

Savannahs HOA  
Board Meeting Minutes  
Via In Person & Zoom Webinar  
January 11, 2022  
7:00 PM

**Call to Order:** Joe Weeks called the meeting to order at 7:04 PM.

**Quorum Established:** Present were Joe Weeks, Erik Anderson, Misty Kinsey, Bill Will and Paul Ballmann. Renae Foster from TCB Property Management was also in attendance.

**Approval of Minutes:**

*Joe Weeks made a motion to approve the December 16, 2021 Budget Meeting minutes as presented. Erik Anderson seconded the motion, and the motion was passed unanimously by voice vote.*

**Reports of Officers:**

- **Presidents Report:** Joe Weeks (See Exhibit A)
  - **Financial Reporting and Key Indicators for 2022 Overview**
  - **Engagement of Independent External Auditor (Year End Dec 2021 Audit)**
  - **Property Management Cost Savings & Transition to Leland Property Management**
  - **Open Committee Positions & Request for Volunteers**
- **Vice President's Report:** Paul Ballman (See Exhibit B)
  - **Project Updates-** Paul would like to have an updated list of emails, as some residents are stating they are not receiving the emails/agendas.
  - **Speed Limit-** Paul urged all residents to please abide by the posted 25 MPH speed limit.
- **Treasurer's Report:** Erik Anderson (See Exhibit C)
  - **Cash on Hand:** As of year end, we had \$245,265.30 and as of today, we have \$362,191.26.
  - **Recent Check Detail**
- **Secretary's Report** (See Exhibit D)
  - **Social Committee Update**
- **Director's Report:** No report available.

**Committee Updates:**

- **ARC Committee** (See Exhibit E)
- **Marketing Committee:** Eliza Hull is the co-chair of the marketing committee. We have reached out to Space Coast Office of Tourism and updated the golf outing flyer which is displayed in many hotels. They have reached out to Merritt Island Media to put in a large flyer for the golf course each month. She is also working on updating the GC website, repairing broken links, and updating the format to make it more user-friendly. She hopes to have it up and running, 100 % accurate, by the end of this week. Eliza has also been working with Bruce to transfer the Facebook & Instagram accounts to her. She encourages everyone who has a Facebook page to go to the Savannahs Golf Course page, and "like and share" it on your feed.
- **Projects Committee** (See Exhibit F)

## Resident Comments:

- Keith Lowe stated that he believes chain link fences should be deleted. There are only about 2 that are properly shrubbed to the correct height.
- Dan Schaller stated he went through the agenda; he likes the collection policy, etc. He is looking forward to seeing what they are providing. He also likes the violation report. He is concerned about the balance sheet example that they provided, and if they are aware of the large amount of financial data the golf course brings.
- Larry Fitzgerald stated he noticed the same thing Keith Lowe mentioned about the fencing. He is aware of several PVC fences that have been approved.
- As an avid walker, a homeowner is asking about having the sidewalks that are moldy cleaned up, as it is slippery and a safety concern.

## Old Business:

- **Update on Railroad Project:** Joe Weeks stated that this is no longer on the list. The Courtenay work is focused on roadway improvements.

## New Business:

- **Covenant Restriction Amendment (Fencing Requirements)** (See Exhibit G)  
*Joe Weeks made a motion to adopt SHOA Resolution Number 2022-01 "Fence Resolutions" as written. Paul Ballman seconded the motion, and the motion was passed unanimously by voice vote.*
- **Establishing Approved Signers (Agreements, Contracts, Deeds, Leases related to and including the SHOA Finance Committee)** (See Exhibit H)  
*Joe Weeks made a motion to adopt SHOA Resolution Number 2022-02 "Authorization for Joe Weeks and Erik Anderson to enter into agreements, contracts, leases, and other contracts on behalf of The Savannahs at Sykes Creek Homeowners Association, Inc" as written. Paul Ballman seconded the motion, and the motion was passed unanimously by voice vote.*
- **Establishing SHOA ByLaw Committee Charter:** (See Exhibit I)  
*Joe Weeks made a motion to adopt SHOA Resolution Number 2022-03 "Establishing the Charter of The Savannahs at Sykes Creek Homeowners Association By-Laws Committee" as written. Paul Ballman seconded the motion, and the motion was passed unanimously by voice vote.*
- **Appointment of Chair of the SHOA ByLaw Committee:** (See Exhibit J)  
*Joe Weeks made a motion to adopt SHOA Resolution Number 2022-04 "Establishing the Chairman of The Savannahs at Sykes Creek Homeowners Association By Laws Committee" as written. Paul Ballman seconded the motion, and the motion was passed unanimously by voice vote.*
- **Establishing the Risk Management Committee** (See Exhibit K)  
*Joe Weeks made a motion to adopt SHOA Resolution Number 2022-05 "Establishing The Savannahs at Sykes Creek Homeowners Association Risk Management Committee" as written. Paul Ballman seconded the motion, and the motion was passed unanimously by voice vote.*
- **Establishing the Charter of The Savannahs at Sykes Creek HOA Risk Management Committee:** (See Exhibit L)  
*Joe Weeks made a motion to adopt SHOA Resolution Number 2022-06 "Establishing the Charter of The Savannahs at Sykes Creek Homeowners Association Risk Management Committee" as written. Paul Ballman seconded the motion, and the motion was passed unanimously by voice vote.*
- **Establishing SGC Employee & Vendor Code of Conduct** (See Exhibit M)

*Joe Weeks made a motion to adopt SHOA Resolution Number 2022-07 “The Savannahs Golf Course Employee & Vendor Code of Conduct” as written. Paul Ballman seconded the motion, and the motion was passed unanimously by voice vote.*

**Adjourn:** With no further business to discuss Joe Weeks adjourned the meeting at 8:34 PM.



Savannahs HOA Board Meeting  
January 11, 2022, 7:00 PM

**Agenda**

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- Call to Order
- Roll call – Quorum Establishment
- Reading and approval of minutes of the last meetings.
- Reports of Officers.
  - President’s Report
    - Financial Reporting and Key Performance Indicators for 2022 Overview.
    - Engagement of Independent External Auditor – Year End December 2021 Audit.
    - Property Management Cost Savings and Transition to Leland Property Management.
  - Vice President’s Report
    - Open committee positions and request for volunteers.
    - Project Updates
  - Treasurer’s Report
    - Cash on hand
  - Secretary’s Report
    - Social Committee Update



- - Director's Report
- Residents' comments
- Old Business:
  - Update on Railroad project
- Committee Updates:
  - ARC
  - Welcoming Committee
  - Projects Committee
- New Business:
  - Resolution 2022 – 01: Covenant and Restriction Amendment - Relating to fencing requirements until they can be incorporated into the restatement of Declaration of Covenants and Restrictions.
  - Resolution 2022 – 02: Establishing Approved signers for agreements, contracts, deeds, leases related to and including The Savannahs at Sykes Creek Homeowners Association.
  - Resolution 2022 – 03: Establish the Charter of The Savannahs at Sykes Creek Homeowners Association By-Laws Committee.
  - Resolution 2022 – 04: Appointment of Chair of The Savannahs at Sykes Creek Homeowners Association By-Laws Committee.
  - Resolution 2022 – 05: Establish the Risk Management Committee
  - Resolution 2022 – 06: Establish the Charter of The Savannahs at Sykes Creek Homeowners Association Risk Management Committee.
  - Resolution 2022 – 07: Adopting The Savannahs Golf Course Employee & Vendor Code of Conduct
- Adjourn

Savannahs HOA  
Budget Meeting Minutes  
Via In Person & Zoom Webinar  
December 16, 2021  
7:00 PM

**Call to Order:** Joe Weeks called the meeting to order at 7:03 PM.

**Quorum Established:** Present were Joe Weeks, Erik Anderson, and Paul Ballmann. Misty Kinsey & Bill Will were absent. Renae Foster and Sharon Freeman from TCB Property Management were also in attendance.

**Approval of Minutes:**

*Paul Ballmann made a motion to approve the November 6, 2021 Board Meeting minutes as presented. Erik Anderson seconded the motion, and the motion was passed unanimously by voice vote.*

*Paul Ballmann made a motion to approve the November 10, 2021 Organizational Meeting minutes as presented. Erik Anderson seconded the motion, and the motion was passed unanimously by voice vote.*

*Paul Ballmann made a motion to approve the November 30, 2021 Special Meeting minutes as presented. Erik Anderson seconded the motion, and the motion was passed unanimously by voice vote.*

**Reports of Officers:**

- **Presidents Report:** Joe Weeks (See Exhibit A)
- **Vice President's Report:** Paul Ballman (See Exhibit B) reported that we had the carpets cleaned. Paul will be the POC for the work committee and oversee projects. He will give Dan Schaller an updated list of projects they need done.
- **Treasurer's Report:** Erik Anderson
  - **Cash on Hand** See Exhibit C
  - **Recent Check Detail** See Exhibit D
  - **Monthly Financial Statements** See Exhibit E
- **Secretary's Report:** No report available.
- **Director's Report:** No report available.

**Resident Comments:**

- Larry Fitzgerald commented that he was pleased initially to see the reduction of fees proposed, but as he reviewed the budget became concerned. He asked about the reduction of certain areas and increase of other areas.
- Mike Hayner asked what the estimated cost of the CPA. Joe Weeks stated that the Board put in \$20,000 to the budget to cover this cost. We do not have a signed engagement letter, so we do not know the exact cost at this time. Mike also asked how we came to the determination of the 2022 estimated golf course income. Joe Weeks stated that we saw an increase this year, so we estimate an increase for 2022. Mike stated that the budget that was emailed out today was different than the budget sent out by TCB, Joe Weeks stated that we were able to update our

calculations with the addition of the November actuals, which caused some adjustments to the original budget that was mailed out.

- Susan Smith asked if a homeowner has a concern, recommendation, or questions; what is the process to address these items? Erik Anderson stated that homeowners can email [treasurer@thesavannahshoa.com](mailto:treasurer@thesavannahshoa.com); and he will address the issue.
- Kevin Cochran is concerned about the maintenance vehicle coming down Savannahs Trail and turning onto the County Road, and what coverage we would have should there be an accident. Joe Weeks stated we have insurance coverage in the event that something happened.
- Phil Gay asked about the safety of children around the construction areas. Joe Weeks stated we are working to get it resolved as quickly as possible.
- Dave Holmes asked about the train that was posted on NextDoor. Susan Smith stated that someone commented on the NextDoor post stating that there is a newer report available that did not include the train.
- A homeowner asked about a post on the Savannahs FaceBook page about the bartender, Kim. Johnny Norris stated that he originally posted inquiring about Kim being let go. The homeowner was disappointed that she was terminated as she was an asset to the ClubHouse/Bar. Joe Weeks stated that it is a personnel issue, and he cannot discuss the circumstances leading to her termination. He did state that the entire Board had a long conversation regarding the issue and how to handle it.
- Rick Baird stated that he was completely floored that the discussion did not include the General Manager. He asked why we have a general manager if he is not included in the discussion about employee issues and termination. He stated that all of the leagues/tournaments that he brings in will go away if this continues.
- Phil Gay wants to know why we did not have a bartender lined up. Joe Weeks stated that they had two replacements lined up, but ended up declining because of the atmosphere being displayed online.
- Bob Johnson suggested that the Board put a note on the website about how to get ahold of the Board Members.

#### **Old Business:**

- **Current Golf Course Equipment List** See Exhibit F. Joe Weeks stated that they have worked with Mike to make sure that we have all of the equipment needed to maintain the golf course.
- **New Mower Lease Update-** Joe stated we will be leasing a new mower in early 2022 to keep up with the upcoming growing season.

#### **Committee Updates:**

- **Welcoming Committee:** See Exhibit G
- **ARC Committee:** See Exhibit H

#### **New Business:**

- **2022 Budget Approval** See Exhibit I. Joe Weeks went over the proposed 2022 budget, with the decrease in dues to \$1,400. Joe Weeks opened it up for comments/questions from the floor.

Bob Johnson stated that we did not leave a lot of extra room for things that may come up throughout the year. He also asked why they decided not to go with a reserve account. Joe Weeks stated that if we focus on income from the golf course and marketing, we will hopefully drive in more golfers.

*Erik Anderson made a motion to approve the budget as presented this evening. Paul Ballmann seconded the motion, and the motion was passed unanimously by voice vote.*

- **Retaining a CPA Firm, in good standing with the State of Florida, to prepare audited financial statements as of December 31, 2020** See Exhibit J

*Paul Ballman made a motion to accept the resolution as written. Erik Anderson seconded the motion, and the motion was passed unanimously by voice vote.*

- **Establishing the Charter of The Savannahs at Sykes Creek Homeowners Association Finance Committee** See Exhibit K

*Paul Ballman made a motion to accept the resolution as written. Erik Anderson seconded the motion, and the motion was passed unanimously by voice vote.*

- **Establishing the Charter of The Savannahs at Sykes Creek Homeowners Association Marketing Committee** See Exhibit L

*Paul Ballman made a motion to accept the resolution as written. Erik Anderson seconded the motion, and the motion was passed unanimously by voice vote.*

- **Appointment of Co-Chairs of The Savannahs at Sykes Creek Homeowners Association Marketing Committee** See Exhibit M

*Paul Ballman made a motion to accept policy resolution number 2021-05 as written. Erik Anderson seconded the motion, and the motion was passed unanimously by voice vote.*

- **Determining The Savannahs at Sykes Creek Homeowners Association meeting schedule for 2022** See Exhibit N

*Paul Ballman made a motion to accept policy resolution number 2021-06 as written. Erik Anderson seconded the motion, and the motion was passed unanimously by voice vote.*

- **Reaffirm standing The Savannahs at Sykes Creek Homeowners Association standing board resolutions** See Exhibit O

- **SHOA BOD Resolution 2019-2: Membership of the Savannahs at Sykes Creek Homeowners' Association**
- **SHOA BOD Resolution 2020-1: Yard Signs**
- **SHOA BOD Resolution 2020-2: Flags**

*Paul Ballman made a motion to accept policy resolution number 2021-08 as written. Erik Anderson seconded the motion, and the motion was passed unanimously by voice vote.*

**Adjourn:** With no further business to discuss Joe Weeks adjourned the meeting at 8:19 PM.



# The Savannahs at Sykes Creek Homeowners Association, Inc

January 11, 2022, President's Report

# Financial Reporting and Key Performance Indicators (KPI's) for 2022 Overview.

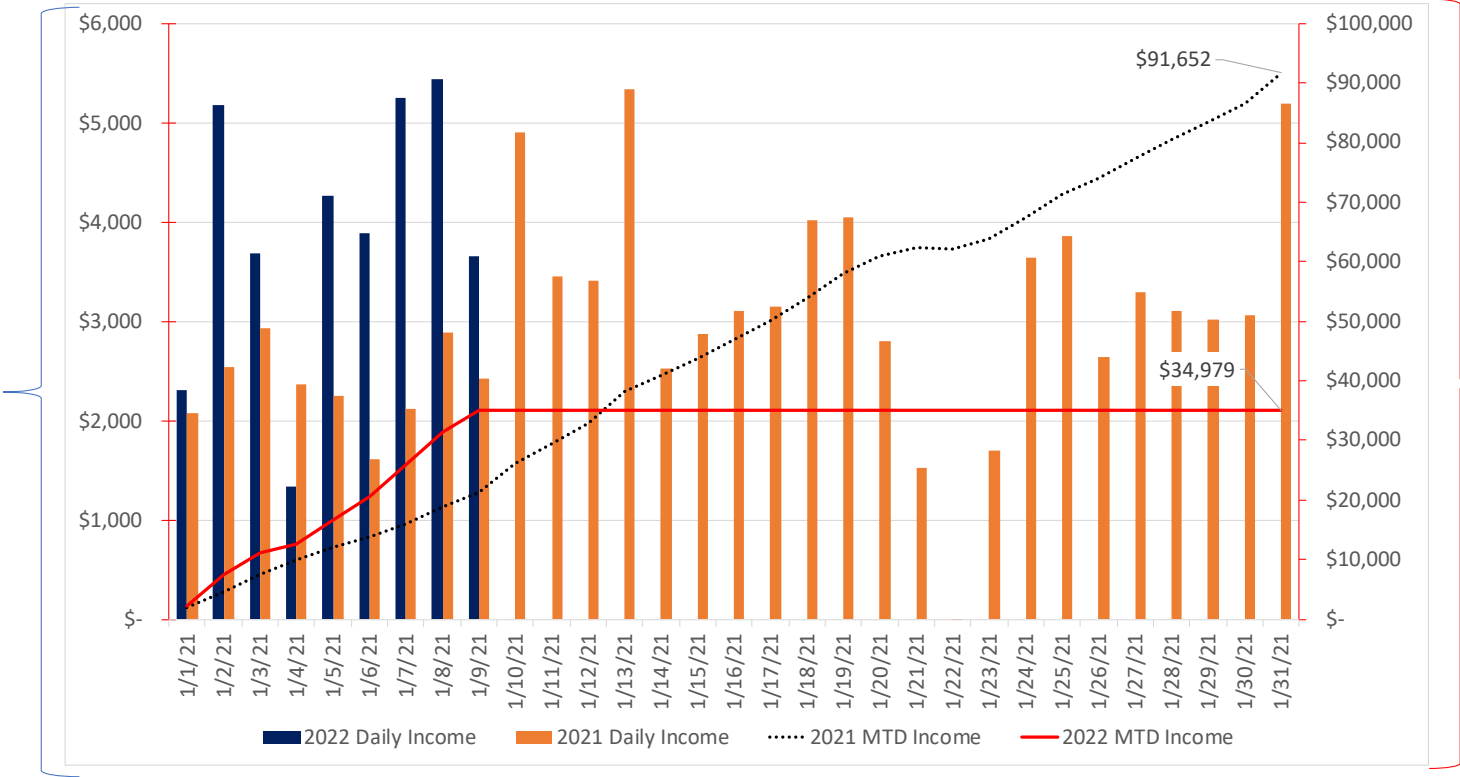
- KPI stands for key performance indicator, a quantifiable measure of performance over time for a specific objective.
  - KPI's are the key targets we will track and report upon to monitor our strategic business outcomes.
  - KPI's will enable our operations team to focus on what's most important to long term golf course improvement.
    - ***Our primary 2022 KPI is "daily year over year top line revenue growth".***
      - The metric – Revenue growth will allow us to measure the success of everyday business activities that support our continued improvement of the golf course business.
- ***This KPI Chart will be our first item of discussion within the monthly President's Report***

