cambridge
Property Management of Southwest Florida

BOARD MEETING
MEETING AGENDA
and Meeting Notice
Victoria Park II
January 27, 2016
6:30 P.M.
Offices of Goede and Adamczyk, 8950 Fontana Del Sol Way, Naples Florida

THERE WILL BE AN ARC MEETING HELD PRIOR TO AT 6PM

//

ORDER OF BUSINESS:

BOARD MEETING:

1. **Call to Order –Establish Quorum –Proof of Posting**
2. **Approval of Board Minutes: October 28, 2015**
3. **OWNER SESSION**
4. **Financial Report: Year End 2015, Balance sheet, income and expense, collections**
5. **Manager's Report -**
6. **Old business:**
7. **New business:**
8. **Adjourn – Set Next Meeting**

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May, June and July mailbox inspections. There are also several lights that are never lit and management will follow up.
1230 Nottingham keeps parking on the lawn and a warning will be sent. We will also check into the number of occupants on the lease.
We will have the playground equipment checked for loose bolts or broken equipment.
The exit button on the pool gate is broken again. Management will instruct the vendor to put a better one in.

OLD BUSINESS:

Election of Board Officers –this was tabled until the full Board is present however we had a volunteer Mr. Kane of 1290 Nottingham to fill a vacancy on the Board and we will invite him to the next meeting for possible appointment.

Pool Deck – the new pavers were completed and look great. There was a comment that the pavers were hotter than the cement.

Reserve Study – Drew and Jim went over the Reserve Study and the changes were made. Drew and Jim feel it is acceptable. The recommendation is $13,800 per year as opposed to the current $11,000 contribution due to some higher estimates of replacement.

Pool Parking lot – the pool lot was patched at no cost and will be paved in October. The dock lot was seal coated.

NEW BUSINESS:

Handball Court –there were some suggestions as to a better use for the handball courts. Estimates were obtained for a patio and Gazebo but the cost was much higher than hoped. The matter was tabled.

Lake bug problem –We had several estimates and they were in the $9,000 per year range. The Board felt this is only a seasonal problem and tabled the discussion.

ARC Procedure –Management wanted clarification of what was expected from our office for ARC applications. Management will collect the application and forward to the committee. If it is not complete it will not be accepted and the applicant must provide all documentation required.

New Water Fountain –the fountain outside the pool is very rusted and falling apart. We had this repaired and patched a few years ago but now it must be replaced or removed.

A Motion was made to accept the model suggested by management and have it replaced for up to $1,000.

MOTION: Janice **SECOND: Donn**

Motion carried.

Dumpsters/Storage pods –Management wanted clarification as to what can be kept on the property as far as dumpsters and storage pods, and what time frame. The Board agreed that storage pods are

containers and should not be allowed. Dumpsters will be left up to the ARC approval process and time frame put in the approval.

There being no further business, the meeting was adjourned.
The next meeting will be scheduled for the 3rd Wednesday in September if the room is available. If so we will try to move the meeting dates to the 3rd Wednesdays.

MOTION: Donn **SECOND: Janice**

Respectfully submitted,

Jim Farese, CAM

August, 2015 Light Maintenance Letters									
Nottingham	Winchester	York	Windsor	Chelsea	Sandringham	Chelford	Litchfield	Hidden Harbor	Clarendon
1359	9990	751	10330	9801	9846	9523	9671	1060	780
1509	9675	680	10360		9825	9536	9555		741
1590		660			9547		9722		
1550									
930									
890									
750									
720									
660									

Victoria Park II Property Owners Association, Inc.
BALANCE SHEET
As of 08/31/15

FILE COPY

	ASSETS			
	OPERATING ASSETS:			
1010	Operating - Iberia Bank	$ 69,648.38		
	Total Operating Assets		$ 69,648.38	
	RESERVE ASSETS:			
2010	Cash Reserves - Iberia	$ 135,677.24		
	Total Reserve Assets		$ 135,677.24	
	TOTAL ASSETS			$ 205,325.62
	LIABILITIES & EQUITY			
	CURRENT LIABILITIES:			
3120	Prepaid Owner Assessments	$ 500.00		
	Total Current Liabilities		$ 500.00	
	RESERVES:			
5005	Reserves - Replacement Fund	$ 135,677.24		
	Total Reserves		$ 135,677.24	
	EQUITY:			
5510	Fund Balance	$ 16,448.30		
	Current Year Surplus (Deficit)	52,700.08		
	Total Equity		$ 69,148.38	
	TOTAL LIABILITIES & EQUITY			$ 205,325.62

Victoria Park II Property Owners Association, Inc.

