



New Independence Townhome Owners Association, Inc.

c/o Evergreen Lifestyles Management
270 W Plant Street, Suite 340, Winter Garden, FL
34787

2024 Budget / Board of Directors Meeting

Wednesday, October 25, 2023, at 5:30pm

Location: Hamilton Gardens Pool 16785 Blue Lily Way, Winter Garden, FL 34787

- I. Verify Quorum
- II. Call to Order
- III. Proof of Notice
- IV. Approval of Previous Minutes
- V. Financial Review
- VI. Manager's Report
- VII. 2024 Budget Adoption
- VIII. New Business
 - a. Approval of New Positions
 - b. Landscape Proposals
 - c. Payment of the Loan
- IX. Establish Next Meeting Date
- X. Adjournment

NEW INDEPENDENCE TOWNHOME OWNERS ASSOCIATION, INC.

c/o Evergreen Lifestyles Management,
270 W Plant Street, Suite 340,
Winter Garden, FL 34787

BOARD OF DIRECTORS MEETING

July 13, 2023, at 5:30pm
At the Community Pool

MEETING MINUTES

Attendees:

- Denise Crafferty, Vice President
- Nanette Cruz, Secretary-Treasurer
- Jennifer Chapman, Community Manager (Evergreen Lifestyle Management)

Verification of Quorum

The meeting was called to order by Denise Crafferty, Vice President, and Nanette Cruz, Secretary-Treasurer, confirming the presence of a quorum.

Call to Order

The New Independence Townhome Owners Association, Inc. Board of Directors meeting was called to order at 5:33 pm on July 13, 2023.

Proof of Notice

Management confirmed that notice of the meeting was posted in accordance with Florida Statute 720, providing sufficient notice to all members.

Adoption of Meeting Minutes

Nanette Cruz motioned to approve the meeting minutes for January 23, 2023, February 28, 2023, April 3, 2023, June 15, 2023, and June 19, 2023. Denise Crafferty seconded the motion. The motion carried unanimously.

Financial and Managers Report

Management summarized the manager's report the financials by focusing on the balance sheet and the variance report.

New Business

Board President Resignation and Appointment

The board was presented with formal Board President Natalie Arguello's resignation as of June 22, 2023.

In light of the vacant Board President position, Nanette Cruz motioned to appoint Denise Crafferty as the new Board President. Denise Crafferty graciously accepted the nomination, expressing her commitment to upholding the association's values and continuing to work diligently for the community.

Denise Crafferty seconded the motion. The motion carried unanimously.

Appointment of a New Vice President

With Denise Crafferty stepping into the role of President, there was a vacancy for the Vice President position. After calling for volunteers from the Board members, Denise Crafferty motioned to appoint William Martin to the role of Vice President. Nanette Cruz seconded the motion, and the motion carried unanimously.

Line of Credit and Special Assessment

Denise Crafferty motioned to approve a line of credit from Valley National Bank, which will allow the Association to meet its insurance obligations. The line of credit would serve as a financial safeguard to ensure the Association's ability to handle unforeseen expenses related to insurance matters. Nanette Cruz seconded the motion, and it carried unanimously.

Special Assessment Details

In order to pay back the amounts borrowed from the line of credit, Denise Crafferty motioned to levy a special assessment in the total amount of \$196,372.34. The membership will pay the special assessment in the amount of \$162.30 per unit per month for the next eleven (11) months, with the first payment due on September 1, 2023. Nanette Cruz seconded the motion, and the motion carried unanimously.

The Board acknowledged that levying a special assessment is a significant decision, but ensuring the Association's financial stability and addressing important insurance obligations was necessary.

Adjournment

There being no further business to discuss, Denise Crafferty motioned to adjourn the meeting, which Nanette Cruz seconded. The motion carried unanimously. The meeting was adjourned at 6:46 pm.

Submitted by,

Jennifer Chapman, LCAM
Evergreen Lifestyles Management



Financial Report Package

09/30/23

Prepared for

New Independence Townhome Owners
Association, Inc.

