

**Casa del Sol Association, Inc.**  
**Board Meeting Minutes Tuesday, March 20, 2018**

- Meeting called to order by President, Ed Curran at 6:00PM.
- Quorum was met. Directors present: Ed Curran, Kevin Connolly, Travis Herbert, Debora Bickel, Glenda Workman and Ameri-Tech Community Management: Michael Perez/C.E.O.
- Proof of Notice posted on all bulletin boards on 3/17/2018 at 2:50PM by Kevin Connolly.
- Motion made by Ed Curran to waive the reading of the 2/21/18 Board Meeting minutes and approve. Seconded by Travis Herbert and passed unanimously by board members present.
- Motion made by Ed Curran to read and approve the 2/27/2018 Special Board Meeting minutes. Seconded by Glenda Workman and passed unanimously by board members present.
- **Treasurer's report** given by Travis Herbert: (Exhibit 1)
  - **Alhambra** ends February 2018 with \$12,139.45 in operating and \$41,510.98 in reserves. The 2018 budget has an operating cost of \$7,455 per month for this building.
  - **Barcelona** ends February 2018 with \$34,073.57 in operating and \$69,558.19 in reserves. The 2018 budget has an operating cost of \$8,520 per month for this building.
  - **Cadiz** ends February 2018 with \$38,626.42 in operating and \$46,802.01 in reserves. The 2018 budget has an operating cost of \$8,141 per month for this building.
  - **Madrid** ends February 2018 with \$23,195.91 in operating and \$59,312.16 in reserves. The 2018 budget has an operating cost of \$7,161 per month for this building.
  - **Master** ends February with \$41,797.67 in operating and \$20,034.96 in reserves. The 2018 budget has an operating cost of \$16,705 per month.
- **Manager's report** given by Michael Perez:
  - All petty cash funds have been recovered and you will see that on the March financials.
  - I have been following up on the rodent and fencing issues around the property. Ed and I both have also reported the Kobe Restaurant for the rodent and fence issues to %See Click Fix+.
  - Met with Ed and Debora and updated the website with Josh Werner.
  - Scheduled fire panel inspection with Piper Fire Inspection.
  - Drafted a letter and had it sent out in regards to the repealing of the %Rules and Regulations+.
  - Contacted Laurose Lawns, Inc. in regards to a few sprinklers that needed to be adjusted and the work has been completed.
  - Emailed out March Newsletter to all owners with an email address on file.
  - Did property walk through with Ed Curran and Debora Bickel: (See report below):

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- There are two (2) fence slats by the mail entrance that need repair.
- There is also fence slat by the Madrid building that needs repair.
- There is a hole in the fence near Cadiz Unit 101. I have emailed Nichole/Manager at the Fountains property and asked her to have her maintenance person make the proper repairs.
- There is still problems with Kobe fence. I took photos and will be sending a letter to Kobe Corporate.
- Madrid 102 is getting a letter about the ripped screens and a broken window.
- Madrid 106 is getting a letter about the torn plastic on the back patio.
- Madrid 211 is getting a letter about cleaning-up front patio.
- Barcelona 105 is getting a letter about torn screens.
- Ed asked Barcelona 102 to move his motorcycle off the premises or it would be towed. The motorcycle owner moved it while we were still walking the property.
- Emailed Anchor Pool and asked for a deep clean on the Spa tiles.
- **Old Business:**
  - Received a request from an Owner that Palm trees be replanted where the diseased Palms were removed. Per the County Arborist, you cannot plant another Palm tree where a diseased one was removed or that new Palm tree will become diseased also.
  - All outstanding petty cash as been recovered.
- **New Business:**
  - Board Accomplishments from 2/12/2018 till now:
    - Rotten and broken railroad ties in front of Madrid by Mailboxes replaced by Rob Jarrell-Maintenance worker referred from Ameri-Tech.
    - A schefflera and two croton plants were placed in pots within the newly replaced railroad ties area.
    - Restoration of Casa del Sol front entrance.
    - Gazebo and Guardhouse roofs were power washed prior to them being painted.
    - Pool deck picnic tables and large benches will begin to be sanded and painted within the next few weeks.
    - Dead shrubs removed from southwest front wall of Clubhouse and Croton were planted in their place.
    - Fire Panel Inspection and emergency lights testing to be performed on 3/14/2018. This yearly required inspection was last performed back in 2015.
  - Bids received for new roofs:
    - King Roofing - \$82,500 . 5 Year Warranty
    - BMCI Roofing - \$64,865 . 20 Year Warranty
    - Merillat Roofing - \$63,625 . 20 Year Warranty

