

Anclote Reserve Homeowners Association, Inc
18842 N Dale Mabry Highway Lutz, FL 33548
Phone: 863-225-1186 – Fax: 407-839-1526

TO: Annual Board of Directors Meeting for The
Anclote Reserve Homeowners Association

FROM: Jason Greenwood, CAM

DATE: October 29, 2020 Via Zoom Conference at 5.00pm

SUBJECT: Board of Directors Meeting

Below is the agenda for the Annual Board of Directors Meeting for the Anclote Reserve Homeowners Association that has been scheduled for Thursday, October 29, 2020 Via Zoom Conference at 5.00pm

AGENDA

October 29th 2020

- I. CALL TO ORDER
- II. ROLL CALL TO DETERMINE A QUORUM
- III. PRESENTATION OF PROOF OF NOTICE
- IV. APPROVAL OF THE MINUTES FROM THE PREVIOUS BOARD OF DIRECTORS MEETING
- V. REVIEW AND ADOPTION OF PROPOSED 2021 BUDGET
- VI. NEW BUSINESS
- VII. Q & A
- VIII. ADJOURNMENT

Copy of Signed and Notarized Affidavit

STATE OF FLORIDA)
)
COUNTY OF HILLSBOROUGH)

AFFIDAVIT OF MAILING

BEFORE ME, the undersigned authority, this day personally appeared **Jason Greenwood**, who by me first being duly sworn and deposed says:

1. I, **Jason Greenwood**, on behalf of the Anclote Reserve Homeowners Association, do hereby certify that on October 15, 2020, I caused letters, notifying existing landowners in the Anclote Reserve Homeowners Association of the Notice of The Notice of FY21 Annual Budget Meeting, to be mailed. I further certify that the form of the notice is attached.

FURTHER AFFIANT SAYETH NOT.



Print Name: Jason Greenwood

SWORN AND ASCRIBED before me this 15th day of October 2020, by **Jason Greenwood** for Community Association and Lifestyle Management, LLC, who is personally known to me or [] has provided _____ as identification, and who did take an oath.

NOTARY PUBLIC

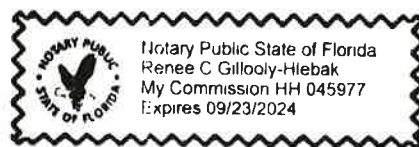


Print Name: Renee C. Gillooly-Hlebak

Notary Public, State of Florida

Commission No.: HH045977

My Commission Expires: 9/23/2024



Anclote Reserve
Homeowners Association, Inc.

18842 N Dale Mabry Highway Lutz, FL 33548
Phone: 863-225-1186 – Fax: 407-839-1526

October 15, 2020

Homeowners name
0000 Night Star Trail
Odessa, FL 33556

Re: Notice of the Anclote Reserve Homeowners Association Board of Directors Meeting
0000 Night Star Trail.

Dear Homeowners name:

This is a notification that the Board of Directors of the Anclote Reserve Homeowners Association will be meeting on Thursday, October 29, 2020 at 5:00 pm Via Zoom Conference. The purpose of this meeting is for the board to review and approve the 2021 Proposed Budget.

If you have not done so, please fill out the attached Electronic Notice Form in order to allow the association to send you association related information. **The original signed form** should be mailed to the address listed in the header of this notice. Emailed or faxed copies are not valid.

Feel free to contact our office at (863) 225-1186 with any questions concerning this notice.
Sincerely,

The HOA Board

Anclote Reserve
Homeowners Association, Inc.

18842 N Dale Mabry Highway Lutz, FL 33548
Phone: 863-225-1186 – Fax: 407-839-1526

ANCLOTE RESERVE HOMEOWNERS ASSOCIATION, INC.
NOTICE OF THE ANNUAL BOARD OF DIRECTORS MEETING

October 29, 2020

Please be advised that the Annual Board of Directors Meeting for the Anclote Reserve Homeowners Association has been scheduled for Thursday, **October 29, 2020** Via Zoom Conference at 5.00pm

Meeting ID: 946 8122 0041

Passcode: 110104

Participation is not mandatory.

The meeting is being called in accordance with the Bylaws for the Association in order to discuss any business which may be lawfully conducted. An identification of agenda items is as follows:

- I. CALL TO ORDER
- II. ROLL CALL TO DETERMINE A QUORUM
- III. PRESENTATION OF PROOF OF NOTICE
- IV. APPROVAL OF THE MINUTES FROM THE PREVIOUS BOARD OF DIRECTORS MEETING
- V. REVIEW AND ADOPTION OF PROPOSED 2021 BUDGET
- VI. NEW BUSINESS
- VII. Q & A
- VIII. ADJOURNMENT

Thank you for your participation. If you have any questions or require any additional information, please feel free to contact Community Association and Lifestyle Management, LLC at (863) 225 - 1186, or at Jgreenwood@gmstnn.com.

APPROVAL OF THE MINUTES FROM THE PREVIOUS ANNUAL MEMBERS MEETING

MINUTES OF MEETING
ANCLOTE RESERVE HOMEOWNER'S ASSOCIATION

The regular meeting of the Board of Directors of the Anclote Reserve Homeowner's Association was held on Wednesday, October 9, 2019 at 4:00 p.m. at Cunningham Park.

