



C&S COMMUNITY MANAGEMENT SERVICES, INC., AAMC

Your Community. Our Passion.

Offices: Bradenton, Sarasota, St. Petersburg, Venice

Reply to: Sarasota Office
4672 Fruitville Road
Sarasota, FL 34232
(941) 377-3549

October 26, 2018

Dear Members of Heritage Pines Condominium,

Please take note that the Annual Members' Meeting of Heritage Pines Condominium Association, Inc. will be held on Tuesday, November 27, 2018 at The Holiday Inn Express located at 4450 47th St. W., Bradenton FL 34210. Sign-in for the meeting will begin at 6:00 p.m. with the meeting beginning at 6:30 p.m.

One of the most important responsibilities you have as a Unit Owner and Member of the Association is to use your voting powers to ensure that your investment is properly governed. In order for the Meeting to commence, we need 25% of the membership (32 Members) to either attend in person or by proxy. If you are not able to attend the meeting, please fill out the enclosed proxy and return it in the self-addressed return envelope.

At the Annual Meeting you are being asked to participate in the following:

Election of Board of Directors:

For the coming year, two seats are open for election. As there are only two candidates who submitted intent forms, there will be no election this year. The 2019 Board of Directors are: Mary Ann Brockman, Robert Hinds, Michael Masse, Carol Rominger, and Paul Spenceley.

Cross-Utilization of Reserves:

In your proxy/ballot, you will find that the Board asks for your vote to cross-utilize reserve funds for fiscal year 2019. At times, this helps the Association cover costs that may exceed capital improvement expenditures within your Reserves, by allowing funds to be used from one reserve line item for another reserve item if necessary. The Association has approved cross-utilization for several years, and highly recommends that your vote reaffirms your commitment to cross-utilization.

Also enclosed, please find a copy of the 2019 Proposed Budget and Reserve Schedule, to be considered for approval by the Board during the Organizational meeting immediately following the Annual Member's Meeting.

Lastly, enclosed is a Voting Certificate. If a unit is owned by more than one person, this form must be completed to show who has been chosen as the person who has the power to vote on matters pertaining to the community. This is especially important when a unit is held in trust or owned by a corporation. There can only be one appointed voter for any given unit.

Your participation in this meeting is vitally important to the Association. Without your proxy or presence at the meeting, no business can be conducted. The limited proxy and ballot may be submitted by mail to the above address (return envelope provided), scanned and emailed to me at arogers@cscmsi.com, or faxed to 941-377-6218. Please vote and return your proxy/ballot no later than the end of business day, Monday, November 26, 2018 at 5:00 p.m. If you have any questions, please feel free to call me at 941-377-3419, ext. 114.

For the Association,

Andrea Rogers

Andrea Rogers, CAM
Association Manager
arogers@cscmsi.com

Heritage Pines Condominium, Inc.

c/o C & S Community Management Services, Inc,

4301 32nd Street W, Ste. A-20

Bradenton, FL 34205

941-377-3419 ext. 114

Annual Members' Meeting Notice

2019 Budget Adoption

Holiday Inn Express

4450 47th St. W.

Bradenton FL 34210

Tuesday, November 27, 2018

6:30 p.m.

President to call meeting to order and, without objection, will serve as chairman of the meeting.

The Secretary will announce that all members have been notified by mail and Notice was properly posted on the grounds in advance of the meeting.

The Secretary will take roll to determine if a quorum is present (**32 units must be represented in person or by proxy for a quorum**)

A motion is to be made to approve the minutes of the last Members' Meeting.

New Business:

Announcement of 2019 Board of Directors

Motion to be made to approve cross-utilizing reserves for 2018

Member comments

Motion to be made to adjourn meeting

Board of Directors' Organizational Meeting to Elect Officers immediately following Annual Meeting

**Board of Directors
Organizational Meeting
Holiday Inn Express
Tuesday, November 27, 2018
Immediately Following Annual Meeting**

Association Manager to call the meeting to order.