# Financial Reporting and Key Performance Indicators for 2022 Overview.

Monthly Revenue – 2022 vs 2021

Primary Axis - Daily Total Revenue Scale

Secondary Axis - Month to Date Total Revenue Scale



	1/1/21	1/2/21	1/3/21	1/4/21	1/5/21	1/6/21	1/7/21	1/8/21	1/9/21	1/10/21	MTD
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
43100 · Golf Course Membership Fees	\$ 177.00	\$ -	\$ 413.00	\$ 661.00	\$ 236.00	\$ 118.00	\$ 236.00	\$ 1,076.00	\$ 354.00	\$ 2,034.00	\$ 5,305.00
43110 · Golf Course Greens Fees	\$ 839.80	\$ 1,459.40	\$ 1,067.00	\$ 1,106.90	\$ 909.50	\$ 764.70	\$ 863.10	\$ 805.80	\$ 1,481.70	\$ 1,273.70	\$ 10,571.60
43120 · Golf Cart Rentals	\$ 885.60	\$ 742.20	\$ 1,252.00	\$ 462.80	\$ 768.00	\$ 598.80	\$ 692.40	\$ 790.40	\$ 491.40	\$ 1,362.40	\$ 8,046.00
43130 · Driving Range Fees	\$ 116.00	\$ 112.00	\$ 104.00	\$ 64.00	\$ 171.00	\$ 62.50	\$ 132.90	\$ 104.00	\$ 71.00	\$ 74.00	\$ 1,011.40
43140 · Golf Club Rentals	\$ -	\$ 130.00	\$ -	\$ 10.00	\$ 20.00	\$ -	\$ 60.00	\$ -	\$ -	\$ 50.00	\$ 270.00
43150 · Golf Services Coaching/Training	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45.65	\$ -	\$ 99.00	\$ -	\$ -	\$ 144.65
43160 · GC Food & Beverage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43180 · Golf Course Event Services - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43200 · Pro Shop Retail - Hard Goods	\$ 39.98	\$ 37.98	\$ 86.46	\$ 49.97	\$ 82.44	\$ 9.50	\$ 119.89	\$ 5.00	\$ 17.98	\$ 58.52	\$ 507.72
43300 · Pro Shop Retail - Soft Goods	\$ 18.99	\$ 63.93	\$ 10.99	\$ 11.98	\$ 66.37	\$ 5.99	\$ 18.95	\$ 10.99	\$ -	\$ 49.92	\$ 258.11
	<u>\$ 2,077.37</u>	<u>\$ 2,545.51</u>	<u>\$ 2,933.45</u>	<u>\$ 2,366.65</u>	<u>\$ 2,253.31</u>	<u>\$ 1,605.14</u>	<u>\$ 2,123.24</u>	<u>\$ 2,891.19</u>	<u>\$ 2,416.08</u>	<u>\$ 4,902.54</u>	<u>\$ 26,114.48</u>

	1/1/22	1/2/22	1/3/22	1/4/22	1/5/22	1/6/22	1/7/22	1/8/22	1/9/22	1/10/22	MTD
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
43100 · Golf Course Membership Fees	\$ 59.00	\$ 1,666.00	\$ 295.00	\$ -	\$ 472.00	\$ 661.00	\$ 1,371.00	\$ 256.00	\$ 177.00	\$ 1,017.00	\$ 5,974.00
43110 · Golf Course Greens Fees	\$ 736.40	\$ 1,099.60	\$ 771.00	\$ 495.00	\$ 1,189.48	\$ 1,041.79	\$ 1,460.80	\$ 1,505.33	\$ 1,217.00	\$ 636.67	\$ 10,153.07
43120 · Golf Cart Rentals	\$ 924.30	\$ 1,307.30	\$ 1,003.40	\$ 511.00	\$ 1,634.59	\$ 1,636.64	\$ 1,584.50	\$ 2,045.10	\$ 1,312.10	\$ 868.94	\$ 12,827.87
43130 · Driving Range Fees	\$ 227.70	\$ 179.00	\$ 133.00	\$ 117.00	\$ 132.00	\$ 113.00	\$ 177.00	\$ 264.00	\$ 245.50	\$ 106.00	\$ 1,694.20
43140 · Golf Club Rentals	\$ 30.00	\$ 50.00	\$ 300.00	\$ 50.00	\$ 90.00	\$ -	\$ 20.00	\$ 60.00	\$ -	\$ -	\$ 600.00
43160 · GC Food & Beverage	\$ 246.24	\$ 582.78	\$ 1,075.00	\$ 135.98	\$ 594.57	\$ 349.30	\$ 366.98	\$ 955.33	\$ 450.38	\$ 221.40	\$ 4,977.96
43200 · Pro Shop Retail - Hard Goods	\$ 84.57	\$ 176.19	\$ 91.94	\$ 19.99	\$ 72.93	\$ 26.53	\$ 66.56	\$ 294.90	\$ 217.41	\$ 19.99	\$ 1,071.01
43300 · Pro Shop Retail - Soft Goods	\$ 2.00	\$ 116.40	\$ 16.95	\$ -	\$ 76.40	\$ 51.62	\$ 198.40	\$ 51.90	\$ 36.98	\$ 87.00	\$ 637.65
	<u>\$ 2,310.21</u>	<u>\$ 5,177.27</u>	<u>\$ 3,686.29</u>	<u>\$ 1,328.97</u>	<u>\$ 4,261.97</u>	<u>\$ 3,879.88</u>	<u>\$ 5,245.24</u>	<u>\$ 5,432.56</u>	<u>\$ 3,656.37</u>	<u>\$ 2,957.00</u>	<u>\$ 37,935.76</u>

Increase / (Decrease)

43100 · Golf Course Membership Fees	\$ (118.00)	\$ 1,666.00	\$ (118.00)	\$ (661.00)	\$ 236.00	\$ 543.00	\$ 1,135.00	\$ (820.00)	\$ (177.00)	\$ (1,017.00)	\$ 669.00
43110 · Golf Course Greens Fees	\$ (103.40)	\$ (359.80)	\$ (296.00)	\$ (611.90)	\$ 279.98	\$ 277.09	\$ 597.70	\$ 699.53	\$ (264.70)	\$ (637.03)	\$ (418.53)
43120 · Golf Cart Rentals	\$ 38.70	\$ 565.10	\$ (248.60)	\$ 48.20	\$ 866.59	\$ 1,037.84	\$ 892.10	\$ 1,254.70	\$ 820.70	\$ (493.46)	\$ 4,781.87
43130 · Driving Range Fees	\$ 111.70	\$ 67.00	\$ 29.00	\$ 53.00	\$ (39.00)	\$ 50.50	\$ 44.10	\$ 160.00	\$ 174.50	\$ 32.00	\$ 682.80
43140 · Golf Club Rentals	\$ 30.00	\$ (80.00)	\$ 300.00	\$ 40.00	\$ 70.00	\$ -	\$ (40.00)	\$ 60.00	\$ -	\$ (50.00)	\$ 330.00
43160 · GC Food & Beverage	\$ 246.24	\$ 582.78	\$ 1,075.00	\$ 135.98	\$ 594.57	\$ 349.30	\$ 366.98	\$ 955.33	\$ 450.38	\$ 221.40	\$ 4,977.96
43200 · Pro Shop Retail - Hard Goods	\$ 44.59	\$ 138.21	\$ 5.48	\$ (29.98)	\$ (9.51)	\$ 17.03	\$ (53.33)	\$ 289.90	\$ 199.43	\$ (38.53)	\$ 563.29
43300 · Pro Shop Retail - Soft Goods	\$ (16.99)	\$ 52.47	\$ 5.96	\$ (11.98)	\$ 10.03	\$ 45.63	\$ 179.45	\$ 40.91	\$ 36.98	\$ 37.08	\$ 379.54
	<u>\$ 232.84</u>	<u>\$ 2,631.76</u>	<u>\$ 752.84</u>	<u>\$ (1,037.68)</u>	<u>\$ 2,008.66</u>	<u>\$ 2,320.39</u>	<u>\$ 3,122.00</u>	<u>\$ 2,640.37</u>	<u>\$ 1,240.29</u>	<u>\$ (1,945.54)</u>	<u>\$ 11,965.93</u>



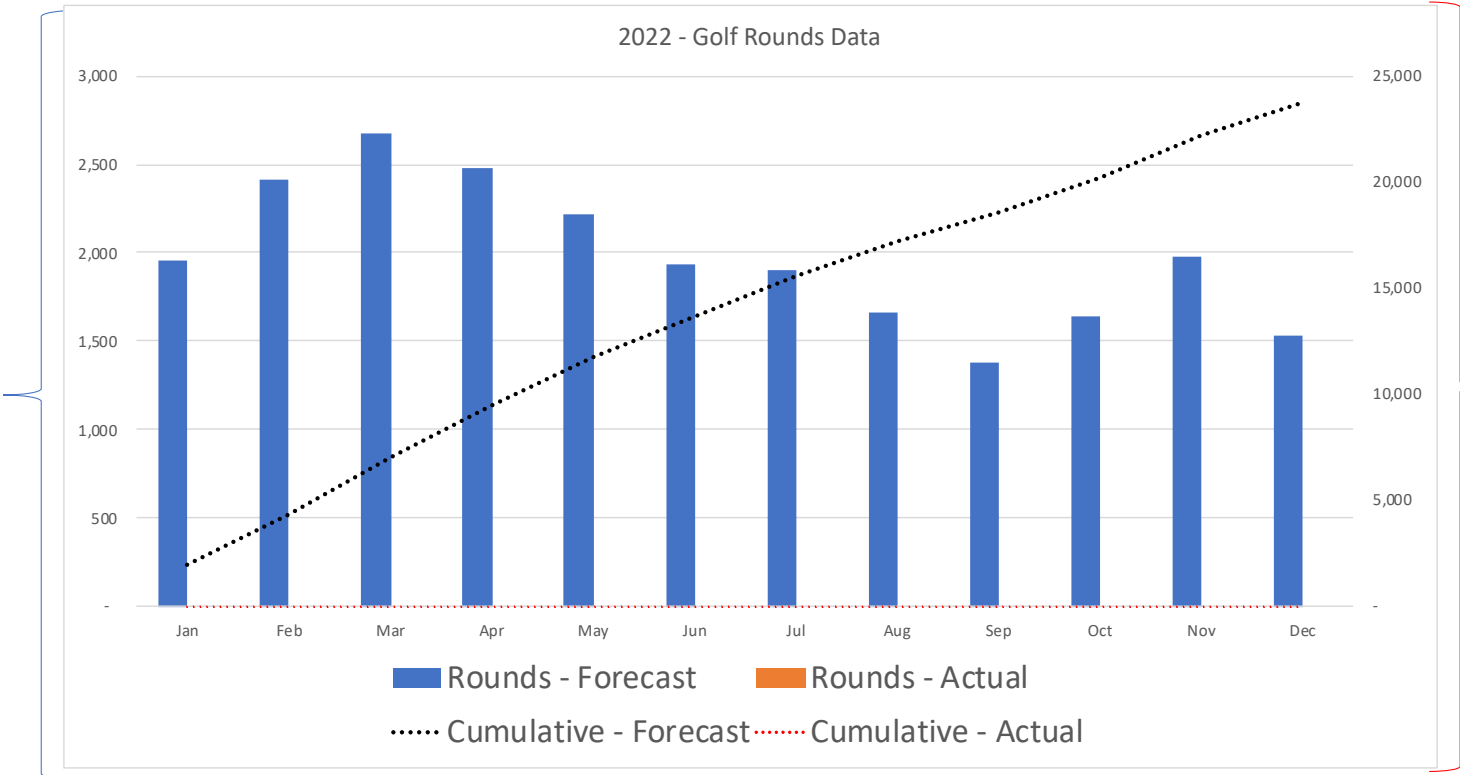
## Additional (KPI's) related to Actuals vs Budget for 2022 Overview.

- ***These KPI Charts will be the first items of discussion within the monthly Treasurer's Report***
  - Total Rounds – Actual vs Budget
  - Greens Fees & Cart Rental Per Round – Actual vs Budget
  - Food & Beverage Per Round – Actual vs Budget
  - Total Gross Profit & Expense – Actual vs Budget
  - Total Grounds Maintenance & Payroll Expense – Actual vs Budget

# Financial Reporting and Key Performance Indicators for 2022 Overview.

Total Rounds – 2022 Actual vs 2022 Budget

Primary Axis - Monthly Total Rounds Scale



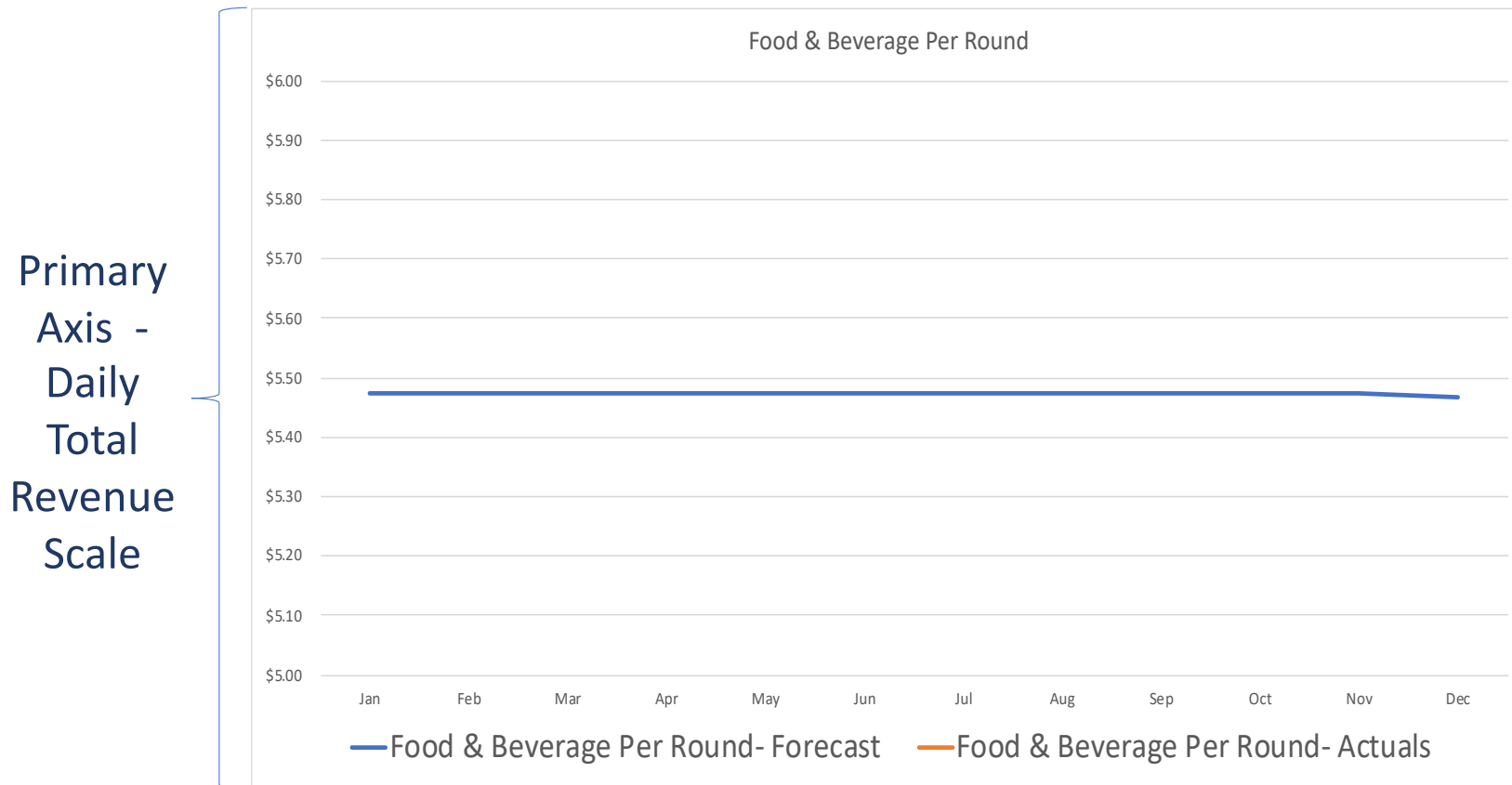
Secondary Axis - Year to Date Total Rounds Scale

# Financial Reporting and Key Performance Indicators for 2022 Overview.

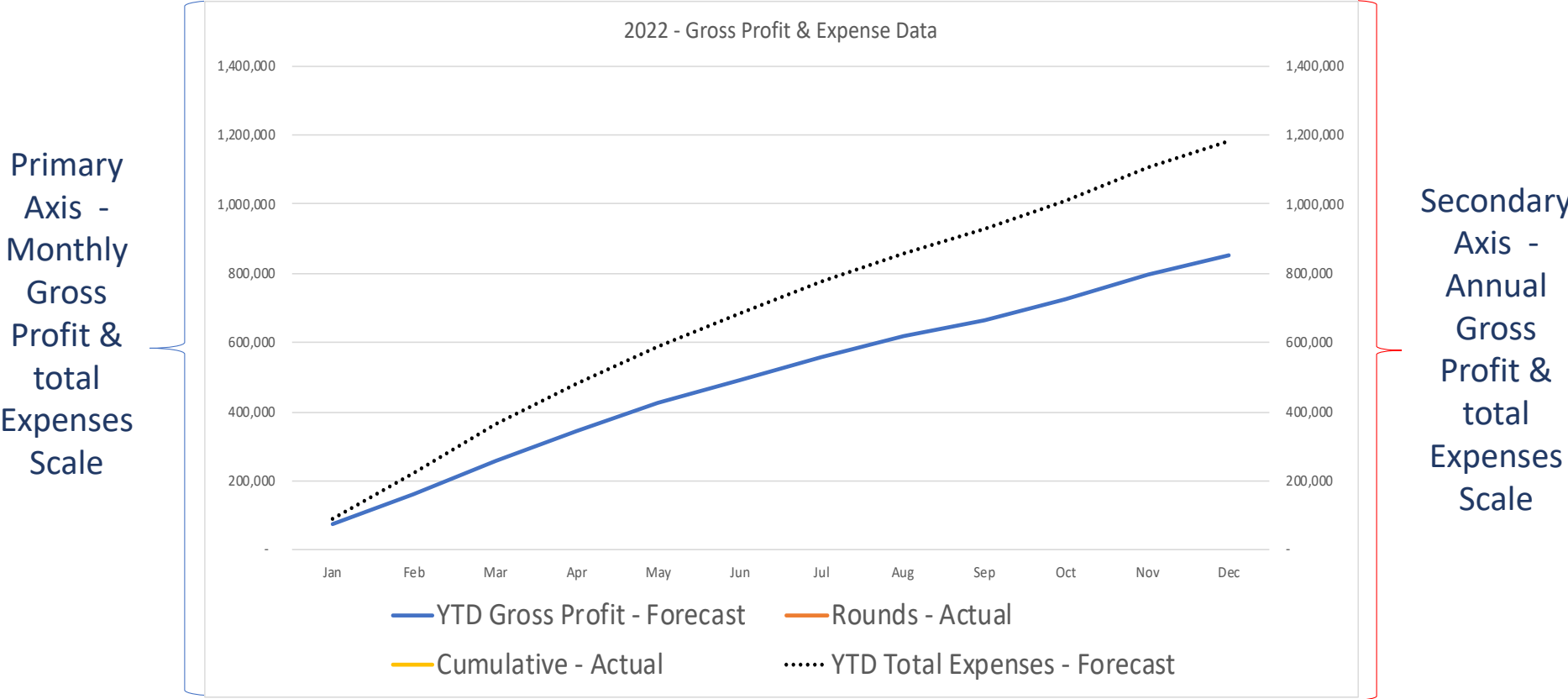
Primary  
Axis -  
Monthly  
Total  
Greens  
& Cart  
Fees  
Scale



