

BAYSIDE KEY HOA
ANNUAL AND BUDGET MEETING NOTICE AND ELECTION OF DIRECTORS

To All Bayside Key HOA Members,

- The ANNUAL MEETING of **BAYSIDE KEY HOA** will be held at the following DATE, TIME and LOCATION:
- **DATE / TIME: Wednesday, November 29, 2023 at 6:00 PM**
- **LOCATION: Ameri-Tech Community Management, Inc.
24701 US Highway 19 North, Suite 102
Clearwater, FL 33763**

Or Via Zoom – Meeting ID: 891 5267 1576; Passcode: 227379; 1-929-205-6099 US (New York)

Enclosed with this notice is the 2024 Proposed Budget. Before the commencement of the Annual Meeting of the Association, the Board of Directors shall adopt and approve the 2024 Annual Budget. Also enclosed with this notice is the Agenda for the Annual Meeting and a Proxy which will help establish a quorum and represent your vote on business that may arise. The Annual Meeting of the Association will be held for the purpose of voting on the election of director and conducting such other business as may lawfully be conducted.

Nominations for Directors can be self-nominated or can be taken from the floor. Any homeowner or other eligible person may nominate any other homeowner or eligible person, if written permission has been given from the person being nominated.

Agenda items are as follows:

Budget Meeting Agenda

1. Certify Quorum of the Board and Membership
2. Vote to Roll Over Excess Funds
3. Board Approval of 2024 Annual Budget
4. **Adjournment**

Annual Meeting Agenda

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Proof of Notice of the Meeting
4. Certifying of Proxies & Establish Quorum
5. Read or Waive Minutes of Last Members' Meeting
6. Election of Director (??)
 - Call for Candidate Nominations from the Floor
 - Introduction of Candidates
 - Close of Nominations
 - Appointment of Persons to Assist in Counting Ballots
 - Casting of Ballot
7. Motion to Close Ballot Box
8. New Business
 - Open Forum
 - Announcement & Seating of New Board
8. **Adjournment**

A quorum of Association Members must be present, in person or by proxy, at the meeting in order for the business of the Association to be conducted. It is therefore **VERY IMPORTANT** that you either attend the meeting or provide a proxy, in order for the Association to conduct business.

The Organizational Meeting for the new Board will be held immediately following the Annual Meeting.

Mailed: October 30, 2023

BY ORDER OF THE BOARD OF DIRECTORS
MAGDA HATKA, LCAM

BAYSIDE KEY HOA
BOARD OF DIRECTORS
ORGANIZATIONAL MEETING

NOTICE is hereby given that the Board of Directors is holding a meeting at the following DATE, TIME and LOCATION:

- **DATE / TIME: Wednesday, November 29, 2023 at 6:00 PM**
Immediately following the 6:00 PM Annual Membership Meeting
- **LOCATION: Ameri-Tech Community Management, Inc.**
24701 US Highway 19 North, Suite 102
Clearwater, FL 33763

Or Via Zoom – Meeting ID: 891 5267 1576; Passcode: 227379; 1-929-205-6099 US (New York)

Agenda

- 1, Call to Order
2. Appoint Chairperson of the Meeting
3. Appoint Officer Positions
4. **Adjournment**

ALL OWNERS ARE WELCOME TO ATTEND

Mailed: October 30, 2023

BY ORDER OF THE BOARD OF DIRECTORS
MAGDA HATKA, LCAM

BAYSIDE KEY HOA

**RETURN TO: BAYSIDE KEY HOA
AMERI-TECH COMMUNITY MANAGEMENT, INC.
5434 Grand Blvd.
New Port Richey, FL 34652**

PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM

BAYSIDE KEY HOA
PROXY

The undersigned owner(s) or designated vote of Unit/Address _____ in **BAYSIDE KEY HOA** hereby appoints the **Secretary** of the Association or _____ as my proxy - holder to **ATTEND** the Annual Membership and Budget Meeting of **BAYSIDE KEY HOA to be held Wednesday, November 29, 2023 at 6:00 PM at Ameri-Tech Community Management, Inc., 24701 US Highway 19 North, Suite 102, Clearwater, FL 33763 Or Via Zoom – Meeting ID: 891 5267 1576; Passcode: 227379; 1-929-205-6099 US (New York)**

The proxy- holder named above has the authority to vote and act for me to the same extent that I would, if personally present, with power of substitution, including the establishment of a quorum, in all matters before the membership, except that my proxy holder's authority is limited as indicated below:

GENERAL POWERS: You may choose to grant general powers, limited powers or both. Check "General Powers" if you want your proxy holder to vote on other issues which might come up at the meeting and for which a limited proxy is not required.

_____ I authorize and instruct my proxy holder to use his or her best judgement on all other matters which properly come before the meeting and for which a general proxy may be used.

LIMITED POWERS: For your vote to be counted on the following issues, you must indicate your preference in the blank(s) provided below.

_____ I specifically authorize and instruct my proxy holder to cast my vote in reference to the following matters as I have indicated below:

Roll Over Excess Funds:

Do you want to roll over any excess operating funds in the **2023** calendar year into the **2024** budget, as a constructive return of capital to the membership consistent with IRS rulings 70-604.

_____ **YES** _____ **NO**

Signature of Owner or Designated Voter:

Signature of Co-Owner

Date:

Print Name:

Print Name:

Date:

SUBSTITUTION OF PROXY HOLDER

The undersigned, appointed as proxy holder above, designates _____

To substitute for me in voting the proxy set forth above. (Print Name)

Dated: _____
(Signature of Proxy-holder)

This proxy is revocable by the unit owner and is valid only for the meeting for which it is given and any lawful adjournment. In no event is the proxy valid for more than ninety (90) days from the date of the original meeting for which it was given.

