

Holiday Springs Village Cond. IV Association  
Board of Directors Monthly Meeting Minutes  
Held on January 14, 2015.

Meeting was called to order at 6:40pm by President, Roberta Bernstein

Roll call taken all directors present as well as, Jean Noto from Benchmark properties.

President, Roberta Bernstein opens the meeting and asks for previous meeting minutes to be read.

Lynne Whitaker (Secretary) read the previous monthly meeting minutes. Alan Levine (Treasure) motions to accept the previous months minutes, Roberta Bernstein (President) seconded the motion. Motion approved by all others.

#### Pool Discussion

Roberta Bernstein (President) gives bids for the pool electrical problem. Bids are from Cavieliere Electric. First bid is \$500.00 to try to fix the existing problem and the 2<sup>nd</sup> bid is to replace all electrical for 4675.00. Discussion on trying to fix the existing problem. Alan Levine (treasurer) moves to accept the \$500.00 bid. Roberta Bernstein (President) 2nds it. All others in agreement. Passed by unanimous vote.

#### Laundry Room

Discussion on redoing all the floors and painting of both building laundry rooms. Roberta Bernstein (President) will get further bids on doing these laundry rooms over. Will discuss at a future meeting.

## Landscaping

Bid were presented by Roberta Bernstein (President) discussion of 2 flower beds (entrance of Holiday Springs Blvd) and maintenance for 1 year by JAF Landscaping at \$300.00. Alan Levine (Treasurer) moves to accept all in favor.

Bid for removal and grinding of three trees by JAF Landscaping. Two dead trees in entrance of the buildings and the tree in the pool area which is doing damage to the bathrooms. The bid was for \$1300.00. We will have the 2 trees disposed of now and will contact the board of Condo 6 before removing the tree in the pool area. Motion made to accept by Roberta Bernstein (President) 2<sup>nd</sup> by Alan Levine (Treasurer). All others in favor.

Treasurers Report was read by Alan Levine (Treasurer).

MAC Report read by Minette Cummins

Roberta Bernstein (President) opened up the floor to unit owners for comments or questions.

Motion to adjourn the meeting by Roberta Bernstein (president) all in favor. Meeting adjourned

Next Board Meeting set for Feb. 11, 2015

Respectfully submitted,

Lynne Whitaker  
Secretary

Holiday Springs Village Condo. IV Association  
Board of Directors Monthly Meeting Minutes  
Held on February 11, 2015

Meeting called to order at 6:40 pm by President Roberta Bernstein.

Roll Call taken all directors were present.

Lynne Whitaker (Secretary) read the previous monthly meeting minutes. Alan Levine motions to accept minutes Roberta seconds all others in favor.

Treasurers report was read by Alan Levine. Motion to accept report by Roberta Bernstein (President) and second by Donna Richardson (V. President).

Committee Report read by Minette Cummins Mac Report.

Alan Levine reported that the tennis courts at the club house have been redone.

### Old Business

The electrical situation in the pool will be fixed on Monday February 16<sup>th</sup>.

The big Tree in the pool area will be taken down the week of February 16<sup>th</sup> and then the pool area will be power washed after the tree is removed.

### Laundry Rooms

The laundry room walls will be painted and the floor will be replaced in both buildings \$1700.00 for the floors and \$800.00 for the painting.  
Total of \$2500.00

## New Business

Explained the elevator problems and the board will get 2 more bids for the elevator contract. Also with new bids we need to find out if the elevator phone will be included. We also need to find out how much time we need to get out of the current contract. Jean Noto is in the process of getting the current contract we have.

A discussion on replacing the sign on the blvd. Alan Levine had a quote from first sign in the amount of \$401.74 (just The sign). With posts and caps the total without labor will be \$466.98. Alan will get quotes for labor and check with the commissioner to see where the sign can be placed.

Donna spoke about the fire extinguisher glass and replacing with plastic. Will get a quote on all.

Roberta spoke about the 40 year inspection and we will need to hire an engineer to check the electrical and structure to see if there are problems that need to be addressed.

Pump house roof needs replacing between the buildings also stepping stones should be replaced with walkways.

Motion to adjourn meeting by Roberta Bernstein all were in favor meeting adjourned at 7:30

Respectfully Submitted,

Lynne Whitaker  
Secretary



## Holiday Springs Condominium #4 Board Meeting – March 11, 2015

Meeting called to order at 6:33 pm. Previous month's minutes read and approved.

