



## *Highland Lakes Reserve*

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HLR Board of Directors Meeting

April 16, 2019

3:30pm at Just Rentals

### **Agenda**

Call to Order

Review and Approve Minutes from 2/25/19

Review March Financials

Old Business

- Update from Rapid
- Checking account

New Business

- Dead Trees on Lots
- Pond Maintenance
- Pickup garbage before each cut. Get Price from JNT
- Culvert/storm drainage maintenance
- Park improvements
- Price to remove rotten gazebo and deck and build new steps to dock
- Post office boxes
- Internet for the gates
- ARC Board
- Rules for key of gate

Adjourn





## *Highland Lakes Reserve*

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

### **Minutes**

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 3:35.

Review and Approve Minutes from 1/15/19 – Motion to approve the minutes by Dusty, seconded by Kevin motion passed unanimously.

#### Review Financials

- Revised Budget – Linda got the final price from Edgewood on the electrical on boat ramp and updated price on security cameras which will pull from capital improvements. There was discussion regarding change in price to the internet budget. Not enough information yet to make any changes.
- Aging summary – One member has tried paying monthly. Board consensus is to advise them the entire amount is due immediately. Bottoms up still has not made payment for the damaged gate. Marty advised the owner of Bottoms Up that the Association can file a police report because it is a criminal offense to leave the scene after damage to property then can seek restitution from the employers.
  - Late fees after 1/31/19
- Motion to accept the financials as presented by Dusty, seconded by Rebecca. Motion passed unanimously.

#### Old Business

- Finalize fence contract – Bill obtained 4 bids for fence contract. Motion to accept bid from JNT for \$24,210 by Dusty to include a gate for up to \$250, seconded by Rebecca. Motion passed unanimously.
- Irrigation bid – The bid from Edgewood does not include running power from Glades. Motion to approve by Dusty, seconded by Kevin. Discussion: Unsure of how much to budget for the electric





at this time. Marty got confirmation from Glades that 160ft would be free. Motion passed unanimously.

- o Notice to owners for noncompliance – Rebecca, Bill and Kevin will set a date to do a ride around the community to take note and pictures of which owners need to be noticed for non-compliance.

#### New Business

- o Entrance spray bids – Edgewood provided a bid that included both entrances and the plants down both sides of the highway at both entrances. Sunny South only bid the entrances. CAM will ask Sunny South to do a full bid. Tabled to next meeting.
- o 2019 Meeting Schedule for Website – Linda advised we should set a bimonthly date to post on the website so members know and can attend if they want to. Every other month on the third Tuesday starting after the Annual Meeting. First Board meeting for the new Board would be April 16.
- o Post office boxes – CAM will get pricing for new boxes. One more tower on each side and the larger parcel boxes.

Adjourn – Motion to adjourn by Dusty, seconded by Rebecca. Meeting adjourned at 4:55.



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

	Mar 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Cable Contingency	461,315.70
HLR POA-HNB Checking	260,498.11
Mid Florida Savings	100.00
<b>Total Checking/Savings</b>	<b>721,913.81</b>
Accounts Receivable	
Accounts Receivable	-145.00
<b>Total Accounts Receivable</b>	<b>-145.00</b>
<b>Other Current Assets</b>	
Due from Owners - Mowing Costs	-1,340.00
Inventory Asset	
Gate Remotes	278.91
<b>Total Inventory Asset</b>	<b>278.91</b>
<b>Total Other Current Assets</b>	<b>-1,061.09</b>
<b>Total Current Assets</b>	<b>720,707.72</b>
<b>Fixed Assets</b>	
Improvements	9,000.00
<b>Total Fixed Assets</b>	<b>9,000.00</b>
<b>TOTAL ASSETS</b>	<b>729,707.72</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Construction Bonds	3,000.00
Debris Deposits	3,000.00
<b>Total Other Current Liabilities</b>	<b>6,000.00</b>
<b>Total Current Liabilities</b>	<b>6,000.00</b>
<b>Total Liabilities</b>	<b>6,000.00</b>
<b>Equity</b>	
Opening Balance Equity	200,000.00
Reserves	-200,000.00
Retained Earnings-Unappropriated	552,220.37
Net Income	171,487.35
<b>Total Equity</b>	<b>723,707.72</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>729,707.72</b>

