



Vista Townhomes at Heritage Bay Assn., Inc.

Date: Friday, December 1st, 2023

Immediately following the Vista Commons Budget Meeting beginning at 3PM

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

Location: Vista Commons Pool

NOTICE & AGENDA

- (1) Call to Order
- (2) Proof of Notice
- (3) Establish Quorum
- (4) Owner Comments
- (5) Board Report
- (6) Adopt minutes from August 22nd, 2023, Board Meeting
- (7) BUDGET-2024; Discussion
 - a. Discussion of Budget for 2024
Motion to adopt Budget for 2024
 - b. **Special Assessment imposed by the Vista Townhomes**
Motion to impose Special Assessment for 2024 in the amount of \$1000
OPTION 1: Pay in full of \$1000, with no interest; Due February 1, 2024
OPTION 2: Payment plan x 3(10% interest): Due February 1, 2024 @ \$310.00
Due March 1, 2024 @ \$310.00
Due October 1, 2024 @ \$380.00

Expense Summary for Special Assessment in the Vista Townhomes: Insurance Shortfall paid in 2023 - \$15,600; Projected insurance shortfall to be paid in 2024 - \$31,200. Painting Reserve Deficit \$41,600; Fire Panel Replacements for 2024: \$15,600

- c. **VISTA COMMONS – SPECIAL ASSESSMENT of \$500**
Motion to accept the following payment options:
OPTION 1: Pay in full \$500 due March 1, 2024 @ no interest.
OPTION 2: Payment plan x 2: Due March 1, 2024 @ \$250.00
Due June 1, 2024 @ \$300.00 (10% interest)

Expense Summary for Special Assessment for the Vista Commons: Security Camera Deficit - \$19,000; Operating Cushion 2024 - \$57,000. Projected Insurance Deficit \$19,000

- (8) Owner comments
- (9) New Business
- (10) Adjournment

On Behalf of the Vista Townhomes at Heritage Bay Assn., Inc.



Vista Townhomes of Heritage Bay Association, Inc.

Assessment & Special Assessment for 2024

Dear Homeowner(s),

The 2024 budget includes significant increases from \$900 to \$1,193, which is the largest increase in the history of the Association representing a \$100 per month increase. Insurance was a major contributor to the increase, but painting reserves and delinquency are also part of the equation.

We have a one-time Special Assessment of \$1000, for 2024 which is due to insurance, reserve deficits and fire panel replacements. We have a Special Assessment of \$1000, which is due to insurance, reserve deficits and fire panel replacements.

The due date for the first quarterly assessment is January 1, 2024, which means if assessments are paid on the 11th day it will be considered late. For April, July and October interest and late fees will accrue on the 11th of that month if not paid. There was a significant increase in expenses in the Budget for the Vista Townhomes and Vista Commons which resulted in unavoidable increases.

Vista Commons had to budget for \$35,000 for bad debt which was necessary. We have over 8 units behind over 90 days, with 5 units behind over 12 months. We have four units in foreclosure which the Association is currently pursuing with legal counsel. We have 10 additional units behind one quarterly assessment. For 2024 each unit will be incurring \$337 annually in increases to the quarterlies to make up for delinquency. This doesn't include the legal fees of \$10K we had to budget to pursue the delinquent units. Anyone delinquent in assessments must plan to catch up. If you're renting your unit, we will be approaching your tenant for rent redirection to the Association.

Summary:

- (1) **Painting Deficits:** Currently we have a deficit in the reserves of \$31,200. We're hoping to have this lined up by the later part of 2024 or early 2025.
- (2) **Fire Panel Replacement:** The fire panels in many of the buildings must be replaced. We're budgeting \$5K in the Budget and some in the Special Assessment of \$15,600 to replace 7 panels. For 2025 we will budget replacement for the other four buildings. If you hear a building beeping, please email manager@vistaheritagebay.com.
- (3) **Insurance Deficit:** We had an insurance shortfall of \$15,600 for 2023. Our insurance increased from \$39,000 in 2023 to \$83,000 for 2024 which had to be paid in 2023. The insurance took the largest increase which we borrowed from reserves to pay for the shortfall for 2023 to pay in full and avoid interest. We have incorporated this amount into the Special Assessment since the insurance will be payable again in October-November 2024. We had an option to carry the insurance in installments but then subject paying interest @ 10-18% rate compounding the expense. We have prepared for a higher increase next year which to insurance is incorporated into the Special Assessment as its payable in November of 2024.