Treasurer's report read by Alan.

Committee meetings: Minette talked about Mac meeting.

Alan spoke about Health Department coming March 19<sup>th</sup> for national disaster distribution center. Alan also gave Rec report (two tennis courts updated and a pickleball court will be made).

### Old Business:

Electrical in the pool was done. Michael will be here on Saturday, 3/14 to fix gaskets in lights. No bid is needed. Big tree in pool area was removed and pool area was power washed.

Laundry rooms – floors and walls were done; not correct. Roberta said floors will be pulled up and an adhesive will be laid and new tile at Jerry's expense.

Sign out on boulevard is being put up this week. Jerry was hired to install it.

### New Business:

- \* Elevators: Signed new contract with Motion. Old elevator company will be given 30 day notice by Jean Noto. **Roberta motioned to accept.** Alan 2<sup>nd</sup>. All in favor.
- \* Laundry Room: Contract up for renewal. \$80 more a month with GRPA. **Donna motioned to accept.** Roberta 2<sup>nd</sup>. All in favor.
- \* Pool House Roof in need of repair. Jean Noto will call previous contractor (Mr. Taylor) to see if we can get it fixed under the warranty.
- \* Pump House: Roberta will look into replacing w/different options; it's in need of being replaced.
- \* Landscaping and Janitorial: Due to things not being done correctly by current contractor, we will get separate bids on the above to find new landscaping and janitorial.

**Motion to adjourn meeting by Roberta.** 2<sup>nd</sup> by Donna. Meeting adjourned at 7:55 pm.

Lynne Whitaker

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Wednesday, April 8, 2015**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on April 8, 2015. The meeting convened at 6:30 pm with Vice President Donna Richardson presiding.
- **Roll call** was taken and the following were present: Vice President Donna Richardson, Treasurer Alan Levine, and Minnette Cummins. A quorum was declared.
  - Also present were Benchmark Property Manager Jean Noto and eleven (11) additional unit owners.
- **Correspondence** – The Board of Directors had received letters of resignation from President/Director Roberta Bernstein, Secretary/Director Lynne Whitaker, and Director Stanley Sorrell.
- **Appointment** – Donna Richardson announced that she had appointed Minnette Cummins to the Board of Directors.
- **Reorganization**
  - By unanimous consent, Donna Richardson assumed the role of president.
  - By unanimous consent, Minnette Cummins assumed the role of vice president and will be given signing authority.
  - By unanimous consent, Alan Levine assumed the dual roles of secretary and treasurer.
- **Minutes** of the March 11<sup>th</sup> meeting, which had been prepared by former-secretary Lynne Whitaker, were read aloud by Secretary Alan Levine. A motion was made by Minnette Cummins and seconded by Alan Levine to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was given by Alan Levine.
- **MAC Report** was given by Minnette Cummins.
- **Pool Committee Report** was given by Brian Cocker.
- **Unfinished Business**
  - **Broward County Health Department National Pharmaceutical Stockpile Program:** By unanimous consent Condominium #4 will sign the agreement to participate in the program.
  - **Pool House Roof:** We will make another attempt to get Thomas Taylor Roofing to honor his warranty. To date he has not responded with respect to the leaks.
  - **Shared pool-area Landscaping:** A foxtail palm and bushes had been planted.

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Wednesday, April 8, 2015**

– Page 2 –

- **Irrigation Pump House** is falling apart; we discussed its replacement.
- **Landscaping and Janitorial Contracts:** We are investigating getting a new janitorial service. We will not change landscaping companies at this time.

➤ **New Business**

- **Tree Trimming Along Canal:** We had been given a warning by City of Margate Code Enforcement that the trees along the canal are in violation and must be trimmed. We are in the process of getting bids.
- **Landscaping Beds:** Beds have been put on hold because the tree situation is the priority.
- **Pool-house restroom and storage-room cleanup:** We will repaint the restrooms and replace a broken faucet in the men's room. The old chairs have been removed from the storage area.
- **Elevators:** We have contracted Motion Elevator for maintenance. They also took over the emergency-telephone monitoring.

➤ **Recreation Board Report** was presented by Alan Levine.

➤ All **Unit Owners** present were given an opportunity to **comment** on any subject.

➤ **Motion to Adjourn** was made by Donna Richardson and seconded by Minnette Cummins. Motion carried by unanimous voice vote. Meeting adjourned at 7:51 pm.