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

10:53 AM  
 04/08/19  
 Cash Basis

	Jan - Mar 19	Budget	Jan - Mar 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Annual Dues	225,000.00	0.00	225,000.00	0.00	237,000.00
Interest Income	588.49		588.49		
Other income					
Estoppel Fees	300.00	0.00	300.00	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	200.00	0.00	200.00	0.00	1,000.00
Total Other income	500.00	87,506.00	500.00	87,506.00	92,406.00
Total Income	226,088.49	87,506.00	226,088.49	87,506.00	329,406.00
Gross Profit	226,088.49	87,506.00	226,088.49	87,506.00	329,406.00
Expense					
Administrative/ Management	1,950.00	0.00	1,950.00	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	918.06	0.00	918.06	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/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
Insurance - Other	2,022.97	0.00	2,022.97	0.00	0.00
Total Insurance	2,022.97	0.00	2,022.97	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	2,400.00	0.00	2,400.00	0.00	9,600.00
Entrances	0.00	0.00	0.00	0.00	28,800.00
Ponds/Eagles Nest	3,479.74	0.00	3,479.74	0.00	10,620.00
Total Common Area Mowing	5,879.74	0.00	5,879.74	0.00	49,020.00
Docks					
Entrance Gates	0.00	0.00	0.00	0.00	5,000.00
Entrance/Hwy 66/Maintenance	0.00	0.00	0.00	0.00	5,000.00
Entry/Hwy 66 Repair and Replace					
Mulch	0.00	0.00	0.00	0.00	2,000.00
Spray/Fertilizer	0.00	0.00	0.00	0.00	3,300.00
Tree Trimming	0.00	0.00	0.00	0.00	3,000.00
Entrance/hwy 66/Maintenance - Other	1,700.00	0.00	1,700.00	0.00	2,000.00
Total Entrance/Hwy 66/Maintenance	1,700.00	0.00	1,700.00	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 through March 2019

10:53 AM  
 04/08/19  
 Cash Basis

	Jan - Mar 19	Budget	Jan - Mar 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	3,100.00	0.00	3,100.00	0.00	0.00
<b>Total Entrance/Sparta/Maintenance</b>	<b>3,100.00</b>	<b>0.00</b>	<b>3,100.00</b>	<b>0.00</b>	<b>15,800.00</b>
Fence Line Vegetation	0.00	0.00	0.00	0.00	1,400.00
Landscaping/Irrigation	2,872.15	0.00	2,872.15	0.00	0.00
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
<b>Total Repairs and Maintenance</b>	<b>13,781.85</b>	<b>0.00</b>	<b>13,781.85</b>	<b>0.00</b>	<b>107,520.00</b>
Telephone Expense	729.99	0.00	729.99	0.00	2,500.00
Utilities	976.00	0.00	976.00	0.00	4,500.00
<b>Total Expense</b>	<b>20,495.07</b>	<b>0.00</b>	<b>20,495.07</b>	<b>0.00</b>	<b>145,313.00</b>
<b>Net Ordinary Income</b>	<b>205,593.42</b>	<b>87,506.00</b>	<b>205,593.42</b>	<b>87,506.00</b>	<b>184,093.00</b>
Other Income/Expense					
Other Expense					
<b>CAPITAL IMPROVEMENTS</b>					
Boat Ramp Irrigation/Electric	0.00	0.00	0.00	0.00	11,530.00
Fence Replacement	23,000.00	0.00	23,000.00	0.00	23,000.00
Fencing/West Boundary Security	12,780.00	0.00	12,780.00	0.00	25,000.00
Internet Installation	0.00	0.00	0.00	0.00	60,000.00
Security System	1,579.50	0.00	1,579.50	0.00	7,716.00
Street Signage	2,781.57	0.00	2,781.57	0.00	6,500.00
<b>Total CAPITAL IMPROVEMENTS</b>	<b>40,141.07</b>	<b>0.00</b>	<b>40,141.07</b>	<b>0.00</b>	<b>133,746.00</b>
Reserve - Capital Appropriation	0.00	0.00	0.00	0.00	50,347.00
<b>Total Other Expense</b>	<b>40,141.07</b>	<b>0.00</b>	<b>40,141.07</b>	<b>0.00</b>	<b>184,093.00</b>
<b>Net Other Income</b>	<b>-40,141.07</b>	<b>0.00</b>	<b>-40,141.07</b>	<b>0.00</b>	<b>-184,093.00</b>
<b>Net Income</b>	<b>165,452.35</b>	<b>87,506.00</b>	<b>165,452.35</b>	<b>87,506.00</b>	<b>0.00</b>

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

9449 Ramblewood Drive  
 Zolfo Springs, FL 33890

# Estimate

Date	Estimate #
4/14/2019	1686

Name / Address
Highlands Lake Reserve POA

			Project
Description	Qty	Rate	Total
Will tear down Gazebo and the deck around oak tree at the dock and dispose of material	1	750.00	750.00
Will pickup garbage along side of Roadways ditches and lots and dispose of it Each time we mow lots and mow around electric boxes, water lines and culverts for \$100.00 per mowing		100.00	100.00
Thank you for the opportunity to bid on this job		<b>Total</b>	<b>\$850.00</b>



