



Vista Commons at Heritage Bay Assn., Inc.

2024 BUDGET MEETING

2024 SPECIAL ASSESSMENT

ZOOM: <https://us05web.zoom.us/j/82002429110?pwd=5N5fcl2itMDnLOMTvmCZVOxbfJH70h.1>

Date: Friday, December 1th, 2023 @ 3:00PM

Location: Vista Commons Pool

NOTICE & AGENDA

- (1) Call to Order
- (2) Proof of Notice electronically transmitted 14 days prior to the meeting.
- (3) Establish Quorum
- (4) Board Report for 2023
- (5) Adopt minutes from August 22nd, 2023
- (6) Member Comments
- (7) **BUDGET-2024;**
 - a. Discussion of Budget for 2024
Motion to adopt Budget for 2024
- (8) **SPECIAL ASSESSMENT-2024 @ \$500 PER UNIT**
 - b. Discussion of SPECIAL ASSESSMENT for 2024
Motion to impose a Special Assessment for 2024 in the amount of \$500 per unit.

DETAILS: Security Camera Deficit: \$19,000, Operating Cushion Shortfall \$57,000, Projected Insurance Deficit for 2024 @ \$19,000 = \$95,000

- (9) **AMENDMENT(s) TO THE COVENANTS & BYLAWS**
 - a. **MOTION** to adopt an **AMENDMENT** to the **VISTA AT HERITAGE BAY COMMONS ASSN., INC. COVENANTS & BYLAWS** for the Vista Commons to allow tenants to keep a pet.
 - b. **MOTION** to adopt a **RESOLUTION** to increase the **Capital Contribution from \$2500 to \$3500 at deed conveyance.**
- (1) Member Comments
- (2) Adjournment

Vista at Heritage Bay Commons Association, Inc.					
Proposed Budget			Number of Units: 190		
For the Period of January 1, 2024 through December 31, 2024			10/29/2023		
	2023	YTD	2023	2024	Draft
	Working	Actual	Estimated	Draft	Draft
Income	Budget	9/30/2023	Year End	Budget	Quarterly Budget
4145 Operating Assessment	455,146	341,359	455,146	472,956	
4140 Interest Income - Operating	-	26	40	-	
4150 Reserve Assessment	-			22,300	
4250 Reserve Interest	-	6,695	9,185	-	
4295 Miscellaneous Income	-	750	750	-	
Total Income	\$ 455,146	\$ 348,830	\$ 465,121	\$ 495,256	\$ -
Expenses					
Administrative Expenses					
6025 Corporate Annual Report	61	61	61	61	5
6040 Management / Accounting	22,700	16,700	23,012	23,900	1,992
6050 Office Expense / Postage	1,000	6,043	8,000	8,000	667
6051 Bank Fees	-	35	35	50	4
6056 Professional / Legal Fees	10,000	1,095	1,095	2,500	208
6058 Tax Return Preparation	275	275	275	275	23
6070 Taxes, Licenses, Dues	500	500	500	500	42
Utilities					
6100 Electricity	14,400	10,709	14,280	15,700	1,308
6105 Internet	2,640	2,052	2,740	3,060	255
6110 Refuse	73,200	57,450	76,600	80,000	6,667
6187 Bulk Pickup	-	-	-	-	-
6118 Telephone	264	-	-	-	-
6120 Water & Sewer	177,250	125,070	166,760	177,250	14,771
Grounds Maintenance					
6141 Irrigation Systems	3,797	4,196	5,600	5,500	458
6144 Ground Maintenance/Pest Cor	6,650	8,632	10,817	13,550	1,129
6145 Lake & Fountain Maintenance	3,500	2,565	3,200	3,500	292
6146 Landscape Contract	34,800	26,100	34,800	40,800	3,400
6147 Fertilizer	12,000	-	-	\$12,000	1,000
6160 Sod / Annuals / Trimming	6,600	1,882	1,882	2,500	208
6162 Gate Repairs & Maintenance	15,000	7,848	9,000	10,000	833
6167 Mulch	2,400	1,400	1,400	2,000	167
6170 Pool Maintenance Contract	9,900	7,425	9,900	9,900	825
6180 Pool Equipment Repair	1,500	1,688	1,688	1,750	146
6181 Parking lot Rover	15,000	6,104	8,504	9,600	800
6185 Parking Lot Expense (My Q)	-	1,072	1,072	4,560	380
6186 Security Camera Expense	1,200	-	-	1,500	125
Building Maintenance					
6190 Building Maintenance/Repair	3,000	954	1,200	1,500	125
6192 Building Supplies	500	409	500	800	67
6194 Janitorial	15,000	10,800	14,400	\$19,200	1,600
6200 Pressure Cleaning	4,500	-	-	2,000	167
6220 Lighting, Lamps, and Electrical	-	-	-	1,000	83
6230 Pest Control	9,308	-	-	-	-
Insurance					
6310 Insurance - Package	8,200	9,900	13,555	20,000	1,667
Total Operating Expenses	\$ 455,146	\$ 310,965	\$ 410,876	\$ 472,956	\$ 39,413
6430 Reserve Interest	-	-	-	-	-
Reserves	-	-	-	22,300	5,575
Total Common Expenses	\$ 455,146	\$ 310,965	\$ 410,876	\$ 495,256	\$ 44,988