Respectfully submitted,

Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Wednesday, May 13, 2015**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on May 13, 2015. The meeting convened at 6:30 pm with President Donna Richardson presiding.
- **Roll call** was taken and the following were present: President Donna Richardson, Vice President Minnette Cummins, and Secretary/Treasurer Alan Levine. A quorum was declared.
  - Also present were Benchmark Property Manager Jean Noto and five (5) additional unit owners.
- **Correspondence** – none.
- **Minutes** of the April 8<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Donna Richardson to **accept** the minutes as read. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was given by Alan Levine.
- **MAC Report** was given by Minnette Cummins.
- **Recreation Board Report** was given by Alan Levine.
- **Unfinished Business**
  - **Tree Trimming:** Donna Richardson reported that three bids had been submitted, and the decision was to go with **Cutters Edge**. There were no objections.
  - **Pool House Roof:** After discussion, it was decided that the best course of action would be to call in another roofer to evaluate the leaks. Minnette will follow through.
  - **Janitorial Contract:** It was decided to contract with **Prime Janitorial Services** effective June 1<sup>st</sup>. A discussion on the state of property cleanliness followed.
  - **Pump House Rebuild:** It was decided to postpone this project until after the trees are trimmed.
- **New Business**
  - **Motion** was made by Alan Levine (and seconded by Minnette Cummins) that, since we have sufficient money in the reserve fund, we cancel plans to fill in the potholes and instead proceed with a complete **parking-lot repaving**. After discussion, motion was carried by unanimous voice vote.
    - We currently have one bid from **All County Paving**. We will solicit additional bids.

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Wednesday, May 13, 2015**

– Page 2 –

- **Board of Directors Meeting Schedule –**
  - After discussion, it was decided to revert the time of the meetings to 10 am the second **Tuesday** of each month.
  - We will not suspend our regular meetings for June, July, or August.
- Minnette Cummins reported on the need for **Hurricane Preparedness**.
- We discussed the need to have the elevator pits treated for **palmetto bug infestation**. We will co-ordinate a date with **Bug Off** and **Motion Elevator**.
- All **Unit Owners** present were given an opportunity to **comment** on any subject.
- **Motion to Adjourn** was made by Alan Levine and seconded by Minnette Cummins. Motion carried by unanimous voice vote. Meeting adjourned at 7:54 pm.

Respectfully submitted,

Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Wednesday, June 17, 2015**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on June 17, 2015. The meeting convened at 6:37 pm with President Donna Richardson presiding.
- **Roll call** was taken and the following were present: President Donna Richardson, Vice President Minnette Cummins, and Secretary/Treasurer Alan Levine. A quorum was declared.
  - Also present were Benchmark Property Manager Jean Noto and two (2) additional unit owners (Gorelick, Schnitzer).
- **Correspondence** – none.
- **Minutes** of the May 13<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A correction was made to a typographical error. A motion was made by Minnette Cummins and seconded by Donna Richardson to **accept** the minutes as corrected. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was given by Alan Levine.
  - There was discussion about transferring the laundry reserve money that had been commingled with the operating fund in January back into the reserve fund;
  - There was discussion about reconciling the discrepancy between the reserve fund and reserve-assets report. Sharon Kasen will be consulted about both matters.
- **Recreation Board Report** was given by Alan Levine. Their budget for 2015-2016 will not require an increase of member assessments from the current year.
- **Unfinished Business**
  - **Pool House Roof:** The roof had been evaluated by **Best Roofing**. The work that needs to be done is minor and does not have to be done at this time.
  - **Parking-lot Repaving:** Two companies had submitted bids (All County Paving and Five Star Sealing).
    - **Motion** was made by Alan Levine and seconded by Minnette Cummins to hire **All County Paving** at their quoted bid of \$42,996. After discussion, motion was carried by unanimous voice vote.
  - **Elevator-pit Pest Control:** Alan will check with Jimmy of Bug Off to see whether it will be necessary to have a Motion Elevator technician present for the treatments.
- **New Business**
  - **Landscaping Contract:** We had received proposals from four companies (Cutter's Edge, Tidy Lawn, Allstar Property, and Bull's Eye). After discussion, it was decided to ask Allstar Property for another, less comprehensive proposal.
  - **Buildings 25/26 Roof Repairs:** We had received one proposal from Best Roofing and we are awaiting a proposal from PSI. We are also awaiting an evaluation of how many useful years remain in the roofs' life.