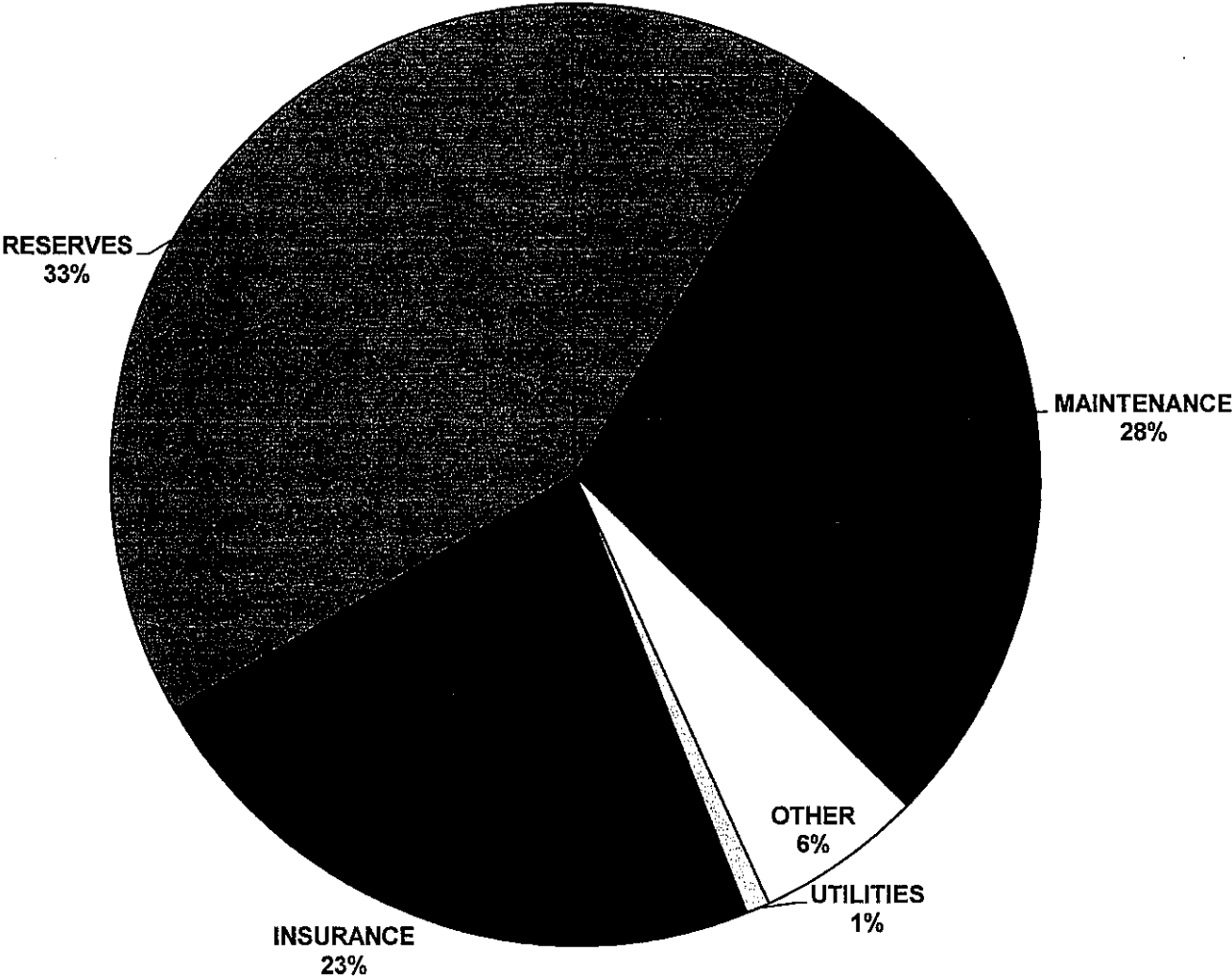
New Business:

- A. Election of Officers
- B. Discussion and consideration of 2019 Proposed Budget and Reserve Schedule

Motion to be made to adjourn meeting.

Heritage Pines Condominium

2019 Estimated Budget & Reserve Schedule
January 1, 2019 - December 31, 2019



HERITAGE PINES CONDOMINIUM ASSOC.