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- Overview and discussion presented by Travis Herbert on how the Board would like to move forward with Deferred, Allocated & Unallocated Reserve Funds available for new roofs and the time-frame involved for each building.
- Motion made by Ed Curran to HOLD one month's funds (Option 3) in the checking account per building normally funded to the Master and reallocate it to the Reserves for it to go towards new roofs for each building. Seconded by Glenda Workman and passed unanimously by board members present.
- Consolidating budgets - looking to the future to the possibility consolidate all budgets for cost savings to our community.
- Motion made by Ed Curran to accept the Merillat Roofing bid: To begin April 2018 with Barcelona building, then Cadiz and then November 2018 for Madrid and then Alhambra in late 2018 or early 2019. Seconded by Debora Bickel and passed unanimously by board members present.
- Floor opened for questions and concerns.
- Motion to adjourn made by Ed Curran at 7:25PM, Travis Herbert seconded and the motion was passed unanimously by board members present.

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**Exhibit 1 – Page 1**

**March 2018 Casa del Sol Financial Summary**

The following information is a summary of the February month-end finances for Casa del Sol. These finances are communicated using a RAG rating and the identification of cost-levers:

- R=Red=Expenses exceeding the budget
- A=Amber=Expenses within 10% of the budget
- G=Green=Expenses that are less than 90% of budget

Our primary focus with the RAG rating will be on the **Red** items. They represent the expenditures that exceed our expected 2018 budget. A cost-lever is a primary contribution an expense. A cost-lever can be an entire allocation . e.g. 7003 Water & Sewer . or it can be an expense within an allocation . e.g. asphalt repair to parking lot.

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The information contained in this document is a reproduction of the data contained within two financial artifacts: the Income Statement and the Balance Sheet. Both artifacts are created on a monthly basis by our property management company, Ameri-Tech Community Management.

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**Alhambra**

For the current reporting period, the **red** items for Alhambra are:

- 5615 Licensing, Permits & Fees
  - State of Florida Dept. of Business & Professional Regulation Annual Fee Assessment
- 7003 Water & Sewer

For the year, the **red** items for Alhambra are:

- 5615 Licensing, Permits & Fees
  - State of Florida Dept. of Business & Professional Regulation Annual Fee Assessment
  - Assessment puts Alhambra over the projected budget for the year (\$96 actual to \$75 budgeted).
- 5900 Legal & Professional Fees
  - Budget exceeded due to CPA preparation of 1120H Statement of Cash Receipts & Disbursements
  - Over the projected budget at this point in the year (\$275 actual to \$250 budgeted), however, Alhambra is still under the yearly budget of \$1,500.
- 7003 Water & Sewer

The cost-levers for Alhambra continue to be:

- 5500 Association Fees (building dues paid to the Master budget)
- 7003 Water & Sewer
- 7006 Cable
- 9100 Reserves

Alhambra ends February 2018 with \$12,139.45 in operating and \$41,510.98 in reserves. The 2018 budget has an operating cost of \$7,455 per month for this building.

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**Barcelona**

For the current reporting period, the **red** items for Barcelona are:

5615 Licensing, Permits & Fees

- State of Florida Dept. of Business & Professional Regulation Annual Fee Assessment

7003 Water & Sewer

For the year, the **red** items for Barcelona are:

5615 Licensing, Permits & Fees

- State of Florida Dept. of Business & Professional Regulation Annual Fee Assessment
- Assessment puts Barcelona over the projected budget for the year (\$108 actual to \$75 budgeted).

7003 Water & Sewer

The cost-levers for Barcelona continue to be:

5500 Association Fees (building dues paid to the Master budget)

7003 Water & Sewer

7006 Cable

9100 Reserves

Barcelona ends February 2018 with \$34,073.57 in operating and \$69,558.19 in reserves. The 2018 budget has an operating cost of \$8,520 per month for this building.

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**Cadiz**

For the current reporting period, the **red** items for Cadiz are:

- 5615 Licensing, Permits & Fees
  - State of Florida Dept. of Business & Professional Regulation Annual Fee Assessment
- 7003 Water & Sewer

For the year, the **red** items for Cadiz are:

- 5615 Licensing, Permits & Fees
  - State of Florida Dept. of Business & Professional Regulation Annual Fee Assessment
  - Assessment puts Cadiz over the projected budget for the year (\$108 actual to \$75 budgeted).
- 7001 Electricity

The cost-levers for Cadiz continue to be:

- 5500 Association Fees (building dues paid to the Master budget)
- 7003 Water & Sewer
- 7006 Cable
- 9100 Reserves

Cadiz ended February 2018 with \$38,626.42 in operating and \$46,802.01 in reserves. The 2018 budget has an operating cost of \$8,141 per month for this building.

