

# **Clubsde Neighborhood Condominium Association**

**Board of Director's Meeting**

**November 11, 2011**

# **CLUBSIDE NEIGHBORHOOD CONDOMINIUM ASSOCIATION**

Board of Directors Agenda  
Thursday, November 10, 2011  
Clubsides Clubhouse

1. Call to Order
2. Proof of Notice
3. Roll Call
4. Approval of Minutes from May 2, 2011 Regular Meeting
5. Manager's Report
6. Treasurer's Report
7. Committee Reports
  - a. Social
8. Old Business
9. New Business
  - a. 2012 Budget
  - b. Roof Cleaning
  - c. Solar Power
  - d. Landscaping
10. Next Meeting Date
11. Adjournment

**CLUBSIDE NEIGHBORHOOD CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**May 2, 2011**

The Board of the Clubside Neighborhood Condominium Association met on Monday, May 2, 2011 at 4:00 p.m. at the Clubside Clubhouse.

**APPEARANCES:** John Thomas, President  
Lisle Anderson, Vice President  
Dick Schmidt, Treasurer  
Mike Hurwitz, Secretary  
Kathryn Westgor  
Pat McCartney

**ALSO PRESENT:** Jim Powers, Dorrill Management Group  
Judy Cooper, Landscape Committee  
Nancy Walsh, Landscape Committee

**CALL TO ORDER**

The meeting was called to order at 4:00 p.m. by Mr. Powers. The meeting was properly noticed, and a copy of the notice is on file at Dorrill Management's offices. The Board members as listed above were in attendance.

**APPROVAL OF MINUTES**

**On a MOTION by Dick Schmidt and a second by Mr. Anderson, the minutes of the April 8, 2011 Board meeting was unanimously approved.**

**MANAGER'S REPORT**

A. Washing and Sealing Project

Mr. Powers reported that this should be completed next week.

**TREASURER'S REPORT**

Mr. Schmidt reported that these were preliminary April numbers as it was only May 2<sup>nd</sup>. The association is in a good cash position and reserves are at \$637,000. Net income is currently overstated due to the insurance not being booked yet and the paver payment, but should look better as year progresses. Net assets have exceeded \$1,000,000. The \$65,000 in CDs will be rolled over.

*Minutes – Clubside Neighborhood Association*

*May 2, 2011*

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On a MOTION by Lisle Anderson and a second by Kathryn Westgor, the Financial Report was then unanimously accepted.

**COMMITTEE REPORTS**

A. Landscape Committee

Mrs. Cooper raised concerns with residents following rules regarding landscaping and asked the board to set better defined guidelines. Discussion ensued on how to implement and enforce a fair policy. Mr. Hurwitz made a motion that the landscape committee prepare language to modify pertinent paragraph in Rules and Regulations; motion amended by Mr. Anderson to add that a form letter be created. Second made by Dick Schmidt. Motion passed unanimously and landscape committee and John Thomas will work on this.

B. Social Committee

Mrs. Westgor reported that they recently had a meeting with additional volunteers. Also new residents have been contacted. Renters with annual leases will also be contacted.

**OLD BUSINESS**

A. Pool Repairs

Two bids presented for the pool repairs. Lisle Anderson made a motion and Kathryn Westgor seconded that the lowest bid with lifetime manufacturer's warranty be accepted.

B. Clubhouse Upgrades

Michael Hurwitz made a motion to hire Distinctive Designs at a fee of \$500.00 to come up with a plan to redesign the clubhouse with a budget not to exceed \$6,000. Motion failed without a second. The board discussed asking Paula Turner, a Clubside resident, to assist. Dick Schmidt will contact Paula Turner.

**NEW BUSINESS**

No new business. John Thomas and Dick Schmidt will work on the budget over the summer and will get draft budget out by September 15<sup>th</sup>.

**ADJOURNMENT**

The meeting was adjourned on a MOTION by Lisle Anderson and a second by Dick Schmidt at 5:15 p.m.

