

# **Marsh Landing Community Association at Estero, Inc.**

22901 Marsh Landing Blvd.

Estero, FL 33929

Phone: 239-498-6309 Email: clubhouseoffice@gmail.com

## **NOTICE OF BOARD OF DIRECTORS MEETING**

### **2023 Budget Adoption Meeting**

**Date: Monday, November 14, 2022**

**Time: 7:00 P.M.**

**Place: Marsh Landing Clubhouse, 22901 Marsh Landing Blvd., Estero, FL 33928**

The purpose of this meeting is to conduct such business as may properly come before the Board. Association Members are welcomed to attend and observe. Any member wishing to address the Board must register their interest prior to the start of the meeting. Comments and opinions shall be limited to three (3) minutes per member.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call and Quorum Confirmation
4. Proof of Notice was posted, emailed and mailed at least 14 days in advance.
5. Approval of Previous Meeting Minutes
6. Communication
7. Treasurer Report
8. Manager Report
9. President Report
10. Old Business
  - a. Projects and Improvements – General Discussion
11. New Business
  - a. **2023 Budget Adoption**
  - b. Funds Allocation Resolution to KPG Accounting
  - c. AMC Approvals
12. Next Regular Meeting Date
13. Adjournment

#### **OPEN FOR MEMBER COMMENTS**

**Posted, Mailed and Emailed: October 14, 2022**

**Per Connie Mansfield, President**

**Marsh Landing Community Association at Estero, Inc.**



## Community Association at Estero, Inc. Notice of 2023 Budget Adoption Meeting

Dear Marsh Landing Owners,

### General Overview:

The 2023 budget is presented with small changes to the operational budget line items to better match 2022 expenditures and revenues and anticipated projects for 2023. You will note that some line items are much higher for 2022-year end for safeguards and repairs to key areas of the community that were done and will not repeat for 2023. These were digging out the FPL Highline Ditches to prevent flooding, repair and replacement of tennis area fencing and repairs to the entry gate equipment due to storm damage. There is a small, planned increase in quarterly fees from \$540.00 to \$560.00 per quarter.

### Operational Expenses:

The operational expenses are planned to be a little more for 2023 and the reserves will be funded at the planned rates to ensure proper replacement for the community. Completion of major reserve projects such as the community roads and recreational areas have been completed in 2022.

### Utilities:

The increase in the cable and internet expense for the community was anticipated as stated previously as they increase 3% per year per the contract. This increase comprises most of the needed monthly fee increase of \$6.00.

### Maintenance and Grounds Care:

The increase in the landscape maintenance budget is planned to allow for the increased cost of labor and fuel. Special thanks to Danny Sanchez and their team for an excellent job cleaning up the community after Hurricane Ian.

### Recreation:

The budget in this category has been kept mostly the same to match the expenditures for 2022. Repairs to the pool area have been accomplished, and the tennis/pickleball courts have been completed as well, so all should be good for years to come. Re-strapping of the pool furniture has been completed and new tables are planned for early November.

### Administrative Cost:

With the transfer of many office functions back to the Marsh Landing Office, the costs for office supplies and office expense should stay about the same and the move to communication through the enhanced website and email blast should help with owner mailing costs. The State Statutes now allow for annual meeting and budget communication via email and even proxy reception electronically. We will use those tools to help control the annual single largest cost for membership meeting mailings. There are small increases planned for accounting and management.

### Reserve Schedule and funding:

Building upon the established schedule for the community, the planned reserve funding for 2023 is planned at a little over \$73,000.00 and will have the community funded reserves right at plan for long term improvements and maintenance as most major projects for the community have been completed. It also allows for insurance deductible coverage to cover losses to the clubhouse, and this limits exposure of owners to storm related costs. The Board also has allocated the Capital Contribution to capital projects and enhancements that will be discussed and approved over the next budget year.

Overall, the budget provides for proper maintenance of the community and allocate proper funding for reserves for capital projects and enhancements to the community.

