

Summer Place Condominium Association of Brevard, Inc
NOTICE of 2023 Budget and Special Assessment BODs Meeting

NOTICE IS HEREBY GIVEN, in accordance with the bylaws of the Association and Florida's Condominium Act, the Summer Place Condominium Association will hold a Budget/Board Meeting at the following date, time and place:

DATE: Saturday, November 19, 2022

TIME: 10:00 am

PLACE: **ZOOM Meeting (Login)**, www.SummerPlaceBrevard.com, and at Showcase Property Mgmt.'s (SCPM) offices, located at 101 S Courtenay Parkway, Merritt Island, FL 32952

To JOIN the **ZOOM Meeting**, on any Computer, go to www.SummerPlaceBrevard.com (not Case sensitive), click "Join Meeting", and follow the prompts. For question, Email / Call: jakibell8@gmail.com / 321-394-9160.

Please download Zoom on your device prior to the meeting, www.zoom.us, scroll to bottom, click "download", follow prompts. **Join Zoom Meeting Via Telephone** at: 646-558-8656, Mtg ID: 815-5121-1960, Passcode: 085033

VIEW all of these Budget Documents (PDF files) on website, "Proposed 2023 Budget Docs"

BUDGET / SPECIAL ASSESSMENT BOARD MEETING AGENDA

1. Call to Order & Board Quorum Established
2. Proof of Meeting Notice
3. Review & Approve December 2021 through October 2022 Financial Reports
4. Review & Approve 2023 Proposed Budget: Fully Funded @ **\$260 per unit, per month**
5. Special Assessment for Insurance and Mailboxes \$330/unit, for the total of \$50,000:
 - a. Ratify Insurance Renewal in the amount of \$164,000, with a 5% hurricane deductible
 - b. Mailbox Centers replacement
6. New Business
7. Open Discussion
8. Adjournment

This notice shall be posted upon the Condominium property at fourteen (14) days in advance of the scheduled meeting.

Please call Jaki Bell, and or staff at SCPM, for any needs/assistance in order that you can participate in this valuable meeting, 321-394-9160 or email: jakibell8@gmail.com

Summer Place Condominium Association of Brevard, Inc
Dated this 5th day of November 2022

Summer Place Condominium Assoc. of Brevard, Inc. (SPCAB)

November 5, 2022

Hello,

My name is Jim Roberts, I am your current President at Summer Place Condos, more officially named Summer Place Condominium Association of Brevard, Inc. (SPCAB). This year the community has had its' share of challenges, not unlike your own homes and communities (money, inflation, supply chain, labor challenges among others). Monetarily we were saddled with a monstrous insurance premium increase, partly as result of the Statutorily req'd (every 3 yrs) Commercial Appraisal (raising our bldg. values from \$13+MM to \$17MM), but also a large increase in the price per \$1000 rate for the Property lines/coverage, the increase was approximately \$40/mo/per unit.

Of general importance, are the ADDED challenges and dynamics of managing in a community that is predominantly Tenant Occupied, a two (2) tiered level of problem solving and customer satisfaction. At only 11% owner occupied (86% tenancy), finding eligible or willing Volunteer Leadership is tough.

The enclosed documents are **important for your review** and input. They speak to: Next year's budget, the November 19, 10am ZOOM Budget Mtg., Enrollment into our FREE monthly dues payment system "**ZEGO Enrolled**", Owner Information Sheets, a Rules & Regs overview, and a brochure regarding Condominium Insurance (what the Master Policy covers and what is NOT covered, but you should be).

