:50pm.

ROLL CALL OF DIRECTORS:

New Directors:

Harriet McCombs-President, Karen Elzinga-Vice President, Beverly Wise-Secretary, Kathy Wuenstel-Treasurer, Marlene Korycki-Director.

A motion to accept the new board members and their positions was made by Harriet McCombs. and seconded by Karen Elzinga.

OLD BUSINESS:

None

NEW BUSINESS:

Request by Kathy Wuenstel to purchase a telephone speaker in order that the long distance board members can hear and participate in the meeting. Harriet McCombs made the motion to buy the machine. Seconded by Kathy Wuenstel. Karen Elzinga voted no to the motion. All other board members voted yes. Motion carried.

OPEN TO MEMBERS:

No members present.

As there was no other business, the meeting adjourned at 8:00pm.

Submitted by Harriet McCombs, President

VERG!

| | 2019 Budget | PIHA Year Total | SAPIHA Year Total | GI Year Total | PIHA Year/Unit | SAPIHA Year/Unit | GI Year/Unit | PIHA Mo/Unit | IA Mo/Unit | GI Mo/Unit |
|---|---------------------|---------------------|--------------------|-------------------|-------------------|------------------|-----------------|-----------------|----------------|----------------|
| INCOME | | | | | | | | | | |
| PIHA maintenance fees | \$154,560.00 | \$154,560.00 | \$0.00 | \$0.00 | \$2,628.01 | \$0.00 | \$0.00 | \$225.00 | \$0.00 | \$0.00 |
| SAPIHA maintenance fees | \$14,186.99 | \$0.00 | \$14,186.99 | \$0.00 | \$0.00 | \$528.66 | \$0.00 | \$0.00 | \$43.76 | \$0.00 |
| GI Maintenance fees | \$9,596.71 | \$0.00 | \$0.00 | \$9,596.71 | \$0.00 | \$0.00 | \$309.02 | \$0.00 | \$0.00 | \$25.79 |
| Dock fees | | | | | | | | | | |
| TOTAL INCOME | \$178,343.70 | \$154,560.00 | \$14,186.99 | \$9,596.71 | \$2,700.00 | \$528.66 | \$309.02 | \$225.00 | \$43.76 | \$25.79 |
| EXPENSES | | | | | | | | | | |
| Lawn Service & Landscaping | \$29,967.00 | \$28,202.00 | \$822.00 | \$943.00 | \$503.00 | \$30.00 | \$30.00 | \$41.92 | \$2.50 | \$2.50 |
| Pest Control | \$5,104.00 | \$4,678.00 | \$198.00 | \$228.00 | \$84.00 | \$7.00 | \$7.00 | \$6.96 | \$0.61 | \$0.61 |
