



Highland Lakes Reserve

HLR Board of Directors Meeting
February 25, 2019
3:30pm at Just Rentals

Agenda

Call to Order

Review and Approve Minutes from 1/15/19

Review Financials

- Revised Budget
- Aging summary
 - Late fees after 1/31/19

Old Business

- Finalize fence contract
- Irrigation bid
- Notice to owners for noncompliance

New Business

- Entrance spray bids
- 2019 Meeting Schedule for Website

Adjourn





Highland Lakes Reserve

HLR Board of Directors Meeting
January 15, 2019
3:30pm at Just Rentals

Agenda

Board Members Present: Marty Wohl, Bill Lanzisera, Dusty Johnson, Rebecca Benevides, Kevin Bock
CAMs Present: Linda Boring, Johanna Johnston

Call to Order: Marty called the meeting to order at 3:30pm.

Review and Approve Minutes from 10/16/18: Motion to approve minutes by Dusty seconded by Rebecca motion passed unanimously.

Review Financials: The 2018 excess funds will be rolled over and put towards internet infrastructure based on quotes received, any extra will go to the contingency fund. Motion to accept the 2018 financials as presented by Dusty seconded by Rebecca. Motion passed unanimously.

Linda will get additional quotes for paving to have for the annual meeting.

Aging summary – only one owner did not pay their 2018 mowing fees but they are currently in the hospital. CAM will hold off on sending to legal for collection.

– Bottom's Up Outstanding invoice – Bottom's Up damaged the gate and has advised that they were going to forward the claim to their insurance. Linda will ask Board Attorney to send demand letter.

Old Business

- Draft contract for Rapid Systems – The Association Board Attorney made notes to the draft contract sent by Rapid Systems. Marty noted that the performance speed of the internet was not included on the contract. Also, there needs to be a stipulation that the rate to HLR customers need to be in line with Highlands County market. Finally, to add the clause that response time to repair core equipment would be within 24 hrs during non emergencies and within 48 hours after a named emergency. Linda will send those suggestions to the Board Attorney to review and add.
- Fence bid - Bill will get another bid for the fence.





New Business

- Church line property – Bobby Seeber reported that people are coming from the church area and trespassing onto his back yard. Dusty will go and meet with Bobby to see if they can figure out where they are coming from and how many no trespassing signs are needed.
- Community garage sale date – February 23, 2019 8am – 2pm. Linda will send notice to residents.
- Set Annual Meeting Date – Saturday March 30, 2019 at 10am at the Ag Center.
- Next Board Meeting – Monday, February 18, 2019 at 3:30.

Adjourn: Meeting adjourned at 5:03pm.



Highland Lakes Reserve POA, Inc
Balance Sheet
As of January 31, 2019

	Jan 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Cable Contingency	460,727.21
HLR POA-HNB Checking	230,245.09
Mid Florida Savings	100.00
Total Checking/Savings	691,072.30
Accounts Receivable	
Accounts Receivable	-227.82
Total Accounts Receivable	-227.82
Other Current Assets	
Due from Owners - Mowing Costs	-1,340.00
Inventory Asset	
Gate Remotes	348.91
Total Inventory Asset	348.91
Undeposited Funds	6,000.00
Total Other Current Assets	5,008.91
Total Current Assets	695,853.39
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	9,000.00
TOTAL ASSETS	704,853.39
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	3,000.00
Debris Deposits	3,000.00
Total Other Current Liabilities	6,000.00
Total Current Liabilities	6,000.00
Total Liabilities	6,000.00
Equity	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unappropriated	552,220.37
Net Income	146,633.02
Total Equity	698,853.39
TOTAL LIABILITIES & EQUITY	704,853.39

