

# **THE LANDINGS OF TAMPA CONDO ASSN.**

## **NOTICE OF 2020 BUDGET ADOPTION MEETING**

**To All The Landings of Tampa Condo Assn. Members,**

The BUDGET MEETING of THE LANDINGS OF TAMPA CONDO ASSN. will be held at the following DATE, TIME, and LOCATION:

- **DATE / TIME: Saturday, November 9, 2019 at 9:30 AM**
  
- **LOCATION: Clubhouse, 10034 Strafford Oaks Court, Tampa, FL 33624**
  
- This Board Meeting of the Association will be held for the purpose of final approval and adoption of the 2020 Budget, as well as the establishment of the annual assessment and/or maintenance fees(s) schedule for the 2020 calendar year. We have enclosed a copy of the 2020 Proposed Budget for your review.

**Agenda items are as follows:**

1. Certify Quorum of Board And Membership
2. Proof of Notice of the Meeting
3. Vote to Waive the Fully Funding the Reserves
4. Board Approval of 2020 Annual Budget
5. Adjournment

Mailed: October 7, 2019

BY ORDER OF THE BOARD OF DIRECTORS

DAVID DRAKE, LCAM

**THE LANDINGS OF TAMPA**  
**230 UNITS**  
**JANUARY 1, 2020 - DECEMBER 31, 2020 PROPOSED BUDGET**

| ACCT | REVENUE                           | 2018 ANNUAL      | 2019 ANNUAL      | 2020 ANNUAL         | 2020 MONTHLY AMOUNT |
|------|-----------------------------------|------------------|------------------|---------------------|---------------------|
| 4010 | Unit Maintenance Fees             | \$744,344        | \$833,665        | \$958,713           | \$79,893            |
| 4025 | NSF Fees                          | \$8,000          | \$1,000          | \$500               | \$42                |
| 4200 | Water Income                      | \$65,000         | \$80,000         | \$84,000            | \$7,000             |
| 4600 | Rental Income                     | \$50,000         | \$30,000         | \$36,000            | \$3,000             |
| 4750 | Gate Access Income                | \$100            | \$100            | \$100               | \$8                 |
|      | <b>TOTAL REVENUE</b>              | <b>\$867,444</b> | <b>\$944,765</b> | <b>\$ 1,079,313</b> | <b>\$89,943</b>     |
|      | <b>OPERATING EXPENSES</b>         |                  |                  |                     |                     |
| 5010 | Copies / Printing / Supplies      | \$8,000          | \$8,000          | \$8,000             | \$667               |
| 5200 | Termite Pest Control Contract     | \$0              | \$0              | \$5,000             | \$417               |
| 5300 | Insurance                         | \$187,000        | \$187,000        | \$175,000           | \$14,583            |
| 5400 | Lawn Service Contract             | \$68,000         | \$54,120         | \$54,120            | \$4,510             |
| 5410 | Tree Trimming                     | \$0              | \$5,000          | \$5,000             | \$417               |
| 5420 | Irrigation                        | \$10,000         | \$10,000         | \$12,000            | \$1,000             |
| 5425 | Mulch                             | \$8,000          | \$8,000          | \$7,000             | \$583               |
| 5430 | Exterior Pest Control             | \$8,000          | \$8,000          | \$5,000             | \$417               |
| 5620 | Division Fees                     | \$800            | \$920            | \$500               | \$42                |
| 5610 | Licenses & Fees                   | \$0              | \$300            | \$300               | \$25                |
| 5800 | Management Fee                    | \$24,000         | \$24,000         | \$24,000            | \$2,000             |
| 5900 | Legal                             | \$12,000         | \$20,000         | \$24,000            | \$2,000             |
| 5910 | CPA Services / Audit              | \$350            | \$600            | \$500               | \$42                |
| 6100 | Repair / Maintenance - Building   | \$30,000         | \$30,000         | \$30,000            | \$2,500             |
| 6115 | Repair / Maintenance - Grounds    | \$5,000          | \$6,000          | \$6,000             | \$500               |
| 6120 | Repair / Maintenance - Plumbing   | \$6,000          | \$6,000          | \$6,000             | \$500               |
| 6125 | Repair / Maintenance - Fire Alarm | \$2,500          | \$4,000          | \$6,000             | \$500               |
| 6135 | Repair / Maintenance - Entry Gate | \$4,000          | \$10,000         | \$7,200             | \$600               |
| 6150 | Repair / Maintenance - Electrical | \$3,000          | \$5,000          | \$5,000             | \$417               |
| 6160 | Building Supplies                 | \$3,000          | \$5,000          | \$5,000             | \$417               |
| 6165 | Pond Maintenance                  | \$4,500          | \$6,000          | \$5,000             | \$417               |
| 6175 | Janitorial Supplies               | \$3,000          | \$4,000          | \$2,500             | \$208               |
| 6200 | Pool - Contracted Service         | \$7,200          | \$7,200          | \$7,200             | \$600               |
| 6300 | Fitness Equipment repairs         | \$1,000          | \$1,000          | \$1,000             | \$83                |
| 6310 | Amenities Maintenance / Repairs   | \$1,000          | \$1,000          | \$1,000             | \$83                |
| 6400 | Payroll                           | \$100,000        | \$91,000         | \$91,000            | \$7,583             |
| 5415 | Landscaping Replacement           | \$0              | \$0              | \$5,000             | \$417               |
| 7001 | Electric - Street Lights          | \$28,000         | \$24,000         | \$24,000            | \$2,000             |
| 7002 | Water & Sewer                     | \$110,000        | \$108,000        | \$108,000           | \$9,000             |
| 7003 | Valet Trash 4 DAYS WEEK           | \$24,000         | \$24,000         | \$24,000            | \$2,000             |
| 7004 | Waste Management Trash Removal    | \$20,000         | \$24,000         | \$24,000            | \$2,000             |
| 7005 | Telephone & Fax                   | \$1,800          | \$3,600          | \$3,600             | \$300               |
| 7100 | Reserve Study                     | \$0              | \$5,750          | \$0                 | \$0                 |
| 6105 | Security Camera Contract          | \$0              | \$0              | \$2,500             | \$208               |
| 7900 | Bad Debt                          | \$50,000         | \$20,000         | \$18,000            | \$1,500             |
| 8000 | Operating Contingency             | \$31,294         | \$25,000         | \$20,000            | \$1,667             |
|      | <b>TOTAL OPERATING EXPENSES</b>   | <b>\$761,444</b> | <b>\$736,490</b> | <b>\$722,420</b>    | <b>\$60,202</b>     |