Vista at Heritage Bay Commons Association, Inc.

Management's Proposed Budget for Reserves, Capital Expenditures and Deferred Maintenance

For the Period of January 1, 2024 through December 31, 2024

Item	Estimated Life When New (Years)	Estimated Replacement Cost	2023 Estimated Remaining Life (Years)	9/30/2023 Current Reserve Balance	Add'l Reserve Funding 2023	Estimated Reserve Balance 12/31/2023	Additional Reserves Required	Annual Funding Required 2024	Quarterly Funding Required 2024
Roof at Pool House	20	10,000	14	15,000		10,000.00	-	-	-
Painting Exterior at Pool	7	6,000	2	6,000		6,000.00	-	-	-
Front & Rear Gates	7	50,000	6	30,000		50,000.00	-	-	-
Security Cameras/ Devices	7	25,000	1	25,000		25,000.00	-	-	-
Fountain	2	10,000	1	10,000		10,000.00	-	-	-
Pool & Enclosure	25	20,000	18	30,000		20,000.00	-	-	-
Pool Equipment/ Furniture	5	12,000	5	12,000		12,000.00	-	-	-
Parking Lot Enhancements and Maintenance	25	290,000	5	175,000		178,500.00	111,500	22,300.00	5,575.00
Landscaping Enhancements	4	4,000	1	8,000		4,000.00	-	-	-
Unallocated Reserves				79,747		24,747	-	-	-
Total		\$ 427,000		\$ 390,747.42	\$ -	\$ 340,247.42	\$ 111,500	\$ 22,300	5,575.00

Vista at Heritage Bay Commons Association, Inc.			
Proposed Budget			
For the Period of January 1, 2043 through December 31, 2024			
(Based on 190 units)			
	<u>Annually</u>	<u>Quarterly</u>	<u>Monthly</u>
Operating Assessment	2,489.24	622.31	207.44
Reserve Assessment	117.37	29.34	9.78
Assessment Due	\$ 2,606.61	\$ 651.65	\$ 217.22
Monthly Fees:			
Vista 1: 40 units x \$217.22	\$104,264.42	\$26,066.11	\$ 8,688.70
Vista III: 46 units x \$217.22	\$119,904.08	\$29,976.02	\$ 9,992.01
Vista Townhomes: 104 units x \$217.22	\$271,087.49	\$67,771.87	\$ 22,590.62
	\$495,256.00	\$123,814.00	\$ 41,271.33
Special Assessment 2024			
	\$500	Total	
Security Camera Deficit	\$100	\$19,000	
Operating Cushion- shortfall	\$300	\$57,000	
Projected Insurance Deficit	\$100	\$19,000	
OPTION 1			
In full Option \$500 Due March 1, 2023 (no interest)			
OPTION 2			
Payment Plan x 2			
Due March 1 @ \$250.00			
Due June 1 @ 250.00			
Option 2 adds 10% \$50 with total due of \$550.00			

THIS INSTRUMENT WAS PREPARED BY, AND AFTER
RECORDING RETURN

Vista at Heritage Bay Commons Association, Inc.