# Financial Reporting and Key Performance Indicators for 2022 Overview.

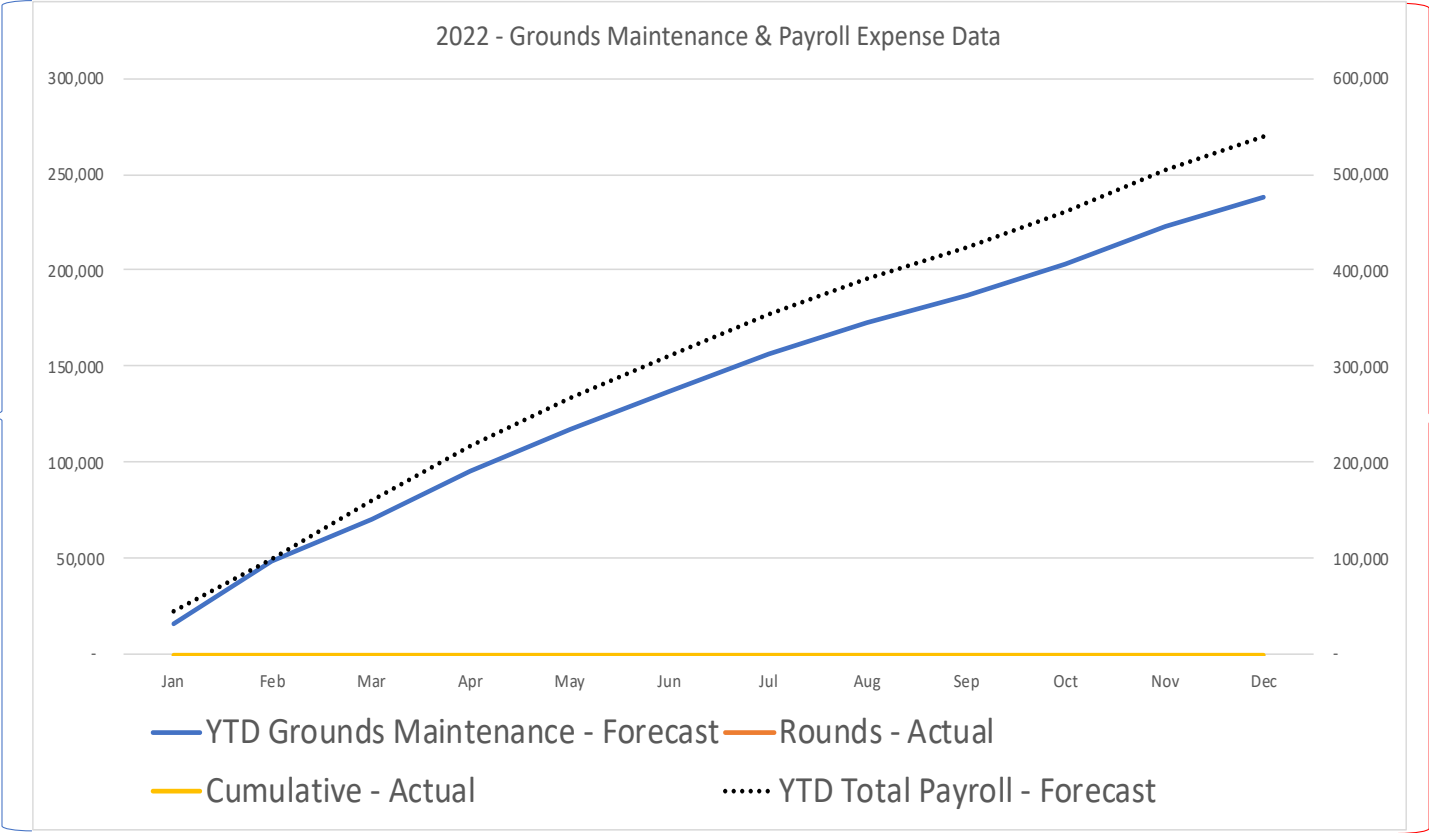


# Financial Reporting and Key Performance Indicators for 2022 Overview.



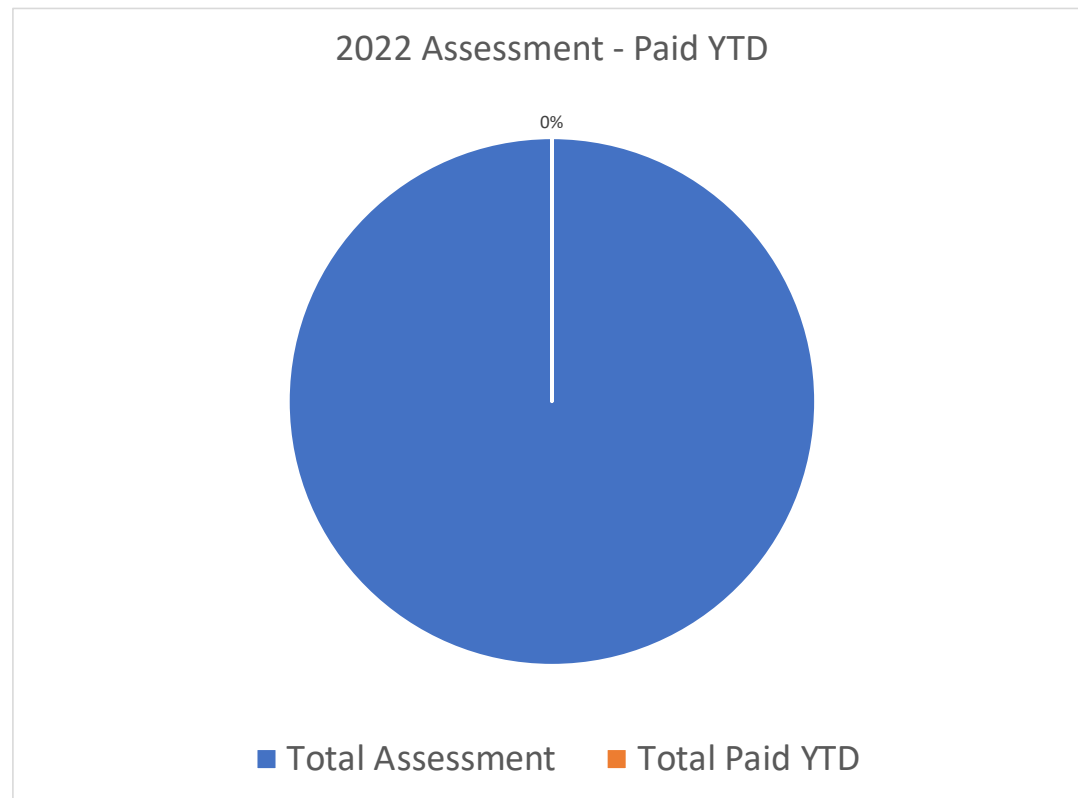
# Financial Reporting and Key Performance Indicators for 2022 Overview.

Primary Axis - Monthly Grounds Maintenance & Payroll Expense Scale



Secondary Axis - Annual Grounds Maintenance & Payroll Expense Scale

# Financial Reporting and Key Performance Indicators for 2022 Overview.





# The Savannahs at Sykes Creek Homeowners Association, Inc

Engagement of Independent External Auditor – Year End December 2021 Audit.



# Cole & Associates, LLC

Certified Public Accountants

Dayo O. Apena, CPA  
Email: Dapena@colecpa.com

407-351-4730  
Fax 407-654-1544

December 23, 2021

Board of Directors  
The Savannahs at Sykes Creek Homeowners' Association, Inc.

We are pleased to confirm our understanding of the services we are to provide for The Savannahs at Sykes Creek Homeowners' Association, Inc. (The Association) for the year ended December 31, 2021.

## **Audit Scope and Objectives**

We will audit the financial statements of The Association, which comprise the balance sheet as of December 31, 2021, and the related statements of revenue, expenses and changes in fund balance and cash flows for the year then ended, and the disclosures (collectively, the "financial statements"). The financial statements will include supplementary information about future major repairs and replacements required by the Financial Accounting Standards Board (FASB), unless such information is not made available to us. Although we will apply certain limited procedures with respect to the required supplementary information, we will not audit the information and will not express an opinion on it. Also, the following supplementary information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Statement of Revenues and Expenditures, Actual to Budget
- 2) Statement of Revenues and Expenditures, Actual to Prior Year

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financials are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements

## **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Association or acts by management or employees acting on behalf of the Association.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect material misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will obtain an understanding of the Association and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to you and those charged with governance internal control related matters that are required to be communicated under professional standards.

We will also conclude, based upon the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Association's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include direct confirmation of certain assets and liabilities by correspondence with financial institutions and creditors. Our procedures will not determine whether the funds designated for future major repairs and replacements are adequate to meet such future costs because such a determination is outside the scope of the engagement. We may also request written representations from your attorneys as part of the engagement. We may also require interim work in the Fall in order to meet your statutory deadline.

### **Other Services**

We will prepare the Association's federal and state income tax returns for the year ended December 31, 2021 based on information provided by you. We will also prepare the financial statements of the Association in conformity with U.S. generally accepted accounting principles based on the information provided by you.

We will perform the services in accordance with applicable professional standards, including the *Statements on Standards for Tax Services* issued by the American Institute of Certified Public Accountants. The other services are limited to the financial statement and tax services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities. We will advise management with regard to tax positions taken in the preparation of the tax return, but management must make all decisions with regard to those matters.

### **Management Responsibilities**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of

America. You are also responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the company from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representation from you about the financial statements and related matters. We may also require interim work in the fall in order to meet your statutory deadline.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Association involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Association received in communications from employees, former employees, regulators, or others. In addition, you are also responsible for identifying and ensuring that the Association complies with applicable laws and regulations. You are responsible for the preparation of the required supplementary information about future major repairs and replacements. You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted accounting principles in the United States of America. You agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon.

You agree to assume all management responsibilities for the tax services, financial statement preparation services, and any other non-attest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash and other confirmations we request and will locate any documents selected by us for testing.

Dayo O. Apena is the engagement partner and is responsible for supervising the engagement and signing the report.

We estimate that our fees for these services will be between \$7,500 to \$9,700 for the audit and tax return. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. Our invoices for these fees will be rendered periodically as work progresses and are payable on presentation.

### **Reporting**

We will issue a written report upon completion of our audit of The Association's financial statements. Our report will be addressed to the Board of Directors and Members of The Savannahs at Sykes Creek Homeowners' Association, Inc. Circumstances may arise in which our report may differ from its expected form and content based upon the results of our audit. Depending upon the nature of these circumstances, it may be necessary for us to modify our opinion or add an emphasis-of-matter paragraph, other-matter paragraph, or separate section to our auditors report or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will

discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or withdraw from this engagement.

We appreciate the opportunity to be of service to The Association and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign below and return a copy to us as notification of your acceptance.

Very truly yours,



Cole & Associates, LLC  
*Certified Public Accountants*

RESPONSE:

This letter correctly sets forth the understanding of The Savannahs at Sykes Creek Homeowners' Association, Inc.

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_



# The Savannahs at Sykes Creek Homeowners Association, Inc

Property Management Cost Savings and Transition to Leland Property Management.

<b>2021 Actuals</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	
Quickbooks Fee	\$ -	\$ 595.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 595.00	
Property Management	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 1,250.00	\$ 15,000.00	
Accounting Fee - Renae	\$ 1,068.00	\$ 1,132.00	\$ 1,012.00	\$ 992.00	\$ 928.00	\$ 1,060.00	\$ 880.00	\$ 1,020.00	\$ 616.00	\$ 920.00	\$ 960.00		\$ 10,588.00	
	\$ 2,318.00	\$ 2,977.00	\$ 2,262.00	\$ 2,242.00	\$ 2,178.00	\$ 2,310.00	\$ 2,130.00	\$ 2,270.00	\$ 1,866.00	\$ 2,170.00	\$ 2,210.00	\$ 1,250.00	\$ 26,183.00	
<b>2022 Budget</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>	
													\$ 15,000.00	
TCB Property														
Property Management	\$ 1,250.00												\$ 1,250.00	
Accounting Fee	\$ 1,100.00												\$ 1,100.00	
	\$ 2,350.00												\$ 2,350.00	
Leeland														
Property Management	\$ -	\$ 1,734.00	\$ 1,734.00	\$ 1,734.00	\$ 1,734.00	\$ 1,734.00	\$ 1,734.00	\$ 1,734.00	\$ 1,734.00	\$ 1,734.00	\$ 1,734.00	\$ 1,734.00	\$ 19,074.00	
Records Retention Fee	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 120.00	
On Line Accounting Fee	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 180.00	
Minutes at meetings Fee	\$ 87.50	\$ 87.50	\$ 87.50	\$ 87.50	\$ 87.50	\$ 87.50	\$ 87.50	\$ 87.50	\$ 87.50	\$ 87.50	\$ 87.50	\$ 87.50	\$ 1,050.00	
													\$ 20,424.00	
													Leeland & TCB in 2022	\$ 22,774.00
													<b>2022 Savings</b>	<b>\$ 3,409.00</b>

# LELAND MANAGEMENT



**Leland**  
**MANAGEMENT**

# OUR MISSION, VISION AND PHILOSOPHY

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## Our Mission:

Our mission is to raise the level of professionalism and property management service available to Florida community associations.

## Our Vision:

Our vision is to provide homeowners and condominium associations throughout the state of Florida with the highest level of service utilizing our extensive accounting, management, technology, and customer service experience.

## Our Philosophy:

Our philosophy can be characterized by five words:  
Honesty, Respect, Customer Service, Attitude, and Teamwork.

### Honesty

- Honesty is the foundation for all activities of Leland Management.
- Leland Management personnel will be honest and ethical in all their activities.
- Leland Management personnel will not lie or distort the truth regardless of the consequences.
- Honest mistakes will happen. We will acknowledge a mistake and correct it to the fullest extent possible.

### Customer Service

- Our commitment is to provide outstanding service to our clients.
- We will meet our commitments and follow through on all our responsibilities.
- We will continually update our knowledge and professional training to maintain the skills necessary to provide the highest level of service to our clients.

### Respect

- Leland Management personnel will show respect for every person with whom we come in contact while performing our duties.

### Attitude

- Leland Management personnel will always be courteous and friendly.
- Leland Management personnel will strive to have fun and enjoy our work.

### Teamwork

- Leland Management personnel will support and help one another.



# The Leland Difference



## AAMC

ACCREDITED ASSOCIATION  
MANAGEMENT COMPANY

As an Accredited Association Management Company, over 50% of our managers hold the professional designation of **CMCA**, **AMS**, or **PCAM**.

Why an AAMC is Important to You: As a board member, trustee, or volunteer leader of your community association or cooperative, you have fiduciary responsibilities that require you to receive professional and accurate advice. By hiring an AAMC, you can be confident your management company understands its obligation to your community and is dedicated to its profession. This is just what you need to protect your biggest investment. Additional AAMC requirements:

- Strict compliance with the AAMC Code of Ethics.
- The company must have provided association management services for at least three years.
- Senior manager must hold the (PCAM) designation.
- At least 50 percent of the company's managers must hold at least one of three credentials.
- The PCAM, the pinnacle of professional achievement in the community association field
- The Association Management Specialist (AMS), a highly respected designation that many managers use as a stepping stone to the PCAM
- The Certified Manager of Community Associations (CMCA), a credential that recognizes individuals who have demonstrated the fundamental knowledge required to manage community associations
- The AAMC requires an ongoing commitment from both the company and individual team members. All staff members must have additional continuing education
- The AAMC accreditation demonstrates our company's commitment to providing the unique and diverse services community associations need. The AAMC helps ensure that our staff have the skills, experience, and integrity to help communities succeed. Our managers have advanced training and demonstrated commitment to the industry.

**PCAM**

PROFESSIONAL COMMUNITY  
ASSOCIATION MANAGER

**AMS**

ASSOCIATION  
MANAGEMENT SPECIALIST

**CMCA**

CERTIFIED MANAGER OF COMMUNITY  
ASSOCIATION

**CAM**

COMMUNITY ASSOCIATION  
MANAGER

# The Leland Difference

## Peace of Mind

### Financial Peace of Mind

Certified Public Accountants lead Leland Management's accounting team. Our CPAs work with our 35+ accounting managers to prepare accurate financial reporting for our clients. Knowing that all the accounting is based in Florida and overseen by CPAs, gives our clients peace of mind.

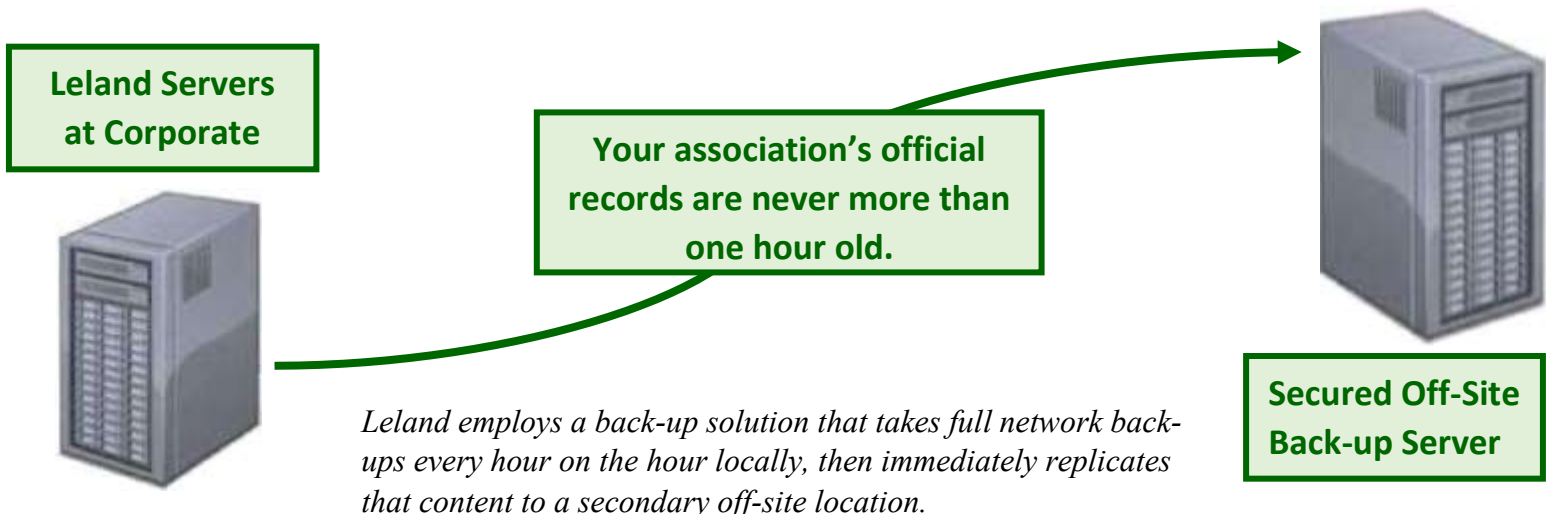


### Our CPAs assist our accounting managers with:

- Preparation of monthly and year-end financial statements (balance sheet and income/expense statement)
- Preparation of supporting financial reports including detailed general ledger, cash receipts and disbursements registers
- Maintenance of detailed accounts receivable records, including aging reports
- Maintenance of association bank accounts
- Preparation of monthly bank reconciliations
- Preparation of each association's annual budget under guidance of the Board
- Preparation and approval of disbursement in accordance with the terms of approved vendors contracts or as authorized by the budget or Board

## Back-up and Safeguarding of Critical Association Information

Leland Management maintains records both physically and electronically. All Association records are maintained digitally in PDF format with a specialized document management solution utilizing Columbia Soft's Document Management software. This solution is part of the Leland secure network and is backed up every hour. Physical records are stored in a secondary location.

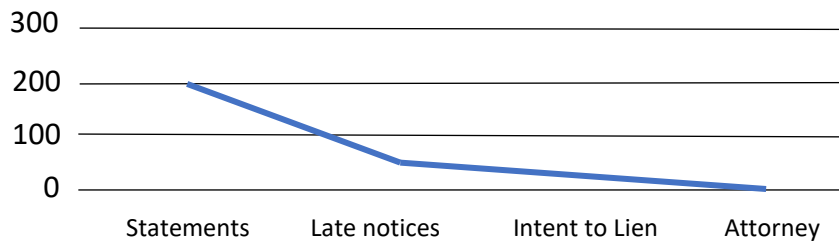


# The Leland Difference

## Assessment Collections

Leland has a highly effective collections process. While every community is different on average our accounting and collection process can resolve over 97 percent of delinquent accounts issues before having to utilize the services of the association attorney for collections action. Our inhouse services allow for better communication and reduced costs to both the association and the homeowners.

