



# **Monterey Master Owners Association**

## **Board Meeting**

**Thursday, October 17, 2019**

**MONTEREY MASTER OWNERS ASSOCIATION  
BOARD MEETING  
Date: Thursday, October 17, 2019  
@ 6:30 PM  
Location: Monterey Clubhouse, 1725 Mission Drive**

**AGENDA**

- A. Call to Order/ Approval of Agenda
- B. Roll Call/ Proof of Notice
- C. Reading or Approval of September Minutes
- D. Report of Committees
- E. Clubhouse
- F. New Business
- G. Manager Report
  - 1) Drainage Easement Encroachments
  - 2) Common Area Tree Pruning
  - 3) Common Area Mulch & Annuals
  - 4) Orange Blossom Wall Stucco/ Paint
- H. Adjourn

**MONTEREY MASTER OWNERS ASSOCIATION  
BOARD MEETING  
Thursday, September 19, 2019  
6:30 P.M.  
MONTEREY CLUBHOUSE, 1725 MISSION DRIVE**

The Board of Directors of the Villages of Monterey Master Owners Association held a Board Meeting on September 19, 2019 at 6:30 p.m. at the Association Clubhouse.

Mr. Santangelo called the meeting to order at 6:35 p.m. with the following members present:

**DIRECTORS PRESENT:** Linda Altemus  
Bob Bulmer (via conference call)  
Amy Kodak (via conference call)  
Lori Marshall  
Steve Miller  
Bob Murrell  
Ron Santangelo

**ALSO PRESENT:** W. Neil Dorrill, Manager  
Grant Giddens, Facility Director

Roll/Call Proof of Notice: Mr. Dorrill indicated that the meeting was noticed in advance with the statute, that a quorum of the Board was present with all Board Members being present in person or via conference call.

Approval of the August 2019 Minutes: On a motion by Bob Murrell and a second by Lori Marshall, the August 2019 minutes were unanimously approved.

**Report of Committees**

Financial Report: Linda Altemus reported for the month ending in August. Expenses were favorable to budget year-to-date by \$11,800. Capital Reserves remain in a favorable position, and the new rate of 1.8% interest will result in an additional \$10,000 per year in revenue for the reserve account. Additionally, the loan was refinanced to a lower rate. A motion was made by Ron Santangelo to accept the Treasurer's Report and to authorize the refinancing, seconded by Steve Miller with all voting in favor.

Internet Cable: Mr. Bulmer provided an overview of the process up to this time in identifying and selecting a cable provider. He acknowledged the member of the Committee, Kevin Fleming, Amy Kodak, and Ron Santangelo.

Mr. Bulmer provided an analysis of the four proposals and analysis by the M Group who served as the Committee's consultant.

Of the 420 residents, 236 returned ballots. Mr. Santangelo stated this was the highest return of votes ever received in Monterey (66.7% voting for Hotwire). Voted was verified by Phillips Harvey Group, VOM Auditors

Questions were received and addressed from the audience concerning infrastructure provisions and service metrics involving a ten-year contract.

A motion was made by Mr. Bulmer to approve the next step of final contract negotiation with Hotwire, seconded by Linda Altemus, with all voting in favor.

Clubhouse Report: Grant Giddens reported that Clubhouse parking lot lights are in permitting. Separate proposals are being sought for pool umbrellas and backup mechanical locks for doorways.

The Board asked that an additional quote for interior Clubhouse repairs be obtained. Mr. Dorrill was asked for a separate quote.

Discussion took place regarding implementing new policies for Clubhouse use. Discussion centered around fees, deposits, sizes of groups, purposes of functions and security. An informal questioning of the Board regarding permitting Business Meetings showed the majority of the Board was not in favor of having outside businesses holding meeting in the Clubhouse. The question was asked whether that would extend to a resident holding a holiday party for their company? No formal vote was taken. The items related to the Clubhouses uses was tabled until the next meeting.

Ms. Kodak left the meeting at 7:20 p.m.

