



**BOCA GOLF & TENNIS PROPERTY OWNERS' ASSOCIATION, INC.  
BOARD OF DIRECTORS BOARD MEETING  
NOTICE  
Tuesday, June 17, 2014**

The Boca Golf & Tennis Property Owners' Association, Inc. will be having a Board of Directors Meeting on Tuesday, June 17, 2014, at 8:30 AM in the Clubhouse at the Boca Country Club.

The purpose of this meeting is to conduct general Association business as per the agenda listed below. All unit owners are encouraged to attend.

**AGENDA**

- 1. Call to Order / Roll Call**
- 2. Reading and Disposal of any Unapproved Minutes**
- 3. Treasurer's Report**
- 4. President's Report**
- 5. Landscaping Update**
- 6. Security Update**
- 7. Unfinished Business**
- 8. New Business**

**Adjournment**

**Next Meeting: July 15<sup>th</sup> at 8:30 AM**

**Boca Golf & Tennis Property Owners' Association, Inc.  
Board of Directors Board Meeting  
Tuesday May 20, 2014  
At 8:30 AM @ the Boca Country Club Conference Room**

**Minutes**

The meeting was called to order by John Morin, President at 8:30 AM.

**Present:**

John Morin, President – Boca Golf & Tennis POA  
Harold Vogt, Vice President - St. Tropez  
Arthur Knapp, Treasurer - Antigua  
Ann Averso, Secretary – Mykonos  
Hector Correa – Spyglass Walk  
Herb Levy – Balboa Point  
Sil Carioti – Somerset  
Verne Mayhew – Fairways  
Nathan Cali – Tiffany Trace  
Peter Pinter – Eastbrooke  
John McCurdy – Boca Country Club

**Absent:**

Candlewood Representative  
Howard Shmerler – Bermuda Village •  
Coreen Brown – The Greens

Also present was Brian McEntee and Michael Rice, Property Managers for the Association.

The President stated the meeting was noticed as per the Florida Statutes, and a quorum had been established.

The minutes of the April 2014 minutes were reviewed. Harold Vogt made a motion for approval of the minutes, Seconded by Herb Levy, all in favor.

Arthur Knapp, Treasurer reported that as of the end of April 30, 2014 the financial balances were as follows:

Operating	\$40,000
Reserves	\$402,990
Accounts Receivable	\$26,677
Total Assets	\$491,313

Motion made by Ann Averso to accept the above reference Treasurers Report, second by Harold Vogt, all in favor, motion passing unanimously.

### **Presidents Report –**

- (a) New construction in Bermuda Village. Legal Agreement will be signed Wednesday May 21<sup>st</sup> with one change to section 10.

**Landscaping Update** – Ficus over the north Birthday cake has been hard cut to give symmetry. Community irrigation problems affecting the swales. Sub Associations need to address any irrigation problems with swift action.

### **Security Update –**

- (a) FHP visits will be cut in half starting immediately.
- (b) Elite – More cars have been parking overnight on the streets in the communities. John Morin recommends going back to the sticker method for violators. Stickers will be ordered.

### **UNFINISHED BUSINESS**

- a) Greens water bill. The Greens Board has offered to split the amount due. After discussion with the Master Board in attendance Harold Vogt made a motion to collect the full amount due from the Greens. Seconded by Verne Mayhew, all in favor. APM will send out a letter to the Greens.
- b) LED proposals – Motion by Harold Vogt to move forward with LED Are US as the preliminary vendor for the LED project. Seconded by Verne Mayhew, all in favor. APM will contact the vendor and start the process to move forward with setting up a few lights as experimental to determine which color will best fit.

### **NEW BUSINESS**

- a) Public Hearing House in Antigua – Arthur Knapp will provide the executive board with the details of the project.
- b) Tree Trimming – Motion by Verne Mayhew, seconded by Ann Averso to accept the FL Greens proposal to trim the trees throughout the community and the center entrance, all in favor. APM will get bids for the front trees along congress.

John asked for a motion to adjourn, motion by Verne Mayhew, second by Herb Levy, all in favor, meeting adjourned @ 9:15 AM

Next meeting is scheduled for June 17, 2014 at 8:30am.

Respectfully Submitted by:

Brian McEntee, LCAM  
Associated Property Management of the Palm Beaches, Inc.





## Boca Golf and Tennis

# Hot List

May 31, 2014

### Financial Review:

- 1040 (Bank of America) - Account being closed. Authorization form submitted for signature.
- 1210 (Accounts Receivable) - Balboa owes May maintenance fee, not paid as of June 12, 2014. June is also not paid.
- 5545 (Security Services) - monthly vs. weekly billing variance. Additional week billed.