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Wednesday, June 17, 2015**

– Page 2 –

- **Garbage Chute Repairs:** Some of the doors must be replaced due to irreparable damage and the guillotine-door fusible links do not function. We had received proposals from two companies (Southern Chute and Wilkinson).
    - Motion was made by Alan Levine and seconded by Donna Richardson to accept Southern Chute's proposals for repair/replacement/cleaning. After discussion, motion was carried by unanimous voice vote.
  - **Garage Door Replacement:** One proposal had been received (Brotten Garage Door).
    - Motion was made by Donna Richardson and seconded by Alan Levine to accept Brotten's proposal to replace both garage doors. After discussion, motion was carried by unanimous voice vote.
  - **New Washers and Dryers :**
    - Motion was made by Alan Levine and seconded by Minnette Cummins to replace four washers and eight dryers, all of which are approximately sixteen years old. After discussion, motion was carried by unanimous voice vote. Alan will check with Gary Chapman of GRPA for his recommendation of brand/size/model.
- Donna Richardson reported that the recent **Elevator Inspection** had yielded violations, so she sent an authorization to Motion Elevator to effect the necessary repairs.
- There was a discussion about the need for Bug Off to enter vacant, but still owned, apartments.
- Minnette Cummins reported that Cutter's Edge will be postponing our tree trimming session. They will contact us at the end of this week with a new date.
- **Motion to Adjourn** was made by Alan Levine and seconded by Minnette Cummins. Motion carried by unanimous voice vote. Meeting adjourned at 8:57 pm.

Respectfully submitted,

Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, September 8, 2015**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held at Benchmark Property Management offices (7932 Wiles Road) in Coral Springs on September 8, 2015. The meeting convened at 10:07 a.m. with President Donna Richardson presiding.
- **Roll call** was taken and the following were present: President Donna Richardson, Vice President Minnette Cummins, and Secretary/Treasurer Alan Levine. A quorum was declared.
  - Also present were Benchmark Property Manager Jean Noto and, for segments of the meeting, Daniel Sugarman and Andrea Smith.
- **Minutes** of the June 17<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Alan Levine to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Correspondence** – A request had been received from Carol DiLorenzo of the City of Margate City Clerk's Office that we provide a list of our officers' contact information.
- **Treasurer's Report** was given by Alan Levine.
- **Recreation Board Report** was given by Alan Levine. Their budget for 2015-2016 will not require an increase of member assessments from the current year.
- **Unfinished Business** – none.
- **New Business** (agenda items) –
  - **Garage Doors:** Donna Richardson reported that they had been replaced.
  - **Parking Spaces:** Motion was made by Donna Richardson and seconded by Minnette Cummins to change the screening package to omit all mention of assigned parking spaces and assigned storage areas. After discussion, motion was carried by unanimous voice vote.
  - **Parking Lot:** We discussed having a new numbering scheme in order to correct non-sequences that now exist.
  - **Trees:** Donna Richardson reported that the trees had been trimmed.
  - **Outside Faucets:** Donna Richardson reported that the work was complete.
- Property Manager **Jean Noto** gave her report.
- **Motion to Adjourn** was made by Alan Levine and seconded by Minnette Cummins. Motion was carried by unanimous voice vote. Meeting adjourned at 12:56 p.m.

Respectfully submitted,

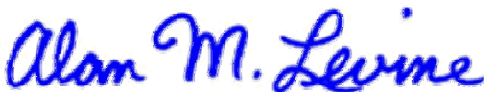
Alan Levine, secretary



**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, October 13, 2015**

- **Call to Order:** A regular meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on October 13, 2015. The meeting convened at 10:05 a.m. with President Donna Richardson presiding.
- **Roll call** was taken and the following were present: President Donna Richardson, Vice President Minnette Cummins, and Secretary/Treasurer Alan Levine. A quorum was declared.
  - Also present was Benchmark Property Manager Jean Noto.
- **Minutes** of the September 8<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Donna Richardson to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Correspondence** – None.
- **Treasurer's Report** was given by Alan Levine.
- **Margate Association of Condominiums (MAC) Report** was given by Minnette Cummins.
- **Recreation Report** was given by Alan Levine.
- **Unfinished Business** – we discussed the pool vault lid, irrigation pump shed, irrigation sprinkler-head repairs, and paving issues.
- **New Business**
  - **Legal Update:** An update from our attorney handling the Lopez case was read.
  - **Estimates for New Projects** are being solicited for: installing a paver walkway between the buildings, laundry-room window replacement, painting, and miscellaneous maintenance.
  - **Security Deposits: Motion** was made by Alan Levine that we (1) no longer collect security deposits from new unit owners, and (2) we refund all monies already collected, to go into effect immediately. Seconded by Donna Richardson. After discussion, motion was carried by unanimous voice vote.
- **Motion to Adjourn** was made by Alan Levine and seconded by Donna Richardson. Motion was carried by unanimous voice vote. Meeting adjourned at 11:39 p.m.

