

Bell Tower Park Property Owners Association, Inc.
c/o Cardinal Management Group of Florida, Inc. 5100
Bell Tower Park Boulevard Ft. Myers, FL 33912

DATE: October 10, 2023

TIME: 3:00 PM

LOCATION: Hybrid - Virtual Meeting/Live – BTP Office – BUDGET WORKSHOP

Minutes

i. Call to order @ 3:00 PM

ii. Determination of quorum & roll call

- George Eckhardt - CAM - Community Manager – in-person
- Caitlin Tetrault – Administrative Assistant – Zoom
- John Davenport – President – in-person
- Paul Niss – VP – in-person
- Jodi Harrison – Secretary – Zoom
- Ron McEwan – Member at large – in-person
- 4 Participants on the bridge
- 4 Clubhouse attendees

iii. New Business

- a. Approve new Board Member to fill open Board seat.
 - a. Motion to approve Mike Lewis to the board for the rest of the current year.
 - 1st – John Davenport
 - 2nd – Paul Niss
- b. Budget workshop to approve final draft for mailing.
 1. **30158 CLUBHOUSE RENTALS:**
Clubhouse rentals have been increased by \$ 200.00. Due to the ongoing trend of increased rentals.
 2. **30270 INTEREST INCOME:**
Has been increased by \$50.00 based on the upward trend of interest rates.
 3. **30273 INTEREST INCOME-RESERVE:**
Recommended increase of \$38,000 due to favorable interest rates that are averaging 4 1/2 percent.
 4. **50400 BAD DEBT EXPENSE:**
Recommend that we make no changes to this line item as currently we only have one unit that is sitting with excessive debt. As this home does not have a mortgage the associations will be able to collect from prospective buyers.
 5. **5100 TELEPHONE/ALARM MONITORING:**
Propose leaving this line out of the same due to current trends.
 6. **51030 OFFICE EXPENSE:**

The proposed increase of this line item is due to the current board's interest in making possible changes to the reserve schedule and amenities. These changes will require additional expenses imprinting and postage expenses. These expenses are covered under office expenses.

7. **51044 ADMIN PAYROLL:**
Recommend an increase to admin payroll is due to increases and payroll expenses such as an increase in payroll tax.
8. **51060 FEES, LICENSES & REPORTS:**
Recommend no changes to this line item due to current trends.
9. **51062 CONSULTING FEES (Insurance Appraisals/Reserve Study):**
Recommend increasing this line item by \$ 500.00 due to the associations need to conduct a reserve study which is required a minimum of every five years.
10. **51067 ANNUAL FEES CORP:**
Recommend reducing the line item by \$297.00 due to a scrivener's error last year.
11. **51090 LEGAL FEES:**
The recommended increase of \$1500.00 is for the additional legal fees with regard to the board's intent to make changes to the reserves and possible changes to the amenities.
12. **51110 AUDIT/TAX RETURN:**
Recommend no changes to this line item due to current trends.
13. **51120 MANAGEMENT FEES:**
This item increases \$2,515.00 and represents the 3 percent (3%) annual increase per management contract.
14. **51277 SOCIAL COMMITTEE EXPENSE:**
Recommend no changes to this line item due to current trends.
15. **61060 JANITORIAL SUPPLIES:**
Recommend no changes to this line item due to current trends.
16. **61090 MAINTENANCE SUPPLIES (BUILDING SUPPLIES):**
Recommend no changes to this line item due to current trends.
17. **61134 POOL REPAIRS:**
Recommend no changes to this line item due to current trends.
18. **61150 POOL/SPA CONTRACT:**
Recommend increasing this line item by \$1,420.00 This reflects a possible six percent increase to the contract. Neptune has not made a final determination if they are going to request an increase. They said if they do it will be a maximum of 6%.
19. **61180 GROUNDS CONTRACT:**
Recommend increasing this line item by \$17,997.00 which reflects the proposed annual contract increase.
20. **61182 MULCHING:**
Recommend no changes to this line item due to current trends.
21. **61193 TENNIS COURT MAINTENANCE:**
Recommend reducing the line item by \$600 to reflect the current contract in place.
22. **61197 ANNUAL FLOWERS:**
Recommend no changes to this line item due to current trends.
23. **61200 PROPERTY REPAIRS:**
Recommend no changes to this line item due to current trends.
DISCUSSION TO REMOVE GATE REPAIRS FROM THIS LINE ITEM - \$8K.
24. **61220 SECURITY:**
Recommend no changes at this time as Envera does not plan on an increase.
25. **61238 GATE MAINTENANCE:**

Recommend increasing this line item by \$2800.00 due to the increased costs of the mega arms and labor. **INCREASING AN ADDITIONAL \$8K – GATE REPAIRS**

26. 612401 EXTERMINATING/PEST CONTROL:

Recommend no changes - our current contractor is not planning on requesting an increase.