| Termite Treatment, PIHA bldgs. | \$800.00 | \$749.16 | \$23.66 | \$27.18 | \$13.38 | \$0.88 | \$0.88 | \$1.12 | \$0.07 | \$0.07 |
| Termite treatment, pool & office bldgs. | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Pool Maintenance & service | \$5,250.00 | \$2,578.90 | \$1,243.45 | \$1,427.65 | \$46.05 | \$46.05 | \$46.05 | \$3.84 | \$3.84 | \$3.84 |
| Pool House & Deck Cleaning | \$2,080.00 | \$1,022.00 | \$492.50 | \$565.50 | \$18.25 | \$18.25 | \$18.25 | \$1.52 | \$1.52 | \$1.52 |
| Building, Cleaning & Maint. | \$6,569.00 | \$6,569.00 | \$0.00 | \$0.00 | \$117.30 | \$0.00 | \$0.00 | \$9.78 | \$0.00 | \$0.00 |
| Electric | \$3,600.00 | \$1,768.40 | \$852.62 | \$978.98 | \$31.58 | \$31.58 | \$31.58 | \$2.63 | \$2.63 | \$2.63 |
| Water & Sewer | \$2,400.00 | \$1,178.90 | \$568.45 | \$652.65 | \$21.05 | \$21.05 | \$21.05 | \$1.75 | \$1.75 | \$1.75 |
| Legal Fees | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Audit & Accounting | \$5,500.00 | \$5,412.00 | \$44.00 | \$44.00 | \$96.65 | \$1.63 | \$1.63 | \$8.05 | \$0.14 | \$0.14 |
| Mailings, Meetings, Office, Postage | \$700.00 | \$612.50 | \$87.50 | \$0.00 | \$9.01 | \$7.23 | \$0.00 | \$0.91 | \$0.27 | \$0.00 |
| Tax & Government Fees | \$340.00 | \$253.50 | \$40.26 | \$46.24 | \$4.53 | \$1.49 | \$1.49 | \$0.38 | \$0.12 | \$0.12 |
| Parking Area R3repair | \$500.00 | \$500.00 | \$0.00 | \$0.00 | \$8.93 | \$0.00 | \$0.00 | \$0.74 | \$0.00 | \$0.00 |
| Contingency Fund | \$1,500.00 | \$1,500.00 | \$0.00 | \$0.00 | \$26.79 | \$0.00 | \$0.00 | \$2.23 | \$0.00 | \$0.00 |
| Insurance | \$23,319.30 | \$22,745.16 | \$267.41 | \$306.73 | \$406.16 | \$9.90 | \$9.90 | \$33.85 | \$0.83 | \$0.83 |
| Beautification & landscaping | \$5,000.00 | \$4,681.98 | \$148.05 | \$169.97 | \$83.61 | \$5.48 | \$5.48 | \$6.97 | \$0.46 | \$0.46 |
| Property Management | \$9,840.00 | \$9,214.20 | \$291.30 | \$334.50 | \$164.54 | \$10.79 | \$10.79 | \$13.71 | \$0.90 | \$0.90 |
| TOTAL EXPENSES | \$102,469.30 | \$91,665.70 | \$5,079.20 | \$5,724.40 | \$1,634.83 | \$191.33 | \$184.10 | \$136.36 | \$15.64 | \$15.37 |