Traffic Committee:

Frank Woodward provided an overview of traffic control devices. Radar devices were estimated to cost \$8,849 plus \$1000 for installation with additional complications related to obtaining electrical service and separate meters costs. An alternative is to install speed bumps and line-of-site trimming. Board suggested that we try two speed bumps on West Mission to start.

Mr. Bulmer left the meeting at 7:45 p.m.

New Business:

Discussion took place regarding a review of resident swim lessons at common area pool. Bob Murrell noted that the Board had previously approved swim lesson use on Tuesday and Thursday between 9:00am and 12 noon.

Discussion took place regarding additional resident owned homes being made available to friends or family and a possible policy revision for the Board to consider. No action was taken at this meeting.

Street-sign painting was discussed in order to match the new mailbox color. Steve Miller suggested that we obtain coat paint existing signage as well as all new hardware. This could be implemented in phases in the 2020 year.

**Manager's Report:**

Neil Dorrill reported that the exterior gatehouse repairs have had to be rescheduled. Repairs and painting have been started on the Orange Blossom Wall including the portion facing the pool area next door. An update was given regarding the perimeter fence repair in the northwest preserve area where the prior fence had collapsed due to corroded fence poles.

Neil Dorrill presented an FPL proposal regarding possible LED lights on 103 street lights (FPL's count). The savings would result in approximately \$60/month. It would cost approximately \$5000 to do the conversion and result in a 6 ½ year payoff. No decision was made.

Neil Dorrill updated the Board on letters being sent from Attorney Kyla Thompson regarding easement issues and plans to proceed to correcting violations. An engineer will now be involved in order to determine what measures need to be taken to restore easements to the designed and intended purposes. Once violations are identified, owners will notified of needed action to clear up violations.

**Adjournment**

With no further business the meeting was adjourned at 8:27 p.m.

**Monterey Master Owners Association**

**BALANCE SHEET**

Sep 30, 2019

**Assets**

	2019	Total
<b>Current Assets</b>		
OPERATING FUNDS	\$ 230,648	
Iberia - Capital Resale	71,089	
RESERVE FUNDS	665,031	
Accounts Receivable	2,553	
<b>Total Current Assets</b>		<b>969,321</b>
<b>Other Assets</b>		
Prepaid Insurance	34,102	
Utility Deposits	<u>5,949</u>	
<b>Total Other Assets</b>		<u><b>40,051</b></u>
<b>Total Assets</b>		<u><b>\$ 1,009,372</b></u>

**Liabilities and Stockholders' Equity**

	2019	Total
<b>Current Liabilities</b>		
Accounts Payable	\$ 14,255	
Iberia Credit Card - 6293	262	
Iberia Credit Card - 8860	90	
Prior Year Surplus	(16,914)	
Deferred S/A Hurricane	11,673	
<b>Total Current Liabilities</b>		<b>9,366</b>
<b>Long-Term Liabilities</b>		
MPDF Expenses	24,564	
Bank Loan #5300406279	<u>1,973,391</u>	
<b>Total Long-Term Liabilities</b>		<u><b>1,997,955</b></u>
<b>Total Liabilities</b>		<u><b>2,007,321</b></u>
<b>Stockholders' Equity</b>		
General Reserves	665,031	
Master Plan Development Fund	(2,098,638)	
CAPITAL RESALE FUND	21,159	
Owner's Equity Beg of Year	342,472	
Net Income	<u>72,027</u>	
<b>Total Stockholders' Equity</b>		<u><b>(997,949)</b></u>
<b>Total Liabilities and Stockholders' Equity</b>		<u><b>\$ 1,009,372</b></u>