By

Evergreen Lifestyles Management

New Independence Townhome Owners Association, Inc.

Balance Sheet as of 9/30/2023

	Operating	Reserve	Total
Assets			
Asset			
10-1000-000 - Cash-Operating-CIT Bank 4848	\$34,412.53		\$34,412.53
10-1050-000 - Cash-Reserves-CIT Bank 7550		\$16,905.37	\$16,905.37
10-1210-000 - Accounts Receivable	\$2,115.21		\$2,115.21
10-1225-000 - Allowance for Bad Debt	(\$557.81)		(\$557.81)
10-1381-000 - Prepaid Insurance	\$155,717.42		\$155,717.42
10-1910-000 - Utility Deposits	\$47.00		\$47.00
Total Asset	\$191,734.35	\$16,905.37	\$208,639.72
Total Assets	\$191,734.35	\$16,905.37	\$208,639.72
Liabilities / Equity			
Liability			
20-2210-000 - Accounts Payable	\$5,415.96		\$5,415.96
20-2217-000 - Insurance Payable	\$118,273.10		\$118,273.10
20-2218-000 - Line of Credit-Valley Bank	\$75,000.00		\$75,000.00
20-2230-000 - Prepaid Assessments	\$5,738.53		\$5,738.53
Total Liability	\$204,427.59		\$204,427.59
Reserve Fund			
30-3009-000 - Reserves - Interest		\$32.45	\$32.45
30-3020-000 - Reserves - Pooled		\$10,502.55	\$10,502.55
30-3030-000 - Reserves - Roof		\$3,397.53	\$3,397.53
30-3035-000 - Reserves - Exterior Repair/Paint		\$2,972.84	\$2,972.84
Total Reserve Fund		\$16,905.37	\$16,905.37
Equity			
31-3510-000 - Operating Fund Balance	\$2,449.52		\$2,449.52
31-3800-000 - Net Income (Loss)	(\$15,142.76)		(\$15,142.76)
Total Equity	(\$12,693.24)		(\$12,693.24)
Total Liabilities / Equity	\$191,734.35	\$16,905.37	\$208,639.72

New Independence Townhome Owners Association, Inc.

Statement of Revenues and Expenses 9/1/2023 - 9/30/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Income							
Income							
40-4010-000 - Assessments	13,420.00	11,411.00	2,009.00	120,780.00	102,699.00	18,081.00	136,932.00
40-4070-000 - Special Assessments	17,523.00	-	17,523.00	17,523.00	-	17,523.00	-
40-4114-000 - Late Fees	-	-	-	150.00	-	150.00	-
40-4120-000 - Returned Payment Fees Reimbursed	50.00	-	50.00	115.00	-	115.00	-
40-4220-000 - Re-billing Fees	-	-	-	240.00	-	240.00	-
40-4230-000 - Demand Letter Fees	-	-	-	100.00	-	100.00	-
40-4410-000 - Bank Interest-Operating	2.91	-	2.91	12.09	-	12.09	-
40-4411-000 - Interest-Delinquent Owners	-	-	-	24.31	-	24.31	-
Total Income	30,995.91	11,411.00	19,584.91	138,944.40	102,699.00	36,245.40	136,932.00
Total Income	30,995.91	11,411.00	19,584.91	138,944.40	102,699.00	36,245.40	136,932.00