REVENUE BREAKDOWN

| | Proposed 2019 Budget | PIHA Year Total | SA Year Total | GI Year Total | PIHA Year/Unit | SAPIHA Year/Unit | GI Year/Unit | PIHA Mo/Unit | PIHA Mo/Unit | GI Mo/Unit |
|--|----------------------|-----------------|---------------|---------------|----------------|------------------|--------------|--------------|--------------|------------|
| Roof replacement & repairs | \$24,494.40 | \$24,494.40 | \$0.00 | \$0.00 | \$437.40 | \$0.00 | \$0.00 | \$36.45 | \$0.00 | \$0.00 |
| Roof, pool house | \$1,291.00 | \$634.17 | \$305.77 | \$351.06 | \$11.32 | \$11.32 | \$11.32 | \$0.95 | \$0.95 | \$0.95 |
| Roof, Office building | \$288.00 | \$141.43 | \$68.23 | \$78.34 | \$2.53 | \$2.53 | \$2.53 | \$0.22 | \$0.22 | \$0.22 |
| Roof, PIHA buildings | \$6,173.00 | \$6,173.00 | \$0.00 | \$0.00 | \$110.23 | \$0.00 | \$0.00 | \$9.20 | \$0.00 | \$0.00 |
| Roof, pool building | \$360.00 | \$176.78 | \$85.36 | \$97.86 | \$3.16 | \$3.16 | \$3.16 | \$0.26 | \$0.26 | \$0.26 |
| Roof, PIHA buildings | \$4,650.00 | \$4,650.00 | \$0.00 | \$0.00 | \$83.04 | \$0.00 | \$0.00 | \$6.92 | \$0.00 | \$0.00 |
| Roof shingle cleaning, PIHA buildings | \$445.00 | \$445.00 | \$0.00 | \$0.00 | \$7.95 | \$0.00 | \$0.00 | \$0.66 | \$0.00 | \$0.00 |
| Painting & repair fences | \$3,334.00 | \$1,638.00 | \$789.50 | \$906.50 | \$29.25 | \$29.25 | \$29.25 | \$2.44 | \$2.44 | \$2.44 |
| Painting, pool house & office building | \$300.00 | \$147.34 | \$71.03 | \$81.63 | \$2.64 | \$2.64 | \$2.64 | \$0.22 | \$0.22 | \$0.22 |
| Swimming pool & pool house | \$7,667.00 | \$3,766.00 | \$1,816.00 | \$2,085.00 | \$67.25 | \$67.25 | \$67.25 | \$5.60 | \$5.60 | \$5.60 |
| Tennis court | \$1,000.00 | \$491.24 | \$236.84 | \$271.92 | \$8.77 | \$8.77 | \$8.77 | \$0.73 | \$0.73 | \$0.73 |
| Locks, PIHA & SAPIHA | \$17,430.00 | \$11,760.00 | \$5,670.00 | \$0.00 | \$210.00 | \$210.00 | \$0.00 | \$17.50 | \$17.50 | \$0.00 |
| Locks, pressure cleaning | \$200.00 | \$134.94 | \$65.06 | \$0.00 | \$2.41 | \$2.41 | \$0.00 | \$0.20 | \$0.20 | \$0.00 |
| Plumbing | \$2,634.00 | \$2,634.00 | \$0.00 | \$0.00 | \$47.04 | \$0.00 | \$0.00 | \$3.92 | \$0.00 | \$0.00 |
| Asphalt capping of parking areas | \$3,360.00 | \$3,360.00 | \$0.00 | \$0.00 | \$60.00 | \$0.00 | \$0.00 | \$5.00 | \$0.00 | \$0.00 |
| Sealing & striping of park areas | \$1,323.00 | \$1,323.00 | \$0.00 | \$0.00 | \$23.63 | \$0.00 | \$0.00 | \$1.97 | \$0.00 | \$0.00 |
| Tree lifting | \$925.00 | \$925.00 | \$0.00 | \$0.00 | \$16.52 | \$0.00 | \$0.00 | \$1.40 | \$0.00 | \$0.00 |
| RESERVE TOTAL | \$75,874.40 | \$62,894.30 | \$9,107.79 | \$3,872.31 | \$1,123.14 | \$337.33 | \$124.92 | \$93.64 | \$28.12 | \$10.42 |
| TOTAL EXPENSES | \$102,469.30 | \$91,665.70 | \$5,079.20 | \$5,724.40 | \$1,634.83 | \$191.33 | \$184.10 | \$136.36 | \$15.64 | \$15.37 |
| TOTAL RESERVE | \$75,874.40 | \$62,894.30 | \$9,107.79 | \$3,872.31 | \$1,123.14 | \$337.33 | \$124.92 | \$93.64 | \$28.12 | \$10.42 |
| Grand Total | \$178,343.70 | \$154,560.00 | \$14,186.99 | \$9,596.71 | \$2,757.97 | \$528.66 | \$309.02 | \$230.00 | \$43.76 | \$25.79 |
| Reserve (under budget) | \$0.00 | | | | | | | | | |
| 2019 PIHA DUES | \$230.00 | | | | | | | \$230.00 | | |

PRITCHARD ISLAND HOMEOWNERS ASSOC., INC.
BUDGET JUSTIFICATION FOR FISCAL 2019
AS OF SEPTEMBER 18, 2018
 Prepared by Gloria Huffman, Treasurer

EXPENSES:

LAWN SERVICE AND LANDSCAPING

Part # 1:

Neat & Tidy has one (1) year remaining on their contract. The base annual cost for 2019 is \$ 20,400. A 3 % charge for each month gas prices are over \$ 3.00 per gallon is not included in 2019. The contract includes one (1) tree trimming, including front entries, and two (2) lake cuts to tree line. Neat & Tidy estimated that 12.5% of the \$ 20,400.00 for grounds keeping of entrances, front burm, recreational areas, and meeting room. This is a common expense, which should be shared by all on an equal basis.