**The Board of Directors will adopt the 2023 budget at the meeting Monday, November 14, 2022, at 7pm at the Community Center.**

Cordially,

Marsh Landing Community Association Board of Directors

**MARSH LANDING COMMUNITY ASSOCIATION 2023 PROPOSED BUDGET**

<b>Account Name</b>	<b>2022 Budget</b>	<b>2022 YE EST.</b>	<b>2023 Proposed</b>
<b>INCOME</b>			
Qrtly Assess./Maintenance fees	\$ 812,160.00	\$ 812,160.00	\$ 842,240.00
Amenities Transfer Fee		\$ 1,750.00	\$ 1,000.00
Application Fee Income	\$ 3,000.00	\$ 3,500.00	\$ 1,000.00
Late Fees	\$ -	\$ 2,500.00	\$ -
Background Check Fee	\$ 1,000.00	\$ 2,200.00	\$ 600.00
Barcode/Key Access	\$ 1,000.00	\$ 2,000.00	\$ 500.00
Misc. Income	\$ 200.00	\$ 200.00	\$ 200.00
<b>Total Budget Revenue</b>	<b>\$ 817,360.00</b>	<b>\$ 824,310.00</b>	<b>\$ 845,540.00</b>
<b>OTHER INCOME</b>			
Capital Contribution Fees	\$ -	\$ 22,000.00	\$ -
<b>ADMINISTRATIVE</b>			
Engineering Consulting	\$ 1,100.00	\$ 950.00	\$ 1,100.00
Accounting	\$ 12,000.00	\$ 12,000.00	\$ 12,360.00
Audit/Compilation	\$ 1,000.00	\$ 500.00	\$ 1,000.00
Corp Annual Report	\$ 100.00	\$ 61.25	\$ 100.00
Tax Preparation	\$ 350.00	\$ 317.00	\$ 350.00
Communications Expense	\$ 1,200.00	\$ 1,300.00	\$ 1,500.00
Management Fees	\$ 40,000.00	\$ 40,000.00	\$ 41,200.00
Application Expense	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Taxes/Licenses	\$ 500.00	\$ 250.00	\$ 500.00
Legal	\$ 4,300.00	\$ 2,000.00	\$ 1,000.00
Office Expenses	\$ 9,000.00	\$ 5,000.00	\$ 7,000.00
Legal-Foreclosure	\$ 500.00	\$ 100.00	\$ 1,000.00
Contingency	\$ 2,455.00	\$ 600.00	\$ 1,900.00
Security-Non Payroll	\$ 200.00	\$ -	\$ 200.00
<b>Total Administrative</b>	<b>\$ 74,205.00</b>	<b>\$ 64,578.25</b>	<b>\$ 70,710.00</b>
<b>Insurance</b>			
Workers Comp	\$ 700.00	\$ 599.00	\$ 700.00
Insurance	\$ 30,000.00	\$ 27,170.00	\$ 30,000.00
Flood Insurance	\$ 4,400.00	\$ 2,567.00	\$ 3,400.00
<b>Total Insurance</b>	<b>\$ 34,400.00</b>	<b>\$ 29,737.00</b>	<b>\$ 34,100.00</b>
<b>UTILITIES</b>			
Electric	\$ 23,000.00	\$ 22,500.00	\$ 24,000.00
Water/Sewer	\$ 5,000.00	\$ 3,000.00	\$ 4,000.00
Telephone	\$ 3,000.00	\$ 3,300.00	\$ 4,000.00
Cable TV	\$ 340,000.00	\$ 339,108.00	\$ 348,800.00
Clubhouse Electric	\$ 13,500.00	\$ 16,000.00	\$ 17,000.00
Trash Removal	\$ 2,500.00	\$ 2,700.00	\$ 2,900.00
<b>Total Utilities</b>	<b>\$ 387,000.00</b>	<b>\$ 386,608.00</b>	<b>\$ 400,700.00</b>

