

HERITAGE PINES CONDOMINIUM ASSOCIATION, INC.

2017 NOTICE OF ANNUAL MEETING

TO ALL MEMBERS:

On Monday November 21 2016, at 7.00 P.M. at The Holiday Inn Express 7 suites 4450 47 th st W Bradenton FL, 34210 The annual meeting of the heritage pines Condominium Association, will be held for the purpose of conducting the business of the Association.

Twenty-five per cent of all Association members constitute a "Quorum" and must be present, in person or by proxy, at the meeting in order for the business of the Association to be conducted. It is very important that you either attend the meeting or provide a proxy. The AGENDA for the meeting shall be as follows:

- 1 Call to Order
- 2 Establishment of a Quorum.
- 3 Proof of Notice.
- 4 Reading and Disposal of Outstanding Minutes
- 5 Nomination of Directors
- 6 Vote to Waive Statutory Reserves
- 7 Old Business
- 8 New Business
- 9 Open Floor Agenda
- 10 Adjournment
- 11 Organizational Meeting of the 2017 Board of Directors
 - A. Appointment of Officers
 - B. Adoption of the 2017 Operating Budget

If you are unable to attend the Annual Meeting and wish to vote by proxy, please note the following information about:

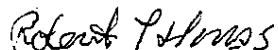
Proxies:

A **proxy** is for the purpose of appointing **another person** to vote for you. It must be signed by all owners of the unit or the one among them whom they designate on a voting certificate. The proxy should be submitted to the Association Secretary **prior to the scheduled time of the meeting**. It can be mailed to the Association address or hand-delivered, either by you or your proxy. It is encouraged that the proxy be submitted as long before the meeting as possible, in order to avoid delay in registration. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may **withdraw** your proxy when you register at the meeting. A proxy may be **revoked** in writing or **superseded** by a later proxy to another person. It may also be **assigned** (substituted) by the person designated on the proxy to a third person if the person you designate as proxy decides that he or she will be unable to attend the meeting. A **proxy form**, meeting the requirements of the law, is enclosed with this notice for your use, if needed.

Again, please be sure to mail in your proxy or attend the Annual Meeting.

Dated this 21 st day of October 2016

BY ORDER OF THE BOARD OF DIRECTORS



Robert T Hinds 2016 President

2017 ANNUAL MEMBERS MEETING
HERITAGE PINES CONDOMINIUM ASSOCIATION, INC.
October 21 2016

DESIGNATED VOTER REQUIRED

The Annual Meeting and Election of Directors of the Association will be held on Monday November 21 2016, 7.00 P.M. at The Holiday Inn Express 7 suites 4450 47 th st W Bradenton FL, 34210.

Please plan to either attend the meeting in person or execute your Proxy to ensure the necessary quorum of owners is established. If you are unable to attend the meeting, please complete the enclosed Proxy and return it in the enclosed envelope. **The Proxy must be completed in full and signed by the Designated Voter in order to be valid.**

A Certificate of Designated Voter is required by the Association's governing documents and a blank Certificate, and instructions for its use, are enclosed with this mailing. If the property is jointly owned, all owners must designate one of those owners as the individual to be the Designated Voter. Corporate owners must select an officer of the corporation owning the property.

Nominations for candidates will be accepted from the floor at the meeting.

Questions concerning the meeting or the materials enclosed should be directed to Paul Spenceley (941) 447-6234.

Enclosures: Managers Notice Meeting Agenda Information on Statutory Reserve Fund Statutory Reserves
Proposed Operating Budget Proxy and Proxy Return Envelope Certificate of Designated Voter and Return Envelope
Budget Meeting Notice

There will be an organizational meeting of the new board for the purpose of electing officers immediately following the annual meeting. DESIGNATED VOTER CERTIFICATE INSTRUCTIONS

A Voting Certificate is printed on the reverse of these instructions.

- 1) A Voting Certificate is required by your Association for the purpose of establishing who is authorized to vote for a property owned by more than one person (even if husband and wife), or a corporation. A Voting Certificate is not needed if the unit is owned by only one person.
- 2) A Voting Certificate is not a Proxy and may not be used as such. Only an owner or the appropriate corporate officer may be named on a Voting Certificate – not a third party.
- 3) A Voting Certificate must be signed by **all of the owners of the unit** or the appropriate corporate officer.
- 4) Only the person designated on the Voting Certificate will be authorized to cast the Ballot for the election. This information will remain in effect until a change in the record ownership of the property occurs, or the property owners choose to designate a new Designated Voter.
- 5) The Voting Certificate must be submitted to the Association prior to the scheduled time of the meeting. It may be sealed in the enclosed envelope and mailed to the Association, c/o Secretary.

THE FOLLOWING EXAMPLE ILLUSTRATES THE PROPER USE OF THIS CERTIFICATE

- (i) Unit owned by **one individual**. No Voting Certificate required.
- (ii) Unit owned by husband and wife. Voting Certificate required designating either **husband** or **Wife** as the voting representative (NOT A THIRD PERSON).
- (iii) Unit owned by an **individual** and another **person (brother, sister, friend)**. Voting Certificate required designating either the **individual** or **other partial owner** as the Voting Representative (NOT A THIRD PERSON).
- (iv) Unit owned by a corporation, partnership, LLC or LLLP, et. al. Voting Certificate must be filed designating one person entitled to vote, signed by President or Vice-President of Corporation and attested by Secretary or Assistant Secretary of Corporation.