Respectfully submitted,



Alan Levine, secretary

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes — Tuesday, November 10, 2015**

- **Call to Order:** A budget meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on November 10, 2015. Notice of said meeting and copies of the proposed budget had been sent to each unit owner via US mail on October 21. The meeting convened at 10:02 a.m. with President Donna Richardson presiding.
- **Roll call** was taken and the following were present: President Donna Richardson, Vice President Minnette Cummins, and Secretary/Treasurer Alan Levine. A quorum was declared.
  - Also present were Daniel Sugarman and Michael Shatz of Benchmark Property Management and twenty-four (24) unit owners.
- **Minutes** of the October 13<sup>th</sup> meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Donna Richardson to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Treasurer's Report** was given by Alan Levine. A motion was made by Minnette Cummins and seconded by Alan Levine to accept the report. Motion was carried by unanimous voice vote.
- **Unfinished business** – none.
- **New Business:**
  - **Bulletin Boards**
    - **Motion** was made by Alan Levine and seconded by Donna Richardson to purchase bulletin boards with locks due to the fact that notices were being removed. After discussion, motion was defeated 2-to-1 by roll-call vote. (Alan Levine: yea. Minnette Cummins: nay. Donna Richardson: nay.)
  - **Change of Time for Meetings**
    - There was discussion on whether to change the time of the board meetings to evenings. Topic was tabled.
- The chair was turned over to Daniel Sugarman for presentation and explanation of **Next Year's Budget**. All unit owners were given an opportunity to speak.
  - **Motion** was made by Alan Levine that next year's budget be adopted as proposed. There was no second. Motion dead.
- **Motion to Adjourn** was made by Minnette Cummins and seconded by Donna Richardson. Motion was carried by unanimous voice vote. Meeting adjourned at 12 Noon.

Respectfully submitted,



Alan Levine, secretary

**PROPOSAL****HOLIDAY SPRINGS CONDOMINIUM 4 ASSOCIATION, INC.**

Estimated Operating Budget  
January 1, 2016 through December 31, 2016

<b>INCOME</b>			<b>2015</b>	<b>2016</b>
3020-000	Maintenance Assessments		\$ 260,452	\$ 284,305
3050-000	Laundry Fees		\$ 5,000	\$ 6,500
<b>TOTAL INCOME</b>			<b>\$ 265,452</b>	<b>\$ 290,805</b>
<b>EXPENSES</b>				
<b>G/L #</b>	<b>ADMINISTRATIVE</b>			
5310-000	Management Fee		\$ 10,200	\$ 10,584
5336-000	Fees To Division		\$ 256	\$ 256
5335-000	Licenses, Fees & Permits		\$ 500	\$ 450
5330-000	Insurance Package & Finance Charges		\$ 49,000	\$ 49,000
5315-000	Office Expense		\$ 500	\$ 700
5321-000	Legal Fees		\$ 5,000	\$ 7,000
5320-000	Accounting		\$ 1,200	\$ 1,200
5325-003	Rec. Center Expense		\$ 45,408	\$ 45,408
5324-000	Partial Recovery of Bad Debts		\$ -	
<b>UTILITIES</b>				
5210-000	Electric		\$ 10,500	\$ 8,000
5240-000	Trash Removal		\$ 6,200	\$ 6,500
5220-000	Water/Sewer/Canals		\$ 39,000	\$ 38,000
5250-000	Cable T.V.		\$ 28,992	\$ 31,000
5230-001	Elevator Telephone		\$ 1,500	\$ 1,850
5230-003	Elevator Alarm Monitoring (now included in 5120-001 below)		\$ 2,000	\$ -
<b>BUILDINGS AND GROUNDS</b>				
5020-000	Lawn Maintenance Contract		\$ 8,280	\$ 7,800
5021-000	Landscaping		\$ 1,500	\$ 10,000
5133-000	Fire Equipment		\$ 800	\$ 800
5024-000	Pest Control (interior and perimeter)		\$ 2,000	\$ 1,500
5061-000	Satellite Pool (Shared with condo 6)		\$ 2,500	\$ 7,000
5120-001	Elevator Maintenance Contract & Monitoring		\$ 2,000	\$ 3,360
5022-000	Tree Trimming		\$ 3,500	\$ 3,500
5051-000	Irrigation Repairs		\$ 1,500	\$ 1,500
5140-000	Janitorial Service		\$ 8,300	\$ 8,400
5100-000	Repairs & Maintenance (general)		\$ 8,000	\$ 10,000
<b>SUBTOTAL</b>			<b>\$ 238,636</b>	<b>\$ 253,808</b>
<b>PLUS RESERVES</b>			<b>\$ 26,816</b>	<b>\$ 36,997</b>
<b>TOTAL EXPENSES</b>			<b>\$ 265,452</b>	<b>\$ 290,805</b>