Board Of Directors

C/O Unsworth, Marretta & Unsworth, CPA

3960 Radio Rd., Suite 203

Naples, FL 34104

CERTIFICATE OF AMENDMENT

Declaration of Covenants for Vista at Heritage Bay Commons

Bylaws of Vista at Heritage Bay Commons Association, Inc.

I, the undersigned President of Vista at Heritage Bay Commons Association, Inc., hereby certify that on _____, 202____, at a duly-called and properly-noticed meeting of the Board of Directors members at which a quorum was present, the following amendment to the Declaration of Covenants for Vista at Heritage Bay Commons and Bylaws of Vista at Heritage Bay Commons Association, Inc. was approved by the required percentage of voting interests of the Board of Directors.

As previously recorded in book 4322 and page 3587-3579; amendment re-recorded on June 18th, 2024; Instrument 4995733-OR 5048-page 1570 originally recorded June 16th, 2014 Collier County, Florida.

Additions are underlined.

Deletions are ~~stricken through~~.

Amendment No. 1: Article 3.3, Declaration of Covenants for Vista at Heritage Bay Commons

3. USE RESTRICTIONS. The following restrictions in addition to the Rules and Regulations hereafter promulgated by the Board of Directors, shall govern the use of the Common Areas and the conduct of the users.

(Articles 3.1 and 3.2 Remain Unchanged)

3.3 Pets. No animals or pets are allowed on the Common Areas unless they are hand carried or restrained on a leash while on the Common Areas. No pets are permitted within twenty-five (25) feet of the swimming pool. No more than two (2) commonly accepted household pets such as a dog, weighing less than eighteen (18) pounds, or a cat, and reasonable numbers of tropical fish or caged birds may be kept in a Unit, subject to other regulations and restrictions promulgated by the Commons Association or Member Associations. Tenants are ~~not permitted to own or harbor pets while occupying a Unit~~ permitted to have one dog or one cat.

The following paragraphs are hereby added to Section 3.3

Tenants harboring pets deemed to become a nuisance, including, but not limited to restrictions of the following; (a) dogs cannot exceed a full-grown weight of 18 pounds (b) must pick-up waste deposits (c) must be leashed at all times (d) can never be unattended while outside, on lanais or leashed in

doorways or anywhere in the common area (e) pets are restricted within 25 feet of the pool enclosure and never allowed inside the pool.

Tenants who become subject to violation may include, one or more of the following: (a) removal of said pet from premises within 10 days of which owner has been put on notice. (b) non-renewal of lease AND/OR being provided a notice to vacate. (c) unit may be subject to violations and fines, which may be enforced by the Vista Commons or the Neighborhood Association simultaneously.

The Board of Directors may adopt reasonable rules and regulations related to establishing the weight of a dog and may reject a lease application, if the Board has reason to believe that the weight of the puppy will exceed the weight limit of 18 pounds when full grown.

Dated this _____ day of _____ 2023.

Witnesses:

**VISTA AT HERITAGE BAY COMMONS
ASSOCIATION, INC.**

By: _____

By: _____
Title: _____

By: _____

(Corporate Seal)

STATE OF FLORIDA
COUNTY OF COLLIER

Subscribed before me this day _____ of _____ 2023, by _____ who
is personally known to me.

Notary Public

Printed Name of Notary Public

My Commission Expires:

**A Resolution of the
Vista Commons at Heritage Bay Association, Inc.**

(the "Association") to increase Capital Contribution

WHEREAS a collection of a Capital Contribution is currently collected at deed conveyance for units in Vista at Heritage Bay Community through its "Neighborhood Associations" also known as Vista Townhomes; a Homeowners Association and Vista III and Vista I; both Condominium Associations.

WHEREAS the Association has authority to fund the budget from Neighborhood Association assessments pursuant the Governing Documents and through an established Capital Contribution of \$2,500 (Twenty-Five Hundred) due at every deed conveyance.

WHEREAS the Association through its Board of Directors (the "Board") is granted authority to act on behalf of the Association to sufficiently budget for operating expenses and reserves.