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**Madrid**

For the current reporting period, the **red** items for Madrid are:

5615 Licensing, Permits & Fees

- State of Florida Dept. of Business & Professional Regulation Annual Fee Assessment

7003 Water & Sewer

For the year, the **red** items for Madrid are:

5615 Licensing, Permits & Fees

- State of Florida Dept. of Business & Professional Regulation Annual Fee Assessment

- Assessment puts Madrid over the projected budget for the year (\$96 actual to \$0 budgeted).

7003 Water & Sewer

The cost-levers for Madrid are:

5500 Association Fees (building dues paid to the Master budget)

7003 Water & Sewer

7006 Cable

9100 Reserves

Madrid ended February 2018 with \$23,195.91 in operating and \$59,312.16 in reserves. The 2018 budget has an operating cost of \$7,161 per month for this building.



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Master

For the current reporting period, the red items for the Master are:

- 5900 Legal & Professional Fee
  - Legal Consulting for Petty Cash reimbursement
- 5400 Landscaping
  - High Point Well Drilling (\$650)
- 5420 Irrigation
  - Infinite (\$192.71)
  - Laurose (\$388)
- 6100 Building Maintenance & Repair
  - Robert C. Jarrell (\$900)
  - Securi-team (\$133.75)
  - Landscaping reimbursement (\$240.21)
- 6110 Misc. Expenses
  - Bighthouse (\$124.98) . Note: for some reason, \$ was moved to 7006. Can still pay bills.
- 6120 Common Area Special Project
  - Florida Courts (\$7,200)
- 7003 Water & Sewer

For the year, the red items for the Master are:

- 5010 Office & Administrative
  - Yearly website fee (\$266)
  - Mailing of Rules & Regulations (\$286)
  - Over projection for this point in the year, however, under yearly budgeted amount (\$812.19 to \$3,750).
- 5900 Legal & Professional Fee
  - Legal Consulting (including or Petty Cash reimbursement. Fees has been recovered).
  - CPA preparation of 1120H Statement of Cash Receipts & Disbursements
  - Over projection for this point in the year, however, under yearly budgeted amount (\$1,120.48 to \$3,000).
- 5300 Property / Liability
  - Insurance
  - Over projection for this point in the year, however, under yearly budgeted amount (\$68,000 to \$72,000).
- 5400 Landscaping
  - Plant & tree removal
  - Over projection for this point in the year, however, under yearly budgeted amount (\$4,300 to \$17,600).

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Master . Continues

5420 Irrigation

- Repairs to pressure tank
- Repair to main break by tennis court
- Replacement and repair of sprinkler system
- Over projection for this point in the year, however, under yearly budgeted amount (\$1,418.89 to \$4,500).

5450 Tree

- Removal of diseased trees
- Over projection for the year (\$8,275 to \$5,500)

6100 Building Maintenance & Repair

- Camera fee
- Locksmith services
- Fire protection activities (discussed during January meeting)
- Over projection for this point in the year, however, under yearly budgeted amount (\$2,676.88 to \$8,582).

6120 Common Area Special Project

- Tennis Courts
- Over projection for this point in the year, however, under yearly budgeted amount (\$18,886 to \$35,000).

7001 Electricity

- \$7 over

Master ended February with \$41,797.67 in operating and \$20,034.96 in reserves. The 2018 budget has an operating cost of \$16,705 per month.

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**Summary of Casa del Sol Operating Costs**

The table below reflects the operating costs Casa del Sol paid for January and February.

**Note:** These amounts include expenditures for all buildings and the Master.

<b>RANK</b>	<b>ALLOCATION</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>
1	5300	Property Liability	\$68,173.25
2	6120	Common Area Special Projects	\$18,886.00
3	7003	Water/Sewer and Shower	\$13,001.29
4	5450	Tree	\$8,275.00
5	7006	Cable	\$7,526.44
6	5400	Grounds and Roads	\$4,300.00
7	6100	Building Maintenance and Repair	\$3,425.88
8	5800	Management Fee	\$2,580.00
9	5900	Legal, Professional Fees	\$2,322.48
10	6410	Janitorial	\$1,800.00
11	7001	Electricity	\$1,731.46
12	7005	Trash	\$1,488.00
13	5420	Irrigation	\$1,418.89
14	6110	Miscellaneous/Elevator/Telephone	\$1,252.71
15	5010	Office and Administration	\$957.19
16	5615	Licenses, Permits and Fees	\$488.00
17	6200	Pool and Spa	\$394.00
18	5200	Pest Control/Rodents	\$300.00