

**PINEAPPLE PLANTATION POA, Inc.**

**Board of Directors Meeting**

**November 16<sup>th</sup>, 2023**

**Meeting held Advantage Property Management Offices / ZOOM**

**Call to Order: 6:17 PM by President Karl Chalupa (10 Homeowners attending)**

**Roll Call:** Karl Chalupa (President), Kevin Sullivan (Vice President), Ron Marcucci (Treasurer), Bill Wah (Secretary), Greg Timmer (Director)

Kevin Beers, (Advantage). Quorum, yes, 5 members Residents,10

**Minutes of October 25<sup>th</sup>, 2023, & November 9th meetings:** Motion by Ron, second by Greg to approve minutes, all in favor, Minutes approved and will be posted to website.

**Treasurers Report:** Attached. Ron reported that the sale of the tortoise lot has officially closed and the POA has yet to receive a response from the buyer.

**Manager's Report:** Kevin Beers: Report attached.

**Committee Reports:**

- **ARB (Architectural Review Board) requests:** Currently 1 Arb open awaiting more information.
- **Safety:** Bus Stops – Tabled
  - Halloween Events- There was a significant amount of traffic in the neighborhood the night of Halloween and there were also several fights. Police were called for two separate fights and given the number of people, the police stayed on scene. The reason for the high volume of people was some of the homes hosting haunted houses and advertising them online. The Safety Committee is going to review this event.
- **Documents:** Alot of progress made the board has reviewed the rules and regs.

## **OLD Unfinished / BUSINESS:**

- **Playground Project: Karl Chalupa/Kevin S.-** Kevin S. Reported on the playground and presented a engineer drawing of the playground with the fencing included (attached) Kevin S. also reported that the basketball hoop will be moved to the other side of the court. Lastly the permit should be pulled for the project next week.
- **Violations & fine procedures-** Workshop scheduled for the board to review draft of rules and regulations & fining procedures on November 9<sup>th</sup>, 2023, 7pm
- **Comcast Contract-** Comcast has offered a one-time door fee. Ron made a motion for the POA to agree to an 11-year contract with Comcast with a \$200.00 door fee and request a timetable on when fiber can be installed. Seconded by Greg, all in favor, motion carried.
- **Investigate irrigation in common areas-** Tabled.
- **2024 Operating and Capital Budget-** Treasurer, Ron, presented the final draft of the 2024 Operating and Capital Budget. The 2024 calls for the Quarterly Maintenance Assessment to be raised from \$199 to \$248, including Annual Reserve Funding of \$125,000. Ron made a motion to approve the 2024 Budget as presented with a Quarterly Assessment of \$248. The motion was seconded by Kevin S., all in favor, motion unanimously carried. See attached 2024 Budget.

## **New Business:**

- **Property Management-** Advantage sent a letter of termination on November 16<sup>th</sup>, ending its relationship with Pineapple Plantation POA as of December 10<sup>th</sup>, 2023 with an option to end the agreement on Nov. 30, 2023. The Board accepted Advantage's termination notice as of November 30<sup>th</sup>, 2023. The board agreed to move forward with Coastal Property Management as of December 1, 2024. The Board had been in negotiations with Coastal for the past couple of months. Discussions occurred related to the transition and the turnover of the POA's records from Advantage to Coastal. One question raised was how the change would impact the Budget. Coastal's management fees are less than what Advantage was requesting for 2024, no impact.

- Motion to have another workshop to go over the docs on November 20<sup>th</sup> on Zoom at 6:15pm, seconded by Ron, all in favor, motion carried.
- **Owner Forum:**
  - Vandalism of the Windemere sign
  - Irrigation of the common areas
  - Christmas decorations
  
- **Next Meeting:** (Workshop) Wednesday November 20<sup>th</sup>, 2023, at 6:15 PM, at a location TBD. Notices via signs, email, and website.