Success of Internal Collections Process

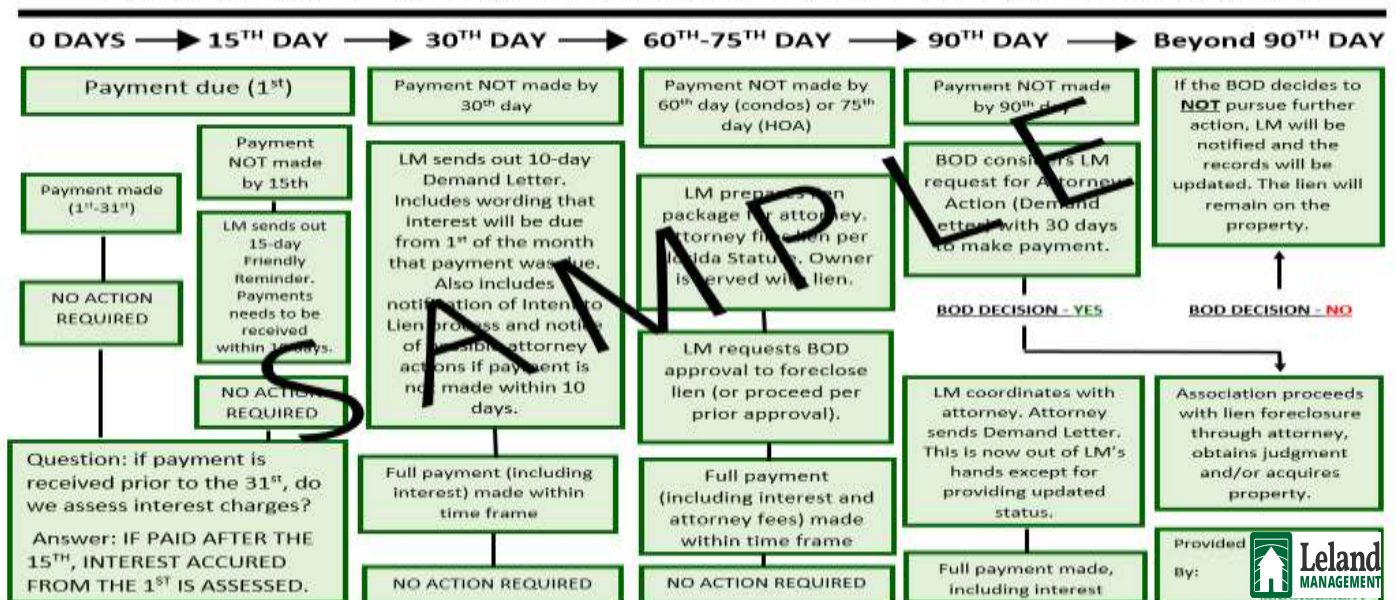


Our Resident Support team is well trained to assist owners with their accounts. All calls to the department are recorded and monitored for quality assurance. We can accept multiple forms of payments including automatic withdraws, E-checks and credit cards. Owners can make payments and view account history through our web portal which is password protected and available to every association we manage.

We will work with the Association Board of Directors to update existing collection policies or to create new policies if needed. Reports are provided to the Board showing all accounts in the collection process and the status of the delinquency and collection action.

When the need to involve the association's attorney does rise, we work with the law firm to assure they have everything they need to proceed quickly and effectively. We continue to monitor the process once it is in the hands of the attorney and when available from the law firm, we will provide reports from the attorney to the Board each month.

### CHART OF TYPICAL COLLECTION POLICY TIMELINE



# The Leland Difference

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## Board Member Education

### Board Member Certification

Leland Management is certified by the State of Florida to teach the State-required Board Certification for association directors. We have certified over 8,000 board members statewide through our classes. These courses are provided at no cost to the associations. Recognizing that our board members are busy, we also offer the board certification class as a webinar. Additional training programs are scheduled throughout the year at various locations convenient to our clients.



Course Approval Code: 9626346  
Provider Number: 0005368

### Board Training Programs:

- Board Member Orientation
- Running Effective Board Meetings
- Setting Goals and Objectives
- Creating a Budget
- Financials Made Easy
- Collections
- Human Resources

### Training Provided with Industry Partners:

- Insurance
- Aquatic Systems
- Reserve Studies
- Legal Updates
- Agronomics
- Arbor Care
- Landscape



### In-House Training Professionals

We provide the most complete management team to our clients. As we all know, well cared for common areas and trees are not only attractive but can add considerable value to your property.

With this in mind, Leland invests in support staff and education for our team and gives them the resources needed to provide the best in community management services.





# RESIDENT PORTAL

Leland's Resident Portal is a secure web page integrated with Leland's main website and allows both Board Members and Owners to view relevant account information, balances, any violations on their record and REAL TIME accounting details.

## Easy Login

Our Online Registration process is easy to create and provides Residents with a personal login.

## Real Time

Residents will be able to access their accounts in REAL TIME so important information will be up to date.

## Online Pay

Leland's banking institution is fully integrated with options like credit card, e-check, and recurring options.

## Accounts

Board members can view compliance, maintenance, architectural, and delinquency information.

## Documents

Includes a limited and secure document library with both public and private options.

## Requests

Residents will be able to submit a maintenance request to your CAM to ensure quick response.

## Support

Everything we do is about our communities. Ruby comes with Web Support for Board and Residents.

## Encryption

Your Resident Portal is secure with One Way Encryption.

## Get in touch:

Contact us for the next steps:  
[websitehelp@lelandmanagement.com](mailto:websitehelp@lelandmanagement.com)

**LELAND LINK**   
 WEBSITE SOLUTIONS FOR COMMUNITIES

**PROPOSAL**  
**FOR**  
**MANAGEMENT SERVICES**

**THE SAVANNAHS AT  
SYKES CREEK HOMEOWNERS'  
ASSOCIATION, INC.**



**\*Association Management \*Maintenance of Association Records \*CPA Led Accounting Team  
\*Dedicated Assessment Team \*Association Governance \*Association Reporting**

**• 6972 Lake Gloria Blvd, Orlando, FL 32809-3200 •**

**LelandManagement.com**

# Scope of Service

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## **Property Management:**

- Perform regular inspections of the Association's common areas and facilities to monitor their condition and maintenance needs
- Assist the Association in locating and contracting with maintenance providers
- Assist in securing competitive bids on services and products for the Association
- Coordinate and monitor the activity and performance of maintenance providers
- Confirm that maintenance providers are insured
- Perform regular inspections of the physical appearance and condition of the members' properties to assess compliance with the Association's Governing Documents
- Follow up on complaints of violations or maintenance issues received from Association members or the Board
- Issue violation notices and take other appropriate actions necessary to resolve a violation in accordance with Association documents and instructions from the Board
- Assist in the processing of Architectural Review applications
- Help in obtaining insurance appropriate for Association, including but not limited to property, directors and officers, and general liability
- Help in reporting and filing of insurance claims on behalf of the Association

## **Assessments:**

- Maintain assessment rolls
- Complete invoice or coupon billing to each Association member on a monthly, quarterly, or annual basis as appropriate for the Association
- Collect and deposit assessments into Association bank accounts insured by the FDIC
- Prepare and mail past-due notices and intent-to-lien notices, and oversee the filing of liens and the collection of delinquent assessments

## **Accounting:**

- Prepare monthly and year-end financial statements (balance sheet and income/expense statement)
- Prepare supporting financial reports including detailed general ledger, cash receipts and disbursements registers
- Maintain and update detailed accounts receivable records, including aging reports
- Maintain Association bank accounts
- Prepare monthly bank reconciliations
- Prepare annual budget under guidance of the Association Board
- Prepare and approve disbursements in accordance with the terms of approved vendor contracts and/or as authorized by the budget or Board

# Scope of Service

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## **Tax and Association Reporting Requirements:**

- Coordinate the preparation and filing of federal tax returns
- Prepare IRS Form 1099 for vendor payments
- Prepare and file the Annual Corporate Report required by the Florida Department of State
- Coordinate and oversee the year-end financial reporting by an independent CPA if required by Statute or requested by the Board

## **Association Governance:**

- Prepare monthly Management Reports for the President of the Association summarizing significant events and actions for the period
- Attend Board of Directors meetings and the annual membership meeting at request of the Board
- Advise Board of items that be appropriate for meeting agenda
- Arrange for transcription of minutes upon request of Board
- Prepare, post, and mail as required proper notice for Board, budget, annual, and special meetings
- Facilitate communication between the Association members and the Board

## **Maintenance of Association Records:**

- Act as a custodian of official records and files of the Association including:
  - Minutes of Board meetings, special meetings and annual meetings
  - Annual and special meeting attendance records
  - Accounting records including cash receipt and disbursement records
  - Insurance records
  - Federal and state returns and other tax-related records
  - Annual corporate filing



**ABC HOMEOWNERS ASSOCIATION INC.**  
SAMPLE MONTHLY UPDATE  
Month Ending August 2019

To: Board of Directors  
From: Association Manager  
Subject: Managers Report

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**Financial Reports**

The August 2019 financials are attached for your review. Please note that plant replacement is over budget as a result of damage caused by an unknown vehicle. The 2020 draft budget was sent from your accounting manager via email, a copy is attached for your review.

**Collections**

The collection policy approved by the board is being followed. Two liens have been filed this month. A copy of the association's attorney collections report is attached.

**Architectural Committee Requests**

There is one pending application at this time – 1234 Brisbane Avenue for new landscape design.

**Covenant Enforcement**

Two property inspections were completed this month; a copy of the violations report is attached for your review. The broken window violation at 4321 Cornwall Avenue has not been corrected after multiple violation letters. This matter has been turned over to the association attorney.

**Maintenance**

- Pressure cleaning at the front entrance has been completed as approved at the July meeting.
- Irrigation timers have been adjusted as requested by the Board.
- Annuals have been installed.
- Pool vendor was contacted in regards to recent inspection.
- Landscaping report is attached for your review.
- Street light on Main was report to the Progress Energy for repair.
- Backflow testing was completed.

**Meeting Schedule**

The next Board meeting is scheduled for September 17<sup>th</sup> at 7pm at the clubhouse. Required notices will be posted on the property.

Please contact me if you have any questions concerning the reports included in this packet.

**SAMPLE HOMEOWNER  
ASSOCIATION, INC**

FINANCIAL STATEMENTS  
FOR  
PERIOD ENDING

2/28/2021

**SAMPLE**

Prepared  
By:

**LELAND MANAGEMENT  
6972 Lake Gloria Blvd  
Orlando, FL 32809-3200**

**Sample Homeowner Association, Inc.**  
**Balance Sheet**  
**2/28/2021**

**Assets**

Cash - Operating

1001 - Operating Account - A Bank	\$13,419.96
1002 - Operating Account - B Bank	\$33,987.78

<u>Cash - Operating Total</u>	\$47,407.74
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Cash - Reserves

1102 - Reserve Money Market - A Bank	\$20,262.46
1105 - Reserve Account - B Bank	\$35,065.78

<u>Cash - Reserves Total</u>	\$55,328.24
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Current Assets - Accts

Receivable

1210 - Assessment Receivable	\$4,931.25
1220 - Allowance for Bad Debt (\$1,938.31)	(1,938.31)
	\$2,992.94

Current Assets - Accts Receivable Total

Current Assets - Other

1410 - Prepaid	\$1,311.80
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Insurance

\$1,311.80 Current Assets -

Other Total

*Assets Total*

\$107,040.72

**Liabilities and Equity**

Liabilities

2010 - Accounts Payable	\$73,646.51
2015 - Bank Loan Payable - Roofs	\$35.00
2020 - Prepaid	\$69,535.12
	\$55,328.24

Assessments	\$4,076.39
-------------	------------

Liabilities Total

Reserves

3005 - Reserves - Pooled	\$55,315.59
3399 - Interest on Reserve Acct	\$12.65

Reserves Total

Retained Earnings

(\$32,902.03)

Net Income

\$10,968.00

*Liabilities & Equity Total*

\$107,040.72

SAMPLE

**Sample Homeowner Association, Inc.**  
**Budget Comparison Report**  
**2/1/2021 - 2/28/2021**

	2/1/2021 - 2/28/2021			11/1/2020 - 2/28/2021			
	Actual	Budget	Variance	Actual	Budget	Variance	Annual Budget
<b>Income</b>							
<u>Income</u>							
4010 - Assessment Income	\$7,622.00	\$7,622.00	\$0.00	\$30,488.00	\$30,488.00	\$0.00	\$91,464.00
4070 - Interest on Delinquent Balance	\$43.09	\$0.00	\$43.09	\$156.90	\$0.00	\$156.90	\$0.00
4180 - Interest on Operating Acct	\$2.45	\$0.00	\$2.45	\$8.16	\$0.00	\$8.16	\$0.00
4190 - Interest on Reserve Acct	\$2.22	\$0.00	\$2.22	\$12.65	\$0.00	\$12.65	\$0.00
4200 - Allocate Reserve Interest	(\$2.22)	\$0.00	(\$2.22)	(\$12.65)	\$0.00	(\$12.65)	\$0.00
<u>Total Income</u>	\$7,667.54	\$7,622.00	\$45.54	\$30,653.06	\$30,488.00	\$165.06	\$91,464.00
<b>Total Income</b>	\$7,667.54	\$7,622.00	\$45.54	\$30,653.06	\$30,488.00	\$165.06	\$91,464.00
<b>Expense</b>							
<u>Exterior Maintenance</u>							
6810 - Exterior Repairs	\$0.00	\$347.00	\$347.00	\$512.25	\$1,388.00	\$875.75	\$4,164.00
6820 - Roof Repairs	\$0.00	\$101.00	\$101.00	\$0.00	\$404.00	\$404.00	\$1,212.00
6830 - Gutter Repairs / Cleaning	\$0.00	\$133.33	\$133.33	\$0.00	\$533.32	\$533.32	\$1,600.00
6840 - Garage Door Maintenance	\$0.00	\$166.67	\$166.67	\$0.00	\$666.68	\$666.68	\$2,000.00
<u>Total Exterior Maintenance</u>	\$0.00	\$748.00	\$748.00	\$512.25	\$2,992.00	\$2,479.75	\$8,976.00
<u>General &amp; Administrative</u>							
6020 - Audit Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$1,100.00	\$1,100.00	\$1,100.00
6040 - Legal Fees	\$0.00	\$83.33	\$83.33	\$400.00	\$333.32	(\$66.68)	\$1,000.00
6080 - Bank Fees / Coupon Books	\$148.00	\$148.00	\$0.00	\$183.00	\$206.40	\$23.40	\$300.00
6090 - Postage / Copies / Supplies	\$111.50	\$125.00	\$13.50	\$499.15	\$500.00	\$0.85	\$1,500.00
6110 - Insurance	\$131.18	\$141.67	\$10.49	\$530.56	\$566.68	\$36.12	\$1,700.00
6160 - Management Fees	\$1,000.00	\$1,000.00	\$0.00	\$4,000.00	\$4,000.00	\$0.00	\$12,000.00
6220 - Corporate Annual Report	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61.25
6240 - Bad Debt	\$0.00	\$41.67	\$41.67	\$125.01	\$166.68	\$41.67	\$500.00
6250 - Bank Loan - Roofs	\$1,361.10	\$1,541.67	\$180.57	\$5,419.63	\$6,166.68	\$747.05	\$18,500.00
6255 - Bank Loan Principal Reverse	(\$1,361.10)	\$0.00	\$1,361.10	(\$5,419.63)	\$0.00	\$5,419.63	\$0.00
6260 - Bank Loan Interest/Fees	\$305.25	\$0.00	(\$305.25)	\$1,245.77	\$0.00	(\$1,245.77)	\$0.00
6390 - Miscellaneous	\$0.00	\$6.40	\$6.40	\$0.00	\$25.60	\$25.60	\$76.75
<u>Total General &amp; Administrative</u>	\$1,695.93	\$3,087.74	\$1,391.81	\$6,983.49	\$13,065.36	\$6,081.87	\$36,738.00
<u>Grounds</u>							
6510 - Landscape Contract	\$725.00	\$725.00	\$0.00	\$2,900.00	\$2,900.00	\$0.00	\$8,700.00
6530 - Mulch	\$0.00	\$150.00	\$150.00	\$0.00	\$600.00	\$600.00	\$1,800.00
6550 - Tree Maintenance	\$0.00	\$333.33	\$333.33	\$0.00	\$1,333.32	\$1,333.32	\$4,000.00
6560 - Trees / Sod / Plants	\$0.00	\$250.00	\$250.00	\$0.00	\$1,000.00	\$1,000.00	\$3,000.00
6570 - Lawn Chemicals	\$160.00	\$154.17	(\$5.83)	\$600.00	\$616.68	\$16.68	\$1,850.00
6610 - Irrigation - Repairs / Maintenance	\$185.00	\$125.00	(\$60.00)	\$637.00	\$500.00	(\$137.00)	\$1,500.00
6790 - General Repairs / Maintenance	\$0.00	\$41.67	\$41.67	\$0.00	\$166.68	\$166.68	\$500.00
<u>Total Grounds</u>	\$1,070.00	\$1,779.17	\$709.17	\$4,137.00	\$7,116.68	\$2,979.68	\$21,350.00
<u>Reserves</u>							
8005 - Reserves - Pooled	\$1,483.33	\$1,483.33	\$0.00	\$5,933.32	\$5,933.32	\$0.00	\$17,800.00
<u>Total Reserves</u>	\$1,483.33	\$1,483.33	\$0.00	\$5,933.32	\$5,933.32	\$0.00	\$17,800.00
<u>Utilities</u>							
7810 - Electricity - Common Areas	\$130.34	\$137.50	\$7.16	\$546.78	\$550.00	\$3.22	\$1,650.00
7850 - Water / Sewer	\$11.55	\$12.50	\$0.95	\$46.20	\$50.00	\$3.80	\$150.00
7860 - Trash Removal	\$380.65	\$400.00	\$19.35	\$1,526.02	\$1,600.00	\$73.98	\$4,800.00

**Sample Homeowner Association, Inc.**  
**Budget Comparison Report**  
**2/1/2021 - 2/28/2021**

	2/1/2021 - 2/28/2021			11/1/20 20 - 2/28/2021			
	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Annual Budget</b>
<u>Total Utilities</u>	\$522.54	\$550.00	\$27.46	\$2,119.00	\$2,200.00	\$81.00	\$6,600.00
<b>Total Expense</b>	\$4,771.80	\$7,648.24	\$2,876.44	\$19,685.06	\$31,307.36	\$11,622.30	\$91,464.00
Operating Net Income	\$2,895.74	(\$26.24)	\$2,921.98	\$10,968.00	(\$819.36)	\$11,787.36	\$0.00
Net Income	\$2,895.74	(\$26.24)	\$2,921.98	\$10,968.00	(\$819.36)	\$11,787.36	\$0.00

SAMPLE

**Sample Homeowner Association, Inc.  
AR Aged Receivable Rpt w/Alt Status  
Period Through: 2/2 8/2021**

<b>Account Number</b>	<b>First Name</b>	<b>Last Name</b>	<b>Current</b>	<b>30 days</b>	<b>60 days</b>	<b>90 days</b>	<b>Total Due</b>	<b>Status</b>	<b>Alt Status</b>
100300120	Jonathan	Landowner	\$263.60	\$206.00	\$2,204.98		\$2,674.58	Lien	
100300270	Luis	Redmond	\$220.84	\$206.00	\$304.51		\$731.35	Intent to Lien	
100300070	Micky	Moser	\$218.99	\$206.00			\$424.99		
100300240	Brian	Anderson	\$214.36	\$46.93			\$261.29	Late Notice	
100300330	April	Opalewski	\$213.63	\$21.68			\$235.31	Late Notice	
100300370	Donald	McCormick	\$213.00	\$3.15			\$216.15		Note
100300280	Garth	Waterstone	\$213.00				\$213.00	Late Notice	
100300170	Casey	Conner	\$59.09				\$59.09		
100300320		Johnson Living Trust	\$33.74				\$33.74		
100300210	Jason	Hammond	\$32.73				\$32.73		
100300150	Heidi	Alden	\$24.18				\$24.18		
100300220	Danielle	Peters	\$12.18				\$12.18		
100300290	Don	Bush	\$7.74				\$7.74		
100300011	Carolyn	Mauer	\$4.92				\$4.92		
			<b>\$1,732.00</b>	<b>\$689.76</b>	<b>\$2,509.49</b>	<b>\$0.00</b>	<b>\$4,931.25</b>		
			<b>14</b>	<b>6</b>	<b>2</b>	<b>0</b>			