Clubsde Neighborhood Condominium  
 Balance Sheet  
 As of October 31, 2011

	<u>Oct 31, 11</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1000 · CURRENT ASSETS	
10204 · Checking Fifth Third Bank	83,891.45
10205 · Savings Fifth Third Bank	88.00
Total 1000 · CURRENT ASSETS	<u>83,979.45</u>
1100 · RESERVE ASSETS	
11000 · Clubside I	
11204 · Reserves Fifth Third Bank	103,647.35
11233 · 3-Yr CD-RPB 3.25% 2/5/12	7,147.41
11235 · MM RPB 1.0%	15,073.29
11230 · Due to Reserves - Pavers	39,825.00
Total 11000 · Clubside I	<u>165,693.05</u>
12000 · Clubside II	
12204 · Reserves Fifth Third Bank	103,736.33
12233 · 3-Yr CD-RPB 3.25% 2/5/12	7,147.41
12235 · MM RPB 1.0%	15,073.29
12230 · Due to Reserves - Pavers	39,825.00
Total 12000 · Clubside II	<u>165,782.03</u>
13000 · Clubside III	
13204 · Reserves Fifth Third Bank	81,479.21
13233 · 3-Yr CD-RPB 3.25% 2/5/12	5,827.91
13235 · MM RPB 1.0%	13,566.01
13230 · Due to Reserves - Pavers	32,850.00
Total 13000 · Clubside III	<u>133,723.13</u>
14000 · Neighborhood & Clubhouse	
14204 · Reserves Fifth Third Bank	18,314.83
14120 · Due to Reserves - Insurance	123,830.00
14231 · MM RPB 1.0%	44,451.68
14233 · 3-Yr CD-RPB 3.25% 2/5/12	27,490.09
Total 14000 · Neighborhood & Clubhou...	<u>214,086.60</u>
Total 1100 · RESERVE ASSETS	<u>679,284.81</u>
Total Checking/Savings	763,264.26
Accounts Receivable	
15100 · A/R Combined Assessments	37,560.70
Total Accounts Receivable	<u>37,560.70</u>
Other Current Assets	
17000 · Undeposited Funds	16,816.53
Total Other Current Assets	<u>16,816.53</u>
Total Current Assets	817,641.49
Other Assets	
15550 · Prepaid Master Assoc. Fees	19,581.00
15500 · Prepaid Expense	112,500.00
16100 · Prepaid Insurance	132,639.76
Total Other Assets	<u>264,720.76</u>
<b>TOTAL ASSETS</b>	<u><u>1,082,362.25</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
30100 · Accounts Payable	2,767.48
Total Accounts Payable	<u>2,767.48</u>

Clubsider Neighborhood Condominium  
 Balance Sheet  
 As of October 31, 2011

	<u>Oct 31, 11</u>
Other Current Liabilities	
32133 · Due To Reserves Pavers	112,500.00
32135 · Due to Reserves Insurance	123,830.00
32000 · Misc Accruals	4,400.00
32140 · Deferred Assessment Income	91,006.00
<b>Total Other Current Liabilities</b>	<b>331,736.00</b>
<b>Total Current Liabilities</b>	<b>334,503.48</b>
<b>Total Liabilities</b>	<b>334,503.48</b>
Equity	
RESERVE EQUITY	
Reserve Equity/Fund Balance	
Clubsider I	
51100 · Reserves - Painting	40,141.81
51000 · Reserves - Roofing	123,432.10
51300 · Reserves - Interest	2,119.14
<b>Total Clubsider I</b>	<b>165,693.05</b>
Clubsider II	
52100 · Reserves - Painting	40,127.07
52000 · Reserves - Roofing	123,535.54
52300 · Reserves - Interest	2,119.42
<b>Total Clubsider II</b>	<b>165,782.03</b>
Clubsider III	
53100 · Reserves - Painting	32,829.76
53000 · Reserves - Roofing	99,089.27
53300 · Reserves - Interest	1,804.10
<b>Total Clubsider III</b>	<b>133,723.13</b>
Neighborhood & Clubhouse	
54250 · Sewer Repairs	10,209.80
54000 · Reserves - Clubhouse Roof...	4,200.08
54100 · Reserves - Clubhouse Paint...	3,025.32
54200 · Roof Cleaning	20,114.08
54400 · Resurfacing	46,725.74
54500 · Clubhouse Upgrades	5,557.79
54600 · Pool/Spa/Deck/Fence	32,843.12
54700 · Pool Pump/HVAC/Mech	8,886.82
54800 · Irrigation	11,334.42
54900 · Sidewalk/Driveways	11,420.77
55000 · Insurance Deductible	50,392.79
56000 · Reserves General	2,532.60
55100 · Reserves - Interest	6,843.27
<b>Total Neighborhood &amp; Clubhouse</b>	<b>214,086.60</b>
<b>Total Reserve Equity/Fund Balance</b>	<b>679,284.81</b>
<b>Total RESERVE EQUITY</b>	<b>679,284.81</b>
57000 · Owner Equity	48,914.40
Net Income	19,659.56
<b>Total Equity</b>	<b>747,858.77</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,082,362.25</b>