**Adjournment: 7:51 PM**

Respectfully submitted Kevin Beers, LCAM    Approved Dec. 23, 2023 Meeting

**EXHIBIT A - 2024 BUDGET DRAFT**

| <b>EXHIBIT A - 2024 BUDGET DRAFT</b> |                                |                 |                              | <b>PINEAPPLE PLANTATION POA</b>  |             |             |             |
|--------------------------------------|--------------------------------|-----------------|------------------------------|----------------------------------|-------------|-------------|-------------|
| <u>2024</u><br><b>Budget</b>         | <u>2023</u><br><b>Forecast</b> | <b>Variance</b> | <u>2023</u><br><b>Budget</b> | <b>STATEMENT OF OPERATIONS</b>   | <u>2022</u> | <u>2021</u> | <u>2020</u> |
|                                      |                                |                 |                              | <b>Revenue</b>                   |             |             |             |
| 427,004                              | 367,101                        | 59,903          | 365,941                      | Maintenance Fees                 | 366,764     | 317,173     | 317,173     |
| 6,999                                | 29,001                         | (22,002)        | 29,000                       | Cable Access Fees                | 34,016      | 26,998      | 28,324      |
| 13,150                               | 7,505                          | 5,645           | 9,484                        | Late Fees, Other & Home Sales    | 11,916      | 4,364       | 13,182      |
| 447,153                              | 403,607                        | 43,546          | 404,425                      | <b>Total Revenues</b>            | 412,696     | 348,535     | 358,679     |
|                                      |                                |                 |                              | <b>Expenses</b>                  |             |             |             |
| 75,000                               | 75,000                         | 0               | 75,000                       | Management Services              | 69,458      | 69,410      | 69,354      |
| 3,200                                | 3,100                          | 100             | 4,000                        | Accounting /Tax Fees             | 3,000       | 3,000       | 3,000       |
| 3,508                                | 2,325                          | 1,183           | 5,000                        | Legal Collection, net            | (1,547)     | 443         | 442         |
| 4,000                                | 5,403                          | (1,403)         | 6,000                        | Legal                            | 4,816       | 0           | 2,163       |
| 1,662                                | 3,049                          | (1,387)         | 81                           | Professional, Website & Other    | 2,561       | 1,262       | 62          |
| 19,708                               | 13,382                         | 6,326           | 12,728                       | Insurance                        | 10,320      | 7,655       | 6,970       |
| 4,100                                | 4,126                          | (26)            | 4,100                        | Office Supplies                  | 7,358       | 3,732       | 3,539       |
| 2,250                                | 3,061                          | (811)           | 1,500                        | Postage                          | 2,780       | 1,040       | 1,038       |
| 1,749                                | 8,847                          | (7,098)         | 7,100                        | Cable consultant                 | 5,272       | 3,601       | 8,858       |
| 13,522                               | 4,000                          | 9,522           | 0                            | Board Projects                   | 0           | 0           | 0           |
| 1,504                                | (840)                          | 2,344           | 3,000                        | Misc. Admin Expenses             | 1,076       | 960         | 2,534       |
| 54,900                               | 54,100                         | 800             | 51,500                       | Landscape - Basic                | 51,995      | 49,010      | 42,720      |
| 30,000                               | 30,044                         | (44)            | 29,000                       | Landscape - extra                | 11,621      | 31,773      | 30,534      |
| 16,156                               | 16,297                         | (141)           | 14,500                       | Fertilizer & Pest Control        | 14,508      | 15,570      | 14,472      |
| 14,650                               | 7,707                          | 6,943           | 6,560                        | General - R&M                    | 8,234       | 22,764      | 7,710       |
| 34,992                               | 33,160                         | 1,832           | 34,331                       | Irrigation - Maint               | 31,395      | 23,761      | 18,163      |
| 69,508                               | 67,548                         | 1,960           | 66,100                       | Irrigation - Water               | 66,286      | 65,025      | 63,659      |
| 21,604                               | 16,030                         | 5,574           | 4,253                        | Irrigation - Electric            | 3,761       | 3,186       | 3,399       |
| 35,920                               | 38,247                         | (2,327)         | 48,447                       | Street Utilities                 | 45,846      | 44,739      | 41,413      |
| 57,320                               | 32,130                         | 25,191          | 37,125                       | Lake & Preserve Maint.           | 33,846      | 24,424      | 25,550      |
| 14,500                               | 13,759                         | 741             | 14,000                       | Storm Water Mgt.                 | 14,899      | 13,709      | 9,405       |
| 2,000                                | 4,247                          | (2,247)         | 2,000                        | Security                         | 1,585       | 2,524       | 2,416       |
| 2,200                                | 1,070                          | 1,130           | 2,000                        | Park Maint. - Trash              | 0           | 0           | 0           |
| 0                                    | 0                              | 0               | 0                            | Extra & Misc.                    | 0           | 0           | 0           |
| 483,953                              | 435,790                        | 48,163          | 428,325                      | <b>Total Expenses</b>            | 389,070     | 387,588     | 357,401     |
| (36,800)                             | (32,183)                       | (4,617)         | (23,900)                     | <b>Net Surplus or (Use)</b>      | 23,626      | (39,053)    | 1,278       |
| 36,800                               | 23,900                         | 12,900          | 23,900                       | <b>Op Surplus Used in Budget</b> | 13,000      | 13,826      | 15,000      |
| 124,552                              | 72,027                         | 52,525          | 72,027                       | <b>Reserve Funding Fees</b>      | 72,027      | 72,027      | 72,027      |
| 83,021                               | 119,821                        | (36,800)        | 128,104                      | <b>Owners Equity</b>             | 152,004     | 128,379     | 167,432     |
| 110,147                              | 146,947                        | (36,800)        | 155,230                      | Operating Cash                   | 179,130     | 194,658     | 214,630     |
| 642,000                              | 662,000                        | (20,000)        | 694,479                      | Reserves Funds                   | 637,479     | 628,140     | 563,539     |
| 248                                  | 199                            | 49              | 199                          | Total Quarterly Assessment       | 198         | 175         | 175         |
| 192                                  | 167                            | 25              | 167                          | Maintenance Assessment           | 0           | 0           | 0           |
| 56                                   | 32                             | 24              | 32                           | Reserve Funding Fees             | 0           | 0           | 0           |
| 0                                    | 0                              | 0               | 0                            | Special Assessment               | 0           | 0           | 0           |
|                                      |                                |                 |                              | <b>Op Surplus Used in Budget</b> |             |             |             |
| 13,522                               | 0                              | 13,522          | 0                            | POA Documents                    | 0           | 0           | 0           |
| 23,278                               | 13,000                         | 10,278          | 13,000                       | Prior Amt In Budget              | 13,826      | 15,000      | 13,000      |
| 0                                    | 10,900                         | (10,900)        | 10,900                       | CY additional Amt                | (826)       | (1,174)     | 2,000       |
| 0                                    | 0                              | 0               | 0                            | other                            | 0           | 0           | 0           |
| 36,800                               | 23,900                         | 12,900          | 23,900                       |                                  | 13,000      | 13,826      | 15,000      |