Income/Expense Statement

Period: 08/01/15 to 08/31/15

	Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-To-Date Actual	Year-To-Date Budget	Year-To-Date Variance	Yearly Budget
INCOME:								
06010	Maintenance Fees	.00	.00	.00	111,947.69	112,000.00	(52.31)	112,000.00
06050	Reserve Interest	23.04	.00	23.04	185.46	.00	185.46	.00
06080	Late Fees/Finance Charges	.00	83.33	(83.33)	2,019.52	666.64	1,352.88	1,000.00
06090	Application Fees	300.00	41.67	258.33	1,200.00	333.36	866.64	500.00
06120	Keys	.00	.00	.00	50.00	.00	50.00	.00
06210	Victoria Park I Income	.00	101.67	(101.67)	.00	813.36	(813.36)	1,220.00
06250	Prior Year Surplus	.00	.00	.00	10,000.00	10,000.00	.00	10,000.00
06290	Other Income	.00	.00	.00	125.00	.00	125.00	.00
	Subtotal Income	323.04	226.67	96.37	125,527.67	123,813.36	1,714.31	124,720.00
			EXPENSES					
ADMINISTRATIVE EXPENSE								
07010	Management Fee	1,800.00	1,800.00	.00	14,400.00	14,400.00	.00	21,600.00
07020	Write off/Bad Debt	.00	83.33	83.33	.00	666.64	666.64	1,000.00
07050	Annual Meeting Expense	.00	8.33	8.33	.00	66.64	66.64	100.00
07090	Fees to Division-St of Florid	.00	6.25	6.25	61.25	50.00	(11.25)	75.00
07115	Website Maintenance	.00	50.00	50.00	.00	400.00	400.00	600.00
07118	Newsletter & Notices	.00	20.83	20.83	.00	166.64	166.64	250.00
07120	Application Fee Expenses	.00	29.17	29.17	450.00	233.36	(216.64)	350.00
07140	Special Events - VP2	.00	55.58	55.58	90.00	444.64	354.64	667.00
07150	Special Events - VP1	.00	27.75	27.75	45.00	222.00	177.00	333.00
	ADMINISTRATIVE EXPENSE	1,800.00	2,081.24	281.24	15,046.25	16,649.92	1,603.67	24,975.00
PROFESSIONAL FEES								
07305	Legal	.00	333.33	333.33	(1,009.74)	2,666.64	3,676.38	4,000.00
07310	Accounting - CPA Firms	250.00	20.83	(229.17)	250.00	166.64	(83.36)	250.00
	PROFESSIONAL FEES	250.00	354.16	104.16	(759.74)	2,833.28	3,593.02	4,250.00
INSURANCE								
07530	Insurance	.00	541.67	541.67	5,232.44	4,333.36	(899.08)	6,500.00
	INSURANCE	.00	541.67	541.67	5,232.44	4,333.36	(899.08)	6,500.00
UTILITIES								
08010	Electricity VP2	374.00	541.67	167.67	5,095.95	4,333.36	(762.59)	6,500.00
08020	Electricity VP1	8.19	8.33	.14	104.60	66.64	(37.96)	100.00
08030	Water and Sewer	106.73	208.33	101.60	1,251.70	1,666.64	414.94	2,500.00
	UTILITIES	488.92	758.33	269.41	6,452.25	6,066.64	(385.61)	9,100.00
GROUNDS MAINTENANCE								
08530	Plants/Trees Replacement VP2	.00	62.50	62.50	210.00	500.00	290.00	750.00
08600	Grounds Lighting Repairs VP2	.00	18.75	18.75	.00	150.00	150.00	225.00
08650	Grounds & Maintenance VP2	913.00	1,416.67	503.67	8,908.12	11,333.36	2,425.24	17,000.00
08651	Grounds & Maintenance VP1	87.00	83.33	(3.67)	696.00	666.64	(29.36)	1,000.00

Victoria Park II Property Owners Association, Inc.