2019 ESTIMATED EXPENSES AND BUDGET
FOR THE PERIOD
January 1, 2019 - December 31, 2019

MEMBER ASSESSMENT

	2018	2019	Full Funding
Year			
Per Month Per Unit - 128 Units	178		178
Per Year Per Unit	2,131		2,136
	2018	2018	2019
	ADOPTED	PROJECTED	ESTIMATED
	BUDGET	EOY	BUDGET
REVENUES			
OPERATING			
5000 Member Assessments	153,756	153,756	185,292
5010 Other Income	0	0	0
5030 Interest	0	0	0
TOTAL OPERATING	153,756	153,756	185,292
RESERVES			
3000 Assessments	119,071	119,071	88,165
3010 Interest	0	0	0
TOTAL RESERVES	119,071	119,071	88,165
TOTAL REVENUES	272,827	272,827	273,457
	2018	2018	2019
	ADOPTED	PROJECTED	ESTIMATED
	BUDGET	EOY	BUDGET
EXPENSES & RESERVES			
ADMINISTRATION			
6010 CPA	5,000	4,350	2,000
6020 Postage & Printing	500	1,350	1,500
6030 Bank Charges	100	650	700
6040 Attorney Fees	4,000	700	6,000
6050 Management Fee	13,056	13,056	13,056
6060 Background Reports	0	0	0
6070 Misc. Administrative Expenses	500	650	0
TOTAL ADMINISTRATION	23,156	20,756	23,256
OTHER EXPENSES			
6720 Insurance	74,000	60,000	60,000
6730 Bad Debt	2,000	20,000	15,000
6700 Filing & Licenses	600	574	600
TOTAL OTHER	76,600	80,574	75,600
MAINTENANCE			
6100 Misc. Repairs	6,000	2,000	0
6140 Grounds Maintenance Contract	24,000	24,000	24,000
6142 Misc. Grounds/Landscaping	1,000	100	16,000
6143 Tree Trimming	3,000	1,500	8,000
6160 Lake/Waterway Maint. Contract	1,800	1,300	1,236
6230 Building Repairs	11,000	4,000	32,000
6231 Roof Repairs	5,000	1,000	3,000
TOTAL MAINTENANCE	51,800	33,900	84,236
UTILITIES			
6610 Electricity	2,200	2,100	2,200
TOTAL UTILITIES	2,200	2,100	2,200
TOTAL OPERATING EXPENSE	153,756	137,330	185,292

	2018		2019
	Adopted		Estimated
RESERVES	30%		Fully Funded
ROOFS	80,478	80,478	66,275
PAINTING/EXTERIOR	36,450	36,450	13,918
PAVING	2,143	2,143	7,972
TOTAL RESERVES	119,071	119,071	88,165
TOTAL OPERATING AND RESERVES	272,827	256,401	273,457
	Surplus	16,426	

HERITAGE PINES CONDOMINIUM

2019 Estimated Reserve Schedule
January 1, 2019 - December 31, 2019

	E	F	G	H	I	J	K	L
	2	3	4	5	6	7	8	9
	ESTIMATED	ESTIMATED	BEGINNING	ASSESSMENTS	ESTIMATED	ESTIMATED	ADDITIONAL	2019 ANNUAL
	REMAINING	REPLACEMENT	BALANCE	COLLECTED	EXPENDITURES	BALANCE	RESERVE	RESERVE
	LIFE	COST	1/1/2018	2018	2018	12/31/2018	REQUIREMENT	REQUIRED
ASSET								
ROOFING	20	544,000	96,744	81,608	(32,000)	146,352	397,649	66,275
BLDG. RESTORATION / PAINTING	10	160,000	71,571	36,838	(18,000)	90,409	69,591	13,918
PAVING	10	50,000	0	2,166	0	2,165.88	47,834	7,972
TOTAL		754,000	168,315	120,611	(60,000)	238,926	515,074	88,165

Formula: Additional Reserve Requirement = Estimated Replacement Costs less Estimated Balance
Annual Reserve Required = Additional Reserve Requirement divided by the
Estimated Remaining Life in Years.

Many factors can affect future costs. This reserve projection is based on information available at this time. Information has been obtained from contractors and costs associated with similar replacements.