

# 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: Tuesday, December 3, 2024 at 6:30 PM**
- **LOCATION: Publix Employee Breakroom  
8701 W. Hillsborough Avenue  
Tampa, FL 33615**

Enclosed with this notice is the 2025 Proposed Budget. Before the commencement of the Annual Meeting of the Association, the Board of Directors shall adopt and approve the 2025 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. Vote to Waive Financial Reporting
4. Vote of Waive Fully Funding the Reserves
5. Board Approval of 2025 Annual Budget
6. **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 Directors
  - 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
9. **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: November 19, 2024

BY ORDER OF THE BOARD OF DIRECTORS  
MAGDA HATKA, LGAM

**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: Tuesday, December 3, 2024 at 6:30 PM**  
**Immediately following the 6:30 PM Annual Membership Meeting**
  
- **LOCATION: Publix Employee Breakroom**  
**8701 W. Hillsborough Avenue**  
**Tampa, FL 33615**

**Agenda**

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

**ALL OWNERS ARE WELCOME TO ATTEND**

Mailed: November 19, 2024

BY ORDER OF THE BOARD OF DIRECTORS  
MAGDA HATKA, LCAM

## "Notice of Intent to be a Candidate for the Board"

SELF NOMINATION. (✓) \_\_\_\_\_ I, \_\_\_\_\_ hereby nominate myself as a candidate for election to the Bayside Key HOA Board of Directors.

DATE: \_\_\_\_\_ UNIT #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_  
(Signature of candidate)

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

### I am aware that the following requirements are expected from me if I am elected:

**TRANSPARENCY ACT:** As a Director I must submit a photocopy of my non-expired driver's license or passport verifying name, date of birth, address, and unique identifier of the document (driver's license number or passport number).

**EDUCATION REQUIREMENT:** Newly elected or appointed HOA Directors must submit a certificate that they have completed a department-approved educational course within 90 days of their election or appointment to the board.

**CERTIFICATION VALIDITY:** The completion certificate is valid for 4 years.

**RECURRING EDUCATION:** Directors must complete the course every 4 years.

**COURSE CONTENT:** Training includes financial literacy, transparency, recordkeeping, fines, and meeting notices.

**CONTINUING EDUCATION:** Directors of associations with fewer than 2500 parcels need 4 hours annually. 2500 or more parcels need 8 hours annually. Non-compliant directors are suspended until they meet the requirements. The board may temporarily fill vacancies during suspensions.

**RECORDKEEPING:** Associations must retain educational certificates for 5 years for member inspection. Lack of certifications on file does not invalidate board actions.

I AM ( ) AM NOT ( ) enclosing an information sheet about myself.

I understand that I am responsible for the accuracy of the information contained in my Information Sheet.

Return to: **BAYSIDE KEY HOA**  
**C/O AMERI-TECH COMMUNITY MANAGEMENT, INC.**  
**5434 GRAND BOULEVARD**  
**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 Tuesday, December 3, 2024 at 6:30 PM at Publix Employee Breakroom, 8701 W. Hillsborough Avenue, Tampa, FL 33615.**

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:

**(1) Roll Over Excess Funds:**

Do you want to roll over any excess operating funds in the **2024** calendar year into the **2025** budget, as a constructive return of capital to the membership consistent with IRS rulings 70-604.

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**

**(2) Financial Reporting Waiver:**

I cast my vote to waive the requirement for an **Audited** financial statement for 2024 as required by the Florida Statutes and provide in lieu thereof a Report of Cash Receipts and Expenditures in accordance with the Florida Statutes and 61B-22.006 of the Florida Administrative Code.

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**

**(3) Reserve Funding Waiver:**

**WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.**

Do you want to **waive fully funding** the reserve accounts, and **partially** fund the reserve requirements as stipulated on the attached 2025 budget that is required by Florida Statutes, for the next fiscal/calendar year?