Present and constituting a quorum were:

Tim Green	President
Alison Martin	Vice President
Robert Meredith	Secretary

Also present were:

Jason Greenwood	CAM
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The following is a summary of the discussions and actions taken at the October 9, 2019 Anclote Reserve Homeowner's Association Board of Directors meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Greenwood called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

Roll Call to Determine a Quorum

Mr. Greenwood conducted roll call and stated a quorum has been established.

THIRD ORDER OF BUSINESS

Presentation of Proof of Notice

Mr. Greenwood presented the proof of noticing the meeting.

FOURTH ORDER OF BUSINESS

New Board Member Appointment

Mr. Green recommended accepting Mr. Nunn's resignation and appointing of Ms. Alison Martin.

On MOTION by Mr. Green seconded by Mr. Meredith with all in favor to Accept the Resignation of Mr. Nunn & Appointment of Ms. Alison Martin as Vice President was approved.
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FIFTH ORDER OF BUSINESS

Approval of Meeting Minutes of Previous Board of Directors Meeting

Mr. Greenwood presented the minutes from the previous meeting.

On MOTION by Mr. Green seconded by Mr. Meredith with all in favor the Minutes of the Previous Board of Directors Meeting were approved.

SIXTH ORDER OF BUSINESS

Review and Adoption of Proposed 2020 Budget

Mr. Greenwood presented the proposed 2020 budget. The budget has an increase of 12.5%, which would be a new annual premium would be \$813.

Mr. Green explained the main reason for the increase is in the landscape maintenance. The streetlight budget has also increased.

On MOTION by Ms. Martin seconded by Mr. Green with all in favor the 2020 Budget was approved.

SEVENTH ORDER OF BUSINESS

New Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Q & A

After question and answers between the residents and board members, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Green seconded by Mr. Meredith with all in favor the Meeting was adjourned 4:24 p.m.

**REVIEW AND ADOPTION OF PROPOSED 2021 BUDGET FOR THE ANCLOTE RESERVE
HOMEOWNERS ASSOCIATION**

ANCLOTE RESERVE HOMEOWNERS ASSOCIATION, INC.
PROPOSED BUDGET
for January 1, 2021 to December 31, 2021

Units	Description	2020 Budget	2021 Budget	P/H/Q
162				
REVENUE				
	Maintenance Fee Income	\$131,706.00	\$135,675.40	\$209.38
	Operating Interest Income	\$0.00	\$0.00	\$0.00
	Developer Contribution	\$0.00	\$0.00	\$0.00
Income Accounts Total		\$131,706.00	\$135,675.40	\$209.38
ADMINISTRATIVE EXPENSE				
	Management Fee	\$11,832.00	\$11,832.00	\$18.26
	Legal Services	\$500.00	\$500.00	\$0.77
	Copy, Printing & Postage	\$250.00	\$250.00	\$0.39
	Office Supplies	\$250.00	\$750.00	\$1.16
	Accounting Fees/Tax Prep	\$2,500.00	\$1,000.00	\$1.54
	Web Site Administration	\$1,000.00	\$0.00	\$0.00
	Annual Corp. Report	\$61.25	\$70.00	\$0.11
	Misc. Administrative / Contingencies	\$1,000.00	\$1,500.00	\$2.31
UTILITY EXPENSE				
	Streetlighting	\$24,180.00	\$36,000.00	\$55.56
	Electric Service	\$1,500.00	\$750.00	\$1.16
	Irrigation Water	\$5,000.00	\$750.00	\$1.16
REPAIRS & MAINTENANCE EXPENSE				
	Grounds/Landscaping Maintenance	\$41,687.85	\$42,000.00	\$64.81
	Landscape Replacement	\$1,000.00	\$2,000.00	\$3.09
	Irrigation Repairs & Maintenance	\$3,312.00	\$1,000.00	\$1.54
	Pressure Washing	\$2,500.00	\$1,500.00	\$2.31
	Gate Maintenance	\$1,000.00	\$1,000.00	\$1.54
	Holiday Lights	\$2,000.00	\$2,500.00	\$3.86
	Misc. Grounds Expense	\$1,966.23	\$994.23	\$1.53
INSURANCE				
	Liability & D/O Insurance	\$4,000.00	\$4,991.50	\$7.70
	Workers Compensation	\$750.00	\$630.00	\$0.97
	Umbrella	\$1,250.00	\$1,491.00	\$2.30
RESERVES				
	Private Streets	\$17,500.00	\$17,500.00	\$27.01
	Gates	\$6,000.00	\$6,000.00	\$9.26
	Mailbox Kiosk	\$666.67	\$666.67	\$1.03
Expense Accounts Total		\$131,706.00	\$135,675.40	\$209.38
Operating Accounts Net		\$0.00	\$0.00	\$0.00
Quarterly Maintenance Fee		\$203.25	\$209.38	
Initial Contribution		\$500.00	\$500.00	