**Monterey Master Owners Association**

**BUDGET TO ACTUAL**

Month Ended Sep 30, 2019

	Sep 30, 2019		Variance	9 months ended Sep 30, 2019		Variance	2019 Annual Budget
	Actual	Budget		Actual	Budget		
<b>Revenue</b>							
Maintenance Assessment	\$ 69,223	\$ 69,224	\$ (1)	\$ 623,013	\$ 623,014	\$ (1)	\$ 830,685
Reserve Assessment	7,801	7,802	(1)	70,215	70,215	-	93,620
Loan Principal	14,675	14,675	-	132,075	132,075	-	176,100
Prior Years Surplus	1,879	1,879	-	16,911	16,915	(4)	22,554
Transmitter Income	25	-	25	2,315	-	2,315	-
Application Fee	388	-	388	5,116	-	5,116	-
Key Fob	-	-	-	175	-	175	-
Other Income	1,075	-	1,075	9,044	-	9,044	-
Checking Account-Interest	-	-	-	7	-	7	-
<b>Total Revenue</b>	<b>95,066</b>	<b>93,580</b>	<b>1,486</b>	<b>858,871</b>	<b>842,219</b>	<b>16,652</b>	<b>1,122,959</b>
<b>Operating Expenses</b>							
<b>UTILITIES</b>							
Electricity	4,375	4,333	42	37,404	39,000	(1,596)	52,000
Water/Sewer	401	475	(74)	4,986	4,275	711	5,700
Refuse	228	225	3	2,051	2,025	26	2,700
Cable & Internet	644	667	(23)	5,885	6,000	(115)	8,000
	<b>5,648</b>	<b>5,700</b>	<b>(52)</b>	<b>50,326</b>	<b>51,300</b>	<b>(974)</b>	<b>68,400</b>
<b>BUILDING</b>							
General Maintenance	3,634	1,917	1,717	41,441	17,250	24,191	23,000
Amenity Maintenance	16,080	14,234	1,846	107,984	128,108	(20,124)	170,811
Security Contract	1,062	15,564	(14,502)	122,929	140,072	(17,143)	186,763
Pool Maintenance	850	790	60	6,976	7,110	(134)	9,480
	<b>21,626</b>	<b>32,505</b>	<b>(10,879)</b>	<b>279,330</b>	<b>292,540</b>	<b>(13,210)</b>	<b>390,054</b>
<b>GROUNDS</b>							
Grounds Maintenance	4,850	9,121	(4,271)	74,650	82,085	(7,435)	109,446
Storm Sewer Maintenance	-	375	(375)	3,450	3,375	75	4,500
Exotic Plant Control	-	-	-	1,600	1,600	-	3,200
Landscape Improvement	-	-	-	-	6,450	(6,450)	8,600
Perimeter Wall Maintenance	-	-	-	-	1,000	(1,000)	1,000
Street Signs/Railings	-	-	-	-	1,125	(1,125)	1,500
Tennis Court Bocci Maint	1,200	1,667	(467)	12,818	15,000	(2,182)	20,000
Lake Maintenance	1,165	2,000	(835)	10,820	18,000	(7,180)	24,000
Fountain Maintenance	-	100	(100)	386	900	(514)	1,200
Security Gates	-	292	(292)	186	2,625	(2,439)	3,500
	<b>7,215</b>	<b>13,555</b>	<b>(6,340)</b>	<b>103,910</b>	<b>132,160</b>	<b>(28,250)</b>	<b>176,946</b>
<b>ADMINISTRATIVE</b>							
Management Fees	3,453	3,453	-	30,974	31,077	(103)	41,436
Office Expense	337	667	(330)	4,194	6,000	(1,806)	8,000
Social Committee	-	1,333	(1,333)	7,353	12,000	(4,647)	16,000
Legal/Accounting	426	2,708	(2,282)	23,767	24,375	(608)	32,500
Corp Annual Report Fee	-	-	-	61	62	(1)	62
Taxes/Fees	-	-	-	-	500	(500)	500
Insurance	2,065	2,000	65	19,672	18,000	1,672	24,000
Interest Expense	-	-	-	65,862	68,075	(2,213)	90,766
Principal Reduction	-	-	-	131,177	128,381	2,796	171,175
Bad Debt	-	-	-	-	-	-	3,000
	<b>6,281</b>	<b>10,578</b>	<b>(4,297)</b>	<b>283,060</b>	<b>292,970</b>	<b>(9,910)</b>	<b>393,939</b>
<b>RESERVE TRANSFER</b>							
General Reserve	7,802	7,802	-	70,218	70,215	3	93,620
	<b>7,802</b>	<b>7,802</b>	<b>-</b>	<b>70,218</b>	<b>70,215</b>	<b>3</b>	<b>93,620</b>
<b>Total Operating Expenses</b>	<b>48,572</b>	<b>70,140</b>	<b>(21,568)</b>	<b>786,844</b>	<b>839,185</b>	<b>(52,341)</b>	<b>1,122,959</b>
<b>Net Income (Loss)</b>	<b>\$ 46,494</b>	<b>\$ 23,440</b>	<b>\$ 23,054</b>	<b>\$ 72,027</b>	<b>\$ 3,034</b>	<b>\$ 68,993</b>	<b>\$ -</b>