Clubside Neighborhood Condominium  
Income/Expense Statement  
October 2011

3:34 PM  
11/03/11  
Accrual Basis

	Oct 11	Budget	\$ Over Budget	Jan - Oct 11	YTD Budget	\$ Over Budget	Annual Budget
<b>Income</b>							
60100 · Maintenance Fees	35,711.00	35,711.00	0.00	357,110.00	357,110.00	0.00	428,532.00
60200 · Reserve Fees	7,747.00	7,747.00	0.00	77,470.00	77,470.00	0.00	92,964.00
60300 · Master Association Income	9,792.00	9,792.00	0.00	97,920.00	97,920.00	0.00	117,504.00
60400 · Late Fees	0.00	50.00	-50.00	891.40	500.00	391.40	600.00
60500 · Late Charges/Interest	-11.22	50.00	-61.22	1,689.85	500.00	1,189.85	600.00
61000 · Clubhouse Use Rental Income	0.00	8.00	-8.00	50.00	80.00	-30.00	96.00
61300 · Lease Application Fees	-100.00	125.00	-225.00	800.00	1,250.00	-450.00	1,500.00
67100 · Misc Income	0.00	0.00	0.00	0.33	0.00	0.33	0.00
69100 · Checking Interest	0.00	125.00	-125.00	91.90	1,250.00	-1,158.10	1,500.00
<b>Total Income</b>	<b>53,138.78</b>	<b>53,608.00</b>	<b>-469.22</b>	<b>536,023.48</b>	<b>536,080.00</b>	<b>-56.52</b>	<b>643,296.00</b>
<b>Expense</b>							
<b>MASTER ASSOCIATION</b>							
80000 · Master Association Fees	9,792.00	9,792.00	0.00	97,919.00	97,920.00	-1.00	117,504.00
<b>Total MASTER ASSOCIATION</b>	<b>9,792.00</b>	<b>9,792.00</b>	<b>0.00</b>	<b>97,919.00</b>	<b>97,920.00</b>	<b>-1.00</b>	<b>117,504.00</b>
<b>UTILITIES</b>							
70100 · Electricity	0.00	684.00	-684.00	5,472.94	6,840.00	-1,367.06	8,208.00
70200 · Water/Sewer	2,787.48	3,500.00	-732.52	34,431.49	35,000.00	-568.51	42,000.00
70300 · Trash Expense	173.49	15.00	158.49	173.49	150.00	23.49	180.00
<b>Total UTILITIES</b>	<b>2,960.97</b>	<b>4,199.00</b>	<b>-1,258.03</b>	<b>40,077.92</b>	<b>41,990.00</b>	<b>-1,912.08</b>	<b>50,388.00</b>
<b>MAINTENANCE</b>							
71200 · Pest Control	0.00	442.00	-442.00	3,655.00	4,420.00	-765.00	5,304.00
72000 · Building Maint/Janitorial	3,062.77	2,500.00	562.77	35,703.69	25,000.00	10,703.69	30,000.00
74100 · Pool Services/Supplies	325.00	375.00	-50.00	4,994.41	3,750.00	1,244.41	4,500.00
74300 · Pool/Spa Heating	0.00	717.00	-717.00	3,918.92	7,170.00	-3,251.08	8,604.00
75100 · Lawn Maintenance	4,700.00	5,580.00	-880.00	48,384.00	55,800.00	-7,416.00	66,960.00
75200 · Landscaping	0.00	750.00	-750.00	13,352.16	7,500.00	5,852.16	9,000.00
75250 · Mulch	0.00	1,000.00	-1,000.00	5,880.00	10,000.00	-4,120.00	12,000.00
77100 · Irrigation Repairs	0.00	84.00	-84.00	1,346.73	840.00	506.73	1,008.00
80400 · 2009 Spec Assess.	0.00	651.00	-651.00	-5,272.37	6,510.00	-11,782.37	7,812.00
80500 · Pavers	0.00	5,917.00	-5,917.00	66,584.00	59,170.00	7,414.00	71,004.00
<b>Total MAINTENANCE</b>	<b>8,087.77</b>	<b>18,016.00</b>	<b>-9,928.23</b>	<b>178,546.54</b>	<b>180,160.00</b>	<b>-1,613.46</b>	<b>216,192.00</b>
<b>INSURANCE</b>							
85600 · Insurance Policy	8,450.10	10,112.00	-1,661.90	99,683.10	101,120.00	-1,436.90	121,344.00
<b>Total INSURANCE</b>	<b>8,450.10</b>	<b>10,112.00</b>	<b>-1,661.90</b>	<b>99,683.10</b>	<b>101,120.00</b>	<b>-1,436.90</b>	<b>121,344.00</b>
<b>ADMINISTRATIVE</b>							
86100 · Management Contract	1,312.00	1,312.00	0.00	13,120.00	13,120.00	0.00	15,744.00
86200 · Office Expenses - DMG	11.29	175.00	-163.71	703.57	1,750.00	-1,046.43	2,100.00
86250 · Office Expenses - Clubside	0.00	30.00	-30.00	494.87	300.00	194.87	360.00
86300 · Communications	41.85	55.00	-13.15	1,323.50	550.00	773.50	660.00
86400 · Division/Corporate Filing Fee	0.00	47.00	-47.00	557.25	470.00	87.25	564.00
86500 · Fees, Licenses & IRS Taxes	93.18	300.00	-206.82	2,543.17	3,000.00	-456.83	3,600.00
87100 · Legal	0.00	134.00	-134.00	0.00	1,340.00	-1,340.00	1,608.00
87200 · Accounting/Audit	460.00	842.00	-382.00	3,925.00	8,420.00	-4,495.00	10,104.00
87300 · Lease/Sale Application Expense	0.00	70.00	-70.00	0.00	700.00	700.00	840.00
88100 · Contingency	0.00	777.00	-777.00	0.00	7,770.00	-7,770.00	9,324.00
<b>Total ADMINISTRATIVE</b>	<b>1,918.32</b>	<b>3,742.00</b>	<b>-1,823.68</b>	<b>22,667.36</b>	<b>37,420.00</b>	<b>-14,752.64</b>	<b>44,904.00</b>