| RESERVES              |                                     | 2018<br>ANNUAL   | 2019<br>ANNUAL   | 2020<br>ANNUAL     | 2020<br>MONTHLY<br>AMOUNT |
|-----------------------|-------------------------------------|------------------|------------------|--------------------|---------------------------|
| 9010                  | Reserves - Painting                 | \$31,000         | \$25,000         | \$25,000           | \$2,083                   |
| 9020                  | Reserves - Roads                    | \$10,000         | \$20,000         | \$20,000           | \$1,667                   |
| 9030                  | Reserves - Roofing                  | \$40,000         | \$40,000         | \$40,000           | \$3,333                   |
| 9050                  | Reserves - Landscaping              | \$0              | \$30,000         | \$0                | \$0                       |
| 9060                  | Reserves - Fire Protection          | \$10,000         | \$10,000         | \$10,000           | \$833                     |
| 9080                  | Reserves - Pool                     | \$5,000          | \$10,000         | \$10,000           | \$833                     |
| 9085                  | Reserves - Plumbing                 | \$5,000          | \$10,000         | \$10,000           | \$833                     |
| 9086                  | Reserves - Immediate Infrastructure | \$0              | \$0              | \$234,000          | \$19,500                  |
| 9087                  | Reserves - Gutters / Fascia         | \$0              | \$48,275         | \$0                | \$0                       |
| 9088                  | Reserves - Entry Gate               | \$0              | \$5,000          | \$7,893            | \$658                     |
| 9090                  | Reserves - Electrical               | \$5,000          | \$10,000         | \$0                | \$0                       |
| <b>TOTAL RESERVES</b> |                                     | <b>\$106,000</b> | <b>\$208,275</b> | <b>\$356,893</b>   | <b>\$29,741</b>           |
| <b>TOTAL EXPENSES</b> |                                     | <b>\$867,444</b> | <b>\$944,765</b> | <b>\$1,079,313</b> | <b>\$89,943</b>           |
|                       |                                     |                  |                  |                    | \$0                       |

**YOUR NEW 2020 MAINTENANCE FEES WILL BE:**

| UNIT TYPE                | Percentage% | No Units | 2020 New<br>Monthly Fees |
|--------------------------|-------------|----------|--------------------------|
| Arlington (1 bedroom)    | 0.3141      | 27       | \$251                    |
| Buckingham (1 bedroom)   | 0.3707      | 81       | \$296                    |
| Chesapeake (2 bd/1 bath) | 0.4444      | 27       | \$355                    |
| Danville (2 bd/2 bath)   | 0.5209      | 95       | \$416                    |
|                          |             | 230      |                          |

