



Highland Lakes Reserve

HLR Board of Directors Meeting
April 20, 2021
3:30pm VIA ZOOM

Agenda

Call to Order

Review and Approve Minutes from 2/16/2021

Financials

Unfinished Business

- Park
- Roads
- Attorney/Davis

New Business

- Add to Contractor requirements
 - Form Board Survey
 - No Vendor Signs
- Contemporary Design Exemption
- House Plans-dispose after completion
- Neighborhood inspections
- Nominating Committee
- Insurance
- Wild Hog Damage

Adjourn





Highland Lakes Reserve

HLR Board of Directors Meeting
February 16, 2021
3:30pm VIA ZOOM

MINUTES

Board Members present: Kevin, Bill, Laz, and Dusty. No Robert.

CAM present: Linda and Jillian

Call to Order: Kevin called the meeting to order at 3:30 p.m.

Review and Approve Minutes from 1/19/21: Dusty motioned to accept the minutes from 1/19/21. Bill seconds the motion. Motion passed.

- **Financials:** The contingency fund has \$465k and the checking \$396,864. About half of the annual dues have been collected with a lot of residents slow to pay. CAM will email out another statement on 2/1/2021 to any non-paid residents. If they still do not pay a late fee will be assessed and eventually to collections. Laz motioned to accept the financials. Dusty second the motion. Motion passed.

Unfinished Business

- **Park:** Laz was able to reach out to the individual regarding developing a conceptual plan but unfortunately cannot find someone to put together for free. Laz let him know that it would be best to charge for the project and not by the hour. The design fee is \$1200 which includes the \$300 retainer fee and this is based on one estimate. Laz will have the contract sent to CAM. Bill motions to accept proposal of \$1200. Kevin second motion. Motion passed.
- **Roads:** Marty sent Linda Tal's information however, cannot leave messages due to a full mailbox. A text was sent to Tal for him to come to bid the erosion and the pond areas and to give us a price on the roads but no answer from Tal. Linda will continue



to contact Tal. Linda will keep them posted if Tal contacts her. If not, will have to look elsewhere to have the work done.

- **Attorney/Davis:** TJ has been in contact with Leconey. Linda told TJ to send another notice. Attorney called and stated that he was scheduled to meet with SWFMD but due to family issues was unable to do so.

New Business:

- **Jimmy Wohl – Lot 1:** Tabled--Owner wants to buy the land and build a house with a barn and plant some more native pine trees. They would like to have the \$1500 waived and a mailbox at their home instead of a postal box at the road.

Adjourn: Kevin adjourned the meeting at 4:13 p.m.



Balance Sheet

As of March 31, 2021

	<u>Mar 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Contingency Fund	465,075.80
HLR POA-HNB Checking	447,979.33
Mid Florida savings	100.00
Total Checking/Savings	<u>913,155.13</u>
Accounts Receivable	
Accounts Receivable	684.88
Total Accounts Receivable	<u>684.88</u>
Other Current Assets	
Due from Owners - Mowing Costs	565.00
Inventory Asset	
Gate Remotes	-637.34
Total Inventory Asset	<u>-637.34</u>
Total Other Current Assets	<u>-72.34</u>
Total Current Assets	<u>913,767.67</u>
Fixed Assets	
Improvements	9,000.00
Total Fixed Assets	<u>9,000.00</u>
TOTAL ASSETS	<u>922,767.67</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Construction Bonds	17,000.00
Debris Deposits	15,000.00
Total Other Current Liabilities	<u>32,000.00</u>
Total Current Liabilities	<u>32,000.00</u>
Total Liabilities	32,000.00
Equity	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unapropriated	712,891.11
Net Income	177,876.56
Total Equity	<u>890,767.67</u>
TOTAL LIABILITIES & EQUITY	<u>922,767.67</u>

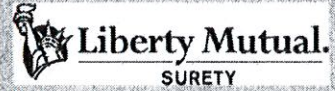
Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance
March 2021