**RESERVE FUND SUMMARY**

1	2	3	4	5	6	7	8	9	10
Item	Estimated cost of replacement	Closing Balance 12/31/14	Added in 2015	Expended in 2015	Estimated Closing Balance 12/31/15	Balance to Fully Fund	Initial life in years	Remaining life in years	2016 Annual Contribution
Roof	\$ 120,000	\$ 13,107	\$ 5,652	\$ 6,655	\$ 12,104	\$ 107,896	30	15	\$ 7,193
Mansard	\$ 60,000	\$ 6,508	\$ 2,829	\$ -	\$ 9,337	\$ 50,663	30	18	\$ 2,815
Painting	\$ 70,000	\$ 38,096	\$ 2,325	\$ -	\$ 40,421	\$ 29,579	10	2	\$ 14,790
Paving	\$ 55,000	\$ 47,089	\$ 1,596	\$ 49,000	\$ -	\$ 55,000	25	25	\$ 2,200
Elevators	\$ 80,000	\$ 8,671	\$ 8,000	\$ -	\$ 16,671	\$ 63,329	25	8	\$ 7,916
Laundry Room & Equip.	\$ 25,000	\$ 5,338	\$ 6,414	\$ 11,752	\$ -	\$ 25,000	12	12	\$ 2,083
<b>Totals</b>	<b>\$ 410,000</b>	<b>\$ 118,809</b>	<b>\$ 26,816</b>	<b>\$ 67,407</b>	<b>\$ 145,625</b>	<b>\$ 188,138</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 36,997</b>

If the 2016 budget is adopted as proposed the Annual Assessment will be payable in 12 monthly installments as follows:

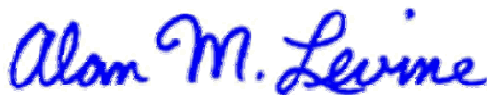
No. of Units	Unit Type	Percentage of Ownership	Total Monthly Payment
24	1 Bedroom - 1 1/2 Bath	0.1351893	\$320
40	2 Bedroom - 2 Bath	0.1688864	\$400



**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Monday, November 30, 2015**

- **Call to Order:** A special budget meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on November 30, 2015. Notice of said meeting and copies of the proposed budget had been sent to each unit owner via US mail on November 16. The meeting convened at 10:01 a.m. with President Donna Richardson presiding.
- **Roll call** was taken and the following were present: President Donna Richardson, Vice President Minnette Cummins, and Secretary/Treasurer Alan Levine. A quorum was declared.
  - Also present were Sharon Kasen of Benchmark Property Management and fourteen (14) unit owners.
- **Unfinished business** – Budget for 2016:
  - Minnette Cummins reported on the changes to the amended proposed budget from the original proposed budget of November 10.
  - **Motion** was made by Minnette Cummins that the proposed budget be adopted as amended. Seconded by Donna Richardson. After discussion, motion was carried by a 2:1 roll-call vote.
    - Minnette Cummins – yea.
    - Alan Levine – nay.
    - Donna Richardson – yea.
- Donna Richardson then gave the floor to Sharon Kasen, who explained the legalities and requirements of a budget. Unit owners were allowed to ask questions.
- **Motion to Adjourn** was made by Alan Levine and seconded by Donna Richardson. Motion was carried by unanimous voice vote. Meeting adjourned at 10:13 a.m.