| PINEAPPLE PLANTATION POA |                 |                 |                |  |                               |                |                 |                |
|--------------------------|-----------------|-----------------|----------------|--|-------------------------------|----------------|-----------------|----------------|
| STATEMENT OF OPERATIONS  |                 |                 |                |  |                               |                |                 |                |
| <u>2024</u>              | <u>2023</u>     |                 | <u>2023</u>    |  |                               |                |                 |                |
| <u>Budget</u>            | <u>Forecast</u> | <u>Variance</u> | <u>Budget</u>  |  | <u>2024 Budget</u>            | <u>2022</u>    | <u>2021</u>     | <u>2020</u>    |
|                          |                 |                 |                |  | <b>Revenue</b>                |                |                 |                |
| 551,556                  | 439,128         | 112,428         | 437,968        |  | Maintenance/Reserve Fees      | 438,791        | 389,200         | 389,200        |
| 6,999                    | 29,001          | (22,002)        | 29,000         |  | Cable Access Fees             | 34,016         | 26,998          | 28,324         |
| 36,800                   | 0               | 36,800          | 23,900         |  | Ops Surplus Used              | 0              | 0               | 0              |
| 8,000                    | 7,309           | 691             | 8,000          |  | Late Fees & Other             | 9,396          | 3,939           | 10,098         |
| 5,000                    | 0               | 5,000           | 1,484          |  | Fines Issued                  | 0              | 0               | 1,484          |
| 0                        | 0               | 0               |                |  | Extra                         | 0              | 0               | 0              |
| 150                      | 196             | (46)            |                |  | Miscellaneous                 | 2,520          | 425             | 1,600          |
| <b>608,505</b>           | <b>475,634</b>  | <b>132,871</b>  | 500,352        |  | <b>Total Revenues</b>         | <b>484,723</b> | <b>420,562</b>  | <b>430,706</b> |
|                          |                 |                 |                |  | <b>Expenses</b>               |                |                 |                |
| 75,000                   | 75,000          | 0               | 75,000         |  | Management Services           | 69,458         | 69,410          | 69,354         |
|                          |                 |                 |                |  |                               |                |                 |                |
| 3,200                    | 3,100           | 100             | 4,000          |  | Accounting /Tax Fees          | 3,000          | 3,000           | 3,000          |
| 0                        | (4,925)         | 4,925           |                |  | Legal Collection - A/R        | (1,575)        | 0               | 0              |
| 3,508                    | 7,250           | (3,742)         | 5,000          |  | Legal Collection              | 28             | 443             | 442            |
| 4,000                    | 5,403           | (1,403)         | 6,000          |  | Legal                         | 4,816          | 0               | 2,163          |
| 300                      | 1,440           | (1,140)         |                |  | Professional Other            | 1,100          | 0               | 0              |
| 1,300                    | 1,548           | (248)           |                |  | Website Services              | 1,400          | 1,200           | 0              |
| 19,708                   | 13,382          | 6,326           | 12,728         |  | Insurance                     | 10,320         | 7,655           | 6,970          |
| 4,100                    | 4,126           | (26)            | 4,100          |  | Office Supplies               | 7,358          | 3,732           | 3,539          |
| 2,250                    | 3,061           | (811)           | 1,500          |  | Postage                       | 2,780          | 1,040           | 1,038          |
| 62                       | 61              | 1               | 81             |  | Corporate Fee                 | 61             | 62              | 62             |
| 1,749                    | 8,847           | (7,098)         | 7,100          |  | Cable consultant              | 5,272          | 3,601           | 8,858          |