Keep'n It Green, Inc.

9267 Winterview Dr.  
Naples, FL 34109

Chad – 239-641-9069  
Craig – 239-823-1420

**Tree & Palm Trimming Proposal**

Attn: Neil Dorrill @ Dorrill Management

Property: Villages of Monterey

Description of Work: **Tree & Palm Trimming**

Club House & Tennis Court

- 17 Oak Tree (note: prices vary per size of tree)
  - 4 @ \$150 each \$600.00
  - 3 @ \$125 each \$375.00
  - 5 @ \$100 each \$500.00
  - 5 @ \$85 each \$425.00
- 87 Cabbage Palms (\$25 each x 87) \$2,175.00
- 2 Canary Island Date Palm (\$125 each x 2) \$250.00
- 2 Hong Kong Orchard Trees (\$150 each x 2) \$300.00
- 2 Tabebuia Trees (\$150 each x 2) \$300.00

Main Entrance, Median & Lake Areas

- 19 Oak Tree (note: prices vary per size of tree)
  - 4 @ \$150 each \$600.00
  - 7 @ \$125 each \$875.00
  - 8 @ \$100 each \$800.00
- 44 Cabbage Palms (\$25 each x 44) \$1,100.00
- 9 Royal Palm (\$40 each x 9) \$360.00

Along East Wall

- 16 Oak Tree (note: prices vary per size of tree)
  - 12 @ \$100 each \$1,200.00
  - 4 @ \$85 each \$340.00
- 41 Cabbage Palms (\$25 each x 41) \$1,025.00

Along West Wall

- 19 Oak Tree (note: prices vary per size of tree)
  - 19 @ \$100 each \$1,900.00
- 73 Carrot Wood Trees (\$85 each x 73) \$6,205.00

Total \$19,330.00

Price includes elevation, interior thinning and hauling away all landscape debris

**Acceptance of Agreement**

By signing this proposal, you are accepting the above prices and allowing Keep'n It Green, Inc. do the work as specified. You will be obligated for payment stated above upon completion of work within 15 days.

By: Chad Hudson  
Contractor

By: \_\_\_\_\_  
Owner

10/16/2019





1915 Trade Center Way,  
 Ste. 1  
 Naples, FL 34109  
 239-206-2002  
 info@augustflorida.com

# Proposal

10/9/2019

**Proposed To:**  
 Villages of Monterey  
 c/o Dorril Management Group  
 5672 Strand Ct  
 Ste 1

**Service Location:**  
 Villages of Monterey  
 Main Wall  
 1725 Mission Dr  
 Naples, FL 34109

**Proposal # 102603460**

## Description

Monterey Privacy Wall -  
 Chip all banding and decorative stucco finish off of remaining section of privacy wall. Prep wall and apply smooth stucco finish to match the renovated portion of the privacy wall. Prep and paint to match the existing privacy wall. This is the remaining area of privacy wall left. \$16,200.00

Accepted By \_\_\_\_\_

Date \_\_\_\_\_

Subtotal	\$16,200.00
Sales Tax (7.0%)	\$0.00
<b>Total</b>	<b>\$16,200.00</b>