$\$ 20,400. \times .125 = \$ 2,550.00 / 114 \text{ units} = \$ 22.37 \text{ per unit per year} / 12 \text{ months} = \$ 1.86 \text{ per mo.}$
 $\$ 20,400. - \$ 2,550 = \$ 17,850 / 56 \text{ units} = \$ 318.75 \text{ per unit per year} / 12 \text{ mo} = \$ 26.56 \text{ per unit per mo. for PIHA only.}$

| | <u>SUB-Total</u> | <u>PIHA</u> | <u>SAPIHA</u> | <u>G.I.</u> |
|---------------|------------------|--------------|---------------|-------------|
| | \$ 2,550.00 | \$ 1,253.00 | \$ 604.00 | \$ 693.00 |
| | 17,850.00 | 17,850.00 | --- | --- |
| Part 1 | | | | |
| TOTAL | \$ 20,400.00 | \$ 19,103.00 | \$ 604.00 | \$ 693.00 |

Part # 2

The following services are also with 12.5% to all members:

| | |
|--|-------------|
| Mulch (106 yards @ \$ 47. Per yd), buildings B thru H, front entrances, pool fence, and meeting Room..... | \$ 4,982.00 |
| Tree and palm trimming one extra including front entrances and pool area..... | 350.00 |
| Fertilizing lawn grass including around entrances and pool area twice (2) per year Utilizing 90 bags of fertilizer @ \$ 18.50 per bag..... | 1,665.00 |
| Fertilize shrubs around pool enclosure and front entrances twice per year 20 bags of fertilizer X \$ 18.50..... | 370.00 |

TOTAL Part 2 \$ 7,367.00

$\$ 7,367 \times .125 = \$ 921 / 114 = \$ 8.08 \text{ per unit per yr.} / 12 = \$.67 \text{ per unit per month for all units.}$
 $7,367. - \$ 921. = \$ 6,446 / 56 = \$ 115. \text{ Per unit per year} / 12 = \$ 9.58 \text{ per unit per month PIHA.}$

TOTALS BREAKDOWN PART 2 Per Assoc.

| | | | |
|--------------|-------------|---------------|-------------|
| Total | PIHA | SAPIHA | G.I. |
| \$ 7,367.00 | \$ 6,459.00 | \$ 205.00 | \$ 235.00 |

Part 3

The following services are provided for PIHA units only.

| | |
|---|-------------|
| Lake cuts, to tree line if needed, \$ 500. Per cut (2 included), 2 extra @ \$ 500.00 each for a total of four per year..... | \$ 1,000.00 |
| Extra, if needed beyond tree line, \$ 500. Per marsh cut to low lake levels, X 4. Not Included in this year's budget due to high lake levels. | |
| Gutter cleanings all buildings quarterly | .00 |
| 8 extra gutter cleanings on rear of buildings G & H @ \$ 150.00 per time | 1,200.00 |
| | <hr/> |
| TOTAL PART 3 | \$ 2,200.00 |

\$ 2,200.00/56= \$ 39.29 per unit per year/12 mo.= \$ 3.27 per unit per month.

| RECAP, total per association per year. | <u>Total</u> | <u>PIHA</u> | <u>SAPIHA</u> | <u>G.I.</u> |
|--|--------------------|--------------------|-----------------|-----------------|
| Part 1 | \$ 20,400.00 | \$ 19,103.00 | \$ 604.00 | \$ 693.00 |
| Part 2 | 7,367.00 | 6,899.00 | 218.00 | 250.00 |
| Part 3 | 2,200.00 | 2,200.00 | --- | --- |
| TOTAL | <hr/> \$ 29,967.00 | <hr/> \$ 28,202.00 | <hr/> \$ 822.00 | <hr/> \$ 943.00 |

| RECAP. Total per unit per year | | | | |
|--------------------------------|--|-----------------|----------------|----------------|
| Part 1 | | \$ 341.00 | \$ 22.00 | \$ 22.00 |
| Part 2 | | 123.00 | 8.00 | 8.00 |
| Part 3 | | 39.00 | -- | -- |
| TOTAL | | <hr/> \$ 503.00 | <hr/> \$ 30.00 | <hr/> \$ 30.00 |

| RECAP, per unit per month | | | | |
|---------------------------|--|----------------|---------------|---------------|
| Part 1 | | \$ 28.42 | 1.84 | 1.84 |
| Part 2 | | 10.25 | .66 | .66 |
| Part 3 | | 3.25 | -- | -- |
| TOTAL | | <hr/> \$ 41.92 | <hr/> \$ 2.50 | <hr/> \$ 2.50 |

NOTE: This item (Landscaping) is by contract and should not be changed unless services or rates or increases by the Board of Directors. Current contract with landscaping company Neat & Tidy expires after the fiscal year 2019.