Operating Expense

Administrative							
50-5010-000 - Annual Corporate Report	-	5.25	5.25	100.00	47.25	(52.75)	63.00
50-5016-000 - Tax Preparation/Accounting	-	8.50	8.50	-	76.50	76.50	102.00
50-5130-000 - Legal/Professional Services	1,482.00	50.00	(1,432.00)	1,534.00	450.00	(1,084.00)	600.00
50-5140-000 - Management Contract	1,000.00	880.00	(120.00)	9,000.00	7,920.00	(1,080.00)	10,560.00
50-5155-000 - Office Expense, Postage, Mailings	269.77	75.00	(194.77)	1,963.04	675.00	(1,288.04)	900.00
50-5170-000 - Insurance-Liability/Property	17,112.09	3,925.00	(13,187.09)	80,605.21	35,325.00	(45,280.21)	47,100.00
50-5653-000 - Line of Credit Repayment	626.72	-	(626.72)	1,764.11	-	(1,764.11)	-
Total Administrative	20,490.58	4,943.75	(15,546.83)	94,966.36	44,493.75	(50,472.61)	59,325.00
Landscaping & Grounds							
60-6010-000 - Lawn Maintenance Contract	5,016.33	4,455.00	(561.33)	45,146.97	40,095.00	(5,051.97)	53,460.00
60-6020-000 - Landscaping Repairs/Replacement	-	150.00	150.00	-	1,350.00	1,350.00	1,800.00
60-6022-000 - Misc Landscape Maintenance	-	75.00	75.00	1,713.34	675.00	(1,038.34)	900.00
60-6025-000 - Irrigation Repairs/Maintenance	2,002.00	150.00	(1,852.00)	4,952.99	1,350.00	(3,602.99)	1,800.00
60-6170-000 - Building Repairs & Maintenance	-	100.00	100.00	-	900.00	900.00	1,200.00
Total Landscaping & Grounds	7,018.33	4,930.00	(2,088.33)	51,813.30	44,370.00	(7,443.30)	59,160.00
Repairs & Maintenance							
60-6040-000 - General Repairs/Maintenance	-	50.00	50.00	457.35	450.00	(7.35)	600.00
60-6182-000 - Termite Bond	-	337.25	337.25	-	3,035.25	3,035.25	4,047.00
Total Repairs & Maintenance	-	387.25	387.25	457.35	3,485.25	3,027.90	4,647.00
Utilities							
70-7060-000 - Water/Sewer	1,230.88	650.00	(580.88)	2,350.15	5,850.00	3,499.85	7,800.00
Total Utilities	1,230.88	650.00	(580.88)	2,350.15	5,850.00	3,499.85	7,800.00

New Independence Townhome Owners Association, Inc.

Statement of Revenues and Expenses 9/1/2023 - 9/30/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
Reserve Transfers							
90-9120-000 - Reserve Transfer-Pooled	500.00	500.00	-	4,500.00	4,500.00	-	6,000.00
Total Reserve Transfers	500.00	500.00	-	4,500.00	4,500.00	-	6,000.00
Total Expense	29,239.79	11,411.00	(17,828.79)	154,087.16	102,699.00	(51,388.16)	136,932.00
Operating Net Total	1,756.12	-	1,756.12	(15,142.76)	-	(15,142.76)	-
Net Total	1,756.12	-	1,756.12	(15,142.76)	-	(15,142.76)	-



Manager's Report

New Independence Townhome Owners Association, Inc.

October 2023

Monthly Manager's Activity Report

- Provided AR report to review special assessment delinquencies.
- Prepared 2024 budget.
- Provided attorney owner packets for the construction defect town hall.
- Directed homeowners to report unit damages to the construction defect attorney.

New Independence Townhome Owners Association, Inc.

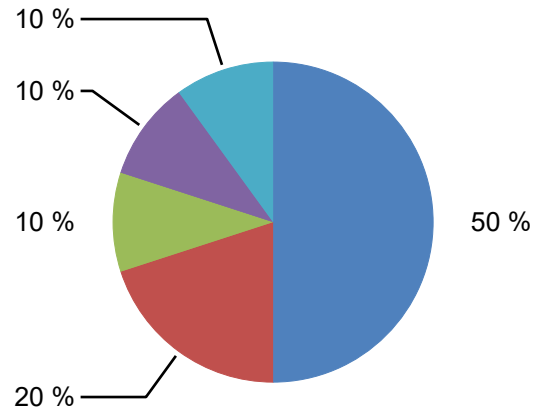
Violation Report - Detail for 9/1/2023 - 9/30/2023