Income/Expense Statement

Period: 08/01/15 to 08/31/15

	Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-To-Date Actual	Year-To-Date Budget	Year-To-Date Variance	Yearly Budget
08750	Pool - Maint/Clean/Repair	1,403.50	1,458.33	54.83	11,474.67	11,666.64	191.97	17,500.00
08800	Pool Building Repairs	340.00	83.33	(256.67)	1,005.57	666.64	(338.93)	1,000.00
08860	Lake Maintenance	237.00	250.00	13.00	2,006.00	2,000.00	(6.00)	3,000.00
08865	Lake Aeration Repair	.00	.00	.00	1,493.69	.00	(1,493.69)	.00
08870	Dock Expenses	44.56	50.00	5.44	356.48	400.00	43.52	600.00
08890	Security/Pool	530.00	41.67	(488.33)	1,277.39	333.36	(944.03)	500.00
08895	Contingency	.00	251.67	251.67	2,950.00	2,013.36	(936.64)	3,020.00
	GROUNDS MAINTENANCE	3,555.06	3,716.25	161.19	30,377.92	29,730.00	(647.92)	44,595.00
MAILBOX EXPENSES								
09020	Mailbox Maintenance	1,770.37	833.33	(937.04)	5,293.01	6,666.64	1,373.63	10,000.00
	MAILBOX EXPENSES	1,770.37	833.33	(937.04)	5,293.01	6,666.64	1,373.63	10,000.00
RESERVE FUNDING								
09540	Reserve Replacement Fund	.00	.00	.00	11,000.00	11,000.00	.00	11,000.00
09750	Reserve Interest	23.04	.00	(23.04)	185.46	.00	(185.46)	.00
	RESERVE FUNDING	23.04	.00	(23.04)	11,185.46	11,000.00	(185.46)	11,000.00
	TOTAL EXPENSES	7,887.39	8,284.98	397.59	72,827.59	77,279.84	4,452.25	110,420.00
	CURRENT YEAR NET INCOME/(LOSS	(7,564.35)	(8,058.31)	493.96	52,700.08	46,533.52	6,166.56	14,300.00

Victoria Park II Property Owners Association, Inc.
Reserve Statement
As of 08/31/15

	BEGINNING OF YEAR	YTD NET INCREASE/(DECREASE)	AVAILABLE BALANCE
RESERVES:			
Reserves - Replacement Fund	123,000.95	12,676.29	135,677.24
Subtotal Reserves	123,000.95	12,676.29	135,677.24
TOTAL RESERVES	123,000.95	12,676.29	135,677.24

CASH DISBURSEMENTS

Starting Check Date: 8/01/15 Cash Account #: 1010
Ending Check Date: 8/31/15

Check Date	Check #	Vend #	Name	Check Amount	Reference
8/01/15	1963	CAMBRI	CAMBRIDGE MANAGEMENT, INC	1,800.00	MGMT FEE

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1491	3876	8/01/15	7010	8/01/15	1,800.00	MGMT FEE

8/03/15	9999	(M) FPL	FLORIDA POWER & LIGHT	379.53		

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1488	54837-33191	8/03/15	8010	8/03/15	299.49	919 NOTTINGHAM DR REC
1489	34037-33177	8/03/15	8010	8/03/15	58.12	1130 NOTTINGHAM BOAT RAMP
1490	04417-34167	8/03/15	8020	8/03/15	7.31	120 NOTTINGHAM DR ENTR
1490	04417-34167	8/03/15	8010	8/03/15	14.61	
				Totals:	379.53	

8/04/15	9999	(M) COLCTY	COLLIER CTY UTILITIES BILLING	106.73	AUTO DB WATER/SEWER	

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1486	04800662100	8/04/15	8030	8/04/15	106.73	AUTO DB WATER/SEWER

8/13/15	1967	VOID		.00	Void	
8/13/15	1968	CAMBRI	CAMBRIDGE MANAGEMENT, INC	250.00	2014 income tax return	