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance
January 2019

11:46 AM
 02/25/19
 Cash Basis

	Jan 19	Budget	Jan 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Annual Dues	151,600.00	0.00	151,600.00	0.00	237,000.00
Other Income					
Estoppel Fees	225.00	0.00	225.00	0.00	900.00
Funds from 2018	0.00	87,506.00	0.00	87,506.00	87,506.00
Plan and Specification Review	0.00	0.00	0.00	0.00	3,000.00
Other income - Other	0.00	0.00	0.00	0.00	1,000.00
Total Other income	225.00	87,506.00	225.00	87,506.00	92,406.00
Total Income	151,825.00	87,506.00	151,825.00	87,506.00	329,406.00
Gross Profit	151,825.00	87,506.00	151,825.00	87,506.00	329,406.00
Expense					
Administrative/ Management	650.00	0.00	650.00	0.00	7,800.00
Annual Owners Meeting Expense	62.88	0.00	62.88	0.00	250.00
Annual Reports	0.00	0.00	0.00	0.00	70.00
Attorney Fees	350.00	0.00	350.00	0.00	15,000.00
Computer and Internet Expenses	40.00	0.00	40.00	0.00	1,200.00
Copy and Reproduction Costs	0.00	0.00	0.00	0.00	100.00
Insurance					
Insurance/Liability	0.00	0.00	0.00	0.00	3,000.00
Insurance/Property	0.00	0.00	0.00	0.00	2,023.00
Total Insurance	0.00	0.00	0.00	0.00	5,023.00
Office Supplies	0.00	0.00	0.00	0.00	150.00
Postage and Delivery	13.32	0.00	13.32	0.00	200.00
Professional Fees	0.00	0.00	0.00	0.00	1,000.00
Repairs and Maintenance					
Common Area Mowing					
Boat ramp/park	800.00	0.00	800.00	0.00	9,600.00
Entrances	0.00	0.00	0.00	0.00	28,800.00
Ponds/Eagles Nest	0.00	0.00	0.00	0.00	10,620.00
Total Common Area Mowing	800.00	0.00	800.00	0.00	49,020.00
Docks	0.00	0.00	0.00	0.00	5,000.00
Entrance Gates	0.00	0.00	0.00	0.00	5,000.00
Entrance/Hwy 66/Maintenance					
Entry/Hwy 66 Repair and Replace	0.00	0.00	0.00	0.00	2,000.00
Mulch	0.00	0.00	0.00	0.00	3,300.00
Spray/Fertilizer	0.00	0.00	0.00	0.00	3,000.00
Tree Trimming	0.00	0.00	0.00	0.00	2,000.00
Entrance/Hwy 66/Maintenance - Other	850.00	0.00	850.00	0.00	0.00
Total Entrance/Hwy 66/Maintenance	850.00	0.00	850.00	0.00	10,300.00
Entrance/Sparta/Maintenance					
Entry Sparta/Repair and Replace	0.00	0.00	0.00	0.00	2,000.00

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance
January 2019

	Jan 19	Budget	Jan 19	YTD Budget	Annual Budget
Mulch	0.00	0.00	0.00	0.00	3,300.00
Mulch Buffer	0.00	0.00	0.00	0.00	5,500.00
Spray/Fertilizer	0.00	0.00	0.00	0.00	3,000.00
Tree Trimming	0.00	0.00	0.00	0.00	2,000.00
Entrance/Sparta/Maintenance - Other	1,550.00	0.00	1,550.00	0.00	0.00
Total Entrance/Sparta/Maintenance	1,550.00	0.00	1,550.00	0.00	15,800.00
Fence Line Vegetation	0.00	0.00	0.00	0.00	1,400.00
Pond Maintenance	0.00	0.00	0.00	0.00	16,000.00
Repairs Common Area	0.00	0.00	0.00	0.00	5,000.00
Repairs and Maintenance - Other	229.96	0.00	229.96	0.00	0.00
Total Repairs and Maintenance	3,429.96	0.00	3,429.96	0.00	107,520.00
Telephone Expense	241.82	0.00	241.82	0.00	2,500.00
Utilities	404.00	0.00	404.00	0.00	4,500.00
Total Expense	5,191.98	0.00	5,191.98	0.00	145,313.00
Net Ordinary Income	146,633.02	87,506.00	146,633.02	87,506.00	184,093.00
Other Income/Expense					
Other Expense					
CAPITAL IMPROVEMENTS					
Boat Ramp Irrigation/Electric	0.00	0.00	0.00	0.00	11,530.00
Fence Replacement	0.00	0.00	0.00	0.00	23,000.00
Fencing/West Boundary Security	0.00	0.00	0.00	0.00	25,000.00
Internet Installation	0.00	0.00	0.00	0.00	60,000.00
Security System	0.00	0.00	0.00	0.00	7,716.00
Street Signage	0.00	0.00	0.00	0.00	6,500.00
Total CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	133,746.00
Reserve - Capital Appropriation	0.00	0.00	0.00	0.00	50,347.00
Total Other Expense	0.00	0.00	0.00	0.00	184,093.00
Net Other Income	0.00	0.00	0.00	0.00	-184,093.00
Net Income	146,633.02	87,506.00	146,633.02	87,506.00	0.00

J-N-T'S MOWING SERVICE, INC.