SUMMARY

Friendly Reminder

Exterior Decoration(s)	1
Garbage Receptacle/Waste	5
Landscaping	1
Parking Restrictions	1
Play Equipment	2
Total	10

TOP DISTRIBUTION BY TYPE



■ Garbage Receptacle/Waste ■ Play Equipment ■ Landscaping
■ Exterior Decoration(s) ■ Parking Restrictions

Friendly Reminder (Total Count = 10)

6507 Glory Bower Dr
Careli Daza Corales
XN: 2472633 Acct: 2261141821

Friendly Reminder

Play Equipment - Play equipment - Portable basketball hoop must be stored out of sight when not in use. They are not permitted to be left on the driveway.

9/13/2023 Jennifer Chapman Friendly Reminder

6224 Aralia Ivy Ln
Adam Michael Curry
XN: 2472640 Acct: 2261141847

Friendly Reminder

Garbage Receptacle/Waste - All garbage containers must be stored inside the garage or screened from view.

9/13/2023 Jennifer Chapman Friendly Reminder

6272 Aralia Ivy Ln
Jerard Joseph Broadus
XN: 2472644 Acct: 2261141835

Friendly Reminder

Garbage Receptacle/Waste - All garbage containers must be stored inside the garage or screened from view.

9/13/2023 Jennifer Chapman Friendly Reminder

6209 Aralia Ivy Ln
William Bonilla Moreno
XN: 2472672 Acct: 2261141877

Friendly Reminder

Parking Restrictions - There appears to be a vehicle parked on your driveway with expired tags and flat tires. This is a direct violation of the restrictive covenant and we kindly ask that you have the vehicle removed immediately.

9/13/2023 Jennifer Chapman Friendly Reminder

6019 Blue Lily Way
Meredith Congrove
XN: 2472691 Acct: 2261141801

Friendly Reminder

Garbage Receptacle/Waste - All garbage containers must be stored inside the garage or screened from view.

9/13/2023 Jennifer Chapman Friendly Reminder

6007 Blue Lily Way
Paul Parent
XN: 2472692 Acct: 2261141812

Friendly Reminder

Garbage Receptacle/Waste - All garbage containers must be stored inside the garage or screened from view.

9/13/2023 Jennifer Chapman Friendly Reminder

New Independence Townhome Owners Association, Inc.

Violation Report - Detail for 9/1/2023 - 9/30/2023

6154 Elfin Herb Way Melodie Roman XN: 2472699 Acct: 2261141806	Friendly Reminder	Play Equipment - Basketball hoop must be stored out of view when not in use
9/13/2023 Jennifer Chapman	Friendly Reminder	
6154 Elfin Herb Way Melodie Roman XN: 2472700 Acct: 2261141806	Friendly Reminder	Garbage Receptacle/Waste - All garbage containers must be stored inside the garage or screened from view.
9/13/2023 Jennifer Chapman	Friendly Reminder	
10/12/2023 Alec Sembrat	First Notice of Violation	
6343 Glory Bower Dr Dilmohan Grewal/ Melissa Gwynne Grewal XN: 2472702 Acct: 2261141785	Friendly Reminder	Exterior Decoration(s) - Holiday Lights and are up past allowable time frame please remove.
9/13/2023 Jennifer Chapman	Friendly Reminder	
6179 Elfin Herb Way Silvia Mangi XN: 2472706 Acct: 2261168625	Friendly Reminder	Landscaping - Please remove all potted plants and trees please on the side of your townhome building, for it is a direct violation of the covenant restrictions.
9/13/2023 Jennifer Chapman	Friendly Reminder	

New Independence Townhome Owners Association, Inc.

ARC Report - Detail for 9/1/2023 - 9/30/2023

SUMMARY

Total 0

TOP DISTRIBUTION BY TYPE

New Independence Townhome Owners Association, Inc.