Vista Townhomes at Heritage Bay Association

Proposed Budget

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

of Units: 104

Date: 10/29/2023

	2023 Working Budget	YTD Actual 9/30/2023	2023 Estimated Year End	2024 Draft Budget	Draft Quarterly Budget
Income					
4145 Operating Assessment	103,297	77,474	103,299	200,315	50,079
4150 Reserve Assessment	21,969	16,477	21,969	21,943	5,486
4155 Commons Fee	249,132	186,849	249,132	274,030	68,508
4190 Special Assessment	-				
4200 Late Charge Fees/Interest	-	6,355	6,355		
4240 Operating Interest	-	120	120		
4250 Reserve Interest	-				
4255 Legal Fees Recovered	-	6,414	7,000		
4290 Application Fees	-	4,450	4,700		
4295 Miscellaneous Income	-	680	680		
4305 Returned Check Charges	-	30	30	-	
Total Income	\$ 374,399	\$ 298,849	\$ 393,285	\$ 496,288	\$ 124,072
Expenses					
Administrative Expenses					
6025 Corporate Annual Report	61	61	61	61	15
6040 Management / Accounting	16,970	12,109	16,950	22,500	5,625
6050 Office Expense / Postage	6,000	5,794	7,600	8,000	2,000
6051 Bank Fees	-	258	258	250	63
6056 Professional / Legal Fees	7,500	9,098	10,000	10,000	2,500
6058 Tax Return Preparation	275	275	275	275	69
Utilities					
6100 Electricity	2,500	2,740	3,655	4,020	1,005
Grounds Maintenance					
6162 Sod/Plantings	2,650	6,935	6,935	4,000	1,000
6166 Palm Tree Trimming	2,650	-	-	2,650	663
6167 Mulch	1,800	-	6,270	6,500	1,625
6169 Pest Control - Bait Stations	-	500	500	-	-
Building Maintenance					
6190 Building Maintenance/Repair	2,500	223	1,000	5,000	1,250
6194 Janitorial/Pressure Cleaning	2,500	3,640	3,640	6,000	1,500
6210 Alarm Monitoring / Contract	1,500	2,119	4,238	4,238	1,060
6214 Fire Sprinkler Inspect/Repair	1,500	605	605	2,500	625
6215 Fire Extinguisher Repairs	1,200	-	-	1,200	300
6220 Alarm Repairs	750	9,900	9,900	5,000	1,250
Miscellaneous					
6300 Commons Fee	249,132	186,849	249,132	274,030	68,508
6305 Contingency	40	-	-	121	30
6307 Bad Debt	400	2	2	35,000	8,750
Insurance					
6310 Insurance - Package	52,501	39,376	52,501	83,000	20,750
Total Operating Expenses	\$ 352,430	\$ 280,484	\$ 373,522	\$ 474,345	\$ 118,586
6430 Reserves	21,969	16,494	21,992	21,943	5,486
Surplus	-			-	-
Total Townhomes Expenses	\$ 374,399	\$ 296,978	\$ 395,514	\$ 496,288	\$ 124,072

Vista Townhomes at Heritage Bay 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	25	550,000	19	127,585	5,492	133,077	416,923	21,943.31	5,485.83
Painting Exterior	5	63,237	2	59,241	-	63,237	-	-	-
Unallocated Interest				2,841	1,155	-	-	-	-
Total		<u>\$ 613,237</u>		<u>\$ 189,667</u>	<u>\$ 6,647</u>	<u>\$ 196,314</u>	<u>\$ 416,923</u>	<u>\$ 21,943</u>	<u>\$ 5,485.83</u>

Vista Townhomes at Heritage Bay Association, Inc.

Proposed Budget

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

(For 104 Units)

	<u>Annually</u>	<u>Quarterly</u>
Operating Assessment	474,345.00	118,586.25
Reserve Assessment	21,943.31	5,485.83
Assessment Due \$	496,288.31	\$ 124,072.08

Quarterly Fees (\$106,599.81/104 units):

\$1,193.00

SPECIAL ASSESSMENT 2024 (Per unit)	\$1,000.00	Total Expense
Insurance Shortfall 2023 (Paid in 2023 operating/reserves)	\$150	\$15,600
Projected Insurance Shortfall 2025 (due Nov 2024)	\$300	\$31,200
Painting Deficit	\$400	\$41,600
Fire Panel Replacements for 2024	\$150	\$15,600

Payment Options

OPTION 1
Due February 1, 2024 - in full \$1000 - no interest
OPTION 2
Payment 1 due \$250 February 1, 2024
Payment 2 due \$250 March 1, 2024
Payment 3 due \$500 October 1, 2024
add interest of \$180 @ 18% for OPTION 2