HERITAGE PINES CONDOMINIUM ASSOCIATION, INC.

October 2016 2015

Dear Unit Owner:

This mailing is to announce the 2017 Association's Annual Meeting to be held:

Date: November 21 2016

Time: 7:00 PM

Place: Holiday Inn Express 7 suites 4450 47 th st W
Bradenton FL, 34210

Nominations for 2017 Directors will be taken from the floor during the meeting.

There will be a vote upon the Association's Statutory Reserves.

Immediately upon the adjournment of the Annual Meeting the Board of Directors will hold a meeting to discuss and adopt and approve the proposed 2016 Operating Budget. Copies of the Proposed Budgets are attached. There will not be an increase in maintenance fees this year.

Our proposed current budget for the year 2017 will increase to \$ 165.00 a month. The number of foreclosures and the inability of the association, by law to collect only twelve months or 1% of the mortgage amount have affected our reserves. We are still working diligently in the collection of outstanding assessments.

In order to fully fund the Reserves, the total monthly fee would be increased by \$ 15.00 per unit, per month. This would be an increase of \$ 5.00 per month for operating expenses and \$ 10.00 per month for reserves. The Proposed Budget provides for \$ 50.00 per unit, per month for the reserves. This should be enough money to meet the needs of the Capital Improvements.

All unit owners are encouraged to attend the meeting and express their views. Should you be able to attend the meeting it is imperative that you submit your VOTED and SIGNED proxy in the enclosed envelope so that a quorum may be attained and the Association may conduct its business.

Should you have any questions concerning this matter, please contact my office.

BY ORDER OF THE BOARD OF DIRECTORS

Robert T Hinds 2016 President

HERITAGE PINES CONDOMINIUM ASSOCIATION, INC.

BUDGET MEETING NOTICE

November 21 2016

The Budget Meeting of the Association's Board of Directors will be held immediately following the Annual Meeting on Monday November 21 2016, at The Holiday Inn Express 7 suites 4450 47 th st W, Bradenton FL, 34210 purpose of discussing and approving the budget and assessment for the year ending December 31, 2017

Should you have any questions, please contact **Paul Spenceley (941) 447-6234**.

Operating Budget				
Heritage Pines Condominium Community Association*				
For the January 1 2017 ending December 31 2017				
	2016 budget	Actual 2016 thru 09/30/16	Annualized 2016	Proposed 2017 budget
Income				
Assessments	176,640.00	175,592.29	187,408.62	176,640.00
Reserves	53,750.00	36,035.82	46,714.43	53,760.00
Application Fees	0.00			0.00
Interest income	0.00	26.62	26.62	0.00
Late Fees	0.00			0.00
Transfer Fees	0.00	1,100.00	1,100.00	0.00
Reimbursement from Insurance	0.00	0.00	0.00	0.00
Legal Fees Recovered	0.00	0.00	0.00	0.00
Return check Fees	0.00	0.00	0.00	0.00
Total Income	\$230,390.00	212,754.73	232,249.67	\$230,400.00
Expenses				
Building Maintenance				
Roof Expense	\$22,000.00	\$1,150.00	2,933.33	\$24,000.00
Painting Expense	\$14,540.00	\$6,990.00	19,389.66	\$15,000.00
Building Repair	6,000.00	13,392.67	8,000.00	3,740.00
Total Building Repair and Maintenance	42,540.00	21,532.67	30,322.99	42,740.00
Ground Maintenance				
Other Maintenance	2,000.00		1,400.00	2,000.00
Contracted Grounds Maintenance	24,000.00	20,195.00	#VALUE!	24,000.00
Cleanup	0.00	0.00	0.00	0.00
Tree Trimming/Removal	2,500.00		3,500.00	2,500.00
Lake Maintenance	1,800.00	999.00	1,200.00	1,800.00
Total Ground Maintenance	30,300.00	21,194.00	#VALUE!	30,300.00
Utilities				
Electricity	1,900.00	1,467.13	1,900.00	1,900.00
	1,900.00	1,467.13	1,900.00	1,900.00
Management & Administrative				
Bank Charges	200.00	137.50	165.00	200.00
Condo Expense for State	600.00	706.00	706.00	400.00
Management Fee	22,800.00	17,100.00	22,800.00	22,800.00
Office Expense	1,500.00	98.41	2,300.00	1,500.00
Legal Expense	4,000.00	6,538.25	3,200.00	2,500.00
Insurance	68,000.00	42,276.64	#VALUE!	68,000.00
Filing/License/Taxes (included in condo expense for state)	0.00	0.00	0.00	0.00
Annual Meeting (included in office expense)	0.00	0.00	0.00	0.00
Contingencies	2,000.00	1,650.00	1,980.00	2,100.00
Screening Fees	0.00		3,500.00	1,200.00
Write-off (uncollectible)	3,000.00		9,635.00	3,000.00
Total Management & Administrative	102,100.00	68,506.80	#VALUE!	101,700.00
Total Operating Budget	\$176,840.00	112,760.60	82,608.99	176,640.00
Reserves				
Roofs	79,000.00	71,318.49	76,268.49	79,000.00
Painting Exterior	45,000.00	23,772.05	25,422.05	45,000.00
Total Reserves	124,000.00	95,090.54	101,690.54	124,000.00
Total Operating with Reserves	\$300,840.00	#VALUE!	#VALUE!	#VALUE!

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Realtor Remarks: Sold As Is, please use As Is FAR/BAR