The 3 pages herein are double sided (front/back). The sheets are hand written labeled: Page 1, Page 2, Pg 3, etc. (all six (6) sides). Owners of more than one (1) unit will have extra sheets to complete their respective INFO SHEET(s), one per unit. P1 is this letter, P2 is the Mtg. Agenda, P3 is Zego-Enrolled and Info about our website, www.SummerPlaceBrevard.com. ZEGO- Enrolled can be perfected over the telephone by calling Lynne Stuart (321) 576-9234. Bank "Bill Pay" will no longer be a form of payment with our association. If you remain "paper check" writing and mailing, coupon will be reqd, which are \$25 per unit (1x)

P4 is the 2023 Proposed Budget Worksheet, what will be the principle topic of the Nov 19, 10am ZOOM Meeting. P5 is the Owner Information Sheet, which is critical to our ability to communicate with each of you, ESPECIALLY if there is an Emergency. NOTE: you can complete this form on your website, www.SummerPlaceBrevard.com, click "Info Sheet".

Page 6 (back side of sheet #3), is a brief summary of our rules and regulations for your review and to pass to your tenants; I **cannot emphasize the importance of our resident occupants (mostly tenants) understanding and following our rules and regulations.**

Lastly, there is a brochure about properly understanding the structure of the Insurance program(s) for Condominiums. **Section II is highlighted** for your review (**the Master policy only covers the building; not the inside such as flooring, cabinetry, walls, appliances, light fixtures, etc.**). Please check with your insurance agent, there are many affordable options for this type of coverage (**HO-6**).

The goal in any Community Association styled property (Condo, Townhome, HOA, etc.) is to Preserve and/or Enhance property values and for Peaceful Enjoyment of the premises. I, like you, own property in Summer Place. I am proud to Volunteer, and of my efforts this year. I do however, hope and will welcome you to join me in some form of volunteer leadership – even if its 2 hours a year, we would be proud to have you. I look forward to meeting each and everyone of you someday. Please call me anytime 321-693-7629 (9a-7p).

Jim Roberts

jroberts@cfl.rr.com (type the word Summer in any Subject line)

Rules & Regs., Quick Reference Guide 2022

All documents can be found/retrieved on our website www.SummerPlaceBrevard.com

Owner "INFORMATION SHEET": the Owner Info. Sheet **MUST be completed & on file at SPCAB** (currently SCPM, c/o Jaki Bell, jakibell8@gmail.com 321-394-9160). ALL LEASE(s) MUST BE submitted, for approval, prior to commencing occupancy. This includes RENEWALS of ALL existing tenancies where a Lease was not submitted in advance of the tenancy.

USE Restrictions: Each unit is permitted to NO MORE than four (4) Occupants. Min. Rental Period is thirty (30) days. Subleasing, Room Rentals, transient housing, AirBnB, VRBO, etc. are PROHIBITED. All laws, zoning ordinances, regulations of governmental authorities having jurisdiction over the property, and the Condominium Gov. Documents, shall be observed.

Children/Guests: Children aged fourteen (14) or younger must be accompanied by an adult while in the common areas.

Pet(s): Pets are limited to two (2) household pets (cat or dog), forty (40) pounds max per unit, not to be kept or bred for commercial purpose, that shall not create a nuisance or disturb any other occupants or pet(s), that shall obey Leash Laws, while FECES are not left uncollected, and no feeding stations or open bowls of food are left anywhere outside.

Keys, Mailboxes: The Association requires KEYS to All Units (for Emergencies, and possibly Req'd Maintenance), Notice will be attempted (see Owner INFO SHEET above). Mailbox Keys are managed by the USPS, MI PO Crockett Blvd 321.453.1366

Grills: Per Florida Fire Prevention Code, gas grills of any kind are not permitted on property. Electric grills are accepted on porches. NO Propane or charcoal grills are to be used/stored on porches.

Noise: Loud volumes of radio, music/stereo, television, musical instruments, and/or Stomping or disruptive 2nd floor banging/sounding is UNACCEPTABLE, at any hour, and shall be prohibited, and especially if it disturbs other residents.

Pool Rules: Pool hours are Dawn to Dusk, No Lifeguards, Swim At Own Risk, Children aged fourteen (14) or younger must be accompanied by an adult in the pool area. PROHIBITED: Glassware, Grills, PETS, Smoking, & NO Eating/Drinking in pool.