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 <p><b>Outdoor Parcel Locker with Pedestal Stand - 2 Parcel Lockers</b> SKU: WL-1590T1BM <a href="#">[remove]</a></p>	<p>Color : Sandstone</p> <p>Will the USPS be delivering to this mailbox? : Yes, and they will install their arrow lock (opens entire cabinet)</p> <p>Door Identification : Standard ID IP &amp; 2P</p> <p>Lead Time : Standard - Usually ships in 3 business days Custom - Usually ships in 1 to 2 weeks</p>	\$1,081.50	2	\$2,163.00
 <p><b>CBU - 16 Tenant Boxes Cluster Mailbox In Sandstone</b> SKU: WL-1570-16SDAFBM <a href="#">[remove]</a></p>	<p>Will the USPS be delivering to this mailbox? : Yes, and they will install their arrow lock (opens entire cabinet)</p> <p>Need professional mailbox installation? : No, thank you - I already have an installer</p> <p>Optional Anchor Bolts for Installation : No, thank you (Note: anchor bolts are not included in above installation option)</p> <p>Optional Vandal-Proof Fasteners for Anchor Bolts (High Security) : No, thank you</p> <p>Door Identification : Standard Number Plates (#1-16)</p> <p>Lead Time : Standard - Usually ships in 3 business days Custom - Usually ships in 1 to 2 weeks</p>	\$1,370.00	2	\$2,740.00
<b>Update</b>				
Subtotal:				\$4,903.00
Total:				\$4,903.00

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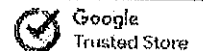


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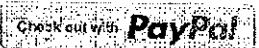
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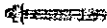
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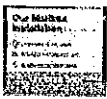
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**Related items:**

 **Stainless Steel CBU Expansive Wedge Anchor Bolt Kit - to Connect Pedestal Stand to Existing Concrete (4 Bolts)**  
Price: \$43.00  
Sale Price: \$34.13

 **CBU Anchor Bolt Kit - to Connect Pedestal Stand to Wet Concrete (4 Bolts)**  
Price: \$43.00  
Sale Price: \$34.13

 **Add Installation to Cluster Mailbox Purchase**  
Price: \$688.00  
Sale Price: \$550.00



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Johanna Johnston &lt;camprofessionals@gmail.com&gt;

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**CenturyLink Accpunt # 311074225 Highland Lakes Reserve HOA . Johanna Johnston CBR 863-471-0078**

2 messages

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**Khorramian, Ana C** <Ana.C.Khorramian@centurylink.com>  
To: "camprofessionals@gmail.com" <camprofessionals@gmail.com>

Fri, Apr 12, 2019 at 4:41 PM

Hello Ms. Johanna,

As per our phone conversation CenturyLink can upgrade both lines with 20 megs of High Speed internet for 199.96 + Taxes. This price includes the modems leased , and will required a 24 month commitment. I will waived the 59.99 per line Tech install equipment charge . Please reply at your earliest convenience to set up Appointment with the name and Number of the contact on site please.

Thanks!

**ANA KHORRAMIAN**

Small Business Universal Sales and Care  
555 Lake Border Drive, Apopka, FL 32703  
[ana.c.khorramian@centurylink.com](mailto:ana.c.khorramian@centurylink.com)



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**Johanna Johnston** <camprofessionals@gmail.com>

Fri, Apr 12, 2019 at 4:51 PM

To: Linda Boring &lt;linda@lindaboring.net&gt;, Bill Lanzisera &lt;spoiler409@gmail.com&gt;, Dusty Johnson &lt;dohojo05@gmail.com&gt;, Kevin Bock &lt;Kevin@teresabock.com&gt;, Marty Wohl &lt;marty@marmarconstruction.com&gt;, Rebecca Benevides-Noonon &lt;email@benevidesaccounting.com&gt;

See below for price for internet modems etc at gates.

Johanna Johnston, CAM  
Just Rentals  
807 US HWY 27 S  
Sebring, FL 33870  
Office: 863-471-0078

[Quoted text hidden]

## **Linda Boring**

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**From:** Terry Hancock  
<terry@edgewoodfl.com>  
**Sent:** Tuesday, September 11, 2018 2:05 PM  
**To:** Linda Boring  
**Subject:** Re: HLR Budget Numbers

I've put this together based on actuals on the mulch.  
Keep in we were mulching bare ground in many areas  
and the follow up mulchings should result in less mulch.  
We will bill the actual should you proceed.  
Terry

Both.

Sent from my iPhone

On Sep 11, 2018, at 1:54 PM, Linda Boring <linda@lindaboring.net>  
wrote:

Is that \$1,000 each entry or for both?

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**From:** Terry Hancock <terry@edgewoodfl.com>  
**Sent:** Tuesday, September 11, 2018 1:45 PM  
**To:** Linda Boring <linda@lindaboring.net>  
**Cc:** [scottl@edgewoodfl.com](mailto:scottl@edgewoodfl.com)  
**Subject:** HLR Budget Numbers

Linda,

The following numbers should serve as NOT TO EXCEED  
for budgetary purposes:

Hort Care (spraying) for the Floratam Footprint of each  
entrance – 1000.00 per treatment – 6 treatments per  
year

66 Entrance Mulch – 3300.00  
Sparta Entry Mulch – 3300.00  
Sparta Buffer Mulch – 5500.00 ( I would suggest doing  
this as needed and at the most every other year.)