9449 Ramblewood Drive
 Zolfo Springs, FL 33890

Estimate

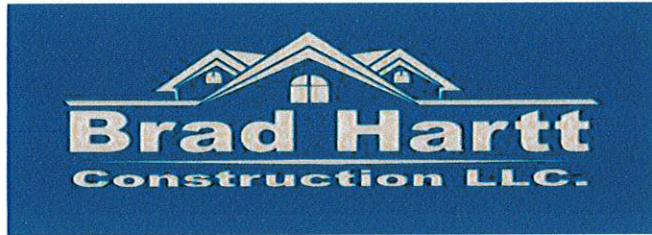
Date	Estimate #
2/14/2019	1686

Name / Address
Highlands Lake Reserve POA

Project

Description	Qty	Rate	Total
530 3 1/2'-4" posts, 24 6-7"x8' posts, 16 rolls of Field Fence, 4 rolls Bracing wire, 100lbs of staples, 20lbs pounds of spikes	1	9,500.00	9,500.00
Grinding path along property line	1	4,000.00	4,000.00
Labor to take out old fence, black border cloth and build 5320' of fence	1	10,000.00	10,000.00
Have property surveyed	1	700.00	700.00
Taxes	1	710.00	710.00
Thank you for the opportunity to bid on this job		Total	\$24,910.00

520



5311 South Hammock Rd. • Zolfo Springs, FL 33890

(863)381-0748

brad@bradharttconstruction.com

CBC1261287

Proposal

Project: Highlands Lakes Reserve

Date: 2/1/19

Boundary Fence on West Side of Property

12.5 gage field fence post 10' OC

Material	\$10,000.00
Labor	\$10,000.00
Clearing	\$5,700.00
Total	\$25,700.00

Contractor to provide all materials, labor, and machinery to complete the job.

Land clearing price covers 60 machine hours. Anything over 60 hours will be billed at an hourly rate of \$95 per hour.

Accepted by: _____

A C Pearce, Inc.
673 Arbuckle Branch Road
Sebring, FL 33870
863-381-4814
863-655-6034

February 4, 2019

Quote

Highlands Lakes Reserve
Attn: Bill Lanzisera
Spoiler409@gmail.com

RE: West Boundary Security Fence

- 1 mile of field fence with 1 strand of barbwire at top. 3½ - 4" post set every 10 ft.
Double H brace using 10ft brace post every 1320 ft.
 - Labor
 - \$ 9,768.00
 - Materials
 - \$ 7,822.79
 - Clearing
 - \$ 6,500.00

Total \$ 24,090.79

Thank you,

Cole Pearce

JARROD MURPHY FENCING LLC
PO BOX 1614
LAKE PLACID FL 33862
863-214-2592
JMFLLC@HOTMAIL.COM

LABOR	\$	5,280.00
MATERIALS	\$	7,500.00
Post 10 Ft Center 3 1/2" - 4" diameter line post 6"-7" bracepost		
CLEARING	\$	3,000.00
EXISTING FENCE REMOVAL	\$	<u>1,000.00</u>
PROPOSAL TOTAL: (HIGHLANDS LAKES RESERVE)	\$	16,780.00



P. O. BOX 742
 AVON PARK, FL 33826

Estimate

Date	Estimate #
6/26/2018	1056

Billing Address

Highland Lakes Reserve
 c/o Just Rentals
 811 HWY 27 S
 Sebring, FL 33870

Service Address

P.O. No.	0618-140
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Qty	Description	Rate	Total
1	Material to install irrigation system at boat ramp including 4 inch well, pump and electronics.	4,380.00	4,380.00
1	Installation of necessary bores.	1,500.00	1,500.00
1	Labor to install irrigation system at boat ramp including 4 inch well, pump and electronics.	3,150.00	3,150.00
1	Install 100 AMP Electrical SVC provided by John Palmer Electric including permit - Service and panel mounted on concrete posts. This service does not include running power to the boat ramp. The service will be installed on the property line closest to the transformer.	2,500.00	2,500.00

Phone #	Fax #	E-mail	Total	\$11,530.00
863-453-7300	Fax 863-452-6700	info@edgewoodfl.com		

Please visit our website to see our variety of services: edgewoodlandscape.info Like and Follow! IG: edgewood_landscape FB: Edgewood Landscape



5146 Schumacher Road, Sebring, Florida 33872

Phone 863.382.1850 Fax 863.382.6150

E-Mail: sunnysouthels@yahoo.com

Date: January 21, 2019

Highlands Lakes Reserve

Sebring, Florida 33875

To: Linda Boring:

Thank you for being a loyal customer with Sunny South Exterminators over the years, we greatly appreciate your business. Your current bi-monthly lawn price is \$0.00 per application. Due to the increasing cost of fertilizers, insecticides, and herbicides, we are having to share that cost with our customers. . Beginning on your next bi-monthly lawn service, your new price will be at the cost of \$300.00 per application. Your new bi-monthly lawn treatment cost is still below today's market cost. The next bi-monthly lawn service is scheduled on January 28th, 2019.

Again, we value your loyalty to our company and thank you for the years of service you have let us preform for you.

Regards,

Richard Sinclair,
President & Owner,
Sunny South Exterminators