Respectfully submitted,



Alan Levine, secretary

# HOLIDAY SPRINGS CONDOMINIUM 4 ASSOCIATION, INC.

## APPROVED

Estimated Operating Budget  
January 1, 2016 through December 31, 2016

INCOME		2015	2016
3020-000	Maintenance Assessments	\$ 260,452	\$ 274,305
3050-000	Laundry Fees	\$ 5,000	\$ 6,500
<b>TOTAL INCOME</b>		<b>\$ 265,452</b>	<b>\$ 280,805</b>

EXPENSES			
G/L #	ADMINISTRATIVE		
5310-000	Management Fee	\$ 10,200	\$ 10,584
5336-000	Fees To Division	\$ 256	\$ 256
5335-000	Licenses, Fees & Permits	\$ 500	\$ 450
5330-000	Insurance Package & Finance Charges	\$ 49,000	\$ 49,000
5315-000	Office Expense	\$ 500	\$ 700
5321-000	Legal Fees	\$ 5,000	\$ 7,000
5320-000	Accounting	\$ 1,200	\$ 1,200
5325-003	Rec. Center Expense	\$ 45,408	\$ 45,408
5324-000	Partial Recovery of Bad Debts	\$ -	\$ -
UTILITIES			
5210-000	Electric	\$ 10,500	\$ 8,000
5240-000	Trash Removal	\$ 6,200	\$ 6,500
5220-000	Water/Sewer/Canals	\$ 39,000	\$ 38,000
5250-000	Cable T.V.	\$ 28,992	\$ 31,000
5230-001	Elevator Telephone	\$ 1,500	\$ 1,850
5230-003	Elevator Alarm Monitoring (now included in 5120-001 below)	\$ 2,000	\$ -
BUILDINGS AND GROUNDS			
5020-000	Lawn Maintenance Contract	\$ 8,280	\$ 7,800
5021-000	Landscaping	\$ 1,500	\$ 2,000
5133-000	Fire Equipment	\$ 800	\$ 800
5024-000	Pest Control (interior and perimeter)	\$ 2,000	\$ 1,500
5061-000	Satellite Pool (Shared with condo 6)	\$ 2,500	\$ 7,000
5120-001	Elevator Maintenance Contract & Monitoring	\$ 2,000	\$ 3,360
5022-000	Tree Trimming	\$ 3,500	\$ 3,500
5051-000	Irrigation Repairs	\$ 1,500	\$ 1,500
5140-000	Janitorial Service	\$ 8,300	\$ 8,400
5100-000	Repairs & Maintenance (general)	\$ 8,000	\$ 8,000
<b>SUBTOTAL</b>		<b>\$ 238,636</b>	<b>\$ 243,808</b>
<b>PLUS RESERVES</b>		<b>\$ 26,816</b>	<b>\$ 36,997</b>
<b>TOTAL EXPENSES</b>		<b>\$ 265,452</b>	<b>\$ 280,805</b>

RESERVE FUND SUMMARY									
1 Item	2 Estimated cost of replacement	3 Closing Balance 12/31/14	4 Added in 2015	5 Expended in 2015	6 Estimated Closing Balance 12/31/15	7 Balance to Fully Fund	8 Initial life in years	9 Remaining life in years	10 2016 Annual Contribution
Roof	\$ 120,000	\$ 13,107	\$ 5,652	\$ 6,655	\$ 12,104	\$ 107,896	30	15	\$ 7,193
Mansard	\$ 60,000	\$ 6,508	\$ 2,829	\$ -	\$ 9,337	\$ 50,663	30	18	\$ 2,815
Painting	\$ 70,000	\$ 38,096	\$ 2,325	\$ -	\$ 40,421	\$ 29,579	10	2	\$ 14,790
Paving	\$ 55,000	\$ 47,089	\$ 1,596	\$ 49,000	\$ -	\$ 55,000	25	25	\$ 2,200
Elevators	\$ 80,000	\$ 8,671	\$ 8,000	\$ -	\$ 16,671	\$ 63,329	25	8	\$ 7,916
Laundry Room & Equip.	\$ 25,000	\$ 5,338	\$ 6,414	\$ 11,752	\$ -	\$ 25,000	12	12	\$ 2,083
<b>Totals</b>	<b>\$ 410,000</b>	<b>\$ 118,809</b>	<b>\$ 26,816</b>	<b>\$ 67,407</b>	<b>\$ 145,625</b>	<b>\$ 188,138</b>	<b>N/A</b>	<b>N/A</b>	<b>\$ 36,997</b>