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1495	081315	None	7310	8/13/15	250.00	2014 income tax return

8/17/15	1969	DELPM	DELTA PROPERTY MAINTENANCE	350.06	AUG SERVICE	

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1496	23466	8/01/15	8750	8/01/15	298.52	AUG SERVICE
1496	23466	8/01/15	8870	8/01/15	44.56	
1496	23466	8/01/15	8750	8/01/15	6.98	
				Totals:	350.06	

8/17/15	1970	ERPOOL	ER POOLS, INC.	375.00	POOL MAINTENANCE	

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1497	33721	8/01/15	8750	8/01/15	375.00	POOL MAINTENANCE

8/17/15	1971	LAKEM	LAKE MASTERS AQUATIC WEED, INC	237.00	LAKE MAINTENANCE	

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1498	15-06405	8/01/15	8860	8/01/15	237.00	LAKE MAINTENANCE

8/17/15	1972	PROGRE	PROGRESSIVE HOUSING SOLUTIONS	193.00		

CASH DISBURSEMENTS

Starting Check Date: 8/01/15 Cash Account #: 1010
Ending Check Date: 8/31/15

Check Date	Check #	Vend #	Name	Check Amount	Reference

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1499	787	8/05/15	8750	8/05/15	148.00	Lighting Pool,Parking Lot
1500	803	8/11/15	8750	8/11/15	45.00	Playground Repair
				Totals:	193.00	

8/27/15 1973 ARMP ARMSTRONG PEST CONTROL INC 110.00 PEST CONTROL POOL AREA

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1505	42622	8/06/15	8750	8/06/15	110.00	PEST CONTROL POOL AREA

8/27/15 1974 BBLOCK BB LOCKSMITH 530.00 Pool keys

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1506	029731	8/01/15	8890	8/01/15	530.00	Pool keys

8/27/15 1975 PURELE PURE ELECTRIC 340.00 Repair 2 light poles

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1507	2015180	8/15/15	8800	8/15/15	340.00	Repair 2 light poles

8/27/15 1976 THESER THE SERVICE GROUP 894.49

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1508	8101	8/01/15	9020	8/01/15	133.87	N1010 Mailbox Hit
1509	8103	8/01/15	9020	8/01/15	58.30	June Night Inspection
1510	8115	8/01/15	9020	8/01/15	58.30	July Night Inspection
1511	8116	8/01/15	9020	8/01/15	10.60	W9990 No Power
1512	8117	8/01/15	9020	8/01/15	10.60	W10189 No Power
1513	8118	8/01/15	9020	8/01/15	43.56	W9675 Photocell, Bulb
1514	8119	8/01/15	9020	8/01/15	14.05	N919 Bulb
1515	8120	8/01/15	9020	8/01/15	14.05	W10291 Bulb
1516	8121	8/01/15	9020	8/01/15	40.11	W10360 Photocell
1517	8122	8/01/15	9020	8/01/15	14.05	C9814 Bulb
1518	8123	8/01/15	9020	8/01/15	26.13	C9822 LED Bulb
1519	8124	8/01/15	9020	8/01/15	10.60	N1509 GFCI Tripped
1520	8125	8/01/15	9020	8/01/15	43.56	N1410 Photocell, Bulb
1521	8130	8/01/15	9020	8/01/15	416.71	W9630 Mailbox hit
				Totals:	894.49	

8/27/15 1977 THESER THE SERVICE GROUP 875.88

Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
1522	8132	8/03/15	9020	8/03/15	14.05	L9512 BULB
1523	8133	8/03/15	9020	8/03/15	10.60	W10261 Mailbox Door Rep
1524	8134	8/03/15	9020	8/03/15	26.13	N630 LED Bulb
1525	8135	8/03/15	9020	8/03/15	14.05	H780 Bulb