PEST CONTROL

This item has been allocated on the same basis as Lawn Service and Landscaping, and is provided by Neat & Tidy. Services include:

Spray lawn twice per year for weed control including front entrances and pool area.

| | | | | |
|-------|-------------|-------------|----------|----------|
| | | PIHA | SAPIHA | G.I. |
| Total | \$ 1,480.00 | \$ 1,386.00 | \$ 44.00 | \$ 50.00 |

| | | | | |
|--|-------------|----------|-------|-------|
| Spray lawn three (3) times per year for pests, including front entrance, pool area | \$ 2,220.00 | 2,079.00 | 66.00 | 75.00 |
|--|-------------|----------|-------|-------|

| | | | | |
|---|-----------|--------|-------|-------|
| Spray shrubs four (4) times per year for pests, including front entrances, pool area, and meeting room. | \$ 864.00 | 809.00 | 26.00 | 29.00 |
|---|-----------|--------|-------|-------|

| | | | | |
|---|--|-----|--|--|
| Treat pool building and area and meeting room on a bi-monthly basis for ants. | | | | |
| | | N/C | | |

| | | | | |
|---|-----------|--------|--------|--------|
| Treat buildings (PIHA), pool house, meeting room for spiders twice a year | \$ 540.00 | 265.00 | 128.00 | 147.00 |
|---|-----------|--------|--------|--------|

| | | | | |
|---------------------------------|--------------------|-----------------|---------------|---------------|
| Total per association per year: | <u>\$ 5,104.00</u> | <u>4,678.00</u> | <u>198.00</u> | <u>228.00</u> |
|---------------------------------|--------------------|-----------------|---------------|---------------|

| | | | | |
|--------------------------|--|--------------|-------------|-------------|
| Total per unit per year: | | <u>84.00</u> | <u>7.00</u> | <u>7.00</u> |
|--------------------------|--|--------------|-------------|-------------|

| | | | | |
|---------------------------|----------------|------------|------------|--|
| Total per unit per month: | \$ <u>6.96</u> | <u>.61</u> | <u>.61</u> | |
|---------------------------|----------------|------------|------------|--|

TERMITE TREATMENT

\$ 800.00 including pool and office building. 12.5% to all units X \$ 800.00 = \$ 100.00/114 units/12 mo. = \$.07 per unit per month to all units.
 \$ 800.00 - \$ 100.00 = \$ 700.00 for PIHA/56 units = \$ 12.50 per unit/12 mo. = \$ 1.04 per unit per month.
 This is a contract item.

| | | | | |
|-------|-----------|-----------|----------|----------|
| Total | \$ 800.00 | \$ 749.16 | \$ 23.66 | \$ 27.18 |
|-------|-----------|-----------|----------|----------|

POOL MAINTENANCE & SERVICE

| | |
|---|--------------------|
| EML Pool service \$ 300.00 per month X 12 mo. = | \$ 3,600.00 |
| Pool supplies, extra chemicals, etc. | <u>1,650.00</u> |
| Total | <u>\$ 5,250.00</u> |

Common expense to be shared by all, \$ 5,250.00/114 units/12 mo. = \$ 3.84 per unit p.m.

POOL HOUSE & DECK CLEANING

27 services X \$ 45.00 (May-October)= \$ 1,560.00, 6 services X \$ 45.00 (Nov,-April)=\$ 270.00
Supplies, (paper goods, soap, light bulbs, etc.) \$ 250.00 per yr. Common expense shared by all.

Total \$ 2,080.00 / 114 units/12 mo.= \$ 1.52 per unit per month.

BUILDINGS CLEANING AND MAINTENANCE

Includes pressure cleaning buildings and walkways (no roofs) for \$ 3,220.00. This refers to all original units, miscellaneous maintenance including plumbing, this includes \$ 250.00 to jet out main sewer lines of Bldg. G each November per Board approval in 2015 for a total of \$ 6,569.00. Refers to all original units and only charged to PIHA.

\$ 6,569.00 /56 units / 12 months= \$ 9.78 per unit per month. PIHA only.

ELECTRICITY

This is for common areas only: pool, office, recreation area, front entrances (both south and north), street lights. Common expense shared by all.