Parking: Parking spaces are NOT assigned. Residents are limited to two (2) vehicles per unit. Boats, trailers, motorhomes, RVs, campers, or ANY commercial vehicles are not permitted on property. No Parking on the Grass. Vehicular repairs are not to be performed on property. **Inoperable and/or Unauthorized vehicles will be remove at Owner's Expense.**

Garbage: All units are to be kept in a clean and sanitary condition. NO REFUSE, Debris or Household Garbage is NOT permitted outside of units, for ANY amount of time! Boxes are to be flattened prior to disposal in Dumpster(s). DO NOT leave garbage/refuse outside of Dumpster(s) (they will NOT be collected), and keep Dumpster(s) doors closed to prevent animals from entering. Large and BULK ITEMS trash is to be placed at the South-east Dumpster station, labeled "Bulk Area".

Appearance of Units & Alterations: It is prohibited to hang garments, rugs, etc. from the windows, patios, or balconies. Outdoor & patio furnishings, potted plants & décor is permitted if they do not obstruct walkways. No signs or ads are to be placed in the windows of any unit. Owners/Occupants may display one (1) United States flag, no larger than 4.5 feet by 6 feet, or a flag that represents a United States branch of service. Common areas, walkways, & stairwells are to be KEPT CLEAR. Nothing can be stored outside on common areas, including outdoor furniture, canopies, inflatable pools, kid's toys, bicycles, etc. Bicycles are to be stored and locked in-between the pool house and the racquetball court at the Bike Rack.

*** Please be aware that the Association can impose fines up to \$100 per day, not to exceed \$1,000, for any owner that fails to comply with the rules and regulations. Visit www.SummerPlaceBrevard.com for more information ***

Owner INFORMATION SHEET

Summer Place Condominium
Association of Brevard, Inc. (SPCAB)

SPCAB's BOD President is Jim Roberts. Showcase Property Mgmt.

Representative is Jaki Bell, jakibell8@gmail.com, 321-394-9160.

SPCAB's Email is Info@SummerPlaceBrevard.com

Section 1. OWNER INFO. if Titled as an Entity, please complete a Voting Certificate, **website** or email request one 😊

NOTE: This FORM may be Completed ONLINE, www.summerplacebrevard.com, CLICK "Info Sheet", follow the prompts.

Unit address: (One Info Sheet per unit): _____

Owner(s) Name(s): _____

Are you a Seasonal Resident ? Yes No **Do you RENT your unit ?** Yes No **If YES, complete Sec. 2**

Mailing Address: _____

Phone: Work Cell (_____) _____ Email: _____

Phone: Work Cell (_____) _____ Email: _____

Consent to Email Correspondence Yes No **Do you, or Tenants, have a Pool FOB** Yes No **FOB #** _____

Do you have a KEY on FILE Yes No **If NOT, please remit a Key, Emergency Use ONLY, to the SCPM office.**

Auto 1 Make: _____ Model: _____ Color: _____ Tag #: _____ State: _____

Auto 2 Make: _____ Model: _____ Color: _____ Tag #: _____ State: _____

Emergency Contact Name _____ CELL Phone (_____) _____

Section 2. TENANT INFO. Copy of any Lease is REQUIRED per Assoc. Docs., please find time to submit lease(s) 😊

Term of Lease From: _____ To: _____ **# of Adults:** _____ **# of Children:** _____

Name(s) on Lease: _____ & _____

Phone: Work Cell (_____) _____ Email: _____

Phone: Work Cell (_____) _____ Email: _____

Pet(s) & Type: _____ **NOTE:** Pets are limited to two (2) pets

(cats or dogs) not exceeding forty (40) pounds/Unit, **Pets on Leash, No Pets in Pool Area, AND Feces must be Collected.**