**BOCA GOLF AND TENNIS**  
**Balance Sheet (Unaudited)**  
**As of 05/31/14**

**ASSETS**

<b>OPERATING CASH:</b>			
1020	Center State Bank - Operating	\$	45,003.28
1040	Bank of America operating		9,197.00
<b>TOTAL OPERATING CASH</b>			<b>54,200.28</b>
<b>RESERVE CASH</b>			
1055	Center State Bank-Reserves	\$	75,398.68 - CASH
1080	Suntrust Bank M/M		132.06
1050	Gulfstream CD 2654 4/4/15		108,555.39
1045	Paradise CD 10/11/14		108,667.32
1085	Paradise CD 7/16/14		113,690.81
<b>TOTAL RESERVE CASH</b>			<b>406,444.26</b>
<b>ACCOUNTS RECEIVABLE:</b>			
1210	Accounts Receivable	\$	9,325.00
1223	Misc. Owner Receivables		5,131.46
<b>TOTAL ACCOUNTS RECEIVABLE</b>			<b>14,456.46</b>
<b>PREPAYMENTS:</b>			
1225	Prepaid Insurance	\$	18,962.71
<b>TOTAL PREPAYMENTS</b>			<b>18,962.71</b>
<b>TOTAL ASSETS</b>			<b>494,063.71</b>



**BOCA GOLF AND TENNIS**  
**Balance Sheet (Unaudited)**  
**As of 05/31/14**

**LIABILITIES & EQUITY**

<b>CURRENT LIABILITIES:</b>			
2010	Accounts Payable	\$	(56.09)
2025	Prepaid Assessments		25.00
2060	Deferred Comcast Income		135,012.89
2100	Accrued Expenses		1,170.52
<b>TOTAL CURRENT LIABILITIES</b>		<b>\$</b>	<b>136,152.32</b>
<b>RESERVES:</b>			
2540	Reserves Common Areas	\$	221,201.24
2545	Reserves Gate House		6,000.00
2550	Reserves Roads		81,924.00
2555	Reserves Water Management		50,821.00
2560	Reserves Other		33,617.05
2591	Interest		12,908.97
2592	Reserve-Bank Charges		(28.00)
<b>TOTAL RESERVES</b>		<b>\$</b>	<b>406,444.26</b>
<b>FUND BALANCE:</b>			
3025	Fund Balances Beginning	\$	(41,861.30)
	Excess of Revenue over Expense		(6,671.57)
<b>TOTAL FUND BALANCE</b>		<b>\$</b>	<b>(48,532.87)</b>
<b>TOTAL LIAB. &amp; FUND BALANCE</b>		<b>\$</b>	<b>494,063.71</b>