| 13,522                   | 4,000           | 9,522           |                |  | Board Projects                | 0              | 0               | 0              |
| 1,504                    | (840)           | 2,344           | 3,000          |  | Misc. Expenses                | 1,076          | 960             | 2,534          |
| <b>130,203</b>           | <b>121,452</b>  | <b>8,751</b>    | <b>118,509</b> |  | <b>Admin. Total</b>           | <b>105,094</b> | <b>91,103</b>   | <b>97,960</b>  |
|                          |                 |                 |                |  |                               |                |                 |                |
| 35,920                   | 38,247          | (2,327)         | 48,447         |  | <b>Street Utilities</b>       | 45,846         | 44,739          | 41,413         |
|                          |                 |                 |                |  | <b>Common Area</b>            |                |                 |                |
| 54,900                   | 54,100          | 800             | 51,500         |  | Landscape - Basic             | 51,995         | 49,010          | 42,720         |
| 30,000                   | 30,044          | (44)            | 29,000         |  | Landscape - extra             | 11,621         | 31,773          | 30,534         |
| 16,156                   | 16,297          | (141)           | 14,500         |  | Fertilizer & Pest Control     | 14,508         | 15,570          | 14,472         |
| 0                        | 0               | 0               | 5,000          |  | Project - Preserve/Lake       | 610            | 5,045           | 6,535          |
| 14,650                   | 7,707           | 6,943           | 6,560          |  | General - R&M                 | 8,234          | 22,764          | 7,710          |
| 34,992                   | 33,160          | 1,832           | 34,331         |  | Irrigation - Maint            | 31,395         | 23,761          | 18,163         |
| 69,508                   | 67,548          | 1,960           | 66,100         |  | Irrigation - Water            | 66,286         | 65,025          | 63,659         |
| 21,604                   | 16,030          | 5,574           | 4,253          |  | Irrigation - Electric         | 3,761          | 3,186           | 3,399          |
| 57,320                   | 32,130          | 25,191          | 32,125         |  | Lake Maint.                   | 33,236         | 19,379          | 19,015         |
| 14,500                   | 13,759          | 741             | 14,000         |  | Storm Water Mgt.              | 14,899         | 13,709          | 9,405          |
| 0                        | 0               | 0               |                |  | Extra                         | 0              | 0               | 0              |
| <b>313,630</b>           | <b>270,775</b>  | <b>42,855</b>   | <b>257,369</b> |  | <b>Common Area Total</b>      | <b>236,545</b> | <b>249,222</b>  | <b>215,612</b> |
|                          |                 |                 |                |  |                               |                |                 |                |
| 2,000                    | 4,247           | (2,247)         | 2,000          |  | Security                      | 1,585          | 2,524           | 2,416          |
| 2,200                    | 1,070           | 1,130           | 2,000          |  | Park Maint. - Trash           | 0              | 0               | 0              |
| <b>4,200</b>             | <b>5,317</b>    | <b>(1,117)</b>  | <b>4,000</b>   |  | <b>Other Total</b>            | <b>1,585</b>   | <b>2,524</b>    | <b>2,416</b>   |
|                          |                 |                 |                |  |                               |                |                 |                |
| 124,552                  | 72,027          | 52,525          | 72,027         |  | Transfer reserve funding      | 72,027         | 72,027          | 72,027         |
| 0                        | 0               | 0               |                |  | Extra                         | 0              | 0               | 0              |
| <b>124,552</b>           | <b>72,027</b>   | <b>52,525</b>   | <b>72,027</b>  |  | <b>Reserve items</b>          | <b>72,027</b>  | <b>72,027</b>   | <b>72,027</b>  |
| <b>608,505</b>           | <b>507,817</b>  | <b>100,688</b>  | <b>500,352</b> |  | <b>Total Expense</b>          | <b>461,097</b> | <b>459,615</b>  | <b>429,428</b> |
| <b>0</b>                 | <b>(32,183)</b> | <b>32,183</b>   | <b>0</b>       |  | <b>Operating Contribution</b> | <b>23,626</b>  | <b>(39,053)</b> | <b>1,278</b>   |