BAYSIDE KEY HOA

Please Return to Ameri-Tech Community Management, Inc.,
24701 US Hwy 19 N, Suite 102, Clearwater, FL 33763
E-mail: mhatka@ameritechmail.com – 727-726-8000 Ext. 500

EMERGENCY CONTACT INFORMATION FOR OWNER OR TENANT

PROPERTY ADDRESS _____ UNIT _____

Please complete the form below by PRINTING the requested information, sign & date and either hand deliver, mail, or scan & email to Ameri-Tech Community Management, Inc. c/o Magda Hatka.

Homeowners Name(s) _____

Resident Address _____ Unit _____

Mailing Address (if different) _____

Home Telephone Number _____

Work Telephone Number _____ Text Cell Phone: YES or NO

Email _____ Cell # _____

Nearest Contact (relative, friend, neighbor) with a key (in case of emergency)

Name _____ Phone _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ Phone _____

Mailing Address _____

TENANT(s), if applicable _____

Home Telephone Number _____

Work Telephone Number _____ Text Cell Phone: YES or NO

E-mail _____ Cell # _____

Number of Person(s) occupying unit

Number of Pets (and type)

Adults(s) _____ Children _____

Dogs _____ Cats _____ Other _____

Vehicle(s) Make/Yr Model

Color TAG Number

PLEASE SIGN AND DATE BELOW:

Owner Signature

Date

Co-Owner Signature (if applicable)

Date

☐ I give permission to share my personal information (phone numbers, e-mail & address) with other **BAYSIDE KEY HOA** owners.

BAYSIDE KEY HOMEOWNERS ASSOCIATION, INC.
142 UNITS
JANUARY 1, 2024 - DECEMBER 31, 2024 PROPOSED BUDGET

ACCT	REVENUE	2023 ANNUAL	2024 PROPOSED ANNUAL	2024 PROPOSED MONTHLY	2024 PER UNIT COST
4010	Regular Assessments	\$770,505	\$836,256	\$69,688	\$490.76
4020	Unit Late Fees	\$0		\$0	\$0.00
4400	Interest Income	\$0		\$0	\$0.00
4500	Application Income	\$0		\$0	\$0.00
	TOTAL REVENUE	\$770,505	\$836,256	\$69,688	\$491
	OPERATING EXPENSES				
5010	Admin charges	\$6,500	\$6,500	\$542	\$4
5030	Website	\$650	\$650	\$54	\$0
5220	Termite Warrenty	\$15,000	\$13,000	\$1,083	\$8
5300	Insurance,property,flood	\$387,000	\$468,931	\$39,078	\$275
5400	Lawn service contract	\$65,000	\$69,000	\$5,750	\$40
5410	trees / Plants / Sod	\$7,000	\$5,000	\$417	\$3
5600	License / Permit Taxes	\$325	\$325	\$27	\$0
5610	Annual Report	\$100	\$100	\$8	\$0
5800	Management Fee	\$18,000	\$16,800	\$1,400	\$10
5900	Professional - Legal	\$2,900	\$2,500	\$208	\$1
5910	Professional - audit	\$5,000	\$400	\$33	\$0
6100	Repair - General	\$6,000	\$6,000	\$500	\$4
6110	Repair/Maintenance - Buildings	\$25,000	\$25,000	\$2,083	\$15
6120	Pond / Lake Maintenance	\$2,500	\$2,500	\$208	\$1
6130	Repairs Sprinklers	\$1,400	\$500	\$42	\$0
6160	Wall / Fence / Gates	\$2,000	\$1,500	\$125	\$1
6200	Pool Maintenance	\$5,700	\$6,000	\$500	\$4
6400	Janitorial Service	\$7,800	\$8,100	\$675	\$5
6410	Garbage Cleanup	\$2,500	\$2,000	\$167	\$1
7000	Utilities - Electric	\$28,600	\$37,000	\$3,083	\$22
7001	Utilities - Water/Sewer/Irrigation	\$160,680	\$130,000	\$10,833	\$76
7003	Gate Telephone	\$850	\$850	\$71	\$0
7004	Trash	\$16,100	\$21,600	\$1,800	\$13
8000	Operating Contingency	\$0		\$0	\$0
	TOTAL OPERATING EXPENSES	\$766,605	\$824,256	\$68,688	\$484

YOUR NEW 2024 MONTHLY FEE WILL BE: \$491

This budget is a good faith estimate only and represents an approximation of future income and expenses based on facts and circumstances existing at the time of preparation.
Actual income and expenses may be more or less than projected.

RESERVE ANALYSIS
BAYSIDE KEY HOMEOWNERS ASSOCIATION, INC.
JANUARY 1, 2024 - DECEMBER 31, 2024

RESERVES	Current Replacement cost	Current Reserves 1/01/2024	Expected Life Yrs.	Remaining Life Yrs	Unreserved Amounts	2024 Fully Funded Annual Reserves	2024 Actual Budgeted Amount
PAINTING	\$120,000	\$55,930	7	4	\$64,070	\$16,018	\$2,500
General							\$2,500
Paving	\$60,000	\$36,000	20	12	\$24,000	\$5,000	\$2,500
Roofs (2011)	\$497,000	\$160,500	15	4	\$336,500	\$21,500	\$2,500
Pool	\$10,000	\$11,900	10	0	-\$1,900	\$0	\$1,000
Gate System	\$15,000		17	10	\$15,000	\$1,176	\$1,000
TOTALS	<u>\$702,000</u>	<u>\$264,330</u>			<u>\$437,670</u>	<u>\$43,694</u>	<u>\$12,000</u>

FULLY FUNDED RESERVES MONTHLY FEE \$510