SAMPLE

**Sample Homeowner Association, Inc.**  
**Prepaid Report**  
**Period Through: 2/2 8/2021**

<b>Lot</b>	<b>Account Number</b>	<b>Homeowner</b>	<b>Address</b>	<b>Balance</b>
2	100300020	Valrie Betrand	3221-E Sample Boulevard	\$219.00
3	100300030	Elaine Fredericks	3221-D Sample Boulevard	\$3.09
4	100300040	Ronald and Margie Brown	3221-C Sample Boulevard	\$206.00
6	100300060	Roger B. Hunter and Jared P. Mooney	3221-A Sample Boulevard	\$206.00
8	100300080	The Sample , LLC	3207-F Sample Boulevard	\$200.00
9	100300090	Marilyn Conner	3207-E Sample Boulevard	\$206.00
13	100300130	Michael Hood	3207-A Sample Boulevard	\$206.00
14	100300140	Donald N. Carter	3123-H Sample Boulevard	\$618.00
16	100300160	Simeon Cocker	3123-F Sample Boulevard	\$206.00
18	100300180	Mary S. Klein	3123-D Sample Boulevard	\$206.08
19	100300190	Chad and Lisa Little	3123-C Sample Boulevard	\$188.00
20	100300200	James R. Jones	3123-B Sample Boulevard	\$55.91
25	100300250	Joseph Levy	3117-D Sample Boulevard	\$412.00
29	100300290	David and Sand ra Bloom	3129-D Sample Boulevard	\$7.74
34	100300340	Bernice Cadbury	3213-C Sample Boulevard	\$1,136.57
<b>Totals:</b>				<b>\$4,076.39</b>

SAMPLE

**Sample Homeowner Association, Inc.**  
**Check Register Report**  
**2/1/20 21 - 2/28/2021**

Account #	Check #	Check Date Invoice	Vendor or Payee Line Item	Check Amt	Expense Account	Invoice	Paid
1002	623	2/3/20 21 02/21	Leland Management - O FEB MANAGEMENT FEE	\$1,000.00	6160 Management Fees	\$1,000.00	\$1,000.00
1002	624	2/15/20 21 966140851800002 966140851800002	Bank Item Processing Center ROOF LOAN PAYMENT 02/ 21 ROOF LOAN PAYMENT 02/ 21	\$1,666.35	6260 B ank Loan Interest/Fees 6250 Bank Loan - Roofs	\$305.25 \$1,361.10	\$305.25 \$1,361.10
1002	625	2/19/20 21 01/21 02/15/21	Leland Management - O JAN OFFICE EXPENSE 2021 COUPON BOOKS	\$259.50	6090 Postage / Copies / Supplies 6080 Bank Fees / Coupon Books	\$111.50 \$148.00	\$111.50 \$148.00
1002	626	2/22/20 21 6680220001 9653600001 8343700001 9653600001	Sample Utilities JAN ELECTRIC-3117 CLUBHSE JAN ELECTRIC-3207 JAN ELECTRIC-3221 POLE JAN TRASH-3207	\$510.99	7810 Electricity - Common Areas 7810 Electricity - Common Areas 7810 Electricity - Common Areas 7860 Trash Removal	\$35.31 \$43.95 \$51.08 \$380.65	\$35.31 \$43.95 \$51.08 \$380.65
1002	627	2/23/20 21 7706420001	Sample Utilities JAN 3209 EAGLE WATER	\$11.55	7850 Water / Sewer	\$11.55	\$11.55
1002	628	2/26/20 21 36509 36311 36311 36311	Sample Landscape IRRIGATION - REPAIRS / PARTS FEB IRRIGATION MAINT FEB SHRUB / TREE CARE FEB GROUNDS MAINTENANCE	\$1,070.00	6610 Irrigation - Repairs / Maintenance 6610 Irrigation - Repairs / Maintenance 6570 Lawn Chemicals 6510 Landscape Contract	\$85.00 \$100.00 \$160.00 \$725.00	\$85.00 \$100.00 \$160.00 \$725.00
<b>Total:</b>				\$4,518.39			

SAMPLE



**Sample Homeowner Association, Inc.**  
**General Ledger Report**  
**2/1/20 21 - 2/28/2021**

**Account: 1001 - Operating Account - Alliance**

Posting Date	Source	Description	Long Desc.	Cost Center	Debit	Credit	Balance
<b>Beginning Balance</b>							
2/1/20 21	AR	Payment Received			\$1,030.00		\$6,592.36
2/1/20 21		Deposit (Batch #: 891)			\$231.58		\$7,853.94
2/2/20 21	AR	Payment Received			\$412.00		\$8,265.94
2/3/20 21	AR	Payment Received			\$1,030.00		\$9,295.94
2/4/20 21	AR	Payment Received			\$618.00		\$9,913.94
2/8/20 21	AR	Payment Received			\$621.09		\$10,535.03
2/10/20 21	AR	Payment Received			\$618.00		\$11,153.03
2/11/20 21	AR	Payment Received			\$206.00		\$11,359.03
2/17/20 21		Deposit (Batch #: 458)			\$206.00		\$11,565.03
2/17/20 21	AR	Payment Received			\$206.00		\$11,771.03
2/19/20 21	AR	Payment Received			\$206.00		\$11,977.03
2/22/20 21	AR	Payment Received			\$412.00		\$12,389.03
2/28/20 21	AR	Payment Received			\$1,030.00		\$13,419.03
2/28/20 21		Bank Statement Interest			\$0.93		\$13,419.96
<b>Account Total</b>					\$6,827.60	\$0.00	\$13,419.96

**Account: 1002 - Operating Account - BB&T**

Posting Date	Source	Description	Long Desc.	Cost Center	Debit	Credit	Balance
<b>Beginning Balance</b>							
2/2/20 21					\$200.00		\$38,951.98
2/3/20 21		Deposit (Batch #: 384)			\$200.00		\$39,151.98
2/3/20 21	AP	Payment: Leland Management - O, Check #: 623, Invoice #: 02/ 21				\$1,000.00	\$38,351.98
2/4/20 21		Deposit (Batch #: 385)			\$206.00		\$38,557.98
2/10/20 21		Deposit (Batch #: 479)			\$230.00		\$38,787.98
2/15/20 21	AP	Payment: Bank Item Processing Center, Check #: 624, Invoice #:				\$1,666.35	\$37,121.63
2/19/20 21	AP	Payment: Leland Management - O, Check #: 625, Invoice #: 01/16,				\$259.50	\$36,862.13
2/22/20 21	AP	Payment: Utilities Commission, Check #: 626, Invoice #:				\$510.99	\$36,351.14
2/23/20 21	AP	Payment: Utilities Commission, Check #: 627, Invoice #:				\$11.55	\$36,339.59
2/24/20 21	GL	Monthly Reserve Transfer				\$1,483.33	\$34,856.26
2/26/20 21	AP	Payment: A Landscape Co., LLC., Check #: 628, Invoice #: 36311				\$1,070.00	\$33,786.26
2/28/20 21		Deposit (Batch #: 597)			\$200.00		\$33,986.26
2/28/20 21		Bank Statement Interest			\$1.52		\$33,987.78
<b>Account Total</b>					\$1,037.52	\$6,001.72	\$33,987.78

**Account: 1102 - Reserve Money Market - BB&T**

Posting Date	Source	Description	Long Desc.	Cost Center	Debit	Credit	Balance
<b>Beginning Balance</b>							
2/24/20 21	GL	Monthly Reserve Transfer			\$1,483.33		\$20,260.24
2/28/20 21		Bank Statement Interest			\$2.22		\$20,262.46
<b>Account Total</b>					\$1,485.55	\$0.00	\$20,262.46

**Account: 1105 - Reserve Account - Iberia Bank**

Posting Date	Source	Description	Long Desc.	Cost Center	Debit	Credit	Balance
<b>Beginning Balance</b>							
					\$0.00	\$0.00	\$35,065.78
<b>Account Total</b>					\$0.00	\$0.00	\$35,065.78

## Violation Report

Date: 2/4/2020

Record Count: 79

Status	Violation Date	Address	Template	Violation
Open	1/16/2020	2507 Armor Ct	02 Second Notice	Driveway - Pressure Wash
Open	1/16/2020	2536 King Louis Dr	02 Second Notice	Driveway - Pressure Wash
Open	1/16/2020	2591 King Louis Dr	02 Second Notice	Excessive Weeds
Monitored	1/16/2020	2609 King Louis Dr	01 Friendly Reminder	Excessive Weeds
Open	1/16/2020	2627 King Louis Dr	02 Second Notice	Excessive Weeds
Open	1/16/2020	2638 King Louis Dr	02 Second Notice	Excessive Weeds
Open	1/16/2020	2645 King Louis Dr	02 Second Notice	Excessive Weeds
Open	1/16/2020	2508 Round Table Ct	02 Second Notice	Excessive Weeds
Open	1/16/2020	2515 Round Table Ct	02 Second Notice	Roof - Dirty
Open	1/16/2020	2533 Round Table Ct	02 Second Notice	Excessive Weeds
Open	1/16/2020	5707 Round Table Rd	02 Second Notice	Unauthorized Vehicle
Monitored	1/16/2020	5744 Round Table Rd	01 Friendly Reminder	Wall - Clean Wall
Open	1/16/2020	5816 Round Table Rd	02 Second Notice	Excessive Weeds
Open	1/16/2020	5896 Round Table Rd	02 Second Notice	Driveway - Pressure Wash
Open	1/16/2020	5908 Round Table Rd	02 Second Notice	Excessive Weeds
Open	1/16/2020	5950 Round Table Rd	02 Second Notice	Weed - Landscaped Beds
Open	1/16/2020	2418 Royalty Ct	02 Second Notice	Excessive Weeds
Open	1/16/2020	5772 Royalty Rd	02 Second Notice	Excessive Weeds
Open	1/16/2020	5795 Royalty Rd	02 Second Notice	Mowing and Edging
Open	1/16/2020	5843 Royalty Rd	02 Second Notice	Driveway - Pressure Wash
Open	1/16/2020	2521 Sir Galahad Dr	02 Second Notice	Excessive Weeds
Open	1/16/2020	2592 Sir Galahad Dr	02 Second Notice	Excessive Weeds
Monitored	1/16/2020	2628 Sir Galahad Dr	01 Friendly Reminder	Excessive Weeds
Open	1/16/2020	2634 Sir Galahad Dr	02 Second Notice	Excessive Weeds
Open	1/30/2020	2501 Armor Ct	01 Friendly Reminder	Trim Shrubs and Hedges
Open	1/30/2020	2525 Armor Ct	01 Friendly Reminder	Parking on Lawn
Open	1/30/2020	2507 King Louis Dr	01 Friendly Reminder	Weed - Landscaped Beds
Open	1/30/2020	2519 King Louis Dr	01 Friendly Reminder	Driveway - Pressure Wash
Open	1/30/2020	2542 King Louis Dr	01 Friendly Reminder	Driveway - Pressure Wash
Open	1/30/2020	2572 King Louis Dr	01 Friendly Reminder	Excessive Weeds
Open	1/30/2020	5702 Round Table Rd	01 Friendly Reminder	Mailbox - Maintenance
Open	1/30/2020	5884 Round Table Rd	01 Friendly Reminder	Mailbox - Maintenance
Open	1/30/2020	5884 Round Table Rd	01 Friendly Reminder	Driveway - Pressure Wash
Open	1/30/2020	5901 Round Table Rd	01 Friendly Reminder	Fascia - Cleaning / Maintenance
Open	1/30/2020	5902 Round Table Rd	01 Friendly Reminder	Mailbox - Maintenance
Open	1/30/2020	5944 Round Table Rd	01 Friendly Reminder	Mailbox - Maintenance
Open	1/30/2020	5944 Round Table Rd	01 Friendly Reminder	Driveway - Pressure Wash
Open	1/30/2020	6002 Round Table Rd	01 Friendly Reminder	Weed - Landscaped Beds

## Violation Report

Date: 2/4/2020

Record Count: 79

Open	1/30/2020	5778 Royalty Rd	01 Friendly Reminder	Excessive Weeds
Open	1/30/2020	5849 Royalty Rd	01 Friendly Reminder	Driveway - Pressure Wash
Open	1/30/2020	5849 Royalty Rd	01 Friendly Reminder	Mowing and Edging
Open	1/30/2020	5855 Royalty Rd	01 Friendly Reminder	Driveway - Pressure Wash
Open	1/30/2020	5880 Royalty Rd	01 Friendly Reminder	Mailbox - Maintenance
Open	1/30/2020	5892 Royalty Rd	01 Friendly Reminder	Driveway - Pressure Wash
Open	1/30/2020	2509 Sir Galahad Dr	01 Friendly Reminder	Driveway - Pressure Wash
Open	1/30/2020	2639 Sir Galahad Dr	01 Friendly Reminder	Excessive Weeds
Monitored	1/31/2017	5796 Royalty Rd	03 Final Notice	Improperly Stored Trash Containers
Monitored	1/7/2019	2430 Royalty Ct	Fine Hearing Results	Improperly Stored Trash Containers
Open	10/17/2019	2507 Armor Ct	04 Fining Hearing Notice	Wall - Clean Wall
Open	10/17/2019	2530 Armor Ct	04 Fining Hearing Notice	Exterior Maintenance
Open	10/17/2019	5840 Round Table Rd	04 Fining Hearing Notice	Weed - Landscaped Beds
Open	10/17/2019	2574 Sir Galahad Dr	03 Final Notice	Nuisance
Monitored	10/17/2019	2592 Sir Galahad Dr	01 Friendly Reminder	Lawn - Dead Spots
Open	11/25/2019	2533 Round Table Ct	03 Final Notice	Inoperable Vehicle Storage
Monitored	11/25/2019	2412 Royalty Ct	01 Friendly Reminder	Trailer
Monitored	11/7/2019	5795 Royalty Rd	02 Second Notice	Improperly Stored Trash Containers
Open	12/2/2019	5889 Round Table Rd	03 Final Notice	Exterior Maintenance
Open	12/2/2019	2575 Sir Galahad Dr	03 Final Notice	Excessive Weeds
Monitored	12/2/2019	2646 Sir Galahad Dr	03 Final Notice	Excessive Weeds
Monitored	4/29/2019	5713 Round Table Rd	03 Final Notice	Lawn - Dead Spots
Monitored	4/8/2019	2524 Armor Ct	04 Fining Hearing Notice	Driveway - Pressure Wash
Monitored	4/8/2019	2521 Sir Galahad Dr	04 Fining Hearing Notice	Lawn - Dead Spots
Monitored	5/22/2019	2501 Armor Ct	01 Friendly Reminder	Lawn - Dead Spots
Monitored	5/22/2019	5840 Round Table Rd	01 Friendly Reminder	Lawn - Dead Spots
Monitored	5/22/2019	2503 Sir Galahad Dr	02 Second Notice	Lawn - Dead Spots
Monitored	5/8/2019	2507 Armor Ct	01 Friendly Reminder	Lawn - Dead Spots
Open	6/11/2019	2412 Royalty Ct	04 Fining Hearing Notice	Mailbox - Maintenance
Monitored	6/11/2019	2575 Sir Galahad Dr	01 Friendly Reminder	Lawn - Dead Spots
Monitored	6/24/2019	5795 Royalty Rd	02 Second Notice	Lawn - Dead Spots
Open	9/16/2019	2524 Armor Ct	04 Fining Hearing Notice	Exterior Maintenance
Monitored	9/16/2019	2627 King Louis Dr	02 Second Notice	Lawn - Dead Spots
Monitored	9/16/2019	2551 Sir Galahad Dr	03 Final Notice	Improperly Stored Trash Containers
Open	9/26/2019	2418 Royalty Ct	04 Fining Hearing Notice	Driveway - Pressure Wash
Monitored	9/26/2019	5825 Royalty Rd	01 Friendly Reminder	Lawn - Dead Spots

# **STANDARD OPERATING PROCEDURES FOR COMMUNITY ASSOCIATIONS**

Leland Management has extensive experience in all aspects of association management and operations. These are the functions that we perform every day for many communities and represent the core of our responsibility as an association management company. Over many years we have developed and refined many systems to meet the varied functions of associations.

We believe that having the appropriate systems in place to meet the demands of the routine functions of a Homeowners Association are essential to professional and productive management.

While we understand that operating procedures may need to be tailored to meet the needs of a community, following are some of the systems we have in place to enable us to effectively support our associations and homeowners.

In addition, we are heavily invested in providing the Licensed Community Association Manager (CAM) with several levels of internal support staff, the latest technology, and continuing education.

## **COMMUNICATIONS**

- We can provide a community website that integrates with our management software allowing owners to use personal logins to review their current account information, track open ARB applications and violations, submit and track service requests and related work orders, enter and update contact information and utilize many other advanced communication tools.
- Leland Management has a return call policy that all communications will be returned NO LATER than within 24 hours of receipt and most communications are returned the same business day. In addition, since we have several support staff, (Assessments and billing department, Accounting Department, Collections, Architectural Review Processing Coordinator, Gate Administrator, and office administrative personnel) many calls can be directly handled by these departments when the Association Manager is out on property.
- Leland Management has a 24/7 emergency call center where callers speak to a live person who can contact the Association Manager or other key personnel in an emergency. For non-emergency calls, the call center sends a fax or email to the Association Manager to address the next business day.
- All staff members have personal direct telephone and fax numbers. All voice messages and faxes are routed and tracked though email. This provides tracking and documentation of communications and allows digitally captured voice mail and other communications to be forwarded and shared through email. Managers are also able to access these voice mails and other communications at any time or location if they are out of the office

## ARCHITECTURAL REVIEW PROCESSING

- Architectural Review Forms for alterations are available via our website, the community website, or by contacting our Architectural Review Coordinator.
- The process begins when the Architectural Review Coordinator receives the application and will check for completeness according to the requirements of the association. If any part of the application is not complete or documentation is missing, the Architectural Review Coordinator will notify the owner of the missing documentation. The Architectural Review Coordinator enters the application into our Caliber community database software for tracking to ensure that all applications are processed in a timely manner and appropriate responses are sent to the owner.
- The application is scanned and emailed in digital format and/or mailed to the Architectural Review Committee for review. In some circumstances, the board may authorize the Association Manager to process any applications that clearly meet the requirements of the association leaving the committee or the board to review only the applications that are questionable.

## GATE ADMINISTRATION

- Leland Management office staff includes Gate Coordinators.
- Requests for gate cards, passes, keys and fobs for main gates and amenities are directed to the Gate Coordinator. Forms for these requests may be obtained from the Leland Website, Association Website if available, or by contacting our office.
- Once received, the Gate Coordinator verifies the appropriate documentation required for access, processes the information in the gate data base, collects any required deposits or payments, and issues the access device. This information is tracked, and most devices can be connected or disconnected from our office at any time by the Gate Coordinator as required.

## INSPECTIONS

- The Association Manager will inspect the community on a regular basis.
- During the inspection, the manager will review residence compliance with the Governing Documents (Covenant Enforcement), inspection of the common areas of the Association for potential issues, and to ensure vendors are meeting the predetermined scope of service.
- Violations are tracked using the Caliber software.
- Reports including all violation letters and the dates reflecting when the letters were sent to the owner can be generated and emailed easily.

## COVENANT ENFORCEMENT

- There are different approaches that may be used for Covenant Enforcement in Associations, including a Violation Letter system, Hearing Committee procedure, and Legal enforcement, which may include use restrictions on Amenities.
- A Covenant Enforcement policy is adopted by the Board of Directors according to Florida Statute and the Association Governing Documents. The Manager is then responsible for inspecting the community for violations and following the established Enforcement Policy.
- All information and copies of all letters are stored digitally in the Association Database for future reference. A report of the violations and status is included in the monthly Management report package to the Board of Directors.