Ownership Transfers for 9/1/2023 - 9/30/2023

Property	Current Owner	Address	Contact	Settlement	Processed	Previous Owner
6067 Blue Lily Way	Kleber Alves Paiva	6067 Blue Lily Way, Winter Garden FL 34787	KALVESPAlVA@GMAIL.CO M (973) 493-2747	9/22/2023	9/28/2023	Stefany Carolina Viera Cassier

New Independence Proposed 2024 Budget

GL Account	2023 Budget	Annual	Notes
Income (Count: 7)			
40 - Income (Count: 1)			
40-4010-000 - Assessments	\$ 136,932.00	\$ 358,715.00	110 Townhome units @ \$271.75 per month
	\$136,932.00	\$358,715.00	
Expense (Count: 17)			
50 - Administrative (Count: 8)			
50-5170-000 - Insurance-Liability/Property	\$ 47,100.00	\$ 225,890.00	15% increase projected for all policies (2022 policy had a substantial increase due to lack of appraisal on file)
50-5155-000 - Office Expense, Postage, Mailings	\$ 900.00	\$ 3,000.00	cost for mailing violation/collection letter notices, coupon books, annual/election notices and construction defect vote
50-5653-000 - Line of Credit Repayment	\$ -	\$ 8,400.00	Loan for insurance finance charge (Valley Bank)
50-5016-000 - Tax Preparation/Accounting	\$ 102.00	\$ 500.00	Per CPA enagement agreement for 2023 tax preparation and year end financial (report)
50-5140-000 - Management Contract	\$ 10,560.00	\$ 12,456.00	Per Management contract fee plus \$38 mailchimp subscription for weekly eblast to members
50-5130-000 - Legal/Professional Services	\$ 600.00	\$ 1,000.00	Professional legal fees for collections/CC&R enforcement and general legal matters
50-5205-000 - Reserve Study & Appraisal	\$ -	\$ 4,000.00	Reserve study and appraisal of buildings
50-5010-000 - Annual Corporate Report	\$ 63.00	\$ 62.00	Yearly corporate annual report
	\$59,325.00	\$255,308.00	
60 - Landscaping & Grounds (Count: 5)			
60-6025-000 - Irrigation Repairs/Maintenance	\$ 1,800.00	\$ 2,500.00	Irrigation repairs and phasing battery timer replacement as directed by the board
60-6170-000 - Building Repairs & Maintenance	\$ 1,200.00	\$ 1,200.00	Minor repairs (major repairs will be addressed with construction defect claim)
60-6022-000 - Misc Landscape Maintenance	\$ 900.00	\$ 2,000.00	Palm tree trimming
60-6010-000 - Lawn Maintenance Contract	\$ 53,460.00	\$ 53,460.00	Per 2 year Cepra agreement cost will remain "as is"

60-6020-000 - Landscaping

Repairs/Replacement	\$	1,800.00	\$	1,800.00	Sod, tree or plant replacement
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		\$59,160.00		\$60,960.00	
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65 - Repairs & Maintenance (Count: 2)

60-6040-000 - General

Repairs/Maintenance	\$	600.00	\$	600.00	Misc. repairs for pavers on driveways, pressure washing
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60-6182-000 - Termite Bond	\$	4,047.00	\$	4,047.00	Yearly termite bond for exterior
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		\$4,647.00		\$4,647.00	
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70 - Utilities (Count: 1)

Increase based on discovery and confirmation with Hamilton Gardens paying water usage for 25 meters in New Independence (\$24,000 from 10/2022 to 8/2023)

70-7060-000 - Water/Sewer	\$	7,800.00	\$	31,800.00	
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		\$7,800.00		\$31,800.00	
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90 - Reserve Transfers (Count: 1)

90-9120-000 - Reserve Transfer-Pooled	\$	6,000.00	\$	6,000.00	Not base on reserve study
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		\$6,000.00		\$6,000.00	
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		\$136,932.00		\$358,715.00	
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		\$0.00		\$0.00	
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