	Mar 21	Budget	Jan - Mar 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Annual Dues	31,500.00	0.00	208,500.00	237,000.00	237,000.00
Interest Income	19.75	0.00	57.34	250.00	1,000.00
Other income					
Estoppel Fees	150.00	100.00	375.00	300.00	1,200.00
Plan and Specification Review	4,500.00	0.00	4,500.00	1,875.00	7,500.00
Other income - Other	305.00	85.00	305.00	255.00	1,020.00
Total Other income	4,955.00	185.00	5,180.00	2,430.00	9,720.00
Total Income	36,474.75	185.00	213,737.34	239,680.00	247,720.00
Gross Profit	36,474.75	185.00	213,737.34	239,680.00	247,720.00
Expense					
Administrative/ Management					
Plan Submission and upload	0.00	0.00	0.00	187.50	750.00
Administrative/ Management - Other	650.00	650.00	1,950.00	1,950.00	7,800.00
Total Administrative/ Management	650.00	650.00	1,950.00	2,137.50	8,550.00
Annual Owners Meeting Expense	0.00	275.00	0.00	275.00	275.00
Annual Reports	0.00	65.00	0.00	65.00	65.00
Attorney Fees	425.00	0.00	700.00	500.00	2,000.00
Computer and Internet Expenses	474.00	225.00	474.00	675.00	2,700.00
Copy and Reproduction Costs	0.00	75.00	0.00	75.00	150.00
Insurance					
Insurance/Property	3,071.05	2,600.00	3,071.05	2,600.00	2,600.00
Total Insurance	3,071.05	2,600.00	3,071.05	2,600.00	2,600.00
Maintenance	0.00		300.00		
Office Supplies	0.00	10.00	0.00	30.00	120.00
Postage and Delivery	0.00	5.00	0.00	15.00	60.00
Professional Fees	0.00	0.00	0.00	0.00	350.00
Repairs and Maintenance					
Common Area Mowing					
Boat ramp/park	800.00	800.00	4,400.00	2,400.00	9,600.00
Entrances	3,600.00	2,400.00	8,400.00	7,200.00	28,800.00
Ponds/Eagles Nest	0.00	970.00	0.00	2,910.00	11,640.00
Common Area Mowing - Other	0.00	0.00	0.00	0.00	9,900.00
Total Common Area Mowing	4,400.00	4,170.00	12,800.00	12,510.00	59,940.00
Docks	0.00	0.00	0.00	0.00	5,000.00
Entrance Gates	75.00	500.00	2,466.83	1,500.00	6,000.00
Entrance/Hwy 66/Maintenance					
Entry/Hwy 66 Repair and Replace	973.46	125.00	1,437.19	375.00	1,500.00
Mulch	0.00	3,300.00	0.00	3,300.00	6,600.00
Spray/Fertilizer	0.00	0.00	0.00	500.00	2,000.00
Tree Trimming	0.00	0.00	0.00	0.00	3,000.00
Total Entrance/Hwy 66/Maintenance	973.46	3,425.00	1,437.19	4,175.00	13,100.00
Entrance/Sparta/Maintenance					
Entry Sparta/Repair and Replace	300.00	0.00	473.73	2,000.00	4,000.00
Landscape Treatment	0.00	0.00	0.00	1,165.00	4,660.00
Mulch	0.00	3,300.00	0.00	3,300.00	6,600.00
Mulch Buffer	0.00	2,500.00	0.00	2,500.00	2,500.00
Spray/Fertilizer	0.00	0.00	0.00	1,945.00	7,780.00
Tree Trimming	0.00	0.00	0.00	0.00	3,000.00
Total Entrance/Sparta/Maintenance	300.00	5,800.00	473.73	10,910.00	28,540.00
Landscaping/Irrigation	0.00	250.00	0.00	750.00	3,000.00
Pond Maintenance	0.00	0.00	3,479.74	3,500.00	14,000.00
Repairs Common Area	1,650.00	2,000.00	7,164.69	6,000.00	20,000.00
Total Repairs and Maintenance	7,398.46	16,145.00	27,822.18	39,345.00	149,580.00
Supplies	0.00	15.00	0.00	45.00	180.00
Telephone Expense	0.00	125.00	0.00	375.00	1,500.00
Utilities	595.81	550.00	1,543.55	1,650.00	6,600.00
Total Expense	12,614.32	20,740.00	35,860.78	47,787.50	174,730.00
Net Ordinary Income	23,860.43	-20,555.00	177,876.56	191,892.50	72,990.00