Clubsides Neighborhood Condominium  
Income/Expense Statement  
October 2011

	Oct 11	Budget	\$ Over Budget	Jan - Oct 11	YTD Budget	\$ Over Budget	Annual Budget
<b>RESERVES</b>							
95000 · Reserves General	-355.00	-355.00	0.00	-3,550.00	-3,550.00	0.00	-4,260.00
95100 · Reserves - Roofing	5,055.00	5,055.00	0.00	50,550.00	50,550.00	0.00	60,660.00
95150 · Reserves - Roof Cleaning	291.00	291.00	0.00	2,910.00	2,910.00	0.00	3,492.00
95200 · Reserves - Painting	1,834.00	1,834.00	0.00	18,340.00	18,340.00	0.00	22,008.00
95500 · Clubhouse Upgrades	145.00	145.00	0.00	1,450.00	1,450.00	0.00	1,740.00
95700 · Pool Pump/HVAC/Mech	106.00	106.00	0.00	1,060.00	1,060.00	0.00	1,272.00
95800 · Irrigation	62.00	62.00	0.00	620.00	620.00	0.00	744.00
95900 · Sidewalk/Driveways	609.00	609.00	0.00	6,090.00	6,090.00	0.00	7,308.00
<b>Total RESERVES</b>	<b>7,747.00</b>	<b>7,747.00</b>	<b>0.00</b>	<b>77,470.00</b>	<b>77,470.00</b>	<b>0.00</b>	<b>92,964.00</b>
<b>Total Expense</b>	<b>38,936.16</b>	<b>53,608.00</b>	<b>-14,671.84</b>	<b>516,363.92</b>	<b>536,080.00</b>	<b>-19,716.08</b>	<b>643,296.00</b>
<b>Net Income</b>	<b>14,202.62</b>	<b>0.00</b>	<b>14,202.62</b>	<b>19,659.56</b>	<b>0.00</b>	<b>19,659.56</b>	<b>0.00</b>

Dear Clubside Resident –

As many of you are returning to Clubside, we would like to take this opportunity to remind you of the guidelines for landscaping. Below is the excerpt from the Rules and Regulations:

**Plants:** No plant, shrub, flower, tree, vine, grass or other plant life may be planted or potted outside the Unit, without the prior written consent of the Board. To ensure uniformity, potted plants and yard items are not permitted in or around the shared islands between driveways. The Board may authorize certain requests that meet established uniform criteria. Small plantings and flowers not exceeding 1 foot in height are permitted within the plant areas adjacent to unit entrances and the islands between driveways. Flowerpots should be of earth tone color. Unattended potted plants and yard items must be removed during the hurricane season. Unattended potted plants and yard items are subject to be removed and disposed of, at owner's expense, at the discretion of the Board if, in the Board's opinion, they are determined to be a potential hazard.

**Yard Items:** The display of decorative yard items such as birdbaths, statues, sculptures, trellises, landscape lighting, etc. is prohibited, unless approved by the Board. Owners may display a portable, removable United States flag in a respectful manner.

Should you have any questions, please do not hesitate to contact me.