<b>MAINTENANCE</b>			
Exercise Room Repairs	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
Pest Control-Grounds	\$ 12,000.00	\$ 11,000.00	\$ 12,000.00
Alarm Monitoring	\$ 500.00	\$ 447.00	\$ 500.00
Cleaning Services	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Security	\$ 7,000.00	\$ 9,000.00	\$ 8,000.00
Tennis Court Maintenance	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00
Building Repair/ Maint.	\$ 4,600.00	\$ 6,000.00	\$ 5,000.00
Decorations	\$ 2,500.00	\$ 2,000.00	\$ 1,000.00
<b>Maintenance Total</b>	\$ 41,600.00	\$ 43,447.00	\$ 40,500.00
<b>GROUNDS MAINTENANCE</b>			
Seasonal Plantings	\$ 2,000.00	\$ 1,000.00	\$ 2,000.00
Grounds Contract	\$ 77,000.00	\$ 84,000.00	\$ 89,000.00
Irrigation	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00
Irrigation Maintenance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Lake Maint./Contracts	\$ 16,000.00	\$ 15,500.00	\$ 17,000.00
Lake Maint./Improvements	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00
Tree Trimming/Removal	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Exotic Remediation	\$ 30,000.00	\$ 35,000.00	\$ 34,000.00
Projects/Improvements	\$ 3,000.00	\$ 27,000.00	\$ 3,000.00
Mulch/Plant Replacement	\$ 8,000.00	\$ 5,000.00	\$ 5,000.00
<b>Total Grounds Maintenance</b>	\$ 181,000.00	\$ 212,500.00	\$ 196,000.00
<b>POOL MAINTENANCE</b>			
Pool Contract	\$ 20,000.00	\$ 19,200.00	\$ 21,000.00
Pool Repairs	\$ 1,000.00	\$ 7,000.00	\$ 5,000.00
Pool Furniture	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
<b>Total Pool Maintenance</b>	\$ 23,000.00	\$ 27,200.00	\$ 27,000.00
Sub-Total Expenses	\$ 741,205.00	\$ 764,070.25	\$ 769,010.00
RESERVE ALLOCATION EXP.	\$ 70,255.00	\$ 70,255.00	\$ 73,230.00
<b>TOTAL EXPENSES</b>	\$ 811,460.00	\$ 834,325.25	\$ 842,240.00

**Quarterly FEE**

**2023**

**Quarterly Fees**

**\$**

**560.00**

**Marsh Landing Community Association Reserve Schedule 2023**

**10-11-22 BOD**

<u>Reserve Account</u>	<u>at</u>	<u>12/31/2022</u>	<u>Replacement</u>	<u>Projected Balance</u>	<u>Total Additional</u>	<u>Planned 2023</u>
<u>Remaining Life</u>	<u>12/31/2022</u>	<u>Cost</u>	<u>12/31/2022</u>	<u>Funding Required</u>	<u>Contribution</u>	
Clubhouse Expense/Mechanical	5	\$ 34,000	\$ 15,897.00	\$ 18,103	\$ 3,621	
Clubhouse Exterior Painting Expense	1	\$ 9,000	\$ 9,000.00	\$ -	\$ -	
Clubhouse Interior Painting Expense	1	\$ 15,000	\$ 15,000.00	\$ -	\$ -	
Clubhouse/Gazebo/Guardhouse Roofs	21	\$ 72,000	\$ 13,044.00	\$ 58,956	\$ 2,807	
Clubhouse Interior Replacement Exp.	1	\$ 32,000	\$ 25,399.69	\$ 6,600	\$ 6,600	
Exercise Equipment Expense	4	\$ 34,000	\$ 15,854.00	\$ 18,146	\$ 4,537	
Gate Access Control/Security	8	\$ 24,000	\$ 5,067.00	\$ 18,933	\$ 2,367	
Grounds Improvement Exp.	7	\$ 10,000	\$ 2,563.00	\$ 7,437	\$ 1,062	
Insurance Reserve Exp.	3	\$ 27,000	\$ 13,059.72	\$ 13,940	\$ 4,647	
Irrigation System Exp.	9	\$ 20,000	\$ 4,449.50	\$ 15,551	\$ 1,728	
Paving Repair Exp.	15	\$ 520,000	\$ 7,203.00	\$ 512,797	\$ 34,186	
Pool Expense	14	\$ 46,000	\$ 5,867.00	\$ 40,133	\$ 2,867	
Pool Furniture Exp.	3	\$ 20,000	\$ 14,079.00	\$ 5,921	\$ 1,974	
Structural Expense	3	\$ 10,000	\$ 6,338.68	\$ 3,661	\$ 1,220	
Tennis Court Expense	9	\$ 25,000	\$ 4,469.00	\$ 20,531	\$ 2,281	
Pond Aeration Systems	3	\$ 20,000	\$ 10,000.00	\$ 10,000	\$ 3,333	
Capital Cont.		\$ -	\$ -	\$ -	\$ -	
<b>Total Reserves</b>		\$ 918,000	\$ 167,290.59	\$ 750,709	\$ 73,230	
<b>Capital Cont.</b>		\$ -	\$ -	\$ -	\$ -	
Unallocated Interest				estimated		
<b>Total</b>		\$ 918,000	\$ 167,290.59	\$ 750,709	\$ 73,230	