**BOCA GOLF AND TENNIS**  
**Revenue and Expense Statement (Unaudited)**  
**Period: 05/01/14 to 05/31/14**

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
<b>REVENUE:</b>							
96,700.00	96,098.83	601.17	04010 Maintenance Assessments	483,500.00	480,494.15	3,005.85	1,153,186.00
96,700.00	96,098.83	601.17	SUBTOTAL REVENUE	483,500.00	480,494.15	3,005.85	1,153,186.00
<b>OTHER REVENUE:</b>							
.00	.00	.00	04210 Interest - operating	.30	.00	.30	.00
26.48	.00	26.48	04211 Interest - Reserves	125.64	.00	125.64	.00
.00	.00	.00	04215 Rental & Sales Fees	(100.00)	.00	(100.00)	.00
.00	.00	.00	04220 Late Fee Income	(25.00)	.00	(25.00)	.00
.00	.00	.00	04223 Misc. Owner Income	6,255.63	.00	6,255.63	.00
.00	150.00	(150.00)	04240 Clicker Income	990.00	750.00	240.00	1,800.00
(1,565.46)	.00	(1,565.46)	04247 Comcast Deferred	(6,795.36)	.00	(6,795.36)	.00
(1,538.98)	150.00	(1,688.98)	SUBTOTAL OTHER REVENUE	451.21	750.00	(298.79)	1,800.00
95,161.02	96,248.83	(1,087.81)	TOTAL REVENUE	483,951.21	481,244.15	2,707.06	1,154,986.00
<b>EXPENSES:</b>							
<b>UTILITIES:</b>							
1,589.97	1,500.00	(89.97)	05010 Electricity	8,766.07	7,500.00	(1,266.07)	18,000.00
83.53	51.67	(31.86)	05015 Water & Sewer	383.45	258.35	(125.10)	620.00
1,673.50	1,551.67	(121.83)	SUBTOTAL UTILITIES	9,149.52	7,758.35	(1,391.17)	18,620.00
<b>OPERATING:</b>							
8,554.00	9,000.00	446.00	05510 Lawn Maintenance	42,770.00	45,000.00	2,230.00	108,000.00
3,995.00	3,458.33	(536.67)	05525 Pest Control	26,900.00	17,291.65	(9,608.35)	41,500.00
1,015.49	700.00	(315.49)	05530 Janitorial	4,104.63	3,500.00	(604.63)	8,400.00
37,721.12	36,666.67	(1,054.45)	05535 Cable Television	187,325.15	183,333.35	(3,991.80)	440,000.00
30,865.48	26,333.33	(4,532.15)	05545 Security Services-Gate	142,413.89	131,666.65	(10,747.24)	316,000.00
800.00	666.67	(133.33)	05546 Security Services-Add'l Patr	4,200.00	3,333.35	(866.65)	8,000.00
82,951.09	76,825.00	(6,126.09)	SUBTOTAL OPERATING	407,713.67	384,125.00	(23,588.67)	921,900.00
<b>REPAIRS &amp; MAINTENANCE:</b>							
294.23	166.67	(127.56)	06010 R & M - General	1,703.17	833.35	(869.82)	2,000.00
120.00	250.00	130.00	06025 R & M - Gate	1,471.85	1,250.00	(221.85)	3,000.00
.00	1,666.67	1,666.67	06030 Landscaping - Beautification	9,586.60	8,333.35	(1,253.25)	20,000.00
.00	500.00	500.00	06045 R & M - Parking/Sidewalk	.00	2,500.00	2,500.00	6,000.00
1,260.52	1,250.00	(10.52)	06047 R & M - Street Lights	7,003.35	6,250.00	(753.35)	15,000.00
.00	166.67	166.67	06060 Landscaping - Irrigation	102.00	833.35	731.35	2,000.00
.00	1,500.00	1,500.00	06070 Tree Trim/Replacement	.00	7,500.00	7,500.00	18,000.00
.00	1,666.67	1,666.67	06085 Contingency	.00	8,333.35	8,333.35	20,000.00
.00	33.33	33.33	06090 R & M - Janitorial Supplies	.00	166.65	166.65	400.00
1,674.75	7,200.01	5,525.26	SUBTOTAL REPAIRS & MAINTENAN	19,866.97	36,000.05	16,133.08	86,400.00

**BOCA GOLF AND TENNIS**  
**Revenue and Expense Statement (Unaudited)**  
**Period: 05/01/14 to 05/31/14**

Actual	Current Period Budget	Variance	Description	Actual	Year-To-Date Budget	Variance	Yearly Budget
<b>ADMINISTRATIVE:</b>							
2,215.00	2,215.00	.00	07010 Management Services	11,075.00	11,075.00	.00	26,580.00
.00	166.67	166.67	07015 Legal	.00	833.35	833.35	2,000.00
.00	416.67	416.67	07020 Accounting Fees	2,300.00	2,083.35	(216.65)	5,000.00
212.28	5.08	(207.20)	07025 Licenses, Taxes & Permits	423.53	25.40	(398.13)	61.00
742.54	500.00	(242.54)	07030 Telephone	4,152.17	2,500.00	(1,652.17)	6,000.00
355.12	250.00	(105.12)	07035 Office Supplies	2,740.47	1,250.00	(1,490.47)	3,000.00
1,000.00	250.00	(750.00)	07037 Computer Maintenance	2,623.36	1,250.00	(1,373.36)	3,000.00
.00	2.08	2.08	07040 Bank Charges	4.19	10.40	6.21	25.00
.00	508.33	508.33	07047 Holiday Lighting	.00	2,541.65	2,541.65	6,100.00
4,524.94	4,313.83	(211.11)	<b>SUBTOTAL ADMINISTRATIVE</b>	23,318.72	21,569.15	(1,749.57)	51,766.00
<b>GENERAL:</b>							
2,683.52	2,916.67	233.15	07510 Insurance	13,239.61	14,583.35	1,343.74	35,000.00
2,683.52	2,916.67	233.15	<b>SUBTOTAL GENERAL</b>	13,239.61	14,583.35	1,343.74	35,000.00
<b>RESERVES:</b>							
3,441.67	3,441.67	.00	08090 Reserve Transfers Common Are	17,208.35	17,208.35	.00	41,300.00
26.48	.00	(26.48)	08091 Interest - Transfer to Res.	125.94	.00	(125.94)	.00
3,468.15	3,441.67	(26.48)	<b>SUBTOTAL RESERVES</b>	17,334.29	17,208.35	(125.94)	41,300.00
96,975.95	96,248.85	(727.10)	<b>TOTAL EXPENSES</b>	490,622.78	481,244.25	(9,378.53)	1,154,986.00
(1,814.93)	(.02)	(1,814.91)	<b>EXCESS OF REVENUE OVER EXPEN</b>	(6,671.57)	(.10)	(6,671.47)	.00