## MANAGER REPORTS

- The Manager Report is a communication tool between the Manager assigned to the community and the Board of Directors. The report is used to summarize activity at the community over the past month, including a financial summary, covenant enforcement issues and progress, updates on projects, and other items specific to the association.
- Each month by the 15<sup>th</sup>, a Manager Report for the community is sent to each Board member in digital format, or hard copies may be mailed if preferred. The Manager Report will accompany Financials for the previous month, an Architectural review report, and a covenant enforcement report.
- There will also be a summary list of any open items at the end of the report for quick reference as a reminder for some decisions may be pending or outstanding.

## PREPARATION OF REQUESTS FOR PROPOSAL

- At the request of the Board of Directors, the Manager will send out a Request for Proposal (RFP) for vendor services according to the established or adjusted scope of service of the community.
- The manager will solicit 3 or more vendors depending on the direction of the Board of Directors.
- Bids will be compared and summarized for the Board of Directors to review.
- At the will of the Board, interviews with potential vendors may be set up to discuss quotes and services in detail.
- Manager will acquire contract from vendor chosen by the Board and obtain Board signature.
- The manager will meet with the new vendor on site to review required scope prior to the initiation of service as well as perform on-going oversight.

## FINANCIAL PROCESSING

- Financial Reports are sent to the Board of Directors, and Finance Committee if required, and include a Balance Sheet, Income Expense, Prepaid Assessments, Aged Delinquencies with status of delinquency, and General Ledger no later than the 15<sup>th</sup> following the close of the month. These reports may be distributed by email or mailed hard copy.

## LEGAL UPDATES / TRAINING

- Each year as the statutes are changed, Leland Management will provide the Board with a summary of how these changes may affect the way the community operates in the future, and the systems that we have created to accommodate any needed changes.
- Leland Management also provides training sessions for Board Members and Committee Members at no additional cost.

## ASSESSMENT PROCESSING

- Leland Management utilizes a bank Lock Box system for processing homeowner assessments. Coupons or statement are sent to owners so that payments can be deposited directly into the association bank account and downloaded daily into the association's owner accounts.
- Owners may also make payment by Auto Debit, Online Banking or via credit card or e-check utilizing our website.
- Late notices, Intent to Lien Notices, and Liens are processed in accordance with the Association Collection Policy and Florida Statutes.
- Leland currently has eleven full time staff in our Assessment and Billing Department. They are well trained and very experienced in answering owner inquiries, resolving issues and actively pursuing the collection of past due assessments.
- Owners may check the status of their account on the Leland Website Resident Portal

## INVOICE PROCESSING

- Checks issued between the 10<sup>th</sup> & 15<sup>th</sup> and the 25<sup>th</sup> & 30<sup>th</sup> of each month; vendors must have their invoices in before these dates in order to obtain approval from CAM and/or Board
- Contracted vendors who handle services such as grounds maintenance, lake maintenance, fountain maintenance, pool etc. are paid at the end of the month that the service is performed in.
- Invoices should be sent to the Corporate office where the Accounting Manager will scan and send all invoices not under contract or outside of contract to the appropriate individual for approval
- Once approval has been obtained checks are issued attached to invoice and sent to a supervisor to check for accuracy and approvals.
- Checks and Invoice are then forwarded to the appropriate signer and mailed

## BUDGET PROCESS

- Each year 2-3 months prior to the close of the year, the Accounting Manager will provide a Draft Budget to the Manager for Review. The Manager and Accounting Manager will adjust based on current contractual obligations, anticipated energy cost increases, etc.
- A Final Draft budget is provided to the Board of Directors (Finance Committee) for review and additional adjustments.
- Leland Manager will provide the required notice for the Budget Meeting and the Manager will attend the meeting



# The Savannahs at Sykes Creek Homeowners Association, Inc

January 11, 2022, Vice-President's Report





# The Savannahs at Sykes Creek Homeowners Association, Inc

Open committee positions and request for volunteers.

We need volunteers to fill committee positions.

***Committee Interests (Check all that apply)***

\_\_\_\_ Architectural Review Committee

\_\_\_\_ Code Enforcement Committee

\_\_\_\_ Communications Committee

\_\_\_\_ Finance Committee

\_\_\_\_ Golf Advisory Committee

\_\_\_\_ Marketing Committee

\_\_\_\_ Risk Management Committee

\_\_\_\_ Welcome Committee

\_\_\_\_ Work Projects Committee

\_\_\_\_ Social Committee

Respond to:

[Vicepresident@thesavannahshoa.com](mailto:Vicepresident@thesavannahshoa.com)

Date	PROJECT	Est Cost	Actual cost
12/30/21	Covered the broken electrical meter and installed a safety fence around the electrical hazard area at by the 4th green.	\$100.00	\$55.98
01/01/22	Installed roller sun shade on west bar area window	\$125.00	\$53.50
01/02/22	disassembled Christmas decorations and stored in storage bins. Decorations placed in storage room under the club house rear stairway.	\$100.00	\$82.34
01/03/22	Installed temporary LED floodlight at golf cart washing area at the rear of the clubhouse. Electricians to run permanent electrical service	\$100.00	\$48.14
<b>PAINTING PROJECTS NEEDED</b>			
	Perimeter lights on the brick columns surrounding the veranda.		
	Railings surrounding the veranda.		
	Repair ceiling in the club house and paint.		
	Club house interior walls		
	Stain the curbs in the front of the club house.		
	Paint the front door and replace the outside pull handle.		
	Stain the exterior bricks on the club house		
	Repair siding boards and paint the exterior of the club house.		
	Paint thaw walls in the starter area around the restrooms		
	Sand and paint the doors in the starter area.		
	Repair the ceiling and paint in the starter area by the restrooms		
	Paint the interior walls in the starter room		
	Pressure wash the rear deck of the club house.		
	Install a LED flood light on the north east corner of the club house. \$48.14 plus cost to run electric service		
	Install a LED flood light on the south east corner of the club house. \$48.14 plus cost to run electric service		
	Need new welcome mat at front and rear doors to the club house		
	Have junk removed from the starter/restroom area.		
	Remove the aluminum cans from the recycle bin area and take them to the recycler.		
	Install key pad dead bolt lock on the club house front door.		\$101.64
	Install key pad dead bolt lock on the club house side door.		\$101.64
	Install key pad dead bolt lock on the maintenance building front door.		\$101.64
	Replace door knob and dead bolt on the kitchen exterior access door		
	Replace door knob and dead bolt on the club house men's room exterior access door		
	Replace door knob and dead bolt on the storage room door under the club house rear stairway		
	Replace door knobs and dead bolts on the maintenance building exterior doors		
	Clean up and landscaping around club house.		









# The Savannahs at Sykes Creek Homeowners Association, Inc

January 11, 2022, Treasurer's Report

**Cash Balances**

		12/31/21	01/10/21
Checking	XXXXXXX1993	\$ 1,867.04	\$ 1,867.04
Checking	XXXXXXX4875	\$ 1,595.81	\$ 1,595.81
Checking	XXXXXXX4947	\$ 6,057.58	\$ 51,193.00
Checking	XXXXXXX7141	\$ 1,867.04	\$ 6,057.58
Checking	XXXXXXX7854	\$ 17.74	\$ 2,117.74
Savings	XXXXXXX2741	\$233,860.09	\$299,360.09
	Total	<u>\$ 245,265.30</u>	<u>\$362,191.26</u>

# Business Checking

PNC Bank



For the Period 12/01/2021 to 12/31/2021



Page 1 of 1

Number of enclosures: 0

THE SAVANNAHS AT SYKES CREEK HOA, IN  
3915 SAVANNAHS TRL  
MERRITT ISLAND FL 32953-8605

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## Business Checking Summary

The Savannahs At Sykes Creek Hoa, In



### Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
12,915.19	.00	11,048.15	1,867.04
		Average ledger balance	Average collected balance
		10,057.84	10,057.84

### Deposits and Other Additions

Description	Items	Amount
Total	0	.00

### Checks and Other Deductions

Description	Items	Amount
Checks	2	11,048.15
Total	2	11,048.15

### Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
12/01	12,915.19	12/20	12,867.04	12/24	1,867.04

### Activity Detail

#### Checks and Other Deductions

#### Checks and Substitute Checks

\* Gap in check sequence

Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
12/20	2125 *	48.15	071574131	12/24	2126	11,000.00	077103258

#### Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 01/03/2022 and will appear on your next statement as a single line item entitled Service Charge Period Ending 12/31/2021.

\*\* Combined Transactions include ACH Credits, ACH Debits, Checks Paid, Deposited Item - Consolidated, Deposit Tickets Processed

Description	Volume	Amount	
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	2	.00	Included in Account
Checks Paid	2	.00	
Total For Services Used This Period		.00	
Total Service Charge		.00	



# Business Checking

PNC Bank



For the Period 12/01/2021 to 12/31/2021

Page 1 of 2

Number of enclosures: 0

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## Business Checking Summary

The Savannahs At Sykes Creek Hoa In

### Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
1,659.04	53.49	116.72	1,595.81
		Average ledger balance	Average collected balance
		1,584.04	1,584.04

### Deposits and Other Additions

Description	Items	Amount
ATM Deposits and Additions	1	53.49
Total	1	53.49

### Checks and Other Deductions

Description	Items	Amount
ATM/Misc. Debit Card Transactions	1	116.72
Total	1	116.72

### Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
12/01	1,659.04	12/02	1,542.32	12/10	1,595.81

### Activity Detail

#### Deposits and Other Additions

##### ATM Deposits and Additions

Date posted	Amount	Transaction description	Reference number
12/10	53.49	Debit Card Credit Amz*Amazon.com Amzn.Com/Bi Wa	37128860089615636344

#### Checks and Other Deductions

##### ATM/Misc. Debit Card Transactions

Date posted	Amount	Transaction description	Reference number
12/02	116.72	7904 Recurring Debit Card Ringcentral, Inc 650-4724100 Ca	07428860092837904336

# Business Checking

PNC Bank



For the Period 12/01/2021 to 12/31/2021



Page 1 of 1

Number of enclosures: 0

THE SAVANNAHS AT SYKES CREEK HOA IN  
SHOA OPERATIONS ACCOUNT  
3915 SAVANNAHS TRL  
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## Business Checking Summary

The Savannahs At Sykes Creek Hoa In  
Shoa Operations Account



## Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
7,701.50	.00	1,643.92	6,057.58
		Average ledger balance	Average collected balance
		6,853.02	6,853.02

## Deposits and Other Additions

Description	Items	Amount
Total	0	.00

## Checks and Other Deductions

Description	Items	Amount
Checks	1	1,643.92
Total	1	1,643.92

## Daily Balance

Date	Ledger balance	Date	Ledger balance
12/01	7,701.50	12/16	6,057.58

## Activity Detail

### Checks and Other Deductions

#### Checks and Substitute Checks

Date posted	Check number	Amount	Reference number
12/16	3035 *	1,643.92	075349424

### Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 01/03/2022 and will appear on your next statement as a single line item entitled Service Charge Period Ending 12/31/2021.

\*\* Combined Transactions include ACH Credits, ACH Debits, Checks Paid, Deposited Item - Consolidated, Deposit Tickets Processed

Description	Volume	Amount	
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	1	.00	Included in Account
Checks Paid	1	.00	
Total For Services Used This Period		.00	
Total Service Charge		.00	

# Business Checking

PNC Bank



For the Period 12/01/2021 to 12/31/2021

Page 1 of 1

Number of enclosures: 0

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## Business Checking Summary

The Savannahs At Sykes Creek Hoa, In

### Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
12,915.19	.00	11,048.15	1,867.04
		Average ledger balance	Average collected balance
		10,057.84	10,057.84

### Deposits and Other Additions

Description	Items	Amount
Total	0	.00

### Checks and Other Deductions

Description	Items	Amount
Checks	2	11,048.15
Total	2	11,048.15

### Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
12/01	12,915.19	12/20	12,867.04	12/24	1,867.04

### Activity Detail

#### Checks and Other Deductions

#### Checks and Substitute Checks

\* Gap in check sequence

Date posted	Check number	Amount	Reference number	Date posted	Check number	Amount	Reference number
12/20	2125 *	48.15	071574131	12/24	2126	11,000.00	077103258

#### Detail of Services Used During Current Period

Note: The total charge for the following services will be posted to your account on 01/03/2022 and will appear on your next statement as a single line item entitled Service Charge Period Ending 12/31/2021.

\*\* Combined Transactions include ACH Credits, ACH Debits, Checks Paid, Deposited Item - Consolidated, Deposit Tickets Processed

Description	Volume	Amount	
Account Maintenance Charge		.00	Requirements Met
Combined Transactions	2	.00	Included in Account
Checks Paid	2	.00	
Total For Services Used This Period		.00	
Total Service Charge		.00	

# Business Checking Plus

PNC Bank



For the Period 12/01/2021 to 12/31/2021

Page 1 of 2

Number of enclosures: 0

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## Business Checking Plus Summary

The Savannahs At Sykes Creek Hoa In

### Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
5,717.74	67,900.00	73,600.00	17.74
		Average ledger balance	Average collected balance
		9,982.25	9,096.83

### Deposits and Other Additions

Description	Items	Amount
Deposits	3	60,200.00
ACH Additions	6	7,700.00
Total	9	67,900.00

### Checks and Other Deductions

Description	Items	Amount
Other Deductions	1	73,600.00
Total	1	73,600.00

### Daily Balance

Date	Ledger balance	Date	Ledger balance	Date	Ledger balance
12/01	5,717.74	12/28	7,817.74	12/30	71,517.74
12/24	7,117.74	12/29	70,117.74	12/31	17.74

## Activity Detail

### Deposits and Other Additions

#### Deposits

Date posted	Amount	Transaction description	Reference number
12/29	21,700.00	Deposit	035735832
12/29	19,600.00	Deposit	035735851
12/29	18,900.00	Deposit	035735869

#### ACH Additions

Date posted	Amount	Transaction description	Reference number
12/24	1,400.00	Corporate ACH Credit Paylease.Com	00021357902610505
12/28	700.00	Corporate ACH Credit Paylease.Com	00021361909722256
12/29	2,100.00	Corporate ACH Credit Paylease.Com	00021362904061135
12/30	1,400.00	Corporate ACH Credit Paylease.Com	00021363908975076

ACH Additions continued on next page

# Business Premium Money Market

PNC Bank



For the Period 12/01/2021 to 12/31/2021

Page 1 of 2

Number of enclosures: 0

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## Business Premium Money Market Summary

The Savannahs At Sykes Creek Hoa In

### Balance Summary

Beginning balance	Deposits and other additions	Checks and other deductions	Ending balance
160,255.95	73,604.14	.00	233,860.09
		Average ledger balance	Average collected balance
		162,630.27	162,630.27

### Interest Summary

Annual Percentage Yield Earned (APYE)	Number of days in interest period	Average collected balance for APYE	Interest paid this period	Interest paid year-to-date
0.03	31	162,630.27	4.14	81.95

### Deposits and Other Additions

Description	Items	Amount
Other Additions	2	73,604.14
Total	2	73,604.14

### Checks and Other Deductions

Description	Items	Amount
Total	0	.00

### Daily Balance

Date	Ledger balance	Date	Ledger balance
12/01	160,255.95	12/31	233,860.09

### Activity Detail

#### Deposits and Other Additions

#### Other Additions

Date posted	Amount	Transaction description	Reference number
12/31	73,600.00	Online Transfer From	0000001238587854 THE SAVANNAHS A
12/31	4.14	Interest Payment	I-GEN121123100305450



# The Savannahs at Sykes Creek Homeowners Association, Inc

January 11, 2022, Secretary's Report

### ***Chili Cook off Savannahs Style***

\*February 19th 4-7pm with bar remaining open for beverage sales

\*12-15 Chili submissions (they already have 8 on the books just by word of mouth)

\*Donations will be accepted at the door for taste testers.

\* Winner of cook off will receive a Savannahs Swag Basket to include but not limited to a \$50 Bar tab, Savannahs gear from pro shop, and a round of golf for 2 with cart included.

### ***Food Truck Night***

\*Starting in March we will be asking 2-3 food trucks to visit the Savannahs once a month. They will set up shop at the club house and with board approval allow the bar to remain open while trucks are here. This will allow residents to enjoy some great food and awesome neighborly company while generating sales at the bar.

### ***Craft Fair***

\* Details are still to come, but projecting for April 9, 2022. I have a meeting scheduled with committee on 01/12 to discuss in more detail about this event.

### ***Easter Egg Drop***

\* More details to come.

### ***Cinco de Mayo***

\*Taco food trucks in club house parking lot with chips and salsa inside clubhouse. Allowing the bar remaining open to generate sales.



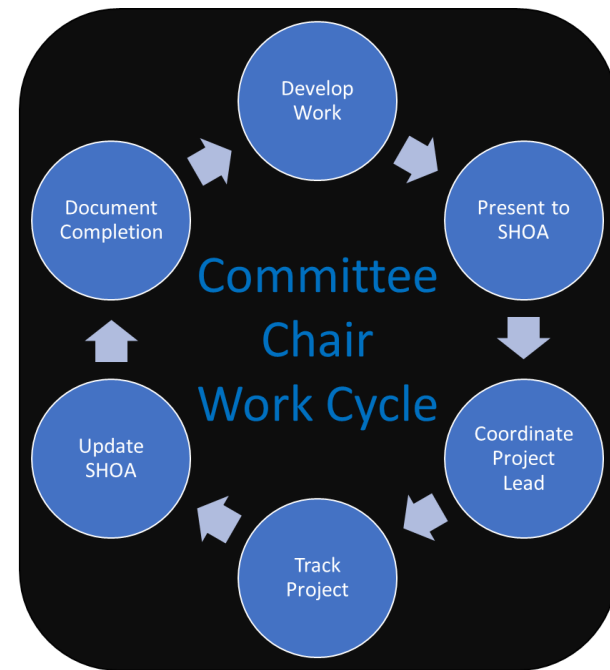
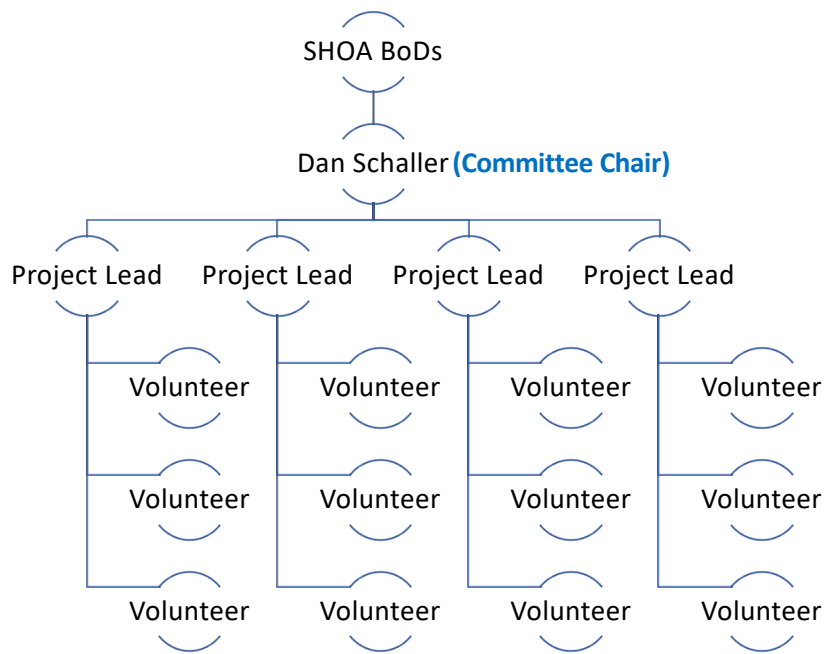
# The Savannahs at Sykes Creek Homeowners Association, Inc