Total \$ 3,600.00/114 units/12 months= \$ 2.63 per month per unit (All)

WATER & SEWER

Common area only to be shared by all. \$ 2,400.00/ 114 units/12 months= \$ 1.75 per unit per month.

AUDIT & ACCOUNTING

Integrity Tax & Bookkeeping. \$ 430.00 per month X 12= \$ 5,160.00
Miscellaneous expenses 340.00

Total \$ 5,500.00

This is the hardest item to distribute due to the different services provided by the bookkeeping company. The format followed for this distribution is as follows:

| | | % applied | | | \$ applied | | |
|--|----------|-----------|----|----|------------|-----|-----|
| | | PIHA | SA | GI | PIHA | SA | GI |
| Posting assessments received, letters | \$3,000. | 100 | -- | -- | \$ 3,000. | -- | -- |
| Writing checks & Paying bills | 540. | 90 | 5 | 5 | 486. | 27. | 27. |
| Provide monthly financial statements | 540. | 100 | -- | -- | 540. | -- | -- |
| Reconcile Bank Statements | 540. | 100 | -- | -- | 540. | -- | -- |
| Provide year end compilations/file taxes | 540. | 100 | -- | -- | 540. | -- | -- |
| Misc. expenses including postage | 340. | 90 | 5 | 5 | 306. | 17. | 17. |
| Total | \$5,500 | | | | \$ 5,412. | 44. | 44. |

AUDIT & ACCOUNTING(continued)

PIHA \$ 5,412.00/ 56 units/12 months= \$ 8.05 per unit per month.
 SA \$ 44.00/ 27 units/12 months= \$.14 per unit per month
 GI \$ 44.00/ 31 units/ 12 months=\$.14 per unit per month

MAILINGS, MEETINGS, OFFICE EXPENSE

Office supplies, postage. Applied to PIHA and SAPIHA only.

| | | PIHA | SA |
|--------------------|-----------|-----------|----------|
| Total Per year | \$ 700.00 | \$ 612.50 | \$ 87.50 |
| Per unit per month | | \$.91 | .27 |

TAXES AND GOVERNMENT FEES

| | |
|------------------------|---|
| Swimming pool license | \$ 170.00 /114 = \$ 1.49 / 12 mo.= \$.12 per month (all units) |
| Corporate registration | 70.00 / 56 = 1.25 / 12 mo.= .10 per month (PIHA only) |
| State tax | 100.00 / 56 = 1.79 / 12 mo.= .15 per month (PIHA only) |

Total \$ 340.00 (PIHA \$.38, SAP \$.12, GI \$.12) rounded off.

PARKING AREA REPAIRS

PIHA only - \$ 500.00 / 56 units / 12 MO. = \$.74 per month.
 Includes concrete bumpers at parking spots.

CONTINGENCY FUND

Charged to PIHA only \$ 1,500.00 / 56 units / 12 mo. = \$ 2.33 per unit per month.

INSURANCE

Total cost of insurance is estimated to be \$ 23,319.30 including no increase for insurance.
 Insurance agent cannot quote 2019-2020 at this time because of hurricane season.
 The insurance policy renews in late May 2019.

Insurance Breakdown:

Property:

\$ 17,315.00 Common area property covered includes, pool, office building.
 Docks are not covered. Distributed equally to PIHA, SAPIHA, and GI units.

2.2% of property covered is for the pool, pool house,
 Meeting room, front entry walls, and tennis Court fencing,
 tennis court and docks excluded.

| | | | |
|--|--------------|----------|-----------|
| 2.2% X 17,315.= \$ 380.93 to all 114 units per year | PIHA | SAPIHA | GI |
| \$ 380.93 / 114 = \$ 3.34 per unit per year to all units | \$ 187.04 | \$ 90.18 | \$ 103.54 |
| The balance of 17,315.-\$ 380.93 = \$ 16,934.24 is | | | |
| Charged to PIHA only. | \$ 16,934.24 | \$.00 | .00 |

| | | | | |
|---------------|-------------|--------------|----------|-----------|
| Total to PIHA | \$ 17315.00 | \$ 17,121.28 | \$ 90.18 | \$ 103.54 |
|---------------|-------------|--------------|----------|-----------|