27. 61243 HOLIDAY DECORATIONS:

Recommend no changes as there are no increases to the contract.

28. 61254 PROPANE/GAS GRILLS:

Recommend reducing this line item by \$250.00 due to the reduction in the cost of propane.

DISCUSSION TO LEAVE THIS LINE ITEM THE SAME FOR 2024

29. 61250 TRASH REMOVAL CONTRACTS:

Recommend increasing this line item by \$40.00 due to a fee increase. **DISCUSSION TO INCREASE THIS LINE ITEM TO \$1160 – DUMPSTER RENTAL HAS INCREASED**

30. 61262 LIGHTING REPAIRS/MAINTENANCE:

Recommend reducing this line item by \$2000 based on recommendations from our new electrical contractor.

31. 61269 EXERCISE EQUIPMENT MAINTENANCE:

Recommend no changes as there are no increases to the contract.

32. 61387 PRUNING/SPRAYING:

Recommend a \$14,000.00 increase of this line item due to the three-year cycle of hardwood pruning which is due in 2024.

33. 61446 JANITORIAL SERVICE:

Recommend increasing by \$1,500.00. This reflects an increase in the annual contract.

34. 61453 WETLAND & HABITAT PRESERVE MAINTENANCE:

Recommend no changes as there are no increases to the contract.

35. 61455 NATURAL PRESERVE AREA MAINTENANCE:

Recommend no changes to this line item due to current trends.

36. 61470 PRESSURE WASHING:

Recommend a \$3000 increase on this line item due to projected increases from the current contractor.

37. 61570 LANDSCAPE REPL. & IMPROVEMENTS:

Recommend a \$3000.00 increase due to the increased costs of plant material.

38. 61633 FIRE ALARM REPAIRS & MAINTENANCE:

Recommend a \$500 increase in this line item due to the increased cost of materials.

39. 61675 SIDEWALK & ROAD REPAIRS:

No recommended changes due to current trending

40. 61699 DRAINAGE SWALE MAINTENANCE:

No recommended changes due to current trending - **DISCUSSION TO DECREASE THIS LINE ITEM BY \$1300**

41. 61751 FOUNTAIN MAINTENANCE:

No recommended changes currently primarily due to all three fountains being two years or less old.

42. 61752 LAKE CONTRACT (LAKE WATER MAINT. CONTRACT)

Recommend no changes as there are no increases to the contract.

43. 61771 IRRIGATION REPAIRS:

No recommended changes due to current trend.

44. 61776 SOD REPLACEMENT:

Recommend a \$2500 increase due to increased costs of materials.

45. 71010 WATER & SEWER:

No recommended changes due to current trend.

46. 71030 ELECTRIC SERVICES:

No recommended changes due to current trend.

47. 71036 CABLE CONTRACTS:

This line item will increase \$20,000.00. This increase reflects the annual contract increase.

48. 71050 PROPERTY INSURANCE:

Recommended decrease of \$1000.00 this is due to last year's budget increase being higher than our actual insurance increase based on our meeting with IRMS these budget numbers should cover our costs.

49. 71054 INSURANCES (D&O):

Recommend decreasing this line item by \$100.00 based on estimate from IRMS.

50. 71057 INSURANCES (FIDELITY BOND):

Recommend decreasing this line item by \$100.00 based on estimate from IRMS.

51. 71067 INSURANCES (UMBRELLA):

Recommend no changes to this line item based on estimate from IRMS.

52. 71090 INSURANCES (WORKER'S COMP):

Recommend decreasing this line item by \$90.00 based on estimate from IRMS.

53. 71091 INSURANCES (GENERAL LIABILITY):

Recommend increasing this line item by \$500.00 per estimate from IRMS.

Approve the proposed budget with noted changes list above for mailing to homeowners and to set the board meeting to approve the 2024 budget.

- a. Motion to approve the proposed 2024 budget with changes as listed above.
1st – John Davenport
2nd – Paul Niss

- b. Motion to set the 2024 budget board meeting on November 2nd at 6P.
1st – Ron McEwan
2nd – John Davenport

iv. Adjournment – 4:50 PM