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**

(Board recommended)

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 HOMEOWNERS ASSOCIATION, INC.**  
**142 UNITS**  
**JANUARY 1, 2025 - DECEMBER 31, 2025 PROPOSED BUDGET**

ACCT	REVENUE	2024 APPROVED ANNUAL	2025 PROPOSED ANNUAL	2025 PROPOSED MONTHLY	2025 PER UNIT COST
4010	Regular Assessments	\$824,256	\$963,597	\$80,300	\$565.49
4020	Unit Late Fees			\$0	\$0.00
4400	Interest Income			\$0	\$0.00
4500	Application Income			\$0	\$0.00
	<b>TOTAL REVENUE</b>	<b>\$824,256</b>	<b>\$963,597</b>	<b>\$80,300</b>	<b>\$565</b>
	<b>OPERATING EXPENSES</b>				
5010	Admin charges	\$6,500	\$7,600	\$633	\$4
5030	Website	\$650	\$750	\$63	\$0
5220	Pest Control	\$13,000	\$20,000	\$1,667	\$12
5300	Insurance, property, flood	\$468,931	\$390,682	\$32,557	\$229
5400	Lawn service contract	\$69,000	\$81,600	\$6,800	\$48
5410	trees / Plants / Sod	\$5,000	\$25,000	\$2,083	\$15
5600	License / Permit Taxes	\$325	\$325	\$27	\$0
5610	Annual Report	\$100	\$100	\$8	\$0
5800	Mgmt Fee Exp. 12/24 - 60 day notice	\$16,800	\$16,800	\$1,400	\$10
5900	Professional - Legal	\$2,500	\$5,000	\$417	\$3
5910	Professional - audit	\$400	\$400	\$33	\$0
6100	Repair - General	\$6,000	\$12,000	\$1,000	\$7
6110	Repair/Maintenance - Buildings	\$25,000	\$30,000	\$2,500	\$18
6120	Pond / Lake Maintenance	\$2,500	\$3,000	\$250	\$2
6130	Repairs Sprinklers	\$500	\$10,000	\$833	\$6
6160	Wall / Fence / Gates	\$1,500	\$1,500	\$125	\$1
6200	Pool Maintenance	\$6,000	\$6,250	\$521	\$4
6400	Janitorial Service	\$8,100	\$8,250	\$688	\$5
6410	Garbage Cleanup	\$2,000	\$2,000	\$167	\$1
7000	Utilities - Electric	\$37,000	\$42,000	\$3,500	\$25
7001	Utilities - Water/Sewer/Irrigation	\$130,000	\$132,200	\$11,017	\$78
7003	Gate Telephone	\$850	\$1,260	\$105	\$1
7004	Trash	\$21,600	\$28,500	\$2,375	\$17
8000	Operating Contingency			\$0	\$0
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$824,256</b>	<b>\$825,217</b>	<b>\$68,768</b>	<b>\$484</b>

	<b>Reseves</b>	<b>APPROVED</b>	<b>Proposed</b>	<b>2025 MONTHLY</b>	<b>PER UNIT COST</b>
9010	Reserves - Painting	\$2,500	\$39,235	\$3,270	\$23
9015	Reserves - General	\$2,500	\$20,000	\$1,667	\$12
9020	Reserves - Paving	\$2,500	\$18,447	\$1,537	\$11
9030	Reserves - Roofing	\$2,500	\$55,000	\$4,583	\$32
9050	Reserves - Pool	\$1,000	\$5,698	\$475	\$3
9060	Reserves - Gates	\$1,000	\$0	\$0	\$0
<b>TOTAL RESERVES</b>		<b>\$12,000</b>	<b>\$138,380</b>	<b>\$11,532</b>	<b>\$81</b>
<b>TOTAL EXPENSES</b>		<b>\$836,256</b>	<b>\$963,597</b>	<b>\$80,300</b>	

**2025 MONTHLY FEE :**

**\$565**

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, 2025 - DECEMBER 31, 2025**

<b>RESERVES</b>	<b>Current Replacement cost</b>	<b>Current Reserves 1/01/2025</b>	<b>Expected Life Yrs.</b>	<b>Remaining Life Yrs</b>	<b>Unreserved Amounts</b>	<b>2025 Fully Funded Annual Reserves</b>	<b>2025 Actual Budgeted Amount</b>
PAINTING	\$120,000	\$2,295	7	3	\$117,705	\$39,235	\$39,235
General		(\$77,495)			\$77,495		\$0
Paving	\$60,000	\$4,659	20	11	\$55,341	\$18,447	\$18,447
Roofs (2011)	\$497,000	\$145,235	15	3	\$351,765	\$117,255	\$55,000
Pool	\$26,750	\$9,656	10	2	\$17,094	\$5,698	\$5,698
Gate System	\$23,500	\$1,106	16	1	\$22,395	\$7,465	\$0
Deferred Maint						\$0	\$40,000
<b>TOTALS</b>	<b>\$727,250</b>	<b>\$85,456</b>			<b>\$641,795</b>	<b>\$188,100</b>	<b>\$158,380</b>