**PRIOR YEARS FEES**

| UNIT TYPE                | Percentage% | No Units | 2018 Monthly<br>Fees | 2019 Monthly<br>Fees |
|--------------------------|-------------|----------|----------------------|----------------------|
| Arlington (1 bedroom)    | 0.3141      | 27       | \$195                | \$218                |
| Buckingham (1 bedroom)   | 0.3707      | 81       | \$230                | \$258                |
| Chesapeake (2 bd/1 bath) | 0.4444      | 27       | \$276                | \$309                |
| Danville (2 bd/2 bath)   | 0.5209      | 95       | \$323                | \$362                |
|                          |             | 230      |                      |                      |

## STATE OF THE COMMUNITY 2019

Dear Neighbors,

As we enter the 4<sup>th</sup> quarter of 2019 and time again for budget planning it is a time for reflection. Where we have been and how far we have come over the past 2 years. This Board, as it sits with leadership today, was established around the middle of 2017. Many of the Board members gave of their time and efforts to work to improve the community from the disrepair it had fallen into over the 8+ years prior. During that period of time the buildings continued to decline in condition, general maintenance items were not addressed, delinquencies soared without repercussions, the aesthetics and safety of the community declined, property values declined and many additional items needed to be addressed.

Over the last 2 years a great many things have been addressed and while we know there are additional things that need to be addressed we wanted to share with each of you the state of the community as we work to take the next necessary steps in maintenance. We will try to share insight with you below....

### Landscaping and Irrigation

We have renegotiated virtually all contracts with vendors and by doing so improved the service to the community while cutting costs where we can. The Landscaping vendor was changed after conducting a competitive bidding process and we were able to secure a replacement vendor who many have said has done a superb job at improving the look of the community. We have worked with the vendor to adjust drainage, plant shrubbery, trim trees/hedges and install turf in an effort to improve the movement of water away from the buildings and insure that the community sees an improvement visually for those who enter the community and individuals who live within the community. These actions have directly contributed to the increase in the value of units within the community and also improves the feelings of those who reside to take care to keep our community beautiful.

From an irrigation perspective, many of the irrigation areas were not operational and over the last 2 years we have worked to get the entire system fully functional to insure the improvements that were made continued to thrive. The Board did so in an effort to allow the cost to make the improvements was made as a one time event for all areas and that through proper irrigation and maintenance the landscaping will be a positive addition to the community and not a sore detractor. To achieve this level of success money was apportioned from the budget over the last 2 years to replace, upgrade and install where needed and the last actions will be occurred shortly. Going forward this is an item that likely will only need maintenance and minimal replacement and reflects a job completed and satisfactory from the feedback we have received from residents/owners.

### Lighting and Safety

The Board undertook a revamping of the lighting throughout the community to create a more vibrant aura of light during evening hours. Lighting was replaced in the street lamps, at each unit's doors, and at each building with flood lights. We are currently working on installing up-lighting to improve the viewing of the gates at each entry point and the oak trees that line the entrance approaching the clubhouse. The lighting was undertaken in an effort to improve safety first and foremost but as a secondary action the lighting was replaced with LED bulbs not only to create a brighter outcome but to save money in electricity each month which has clearly resulted in costs savings moving forward. An additional outcome is the nice aesthetics that come out of the replaced lighting as well. This adds to the appeal of the community at night and will also add to the value of living in the community.

### Delinquencies

At the time of the current Board's establishment the delinquencies within the community were rather significant in both dollars outstanding to the Association and the number of Units that were in arrears. We are proud to announce that as of the last report the delinquencies have fallen to a level of 3% of outstanding dues with only 1 larger balance in place which is under a payment plan. Unfortunately to achieve this outcome the Association has had a higher level of legal fees to pursue individuals who are not forthcoming and paying their respective obligations. This higher expense to the Association will likely continue to insure that those Unit Owners who choose not to meet their obligations are pursued to meet the proper outcome and that cost would be borne by all other residents. That is how it goes...our hopes are that as time continues our "community" sees the value and complies willingly to avoid the cost of litigation to arrive at an outcome which is best for all. This takes capital and is part of our budgeting process.

### Water Meters and Usage

We recognized about 10 months into our term that the water usage by Unit Owners in many cases was not correct and the vendor who was contracted by the community did a poor job at communicating, maintenance and collecting water usage by units. It was discovered that we were collecting only about 50% of water that was being used. As noted in a number of prior communications by this Board during the turnover process, the Association pays the bill to Hillsborough County Water that comes into the community and the meters that are established within each unit allow us to breakout the water usage individually and charge owners accordingly. At the time of the change over half of the community had non-functioning water meters and were paying "estimated" water bills which had no confirmation whatsoever.