Auto 1 Make: _____ Model: _____ Color: _____ Tag #: _____ State: _____

Auto 2 Make: _____ Model: _____ Color: _____ Tag #: _____ State: _____

NOTE: SPCAB's Rules & Regs. **DO NOT ALLOW** Commercial Vehicles, Boats, Trailers, Storage Containers or ANY Non-Personal use vehicle(s) to be Parked on Summer Place grounds. Exceptions can be requested (Move-in/out, Contractor Day Use, etc.), email for assistance. Each Condo is limited to two (2) Personal Use Vehicles. Unauthorized items will be removed **at the Owner's expense.**

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Please read and sign: It is my responsibility, as the Owner, to update SPCAB and/or SCPM with any changes to my contact information, and failure to do so may result in non-receipt of correspondence. It is my responsibility to abide by the Association Documents, Bylaws, Rules & Regs. This information, and much more, is available online at www.SummerPlaceBrevard.com. I also agree that Tenants have received a copy of the Rules & Regs., **and that any existing, or new Lease(s), have been SUBMITTED.**

Owner(s) Signature: _____ Date: _____

Office Use ONLY Date Received: _____ Received By: _____

Did we receive a copy of the Lease? Yes No Info Verified? Yes No Databases Updated? Yes No

2023 PROPOSED BUDGET
Summer Place Condo Association of Brevard, Inc.

	Actuals As of September 30, 2022	Estimated 2022 YE Actuals	APPROVED 2022 Budget, Fully Funded	Proposed 2023 Fully Funded	Notes 2023
INCOME:			\$ 410,400.00		this is the 2022 math for \$225/mo. x 12 mos = \$260 / mo. x 12 mos
Association Dues	\$ 305,463.74	\$ 405,169.00	\$ 405,169.00	\$ 474,240.00	
Misc: Interest/Legal/Keys-Fobs	\$ 327.27	\$ 800.00		\$ 500.00	
Late Fee Income	\$ 1,092.89	\$ 1,092.89		\$ 1,000.00	
NSF Fee	\$ 5.00	\$ 5.00		\$ 100.00	
TOTAL INCOME:	\$ 306,888.90	\$ 407,061.89	\$ 405,169.00	\$ 475,740.00	
EXPENSES:					
Administrative:					
Accounting/Legal Fees	\$ 3,808.75	\$ 5,713.13	\$ 9,600.00	\$ 5,000.00	
Bank Service Fees	\$ 35.00	\$ 50.00	\$ 48.00	\$ 100.00	
Camera Surveillance	\$ 1,664.08	\$ 2,218.77	\$ 1,800.00	\$ 2,000.00	
Corporate Report Filing/DBPR	\$ 61.25	\$ 821.25	\$ 672.00	\$ 850.00	
Fire Inspections	\$ 2,408.39	\$ 2,408.39	\$ 816.00	\$ 1,000.00	
Licensing Fees (Pool County)	\$ 350.00	\$ 350.00	\$ 360.00	\$ 400.00	
Management Fees	\$ 25,992.00	\$ 34,656.00	\$ 34,656.00	\$ 34,656.00	
Office/Postage/Telephone	\$ 2,398.18	\$ 3,197.57	\$ 2,340.00	\$ 4,000.00	
Website (over 150 Units-Required)	\$ 1,635.00	\$ 2,180.00	\$ 2,604.00	\$ 2,500.00	www.SummerPlaceBrevard.com
Outside Security			\$ 3,192.00		We no longer have outside security.
Property Insurance (see note below)	\$ 123,126.00	\$ 138,000.00	\$ 123,000.00	\$ 186,000.00	Premium increased by approx. \$50k on 7/15/22, we anticipate another large increase on 7/15/2023.
Transfer to reserves	\$ 84,438.72	\$ 112,584.96	\$ 112,585.00	\$ 120,000.00	Replacement costs were increased to reflect inflation resulting in an increase in reserve requirements.