WHEREAS the Capital Contribution adopted in a duly called meeting, then recorded in public record in Collier County on 6/18/2014 granting the Board Authority through a resolution to establish a specific assessment from time to time currently at \$2,500 (Twenty-Five Hundred Dollars).

WHEREAS The Association has widely variable expenses under a projected budget which results in deficits and a special assessment.

WHEREAS the Board of Directors for the Association deems it in the best interest to increase the Capital Contribution to \$3,500 (Thirty-Five Hundred Dollars) due at deed conveyance.

BE IT RESOLVED the Capital Contribution increased to \$3,500 as adopted by the Association in its entirety.

This **Resolution** was adopted by the Board on _____ this day of _____ 2023 and shall be effective immediately.

In WITNESS WHEREOF, the undersigned has hereunto affixed his/her hand and the seal of the Association this _____ day of _____ 2023.

BY _____ on behalf of Vista Commons at Heritage Bay Assoc., Inc.

PRINT NAME _____ TITLE _____

Certificate of Corporate Secretary

The undersigned hereby certifies that he/she is the Secretary of a corporation organized an existing under the laws of the State of Florida; that the foregoing is a true and correct copy of a resolution adopted at a meeting of the Board of said corporation held on this _____ day of _____, 2023 at which meeting a quorum was at all times present and acting; that the passage of said resolution was in all respects legal; and that said resolution is in full force and effect.

Dated this _____ day of _____ 2023.

BY _____ on behalf of Vista Commons at Heritage Bay Assoc., Inc.

PRINT NAME _____ TITLE _____



2023-2024 Capital Improvement and Maintenance Update

Community Website

PLEASE VISIT THE COMMUNITY WEBSITE AT WWW.VISTAHERITAGEBAY.COM. There you can find easy access to leases/sale applications, governing documents, agendas/minutes, budgets and financials. We will be sending out updates to the community relating to things that are going on in the community and will be expanding the website to increase communication to the membership.

Email addresses:

- (1) Manager@vistaheritagebay.com – this email is for the day-to-day operation of the Association(s). Requests can be made for all Association(s) Vista Townhomes, Vista I, Vista III, and Vista Commons.
- (2) info@vistaheritagebay.com - this email is for Lease/Sale Applications, Estoppels and other external needs of the Association(s). Requests can be made for all Association(s) Vista Townhomes, Vista I, Vista III, and Vista Commons.

Building Painting 2024

~The Vista Community is vetting vendors to have the buildings painted. This is slated for Fall of 2024 deferred to early 2025 depending on vendor availability. Owners will be surveyed, as modernizing the colors to a lighter color palette to extend its life. The caulking around the windows and doors will be done at the same time, which is at the end of its usable life. Stay tuned for information related to these upgrades.

Pole Lighting

~Lighting was repaired community wide; we have two poles community wide to be replaced which are on the list and will be completed in the first quarter of 2024.

Palm Tree Trimming

Palm trees were being trimmed in the next two weeks and fall fertilization will also be in full swing community wide.

Mailbox Painting

~The mailboxes are getting a facelift in 2024, we have bids in progress to have them epoxy painted to extend their life. We re-keyed several of the parcel boxes due to issues. If you have issues with them opening, use WD-40 in the keyhole which will break down any corrosion. Please email manager@vistaheritagebay.com.

Parking lot Project 2024

In 2024 Vista Commons plans on repairing, resealing/restriping the parking lot. We're going to have the parking spaces and unit #'s painted directly on the asphalt at the end of the parking space, in lieu of stenciling on the parking spots. This is a better solution as the paint for asphalt is more durable.

Camera Project

In 2024 Vista Commons will have Cameras installed at the front/rear gates and around the dumpster cribs. We will have the camera(s) monitored daily to recover expenses from illegal dumping at the dumpster cribs and to identify those that vandalize the gates.

Violation and Fining

In 2024 Vista Commons will have Cameras installed at the front/rear gates and around the dumpster cribs. We will have the camera monitored regularly to recover expenses from illegal dumping at the dumpster cribs. We have a fining committee that has been appointed which will address violations related to property maintenance, dumping, pet violations and nuisance behaviors.

On behalf of the Vista Community