With the establishment of a new vendor, replacement of an antiquated water system and work that was done and continues to be done to replace meters out average reimbursement has grown from 50% to approximately 84% and we have only about 40 units today that are currently with non-working meters. While we believe this is a significant benefit we are continuing to work with Unit Owners about accessing the remaining units to replace non-operational meters and insure the system is fully functional. We continue to appreciate your support in this endeavor and will work diligently to collaborate with each of you as we are made aware of any issues.

### Termite & Pest Control

In 2019 we took the initiative to contract with a certified Pest Control company and trench each building and clubhouse and place a barrier to work to prevent any subterranean termite issues. In the past the community has had damage caused by such insects and we wanted to become proactive in our actions to create a barrier and have in place a contract with a reputable organization to not only treat but potentially replace any areas that could be noted from swarming activity. To date we have been fortunate not to have any activity whatsoever but we have a responsibility to be proactive and we believe this action is another step in the right direction. While there was a larger upfront cost to the Association the ongoing Contract annually will be for much less and has been budgeted going forward.

### HOA Insurance

The single greatest cost to the Association is the premium for Insurance to protect the community. Through interaction with our Agent we have been able to secure coverage at a higher level (\$21MM) to insure that residents have more adequate coverage for the buildings in which they reside. In the past we were made aware by lenders that the coverage previously in place was inadequate to achieve lenders approval for mortgages and as such prevented certain parties from buying into the community. That has been rectified and the cost of the insurance, while high, has been negotiated annually to try to get the best rate possible. This will help drive ownership within

the community and in some cases allow owners who wish to reside on property versus cash buyers who simply choose to rent the properties to tenants. Our hope is over time to increase the values within the community.

### Financial Stability

When this Board came into place in the middle of 2017 it was done so with the concerns of fiscal instability. Delinquencies were high, water recovery was low, maintenance actions were non-existent and while the monthly HOA dues were rather low the level of the community had fallen into a level of disrepair. Concerns were high by residents and the voices were loud about issues that plagued the community. As noted in this State of the Community, much has changed over the last 2 years and while actions have made significant impacts part of the success can be attributed to the increase in dues to address much needed areas. We understand the individual financial impact any increase has on each Unit Owner and we are mindful of this in making decisions as a Board but the "community" operates through the funding provided by each of us as neighbors and the goal should continue to be creating a community that is financially stable and fiscally responsible (which we are) and a place we are proud to call home (getting much better). We are happy to share that the Reserve levels of the community have remained stable while accomplishing all of the tasks outlined in this State of the Community letter and see a brighter future ahead as we all come together for the community's success.

### Physical Improvements

We have replaced gates that were deteriorated or damaged by other means at a cost to the Association. We continue to reserve for these actions but hope that residents and visitors will be mindful of the entrances and avoid costing the community dollars that are wasteful and require funds to be set aside for such actions when funds can be used in other ways.

We have replaced street signs and signage throughout the community to bring a fresh and nicer perspective to visitors and residents. It begins with the entrance Signage at the front of the community and continues through the notated directions and signs identifying streets. This replaced older faded signs that were poor representations of the neighborhood and the cleanliness we wanted to achieve.

Tree Trimming has been a big item that has been addressed over the past 2 years. The community is very mature and as such has a number of oaks and other trees that create a large canopy. From a safety perspective as well as insuring that buildings have proper light during days we have undertaken extensive trimming conducted by our landscaping vendor who is a certified arborist. Our goal is not to endanger the tree itself but create a more welcoming community and still having the nice feel of nature throughout the community. We believe this has been achieved and going forward Tree-Trimming has been added as a budget items but likely will be an action new address every few years going forward.

We have filled many of the potholes within the community and contracted with a paving company to seal and re-stripe the communities parking areas. This was accomplished in 2019 and continues our goal of addressing long-standing issues that have plagued the community. While we were unable to mill and re-create the underlying pavement which would have been cost-prohibitive we believe that taking this step insures some improvements in the drainage of water and the continued life of our streets until such time as we can take significantly greater measures. The outcome has been good and feedback has been as well.

The Board authorized and completed the painting of the Clubhouse in early 2019 to establish a base of colors going forward for the community and make an impact as an Asset for the community and a central place for gathering.