CASH DISBURSEMENTS

Starting Check Date: 8/01/15 Cash Account #: 1010
Ending Check Date: 8/31/15

Check Date	Check #	Vend #	Name			Check Amount	Reference	
		1526	8136	8/03/15	9020	8/03/15	43.56	H820 Photocell, Bulb
		1527	8137	8/03/15	9020	8/03/15	40.11	N860 Photocell
		1528	8138	8/03/15	9020	8/03/15	10.60	C741 No Power
		1529	8139	8/03/15	9020	8/03/15	10.60	C780 No Power
		1530	8143	8/06/15	9020	8/06/15	43.56	W9590 Photocell, Bulb
		1531	8144	8/06/15	9020	8/06/15	55.64	L9633 Photocell, LED Bulb
		1532	8147	8/12/15	9020	8/12/15	143.88	H1000 Fixture Vandalized
		1533	8148	8/12/15	9020	8/12/15	130.27	N1390 Vandalized
		1534	8149	8/12/15	9020	8/12/15	130.27	N660 Vandalized
		1535	8150	8/12/15	9020	8/12/15	26.50	W9990 Flag Broken
		1536	8151	8/12/15	9020	8/12/15	26.50	N1529 Flag Broken
		1537	8152	8/12/15	9020	8/12/15	26.50	C740 Glag Broken
		1538	8153	8/12/15	9020	8/12/15	26.50	C700 Flag Broken
		1539	8154	8/12/15	9020	8/12/15	26.50	H1040 Flag Broken
		1540	8155	8/12/15	9020	8/12/15	26.50	N930 Flag Broken
		1541	8156	8/12/15	9020	8/12/15	43.56	W10311 Photocell, Bulb
							---	
						Totals:	875.88	
8/31/15	1979	ARMP	ARMSTRONG PEST CONTROL INC			150.00	Bees around Lgt Post Pool	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		1543	42686	8/21/15	8750	8/21/15	150.00	Bees around Lgt Post Pool
8/31/15	1980	BIGCYP	BIG CYPRESS LANDSCAPE MAINT CO			1,000.00	GROUNDS MAINTENANCE	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		1545	21212	8/31/15	8651	8/31/15	87.00	GROUNDS MAINTENANCE
		1545	21212	8/31/15	8650	8/31/15	913.00	

						Totals:	1,000.00	
8/31/15	1981	STEPAN	STEPAN PROPERTY MANAGEMENT			270.00	AUG POOL MAINTENANCE	
		Vchr-#	Invoice-#	Inv-date	Acct #	Eff-date	Amount-paid	Reference
		1544	3078	8/31/15	8750	8/31/15	270.00	AUG POOL MAINTENANCE

Totals: 7,861.69

-- End of report --

Victoria Park II Property Owners Association, Inc.

AGED OWNER BALANCES: AS OF Aug. 31, 2015

ACCOUNT NUMBER SEQUENCE

* - Previous Owner or Renter

ACCOUNT #	UNIT #	NAME	CURRENT	OVER 30	OVER 60	OVER 90	TOTAL	STATUS
C740		William & Lana Badge	3.94	0.00	3.81	272.89	280.64	
H880		Michael & Barbara Delmedico*	0.00	0.00	175.00	0.00	175.00	Attorney Action
N659		Andrea Breznay	0.00	0.00	0.00	115.28	115.28	
N749		Gregory Smith	0.00	0.00	0.00	57.64	57.64	
N779		Patrick Manuel	0.00	0.00	0.00	10.60	10.60	
C9511		Robert & Marianna DeLillo	5.47	0.00	5.29	380.77	391.53	
L9734		David & Deborah Schwarz	0.00	0.00	0.00	10.60	10.60	
L9746		Barbara E. Bean	7.64	0.00	7.40	1087.22	1102.26	Fine
N1309		Ellen M. Frazier	0.00	0.00	0.00	57.64	57.64	
N1329		William Simpson	0.00	0.00	0.00	49.60	49.60	
N1509		Alfonso R. Zichella	7.64	0.00	7.40	1087.22	1102.26	Fine
S9817		Christopher Copeland	0.00	0.00	0.00	408.45	408.45	Foreclosure
S9838		Jack & Debi Taliaferro	0.00	0.00	0.00	59.41	59.41	
W9790		Paul & Nancy NIck	0.00	0.00	0.00	57.64	57.64	
		TOTAL:	24.69	0.00	198.90	3654.96	3878.55	