January 11, 2022, ARC Committee Update





# Volunteer Work Projects Committee



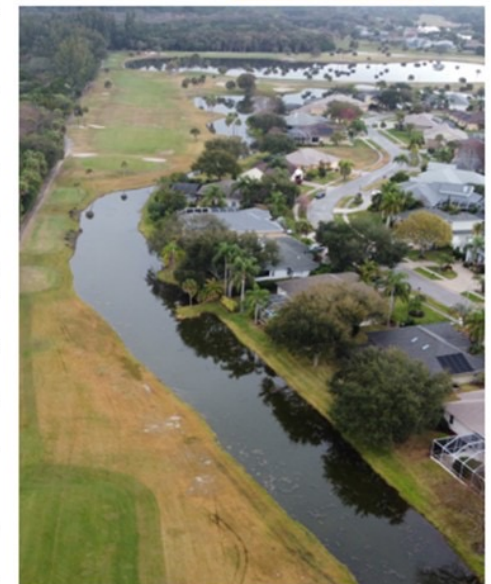
## VWPC 2021 Completed Projects

- 39 Volunteer-led work projects completed by 31 unique volunteers in 2021
  - 8 x Common-area projects
  - 31 x Golf club related projects
- 2021 Total expenses for VWPC projects = \$577.95
  - \$173.13 (CA = Common areas)
  - \$381.30 (GC = Golf club misc/building repair & maintenance/security)
  - \$0 (GCI = Golf club improvements)
  - \$23.52 (CHI = Club house improvements)



## VWPC 2021 Completed Projects

Project	POC	Est. start	Completion	Cost	Volunteers	Material	Purpose
Remove Christmas decorations	Dan S.	1/3/2021	1/3/2021	\$ -	Dan S/Ed D/		CA
Clean front gazebo	Dan S.	1/3/2021	1/3/2021	\$ -	Dan S		CA
Pond algae removal near hole 7	Ed D.	1/4/2021	1/4/2021	\$ 214.41	Ed D/Pat M/ Bob P/Gerry G/Larry F/Arve G/Travis L	Gate/clips/straps/hooks/2x rakes	GC
Pond algae removal near hole 7	Ed D.	1/11/2021	1/11/2021	\$ -	Ed D/Jim W/Pat M/Joe R/Gerry G/Larry F/Arve G/Travis L/Bruce B/Ruth N		GC
Hole 15 turn left arrow sign	Bruce B	1/14/2021	1/14/2021	\$ -	Bruce B	Bruce donated the material	GC
Fix bar door closer at club house	Keith L	1/14/2021	1/15/2021	\$ -	Keith L	Keith donated a door plate	GC
Pond algae removal near hole 3	Ed D.	1/18/2021	1/18/2021	\$ -	Ed D/ Bruce B/Travis K/Arve G/Pat M/Ron G/Joe R/Gerry G/Kem S/Duff S		GC
Pond algae removal near hole 3	Ed D.	1/25/2021	1/25/2021	\$ -	Ed D/ Bruce B/Travis K/Arve G/Pat M		GC
Pond algae removal near hole 3	Ed D.	2/1/2021	2/1/2021	\$ 110.91	Ed D/ Bruce B/Dan S/Ron G/Pat M/Joe R/Gerry G	Gate/zip ties/ropes/straps/clips	GC
Pond algae removal near hole 3	Ed D.	2/8/2021	2/8/2021		Ed D/ Bruce B/Larry F/Gerry G/Arve G/Pat M/Dan S/Michelle Z	Gate/zip ties/ropes/straps/clips	GC
Road island x2 maintenance	Allan V.	2/11/2021	2/11/2021	\$ -	Allan V.	Donated and installed six plants, weeded, and cleaned up the two islands.	CA
Pond algae removal near hole 3	Ed D.	2/15/2021	2/15/2021		Ed D/Larry F/Gerry G/Arve G/Pat M/Dan S/Michelle Z		GC
Pond algae removal near hole 3	Ed D.	2/22/2021	2/22/2021		Ed D/Larry F/Ruth N/Pat M/Bruce B/Dan S		GC
Pond algae removal near holes 3, 8, 9	Ed D.	3/1/2021	3/1/2021		Ed D/Pat M/Gerry G/Dan S		GC
Pond algae removal near holes 3, 8, 9	Ed D.	3/9/2021	3/9/2021		Ed D/Larry F/Ruth N/Pat M/Bruce B/Dan S		GC
Pond algae removal near holes 3, 8, 9	Ed D.	3/15/2021	3/15/2021		Ed D/Larry F/Ruth N/Pat M/Arve G/Gerry G		GC
Pond algae removal near holes 2,3,8, 9	Ed D.	3/23/2021	3/23/2021		Ed D/Larry F/Bruce B/Pat M/Debbie S		GC
Pond algae removal near holes 2,3,8, 9	Ed D.	3/29/2021	3/29/2021		Ed D/Larry F/Ruth N/Pat M/Arve G/Debbie S/Ron G/Jim W		GC
Pond algae removal	Ed D.	4/5/2021	4/5/2021		Ed D/Larry F/Ruth N/Arve G/Debbie S/Ron G		GC





## VWPC 2021 Completed Projects (Cont.)

North pond no tres/fishing sign replaced	Dan S.	4/24/2021	4/26/2021	\$ 63.23	Dan S	Sign/post/hardware	CA
Pond algae removal	Ed D.	4/26/2021	4/26/2021		Ed D/Larry F/Bruce B/Arve G/Debbie S/Carol & Phil H		GC
Pond algae removal	Ed D.	5/3/2021	5/3/2021		Ed D/Arve G/Debbie S/Carol & Phil H/Gerry G		GC
Pond algae removal	Bruce B	6/14/2021	6/14/2021		Bruce B/Larry F/Arve G/Gerry G/Debbie S/Ruthie N/Ron G		GC
Front light timer replacement	Gerry G	6/15/2021	6/15/2021		Gerry G		CA
Fishkill removal	Dan S	7/25/2021	7/25/2021		Dan S/Ed D		CA
Cart path tree trimming (holes 1-2)	Ed D.	7/26/2021	7/26/2021		Arve G/Pat M/Larry F/Deby S/Doug M/Ed D		GC
Cart path tree trimming (holes 2-4)	Ed D.	8/16/2021	8/16/2021		Arve G/Pat M/Larry F/Bob P/Ed D		GC
Cart path tree trimming (holes 2-4)	Hiroo S.	8/17/2021	8/17/2021		Hiroo Shiba/Joe Berry		GC
Entrance light repair	Ed D.	8/27/2021	8/30/2021	\$ 33.82	Ed D/Gerry G		CA
Clubhouse deck repair, Tree trimming, power wash deck/bldg	Ed D.	8/23/2021	8/30/2021	\$ 23.52	Larry F/Arve G/Ron G/Pat M/Bob P/Bruce B/Alan V	screws 23.52, wood \$?	CHI
Cart path clearing (holes 10 & 15)	Ed D.	9/20/2021	9/20/2021		Arve G/Larry F/Ruthie N/Deby S/Ann G/ Gerry G/Bob P/Hiroo S/Bruce B/Ed		GC
Cart path clearing	Ed D.	10/11/2021	10/11/2021		?		GC
Clubhouse flower bed clean up	Ruth N.	10/17/2021	10/17/2021		Ruthie N	Items donated by Shirley Bodine	GC
Repaired door in woman's restroom	Keith L.	10/24/2021	10/24/2021		Keith L		GC
New hardware in woman's restroom	Keith L.	10/31/2021	10/31/2021		Keith L		GC
Holiday decorations	Dan S.	11/29/2021	11/29/2021	\$ 76.08	Dan/Tondee/Ken S/Susan S/Arve G/Jody H-T	Lights/clips (Dan donated \$29.56)	CA
Clubhouse entry plants	Ruth N.	12/5/2021	12/5/2021	\$ -	Ruthie N	Items donated by Ruth Nelligan	GC
Weeded and cleaned hill by hole# 14	Susan S.	12/27/2021	12/27/2021	\$ -	Susan S	2 hrs of clean up	GC
Covered/fenced elect meter hole #4	Paul B.	12/30/2021	12/30/2021	\$ 55.98	Paul B		GC

## VWPC 2022 Completed Projects

Project	POC	Est. start	Completion	Cost	Volunteers	Material	Purpose
Installed roller shade west bar window	Paul B	1/1/2022	1/1/2022	\$ 53.50	Paul B		CHI
Remove Christmas decorations	Paul B	1/2/2022	1/2/2022	\$ 82.34	Paul B/Lisa B/Kem S/Dan S/Jen D/Jen B/Mary Ellen N/Eric A/Dom A	New storage bins	CA
LED floodlight install cart washing area	Paul B	1/3/2022	1/3/2022	\$ 48.14	Paul B	Pending electrician action	CHI

		<b>2022 Total expenses:</b>	<b>\$ 183.98</b>	
<b>Total number of projects</b>	<b>3</b>		<b>\$ 82.34</b>	CA= Common Areas
Common area projects	1		\$ -	GC= Golf Course Misc/Building Repair & Maintenance/Security
Golf club related projects	2		\$ -	GCI= Golf Course Improvements
			\$ 101.64	CHI= Club House Improvements

	<= Approved by SHOA Board
	<= Pending board decision

## 2022 Pending Projects

### Painting projects

WORKING/PENDING VOLUNTEER PROJECTS							
Project	POC	Est. start	Completion	Cost	Volunteers	Material	Purpose
Repainting of the GC granite stiles	Dan S.	1/16/2022		\$ 189.27	Dan S	Lithichrome paint and clear coat	GC-Misc Expense Acct
Paint perimeter lights on the brick columns surrounding the veranda	???					Estimated cost?	GC-Bldg Repair/Maint
Paint railings surrounding the veranda	???					Estimated cost?	GC-Bldg Repair/Maint
Repair ceiling in the club house and paint	???					Estimated cost?	GC-Bldg Repair/Maint
Paint the club house interior walls	???					Estimated cost?	GC-Bldg Repair/Maint
Stain the curbs in the front of the club house	???					Estimated cost?	GC-Bldg Repair/Maint
Paint the front door and replace the outside pull handle	???					Estimated cost?	GC-Bldg Repair/Maint
Stain the exterior bricks on the club house	???					Estimated cost?	GC-Bldg Repair/Maint
Repair siding boards and paint the exterior of the club house	???					Estimated cost?	GC-Bldg Repair/Maint
Paint the walls in the starter area around the restrooms	???					Estimated cost?	GC-Bldg Repair/Maint
Sand and paint the doors in the starter area	???					Estimated cost?	GC-Bldg Repair/Maint
Repair the ceiling and paint in the starter area by the restrooms	???					Estimated cost?	GC-Bldg Repair/Maint
Paint the interior walls in the starter room	???					Estimated cost?	GC-Bldg Repair/Maint

## 2022 Pending Projects

### Miscellaneous Club House Projects

Project	POC	Est. start	Completion	Cost	Volunteers	Material	Purpose
Pressure wash club house rear deck	???					Estimated cost?	GC-Bldg Repair/Maint
Install flood light NE crnr of club house	???			\$ 48.14		\$48.14 plus cost to run electric	GC-Bldg Repair/Maint
Install flood light SE crnr of club house	???			\$ 48.14		\$48.14 plus cost to run electric	GC-Bldg Repair/Maint
Replace welcome mats at front and rear doors to the club house	???					Estimated cost?	GC-Bldg Repair/Maint
Remove junk from the starter/restroom area.	???						GC-Bldg Repair/Maint
Remove the aluminum cans from the recycle bin area and take them to the recycler.	???						GC
Install key pad dead bolt lock on the club house front door.	???			\$ 101.64			GC-Bldg Repair/Maint
Install key pad dead bolt lock on the club house side door.	???			\$ 101.64			GC-Bldg Repair/Maint
Pressure wash club house rear deck	???					Estimated cost?	GC-Bldg Repair/Maint
Install flood light NE crnr of club house	???			\$ 48.14		\$48.14 plus cost to run electric	GC-Bldg Repair/Maint
Install flood light SE crnr of club house	???			\$ 48.14		\$48.14 plus cost to run electric	GC-Bldg Repair/Maint



## 2022 Pending Projects

### Miscellaneous Club House Projects (cont.)

Project	POC	Est. start	Completion	Cost	Volunteers	Material	Purpose
Replace welcome mats at front and rear doors to the club house	???					Estimated cost?	GC-Bldg Repair/Maint
Remove junk from the starter/restroom area.	???						GC-Bldg Repair/Maint
Remove the aluminum cans from the recycle bin area and take them to the recycler.	???						GC
Install key pad dead bolt lock on the club house front door.	???			\$ 101.64			GC-Bldg Repair/Maint
Install key pad dead bolt lock on the club house side door.	???			\$ 101.64			GC-Bldg Repair/Maint
Install key pad dead bolt lock on the maintenance building front door.	???			\$ 101.64			GC-Bldg Repair/Maint
Replace door knob and dead bolt on the kitchen exterior access door	???					Estimated cost?	GC-Bldg Repair/Maint
Replace door knob and dead bolt on the club house men's room exterior access door	???					Estimated cost?	GC-Bldg Repair/Maint
Replace door knob and dead bolt on the storage room door under the club house rear stairway	???					Estimated cost?	GC-Bldg Repair/Maint
Replace door knobs and dead bolts on the maintenance building exterior doors	???					Estimated cost?	GC-Bldg Repair/Maint
Clean up and landscaping around club house.	???						GC-Bldg Repair/Maint

## 2022 Pending Projects

### Miscellaneous Common Area Projects

Project	POC	Est. start	Completion	Cost	Volunteers	Material	Purpose
Clean up of entrance area	???						CA= Common Areas
Clean up of park/gazebo/courts	???						CA= Common Areas
Repainting of resident mailboxes	???					Estimated cost?	CA= Common Areas
Install sandbox at the park	???					Estimated cost?	CA= Common Areas
Install sun shade at the park	???					Estimated cost?	CA= Common Areas
Community walk/run trail signs	Dan S.	On hold			Tabled by SHOA BOD	2x signs=\$96, +Poles, +bolts	CA- Common Areas

## We're always in need of volunteer work project leads and volunteers

All of this information below is available at this link!

<https://thesavannahshoa.com/volunteer-corner/>

- [Click here](#) to see photos of a few of the volunteer projects
- [Click here](#) for a list of the 2022 Volunteer Work Committee completed projects **(Updated 1/3/2022)**
- [Click here](#) for a list of the planned/pending future projects. Contact [Dan](#) if you'd like to participate or take lead!
- [Click here](#) for a list of completed volunteer projects from previous years.

# The Savannahs at Sykes Creek Homeowners Association

## POLICY RESOLUTION NUMBER 2022 - 01

### **Relating to fencing requirements until they can be incorporated into the restatement of Declaration of Covenants and Restrictions.**

**WHEREAS**, The Savannahs at Sykes Creek Homeowners Association wish to exercise their powers and duties in good faith and in the best interest of the Association and its members; and,

**WHEREAS**, the Board of Directors desires to be a community that is pleasing to the eye and conducive to positive neighborly relations; and,

**WHEREAS**, Section 16 of the Bylaws of The Savannahs at Sykes Creek Homeowners Association (“Bylaws”) states that the Board shall be responsible for the affairs of the Association and shall have all of the powers and duties necessary for the administration of the Association's affairs and may do all acts and things as provided by law as are not by the Declaration, the Articles of incorporation or these By-Laws directed to be done and exercised exclusively by the Developer or the membership generally; and,

**WHEREAS**, all Homeowners in the SHOA are bound by the current Bylaws and Covenants and Restrictions; and,

**WHEREAS**, Whereas some Homeowners are concerned about the standards for fencing installed on their property; and,

**WHEREAS**, the Board has determined the following fence restrictions shall be:

No fence shall be constructed to a height of more than four feet (4') above ground level of adjoining Lots.

No fence shall be erected or placed within the front setback areas of any Lot unless the fence is ornamental and a desirable feature and in no event will impair the general scheme of theme of the Subdivision.

No fence designed for the rear yard shall extend beyond the front corners of the house.

The fence shall be:

1.) Black in color metal fencing with spaced vertical spindles with or without ornate pickets similar in style to the SHOA fence at the entry to the Savannahs. No shrubbery is required to buffer the metal fencing from view.

2.) Vinyl clad chain link and shall be fully buffered by shrubbery and landscaping when visible from the golf course, lakes or streets.

Newly installed buffering landscaping must attain about 80% to 100% coverage to adequately screen the fence from view within one (1) year and subsequently be maintained as required. Buffering landscaping shall be maintained at a height of no more than 6 inches above

and 6 inches below the height of the fencing. Placement of all fencing shall such that the fencing is four (4) feet inside of the Lot Owner's property line to allow the buffering landscaping to be placed on the outside of the fence (and still on the Lot Owner's property) and to buffer the fence visually from the outside of the Lot Owner's property.

All fencing shall be maintained in good working order and good appearance substantially similar to their functioning and appearance when they were newly installed.

Consideration must be taken for the 7.5 foot easement on each lot that may result in the County removing fencing installed in this area at the homeowners expense.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors the Board of Directors of the SHOA are indicating their desire to include these concepts in the upcoming revisions to the current or proposed Covenants and Restrictions.

**The Savannahs at Sykes Creek Homeowners Association**

**RESOLUTION ACTION RECORD**

**Resolution Title:** Relating to fencing requirements until they can be incorporated into the restatement of Declaration of Covenants and Restrictions.

**Resolution No.** 2022 - 01

**Pertaining:** FENCE REQUIREMENTS

Duly adopted at a meeting of the Board of Directors held: \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Joe Weeks, President	_____	_____	_____	_____
Paul Ballman, Vice President	_____	_____	_____	_____
Erik Anderson, Treasurer	_____	_____	_____	_____
Misty Kinsey, Secretary	_____	_____	_____	_____
Bill Will, Director	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

Resolution effective date: \_\_\_\_\_

# **The Savannahs at Sykes Creek Homeowners Association**

POLICY RESOLUTION NUMBER 2022 - 02

## **Authorization for Joe Weeks and Erik Anderson to enter into agreements, contracts, leases, and other contracts on behalf of The Savannahs at Sykes Creek Homeowners Association, Inc.**

**WHEREAS**, The Savannahs at Sykes Creek Homeowners Association wish to exercise their powers and duties in good faith and in the best interest of the Association and its members; and,

**WHEREAS**, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

**WHEREAS**, Article IV, Section 16 of the Bylaws of The Savannahs at Sykes Creek Homeowners Association (“Bylaws”) states that the Board shall be responsible for the affairs of the Association and shall have all of the powers and duties necessary for the administration of the Association's affairs and may do all acts and things as provided by law as are not by the Declaration, the Articles of incorporation or these By-Laws directed to be done and exercised exclusively by the Developer or the membership generally; and,

**WHEREAS**, Section 6 of the Bylaws of The Savannahs at Sykes Creek Homeowners Association (“Bylaws”) states “All agreements, contracts, deeds, leases, checks, and other instruments of the Association shall be executed by at least two (2) officers or by such other person or persons may be designated by resolution of the Board. All Persons having authority to sign Association checks and instruments of Association indebtedness shall be bonded at the Associations expense.; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby authorized Joe Weeks, President, and Erik Anderson, Board Treasurer individually or in tandem the authority to enter into agreements, contracts, deeds, leases, checks, and other instruments on behalf of the Association effective on the date they became officers of the Association.

**The Savannahs at Sykes Creek Homeowners Association**

**RESOLUTION ACTION RECORD**

**Resolution Title:** Authorization for Joe Weeks and Erik Anderson to enter into agreements, contracts, leases, and other contracts on behalf of The Savannahs at Sykes Creek Homeowners Association, Inc.