Total Administrative Expenses:	\$ 245,917.36	\$ 302,180.06	\$ 291,673.00	\$ 356,506.00	
Maintenance:					
Aquatic Management	\$ 918.00	\$ 1,224.00	\$ 1,320.00	\$ 1,400.00	
Fire Extinguisher/Alarms System R & M	\$ 228.49	\$ 304.65	\$ 2,004.00	\$ 1,600.00	New vendor on site, Both Panels need replaced (\$800/per)
Lawn Pest Control			\$ 1,740.00	\$ 2,000.00	
Lawn Service	\$ 21,000.00	\$ 26,400.00	\$ 27,600.00	\$ 27,600.00	
Irrigation Repair & Maintain	\$ 3,755.00	\$ 8,000.00	\$ 7,200.00	\$ 11,000.00	New vendor on site
Maintenance JANITORIAL	\$ 11,671.81	\$ 15,000.00	\$ 22,200.00	\$ 12,000.00	
Mulch & Landscaping Enhancement			\$ 6,000.00	\$ 3,000.00	Deferred landscaping in 2022 to pay insurance increase.
Tree Trimming	\$ 1,300.00	\$ 2,900.00	\$ 9,960.00	\$ 13,000.00	Deferred landscaping in 2022 to pay insurance increase.
Pest Control Building (Truly Nolen)	\$ 2,834.00	\$ 3,825.00	\$ 3,504.00	\$ 4,000.00	
Pool Contract	\$ 3,695.00	\$ 5,722.50	\$ 4,800.00	\$ 6,000.00	New vendor on site
Pool Repairs	\$ 2,068.68	\$ 3,103.02	\$ 1,500.00	\$ 3,000.00	
Repairs/Mtce	\$ 12,145.30	\$ 13,731.59	\$ 7,500.00	\$ 14,000.00	
Maintenance Tools/Golf Cart			\$ 2,004.00	\$ 1,000.00	
Total Maintenance Expenses:	\$ 59,616.28	\$ 80,210.85	\$ 97,332.00	\$ 99,600.00	\$10,250.00
Utilities:					
Spectrum Wi-Fi for camera system	\$ 1,393.18	\$ 1,857.00	\$ 1,992.00	\$ 2,200.00	
Electric (Pool/house lights/parking lot ligh	\$ 6,432.70	\$ 8,576.00	\$ 8,400.00	\$ 9,500.00	\$1,568.64
Trash Collection/Waste Management	\$ 2,879.55	\$ 3,839.00	\$ 3,600.00	\$ 4,000.00	
City of Cocoa/Water	\$ 3,464.53	\$ 4,500.00	\$ 2,172.00	\$ 4,000.00	Leaking lines replaced (Pool Restrooms), AND Pool Auto Fill Valve repaired in 2022
Total Utilities Expenses:	\$ 14,169.96	\$ 18,772.00	\$ 16,164.00	\$ 19,700.00	
TOTAL EXPENSES:	\$ 319,703.60	\$ 401,162.91	\$ 405,169.00	\$ 475,806.00	\$260.86
TOTAL PROFIT/LOSS:	\$ (12,814.70)	\$ 5,898.98	\$ 0	\$ (66.00)	Recommend: \$260.00 per month
Monthly dues	\$225			\$260	

NOTE: #1 Insurance premiums were expected to be \$123,000 for the year, but a significant increase in July resulted in an annual premium increase from \$123,000 to \$165,000, or \$10,235 to \$13,750 per month. The new monthly premium will continue thru July 15th, at which time we are expecting another large increase, probably in the 30% range, resulting in the recommended budget number of \$186,000 (one half of the increase to \$186,000 will fall in 2023).

#2 In order to keep the 7/15/2022 increase to a minimum, we paid \$50,000 at renewal using \$20,000 in operating cash and \$30,000 reserve cash. The reserve cash will be paid back by the end of 2022. The balance of \$115,000 is being paid monthly to the insurance company over 11 months.

BODs also recommends a Special Assessment (SA) of \$330/unit for the \$25,000 Insurance shortfall in 2022, and \$25,000 to Replace Mailboxes in 2023 (the math is \$50,000/152 units = \$328.95/unit)