### **Communication Efforts and the Community To-Do List**

In 2018 we revamped the website [www.landingsoftampa.org](http://www.landingsoftampa.org) which will serve as a conduit to residents and visitors. It allows those who access it to view documents such as dog breed restrictions, rules and regulations, notices meetings or events, and other items. It allows those who access the website to contact the Association Management Company through the "Contact" noted on the screen to send messages of items that need attention, feedback or questions. This was done to make access easier and quicker to those who are able to access electronically and were done in an effort directly to improve communications and interaction.

Additionally, the Board through communications like this letter and posting on the bulletin boards throughout the community has tried to be transparent and open on items and ask for feedback and input from you, owners and residents, in an effort to continue to collaborate and improve the community as a whole. We have created a To-Do List for our maintenance staff to address and we are updated about its status at each meeting. Undoubtedly there will be items that need to be addressed over time based on the age of the community and we have a maintenance staff that is on property to identify and handle many things.

### **Community Improvements**

The Board is not only working to improve past delinquencies or issues that have threatened the success and viability of the community /Association but are working to take action to build on the success of the community and the programs offered to owners and residents. During the 2020 calendar year we will be discussing creating Dog Run/Dog Parks on both the East and West side of the community to allow dogs to get exercise in a controlled area and not pose any issues to others.

Additionally the Board is in discussions now about revamping the Tennis Courts which have been in a level of disrepair. We are in early talks and budgeting will be a factor but we believe this is an opportunity to expand the amenities provided to our residents/owners and set our community apart from others in the combination of a central Tampa location geographically and the care and opportunities we have for residents.

The Board in early 2019 purchased new Pool area equipment such as Lounge chairs and Umbrellas. While we believe the umbrellas were stolen (unhappy about that) we believe we have worked to make the area more hospitable and welcoming for owners and guests who are authorized to be in the area. We encourage your input and support in patrolling the community and pool area to insure our community remains safe and nice. We believe this is a positive action and hope each unit owner appreciates the expanded amenities both accomplished and yet to come. Of course they all have a price tag and we are working diligently to address items with fiscal responsibility in mind.

### **Building Infrastructure- Gutters and Fascia**

Over the course of 2018 and 2019 the Board authorized at a large expense the replacement of wood fascia and gutters on all buildings. This was done during the Fall of 2018 thru Spring 2019 in an effort to make use of the limited rain period and create a solution that would allow us to begin to make needed improvements to each buildings infrastructure. Our goal was to eliminate any openings that could allow water to penetrate or rodent/insects to enter towards the top of each building and with gravity work downward. We did that and in the establishment of commercial gutters also worked to improve the movement of water away from the buildings. During the 2019 rainy season we have been under (greater rain that past years) we have seen the benefit of our actions and in conjunction with the improvements in landscaping are seeing value in the dollars spent. The ground is absorbing the water and the landscaping is holding well while the deterioration of areas not addressed with gutters/fascia are now doing well and are no longer unsightly as well. The actions have served well but have been a large expense that Association had to expend.

### **Building Infrastructure - Doors**

The Board has authorized and is working with our maintenance staff now to paint all Unit Doors the same dark green used in the painting of the gutters/fascia that was done previously. Some have been completed and they will be working to achieve full completion of this item prior to year end. It is a big endeavor and will require a number of coats of paint for each door to be properly painted. For doors the Association has identified as in very poor condition we have authorized the replacement of those doors and that is in process. If your door has not been identified as one that needs to be replaced but you wish it to be done you can personally pay for the door to be replaced and that order will be taken and paid for prior to ordering through our Property Manager, David Drake. Our goal is to have this action completed by end of year 2019.

### **Building Infrastructure – Breezways and Stairways**

We all recognize the conditions of the buildings have been in some level of disrepair and our maintenance staff has worked over time to identify or fix areas that need immediate attention. However, we took the step recently to pay an engineer for services to draw and create plans associated with the buildings structure in an effort to identify exactly what actions can or should be taken to fix long-standing termite, rot and deterioration which were not addressed by past boards. We have not yet received the drawings and directives from that vendor but anticipate this information shortly. It will assist us in developing a “plan of action” and working to understand the level at which repairs need to be made.

Recognizing that we have made great headway in many others areas we will be turning our attention to this/these issue(s) and work diligently to find a solution that is best for the community. Our goal is to insure that the community remains in good condition not only for today but for many years to come. To do this will require capital and we are working through a variety of scenarios at this time. We encourage your input and feedback and look forward to continuing to serve you all as we have been tasked to do.

Respectfully,

Your Landings Of Tampa Condo Association Board of Directors