Highland Lakes Reserve POA, Inc
Profit & Loss Budget Performance
March 2021

	Mar 21	Budget	Jan - Mar 21	YTD Budget	Annual Budget
Other Income/Expense					
Other Expense					
CAPITAL IMPROVEMENTS					
Erosion Repair	0.00	0.00	0.00	0.00	8,500.00
Fence Replacement	0.00	1,000.00	0.00	3,000.00	12,000.00
Total CAPITAL IMPROVEMENTS	0.00	1,000.00	0.00	3,000.00	20,500.00
Reserve - Capital Appropriation	0.00	0.00	0.00	0.00	52,490.00
Total Other Expense	0.00	1,000.00	0.00	3,000.00	72,990.00
Net Other Income	0.00	-1,000.00	0.00	-3,000.00	-72,990.00
Net Income	23,860.43	-21,555.00	177,876.56	188,892.50	0.00

Crime Protection Policy Quote



March 3, 2021

To: Penny

Underwriter: Jenny Oxendine

Agency: Wells & Associates

Office: Orlando

Address: _____

Address: _____

City/State: _____

City/State: Florida

Tel: _____

Tel: 407-551-0725

E-mail: _____

E-mail: Jenny.Oxendine@LibertyMutual.com

Applicant Name:	Highland Lake Reserve
Applicant Address:	1000 Lake Reserve Road, Sebring, FL 33875
Policy Period:	
Loss Sustained or Discovery:	Loss Sustained
Mercantile or Public Entity:	Mercantile Per Loss or Per Employee: Per Loss

Insuring Agreements	Limit of Insurance Per Occurrence	Deductible Per Occurrence	Premium Per Insuring Agreement
1. Employee Dishonesty	\$1,000,000.00	\$30,000.00	\$998.00
2. Forgery or Alteration			
3. Inside the Premises			
4. Outside the Premises			
5. Computer Hacking			
6. Money Orders & Counterfeit Paper Cash			
7. Client's Property			
8. Funds Transfer Fraud			
9. Fraudulently Induced Transfer			
10. ERISA Fraud or Dishonesty		\$0.00	

1 Year Premium: \$998.00

3 Year Premium: _____

ENDORSEMENTS, EXCLUSIONS AND LIMITATIONS

Form Number	Name	Limit of Insurance (If Applicable)
	State Specific Endorsements	
	Loss Sustained	
	Property Manager	



Highland Lakes Reserve POA, Inc.
811 US 27 South
Sebring, FL 33870
Email marty@marmmerconstruction.com
Email linda@lindaboring.net

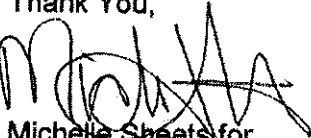
**Proposal – Revised
04/20/2021**

HIGHLAND LAKES RESERVE – EROSION REPAIR

Repair 18" aluminum MES into retention pond east side boulevard entrance Sod upon completion	\$ 2,200.00
Install concrete MES on existing 15" ADS pipe Add approximately 30SF riprap at end of MES Grade existing slope approximately 125LF Sod upon completion	\$ 1,955.00
Cap off 5" dewatering under drain in swale by lift station Sod upon completion	\$ 795.00
Reconstruct and slope swale north of lift station Add approximately 250SF riprap on embankment into retention pond Sod upon completion	\$ 1,975.00
West fence line, remove erosion from retention pond Place riprap at location to prevent future erosion approximately 250SF	\$ 1,600.00
Remove existing culvert, dispose of offsite Grade swale to match existing, sod as necessary	\$ 2,425.00
TOTAL	\$ 10,950.00

**EXCLUDES ROADWAY/DRIVEWAY REPAIR, TESTING
WATERING OF SOD BY OTHERS**

Note: Pricing valid for 30 days. Price excludes permitting, impact fees, bond, surveying, video inspection, any damage or relocation to undesignated underground utilities, certified as-built, landscaping, and irrigation.

Thank You,

Michelle Sheets for
Tal J. Rancourt
President

Accepted By: _____

Dated: _____

For Superior Service & Quality Performance
Get To The Point!