General Liability:

\$ 2,736.80 X 12.5% applies to areas common to all units.
 \$ 2,736.80 X .125= \$ 342.10 to all units.

| | PIHA | SAPIHA | GI |
|--|------------|--------|-------|
| | \$ 168.00 | 81.00 | 93.00 |
| Balance \$ 2,736.80 - \$ 342.10= \$ 2,394.70 | 2394.80 | .00 | .00 |
| Total \$ 2736.80 | \$ 2562.80 | 81.00 | 93.00 |

Directors and Officers:

| | | | |
|--|-----------|-------|-------|
| \$ 1,049.00 X 12.5% applies to all units | \$ 64.43 | 31.05 | 35.65 |
| \$ 1049.00 X 12.5%= \$ 131.13 | | | |
| 131.13/114= \$ 1.15 per unit per year. | | | |
| Balance \$ 917.87 to PIHA | \$ 917.87 | .00 | .00 |
| Total \$ 1049.00 | \$ 982.30 | 31.05 | 35.65 |

Umbrella Liability:

| | | | | |
|---|-----------------------------|----------|-------|-------|
| \$ 775.50 X 12.5 % applies to common areas and all units. | \$ 775.50 X 12.5%= \$ 96.94 | \$ 47.62 | 22.96 | 26.36 |
| \$ 96.44/ 114 = \$.85 per unit | | | | |
| Balance \$775.50 - \$ 96.94= \$ 678.56 PIHA | 678.56 | .00 | .00 | |
| Total \$ 775.50 | \$ 726.18 | 22.96 | 26.36 | |

Fidelity Bond:

| | | | | |
|----------------------------------|-----------|-------|-------|--|
| \$ 728.00 X 12.5 % to all units | | | | |
| \$ 728. X 12.5% = \$ 91.00 | | | | |
| \$ 91.00 / 114 = \$.80 per unit | | | | |
| Balance \$ 728.-91.= \$637.PIHA | \$ 46.00 | 21.00 | 24.00 | |
| | \$ 637.00 | .00 | .00 | |
| Total \$ 728.00 | \$ 683.00 | 21.00 | 24.00 | |

Workman's Compensation:

| | | | |
|---|-----------|-------|-------|
| \$ 715.00 X 12.5% applies to all units | | | |
| \$ 715.00 X .125= \$ 89.38 | | | |
| \$ 89.38 / 114= \$.78 per unit per month | \$ 43.98 | 21.22 | 24.18 |
| Balance \$715.00- \$89.38=625.62 PIHA | \$ 625.62 | .00 | .00 |
| Total \$ 715.00 | \$ 669.60 | 21.22 | 24.18 |

| | | | |
|--|-------------|--------|--------|
| TOTAL INSURANCE PREMIUMS: \$ 23,319.30 | \$ 22745.16 | 267.41 | 306.73 |
| Per unit per year | 406.16 | 9.90 | 9.90 |
| Per unit per month | 33.85 | .83 | .83 |

BEAUTIFICATION AND LANDSCAPING

\$5,000.00 X 12.5% = \$ 625.00 for front entries and around recreation parcel \$ 625./114/12=\$ 5.48 per year per unit, and \$.46 per unit per month.
 Balance \$ 5,000.- \$ 625.= \$ 4,375.00 to PIHA units

| | | | |
|--------------------|----------|------|------|
| Per unit per year | \$ 83.61 | 5.48 | 5.48 |
| Per unit per month | 6.97 | .46 | .46 |

PROPERTY MANAGEMENT

\$ 9,840.00 X 12.5 % = \$ 1,230. for front entrances and recreational parcel charged to all units
 \$ 1,230./114 = \$ 10.79 per unit per year, \$ 10.79/12= \$.90 per unit/month.
 Balance \$ 9,840.-1,230.= \$ 8,610./56 PIHA unit per yr \$ 153.75/12 = \$ 12.81 per unit/month.

| | | | |
|--------------------------|----------|-----|-----|
| | \$.90 | .90 | .90 |
| | 12.81 | .00 | .00 |
| Total per unit per month | \$ 13.71 | .90 | .90 |