**Resolution No.** 2022 - 02

Duly adopted at a meeting of the Board of Directors held: \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Joe Weeks President	_____	_____	_____	_____
Paul Ballman, Vice President	_____	_____	_____	_____
Erik Anderson, Treasurer	_____	_____	_____	_____
Misty Kinsey, Secretary	_____	_____	_____	_____
Bill Will, Director	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

Resolution effective date: \_\_\_\_\_



# **The Savannahs at Sykes Creek Homeowners Association**

POLICY RESOLUTION NUMBER 2022 - 03

## **Establishing the Charter of The Savannahs at Sykes Creek Homeowners Association By-Laws Committee.**

**WHEREAS**, The Savannahs at Sykes Creek Homeowners Association wish to exercise their powers and duties in good faith and in the best interest of the Association and its members; and,

**WHEREAS**, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

**WHEREAS**, Article V of the By-Laws of The Savannahs at Sykes Creek Homeowners Association (“Bylaws”) states “Committees are hereby authorized to perform such tasks and to serve for such periods as may be provided for in the Declaration, these By-Laws, the Articles of Incorporation or designated by a resolution adopted by a majority of the directors of the Board present at a meeting at which a quorum is present. Such committees shall perform such duties and have such powers as may be provided in the Declaration, the Articles of Incorporation, these By-Laws and the resolution of the Board. In the event of conflict in the terms of any of the foregoing, the Declaration, Articles of Incorporation, By-Laws and resolutions of the Board (in that order) shall prevail. Each committee shall operate in accordance with the terms related thereto, the rules adopted by the Board and the terms and provisions of the Declaration, the Articles of Incorporation and these By-Laws.”; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby sets the Charter of the By-Laws Committee, effective immediately upon adoption by a majority of the directors, as:

# **The Savannahs at Sykes Creek Homeowners Association**

## **By Laws Committee Charter**

### **I. Purpose of Committee**

The Bylaws Committee shall review The Savannahs at Sykes Creek Homeowners Association, Inc's governing documents annually and make appropriate recommendations to the Board and membership, as necessary. In addition, the Committee may be called upon to help in the interpretation of the Bylaws.

### **II. Composition**

The Savannahs at Sykes Creek Homeowners Association, Inc's shall annually appoint a Bylaws Committee consisting of at least three (3) Regular Members and shall name one of the members to serve as the committee's chair.

### **III. Duties of the Nominating Committee**

- a. Meet in person or by teleconference at least once per year
- b. Review Bylaws annually
- c. Develop strategies for necessary revisions (as needed)
- d. Submit recommendations to the Board (as needed)
- e. Support Board and/or membership with interpretation of Bylaws or recommend to the Board the adoption of Board policies (as needed)

**The Savannahs at Sykes Creek Homeowners Association**

**RESOLUTION ACTION RECORD**

**Resolution Title:** Establishing the Charter of The Savannahs at Sykes Creek Homeowners Association By Laws Committee.

**Resolution No.** 2022 - 03

Duly adopted at a meeting of the Board of Directors held: \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Joe Weeks President	_____	_____	_____	_____
Paul Ballman, Vice President	_____	_____	_____	_____
Erik Anderson, Treasurer	_____	_____	_____	_____
Misty Kinsey, Secretary	_____	_____	_____	_____
Bill Will, Director	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

Resolution effective date: \_\_\_\_\_

# **The Savannahs at Sykes Creek Homeowners Association**

POLICY RESOLUTION NUMBER 2022 - 04

## **Establishing the Chairman of The Savannahs at Sykes Creek Homeowners Association By Laws Committee.**

**WHEREAS**, The Savannahs at Sykes Creek Homeowners Association wish to exercise their powers and duties in good faith and in the best interest of the Association and its members; and,

**WHEREAS**, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

**WHEREAS**, Article V of the By-Laws of The Savannahs at Sykes Creek Homeowners Association (“Bylaws”) states “Committees are hereby authorized to perform such tasks and to serve for such periods as may be provided for in the Declaration, these By-Laws, the Articles of Incorporation or designated by a resolution adopted by a majority of the directors of the Board present at a meeting at which a quorum is present. Such committees shall perform such duties and have such powers as may be provided in the Declaration, the Articles of Incorporation, these By-Laws and the resolution of the Board. In the event of conflict in the terms of any of the foregoing, the Declaration, Articles of Incorporation, By-Laws and resolutions of the Board (in that order) shall prevail. Each committee shall operate in accordance with the terms related thereto, the rules adopted by the Board and the terms and provisions of the Declaration, the Articles of Incorporation and these By-Laws.”; and,

**WHEREAS**, Article II of the Bylaws Committee Charter states “The Savannahs at Sykes Creek Homeowners Association, Inc’s shall annually appoint a Bylaws Committee consisting of at least three (3) Regular Members and shall name one of the members to serve as the committee’s chair.”; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby appoints Ken Smith Chairman of the By-Laws Committee, effective immediately upon adoption by a majority of the directors,

**The Savannahs at Sykes Creek Homeowners Association**

**RESOLUTION ACTION RECORD**

**Resolution Title:** Establishing the Chairman of The Savannahs at Sykes Creek Homeowners Association By Laws Committee.

**Resolution No.** 2022 - 04

Duly adopted at a meeting of the Board of Directors held: \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Joe Weeks President	_____	_____	_____	_____
Paul Ballman, Vice President	_____	_____	_____	_____
Erik Anderson, Treasurer	_____	_____	_____	_____
Misty Kinsey, Secretary	_____	_____	_____	_____
Bill Will, Director	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

Resolution effective date: \_\_\_\_\_

# **The Savannahs at Sykes Creek Homeowners Association**

POLICY RESOLUTION NUMBER 2022 - 05

## **Establishing The Savannahs at Sykes Creek Homeowners Association Risk Management Committee.**

**WHEREAS**, The Savannahs at Sykes Creek Homeowners Association wish to exercise their powers and duties in good faith and in the best interest of the Association and its members; and,

**WHEREAS**, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

**WHEREAS**, Article V of the Bylaws of The Savannahs at Sykes Creek Homeowners Association (“Bylaws”) states “Committees are hereby authorized to perform such tasks and to serve for such periods as may be provided for in the Declaration, these By-Laws, the Articles of Incorporation or designated by a resolution adopted by a majority of the directors of the Board present at a meeting at which a quorum is present. Such committees shall perform such duties and have such powers as may be provided in the Declaration, the Articles of Incorporation, these By-Laws and the resolution of the Board. In the event of conflict in the terms of any of the foregoing, the Declaration, Articles of Incorporation, By-Laws and resolutions of the Board (in that order) shall prevail. Each committee shall operate in accordance with the terms related thereto, the rules adopted by the Board and the terms and provisions of the Declaration, the Articles of Incorporation and these By-Laws.”; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby establishes the Risk Management Committee, effective immediately upon adoption by a majority of the directors, as:

**The Savannahs at Sykes Creek Homeowners Association**

**RESOLUTION ACTION RECORD**

**Resolution Title:** Establishing The Savannahs at Sykes Creek Homeowners Association Risk Management Committee.

**Resolution No.** 2022 - 05

Duly adopted at a meeting of the Board of Directors held: \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Joe Weeks President	_____	_____	_____	_____
Paul Ballman, Vice President	_____	_____	_____	_____
Erik Anderson, Treasurer	_____	_____	_____	_____
Misty Kinsey, Secretary	_____	_____	_____	_____
Bill Will, Director	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

Resolution effective date: \_\_\_\_\_

# **The Savannahs at Sykes Creek Homeowners Association**

POLICY RESOLUTION NUMBER 2022 - 06

## **Establishing the Charter of The Savannahs at Sykes Creek Homeowners Association Risk Management Committee.**

**WHEREAS**, The Savannahs at Sykes Creek Homeowners Association wish to exercise their powers and duties in good faith and in the best interest of the Association and its members; and,

**WHEREAS**, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

**WHEREAS**, Article V of the Bylaws of The Savannahs at Sykes Creek Homeowners Association (“Bylaws”) states “Committees are hereby authorized to perform such tasks and to serve for such periods as may be provided for in the Declaration, these By-Laws, the Articles of Incorporation or designated by a resolution adopted by a majority of the directors of the Board present at a meeting at which a quorum is present. Such committees shall perform such duties and have such powers as may be provided in the Declaration, the Articles of Incorporation, these By-Laws and the resolution of the Board. In the event of conflict in the terms of any of the foregoing, the Declaration, Articles of Incorporation, By-Laws and resolutions of the Board (in that order) shall prevail. Each committee shall operate in accordance with the terms related thereto, the rules adopted by the Board and the terms and provisions of the Declaration, the Articles of Incorporation and these By-Laws.”; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby sets the Charter of the Risk Management Committee, effective immediately upon adoption by a majority of the directors, as:



# **The Savannahs at Sykes Creek Homeowners Association Risk Management Committee Charter**

## **Objective**

The objective of the Risk Management Committee of the Board of Directors (the "Committee") of The Savannahs at Sykes Creek Homeowners Association, Inc. (the "Association") is to assist the Board of Directors (the "Board") in fulfilling its corporate governance oversight responsibilities with regard to:

- identification, evaluation and mitigation of strategic, operational, and external environment risks.
- monitoring and approving the risk management framework and associated practices of the Company.

## **Composition and Membership**

The Committee shall be appointed by and will serve at the discretion of the Board. The Committee shall consist of five (5) volunteer members of the Board. The Chair of the Committee shall be appointed by the Board of Directors. Members of the Committee shall be approved by the Board of Directors.

## **Meetings and Quorum**

The Committee shall meet at least four times in a year. Three members shall form the quorum for the meeting of the committee.

## **Responsibilities and authority**

The following are the responsibilities and authority of the Committee. The Committee may diverge from these responsibilities and may assume such other responsibilities as it deems necessary or appropriate in carrying out its functions.

- (a) To identify assess, mitigate, and monitor the existing as well as potential risks

to the Association (including risks associated with cyber security, financial and operational risk), to recommend the strategies to the Board to overcome them and review key leading indicators in this regard.

- (b) To periodically review and approve the Risk Management framework including the risk management processes and practices of the Association.
- (c) To evaluate significant risk exposures of the Association and assess management's actions to mitigate the exposures in a timely manner.
- (d) To develop and implement action plans to mitigate the risks.
- (e) To coordinate its activities with the Audit Committee in instances where there is any overlap with audit activities (e.g. internal or external audit issue relating to risk management policy or practice).
- (f) To oversee at such intervals as may be necessary, the adequacy of Association's resources to perform its risk management responsibilities and achieve its objectives.
- (g) To review and periodically assess the Association's performance against the identified risks of the Association.
- (h) To review and periodically reassess the adequacy of this Charter and recommend any proposed changes to the Board for approval.
- (i) To perform such other activities related to Risk Management Plan as requested by the Board of Directors or to address issues related to any significant, subject within its term of reference.

The role and responsibilities of the risk management committee shall include such other items as may be prescribed by applicable law or the Board in compliance with applicable law, from time to time.

The performance of the Committee shall be reviewed by the Board periodically. The Committee shall have access to any internal information necessary to fulfil its responsibilities. The Committee shall also have authority to obtain advice and assistance from internal or external legal, accounting, or other advisors.

**The Savannahs at Sykes Creek Homeowners Association**

**RESOLUTION ACTION RECORD**

**Resolution Title:** Establishing the Charter of The Savannahs at Sykes Creek Homeowners Association Risk Management Committee.

**Resolution No.** 2022 - 06

Duly adopted at a meeting of the Board of Directors held: \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Joe Weeks President	_____	_____	_____	_____
Paul Ballman, Vice President	_____	_____	_____	_____
Erik Anderson, Treasurer	_____	_____	_____	_____
Misty Kinsey, Secretary	_____	_____	_____	_____
Bill Will, Director	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

Resolution effective date: \_\_\_\_\_

# **The Savannahs at Sykes Creek Homeowners Association**

POLICY RESOLUTION NUMBER 2022 - 07

## **Establishing The Savannahs Golf Course Employee & Vendor Code of Conduct.**

**WHEREAS**, The Savannahs at Sykes Creek Homeowners Association wish to exercise their powers and duties in good faith and in the best interest of the Association and its members; and,

**WHEREAS**, the Board of Directors wishes to establish standards for the operation and governance of the Association that serve as guiding principles for both volunteer leaders and members of the Association; and,

**WHEREAS**, Article III, Paragraph C, Section 16 Bylaws of The Savannahs at Sykes Creek Homeowners Association, Inc. (“Bylaws”) states “The Board shall be responsible for the affairs of the Association and shall have all of the powers and duties necessary for the administration of the Association's affairs”; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts The Savannahs Golf Course Employee & Vendor Code of Conduct, effective immediately upon adoption by a majority of the directors, as:



# THE SAVANNAHS GOLF COURSE EMPLOYEE & VENDOR CODE OF CONDUCT

3915 Savannahs Trail  
Merritt Island, FL 32953  
Phone: 321-455-1375  
Web Site: [www.savannahsgolf.com](http://www.savannahsgolf.com)

# EMPLOYEE & VENDOR CODE OF CONDUCT

The Employee & Vendor Code of Conduct Policy sets **minimum standard** for the behavior of employees of The Savannahs Golf Club in carrying out their functions. It has been developed to assist employees to:

1. Work together harmoniously in accordance with the standards of the The Savannahs Golf Club
2. Act in the best interest of The Savannahs Golf Club when performing their duties;
3. Promote The Savannahs Golf Club's values, beliefs and policies; and
4. Act in a manner consistent with the highest moral, legal and ethical principles.

This policy recognizes that individuals have the right to be treated with respect in the workplace. The Savannahs Golf Club does not, and employees should not, condone behavior in the workplace that is unacceptable and likely to undermine the safety and productivity of co-workers and themselves. The Savannahs Golf Club, in exercising its responsibilities as the employer, will endeavor, always to provide a positive work environment, which is free from offensive remarks, material or behavior and where employees provide courteous and efficient service to the customers, patrons, staff members in a friendly and professional manner.

The standards established in this policy are intended to reinforce the responsibilities of all parties in achieving and maintaining a positive work environment.

**This policy applies to *all persons* employed by, and third parties who provide work or services to, The Savannahs Golf Club without exception.**

**A breach of this policy will result in disciplinary action including dismissal of employment.**

## 1. STANDARDS OF CONDUCT

The following are examples of, but not limited to, the types of conduct which the of The Savannahs Golf Club considers unacceptable and deserving of discipline, up to and including termination.

- a) Deliberate or willful destruction or damage to property, equipment, machinery or tools belonging to The Savannahs Golf Club, fellow employees, staff, contractors, customers or members of the public.
- b) Theft or misappropriation of property belonging to The Savannahs Golf Club, fellow employees, customers or any person associated with The Savannahs Golf Club.
- c) Engaging in inappropriate or offensive conduct, wearing or using obscene or abusive language while on Golf Club premises, while on duty or while representing The Savannahs Golf Club.
- d) Harassment of fellow employees.
- e) Possession of dangerous weapons or illegal items on your person while on duty or on The Savannahs Golf Club property.

If you have a firearm for which you lawfully possess, it must be locked inside a private motor vehicle and additionally locked inside a secondary container while parked in the employer's parking lot. At no time can your vehicle with a firearm within, locked inside the private motor vehicle and additionally locked inside a secondary container is to be parked in general parking.

- f) Fighting, threatening or intimidating others, or provoking or instigating a fight on The Savannahs Golf Club property or while on duty.
- g) Engaging in illegal conduct on The Savannahs Golf Club property or while on duty.
- h) Demonstrating insubordinate behavior towards or refusing to follow directions or instructions from his/her supervisor or any person of authority.
- i) Engaging in poor work habits including performing the duties or responsibilities of one's position while impaired by drugs (legal and/or illegal or prescription) or alcohol. Also performing duties while impaired by other causes such as sleep deprivation, in which the manner or to a degree that the safe performance of the work might be compromised.

## **2. WORKPLACE DRESS**

Employees shall dress in attire appropriate for the employee's position, having regard to the nature of the employee's work and the importance of maintaining a safe and professional work environment image.

## **3. OUTSIDE REMUNERATION**

An employee engaged in outside employment may carry on business or receive public funds for personal activities provided that it does not place upon him/her demands inconsistent with his/her job and in particular;

- a) It does not interfere with the performance of his/her duties while working.
- b) It does not constitute actual or perceived conflict of interest; and
- c) It does not use The Savannahs Golf Club property, services, equipment, information or supplies, which he/she has access to by virtue of his/her employment with The Savannahs Golf Club.

## **4. DEALING WITH THE PUBLIC**

Employees are expected to conduct themselves in a friendly, courteous and professional manner when dealing with customers and the general public.

## **5. CONFLICT OF INTEREST**

The Savannahs Golf Club recognizes the right of its employees to be involved in activities as citizens of the community, but employees must keep their role as private citizens separate and distinct from their responsibilities as The Savannahs Golf Club employees and avoid conflict of interest. Conflict of interest situations shall include, but is not limited to;

- a) The employee's private affairs or financial interests are in conflict with his or her duties,



responsibilities and obligations or result in the public perception that such a conflict exists;

b) The employee's ability to act in the best interest on behalf of The Savannahs Golf Club would be impaired or appear to be impaired by the conflict; or,

c) The employee's actions may compromise or undermine the trust, which the public places in The Savannahs Golf Club and its administration.

## **6. CONFIDENTIALITY**

Confidential information that is not for public disclosure, or privileged information available only to The Savannahs Golf Club employees, will not be used in order to benefit an employee or others. If the employee is unsure as to the status of information, the immediate supervisor should be consulted.

## **7. GIFTS AND BENEFITS**

Gifts or benefits should not be accepted where it may be determined by management that the employee could be influenced in making a business decision as a consequence of accepting such hospitality.

## **8. ENFORCEMENT AND CONTRAVENTION PROCESS**

It is the responsibility of every supervisor to ensure that employees are aware of the Employee Code of Conduct Policy.

A supervisor, who is aware that an employee who has failed to observe the code of conduct, shall notify the HOA Board of Directors.

If an employee has reason to believe that a supervisor is committing a serious breach of the code of conduct, he/she may approach any member of the HOA Board of Directors and in total confidentiality be assured that no consequences for their action whatsoever will be levied against them.

All employees have the responsibility to report verbally, or in writing, any evidence of breach of the standards set out in this policy and procedure. Reports should be submitted to the employee's direct supervisor with a copy forwarded to any member of the HOA Board of Directors.. Employees have a responsibility not to be frivolous or vindictive in making such reports.

Supervisors and management staff have an ongoing responsibility to respond immediately to stop any activity in the workplace, which undermines this policy, whether or not there has been a report or a complaint. Inaction on the part of any supervisor or management staff will be investigated by the HOA Board of Directors and may result in disciplinary action being taken. A supervisor may require a complaint or report to be submitted in writing before taking any action under this policy.



THE SAVANNAHS GOLF COURSE  
EMPLOYEE & VENDOR CODE OF  
CONDUCT

CONFIRMATION OF RECEIPT AND  
UNDERSTANDING

I, \_\_\_\_\_, have received a copy of The Savannahs Golf Club's Employee Code of Conduct Policy and have read it or have had it read to me and I fully understand its content.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

*To be files in Employee Human Resources File*

**The Savannahs at Sykes Creek Homeowners Association**

**RESOLUTION ACTION RECORD**

**Resolution Title:** Establishing the Charter of The Savannahs at Sykes Creek Homeowners Association Risk Management Committee.

**Resolution No.** 2022 - 06

Duly adopted at a meeting of the Board of Directors held: \_\_\_\_\_

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Joe Weeks President	_____	_____	_____	_____
Paul Ballman, Vice President	_____	_____	_____	_____
Erik Anderson, Treasurer	_____	_____	_____	_____
Misty Kinsey, Secretary	_____	_____	_____	_____
Bill Will, Director	_____	_____	_____	_____

ATTEST:

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

Resolution effective date: \_\_\_\_\_