If the 2016 budget is adopted as proposed the Annual Assessment will be payable in 12 monthly installments as follows:

No. of Units	Unit Type	Percentage of Ownership	Total Monthly Payment
24	1 Bedroom - 1 1/2 Bath	0.1351893	\$309
40	2 Bedroom - 2 Bath	0.1688864	\$386

**Holiday Springs Village Condominium, Inc. No. 4**  
**Annual Membership Meeting – Tuesday, December 8, 2015**

- Notices of the annual meeting had been sent to unit owners 60 and 40 days in advance of the meeting along with proxy instructions.
- Twelve (12) unit owners were in attendance and proxies had been received from four (4) unit owners. In the absence of a quorum, a meeting was not held.

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, December 15, 2015**

- **Call to Order:** A special meeting of the Holiday Springs Village Condominium #4 Board of Directors was held in the clubhouse in Margate on December 15, 2015. The meeting convened at 10:07 a.m. with President Donna Richardson presiding.
- **Roll call** was taken and the following were present: President Donna Richardson, Vice President Minnette Cummins, Secretary/Treasurer Alan Levine, Julio D’Gabriel, and Grace Pagana. A quorum was declared.
  - Also present were Benchmark Property Managers Jean Noto and Michael Shatz, and nine (9) additional unit owners.
- **Minutes**
  - Minutes of the **November 10<sup>th</sup>** budget meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Donna Richardson to **accept** the minutes as written. Motion was carried by unanimous voice vote.
  - Minutes of the **November 30<sup>th</sup>** special budget meeting were read aloud by Secretary/Treasurer Alan Levine. A motion was made by Minnette Cummins and seconded by Donna Richardson to **accept** the minutes as written. Motion was carried by unanimous voice vote.
- **Election of Officers**
  - Alan Levine nominated Minnette Cummins for **president**. She accepted. No additional nominations. Minnette Cummins becomes president, effective immediately.
  - Alan Levine nominated Donna Richardson for **vice president**. She accepted. Grace Pagana nominated Julio D’Gabriel for vice president. He accepted. There were no additional nominations. Donna Richardson wins the election 3:2 by roll-call vote. Donna Richardson becomes vice president, effective immediately.
    - Donna Richardson voted for Donna Richardson;
    - Grace Pagana voted for Julio D’Gabriel;
    - Julio D’Gabriel voted for Julio D’Gabriel;
    - Alan Levine voted for Donna Richardson;
    - Minnette Cummins voted for Donna Richardson.
  - Donna Richardson nominated Alan Levine for **treasurer**. He accepted. Julio D’Gabriel nominated Grace Pagana for treasurer. She accepted. There were no additional nominations. Alan Levine wins the election 3:2 by roll-call vote. Alan Levine continues as treasurer.
    - Donna Richardson voted for Alan Levine;
    - Minnette Cummins voted for Alan Levine;
    - Alan Levine voted for Alan Levine;
    - Grace Pagana voted for Grace Pagana;
    - Julio D’Gabriel voted for Grace Pagana.

—continued—

**Holiday Springs Village Condominium 4**  
**Board of Directors Meeting Minutes – Tuesday, December 15, 2015**

**—Page 2—**

➤ **Election of Officers** (continued)

- Donna Richardson nominated Alan for **secretary**. He accepted. There were no additional nominations. Alan Levine continues as secretary. [Declaration of Condominiums and By-laws allow for the offices of secretary and treasurer to be combined.]

➤ **Unfinished Business**

- **Laundry Machines** – On June 17 motion had been carried to purchase new washers and dryers. Minnette Cummins reported that after price and feature comparisons, the remaining washers were replaced. Dryers will be replaced this week. Due to the new-machines warranty, we will be able to cancel the existing service contract.
- **Future Meeting Times** – After discussion, it was decided to leave the meeting time as 10 a.m. on the second Tuesday of the month.

➤ **Julio D’Gabriel** raised an issue with Board of Directors candidacy eligibility and how it is handled.

➤ **Julio D’Gabriel** wants to go on record that he protests the budget and the way that it was adopted.

➤ **Recreation Board of Directors** – Minnette Cummins stated that she will represent Condominium 4 on the Recreation Association Board of Directors. There was no objection.

➤ **Motion to Adjourn** was made by Alan Levine and seconded by Donna Richardson. Motion was carried by unanimous voice vote. Meeting adjourned at 10:44 a.m.

Respectfully submitted,



Alan Levine, secretary