

**Bell Tower Park Property Owners Association, Inc.**  
**5100 Bell Tower Park Blvd.**  
**Ft. Myers, FL 33912**

**NOTICE OF BOARD OF DIRECTORS MEETING AND  
2025 BUDGET APPROVAL**

**NOTICE** is hereby given that the President has scheduled a Board Meeting of the Bell Tower Park Property Owners Association, Inc., to be held at the date, hour and place noted below.

Date: November 19, 2024

Time: 6:00 P.M.

Place: Annex Building at Bell Tower

Zoom: <https://cardinal.zoom.us/j/84060770023> Phone: 646-518-9805 Meeting ID: 840 6077 0023

**AGENDA**

- I. Call to Order**
- II. Determination of Quorum**
- III. Review and Approval of Prior Meeting Minutes**
- IV. Treasurer's Report**
  - a. Consideration and Approval of the 2025 Budget
- V. Community Manager's Report**
- VI. Committee Reports**
  - a. Finance- Edward Jones Presentation
  - b. Safety- Parking Update
  - c. Communications- Community Website Update
  - d. Social
  - e. Amenities
  - f. Landscape
- VII. Old Business**
  - a. Tennis Court Update
  - b. Preserve Maintenance Update
  - c. Gate Update
  - d. Roof Tile Storage Update
  - e. Reserve Study Update
- VIII. New Business**
  - a. Tree Trimming Update
  - b. Mulch Install Update
  - c. Edward Jones Financial Discussion
- IX. Member Comments**
- X. Adjournment**

BELL TOWER PARK PROPERTY OWNERS ASSOCIATION, INC.						
2025 DRAFT OPERATING BUDGET						
	Total Number of Units in Association = 478	2024 YTD		2025	2024-2025	
3	Member Associations	2024	10/14/2024	2024	Draft	Budget
		Approved	Actual	Projected	Budget	Difference
<b>INCOME</b>						
30100	REGULAR ASSESSMENTS	1,755,694	1,170,450	1,755,694	1,815,839	60,145
30120	RESERVE ASSESSMENT (REPLACEMENT)	78,000	52,006	7,800	116,623	38,623
30158	CLUBHOUSE RENTAL	1,200	600	1,200	1,200	0
30270	INTEREST INCOME	150	43	150	100	(50)
30273	INTEREST INCOME-RESERVE	42,000	14,848	42,000	13,377	(28,623)
30347	GATE/DOOR OPENERS	5,000	0	240	5,000	0
	<b>TOTAL INCOME</b>	<b>1,882,044</b>	<b>1,237,947</b>	<b>1,807,084</b>	<b>1,952,139</b>	<b>70,095</b>
<b>EXPENSES</b>						
<b>ADMINISTRATIVE</b>						
51000	TELEPHONE/ALARM MONITORING	7,000	4,662	7,024	7,000	0
51030	OFFICE EXPENSE	17,000	17,667	18,864	17,000	0
51044	ADMIN PAYROLL	29,500	20,170	29,500	66,784	37,284
51060	FEES, LICENSES & REPORTS	1,000	951	955	1,000	0
51062	CONSULTING FEES (Insurance Appraisals/Reserve Study)	3,000	1,820	1,820	0	(3,000)
51065	WEBSITE EXPENSES	0	0	0	900	900
51067	ANNUAL FEES - CORP	65	62	62	65	0
51110	AUDIT/TAX RETURN	2,250	2,476	2,476	5,500	3,250
51120	MANAGEMENT FEES	86,362	57,000	86,362	34,846	-51,516
51277	SOCIAL COMMITTEE EXPENSE	2,200	647	2,200	3,500	1,300
	<b>TOTAL ADMINISTRATIVE</b>	<b>148,377</b>	<b>105,455</b>	<b>149,263</b>	<b>136,595</b>	<b>(11,782)</b>
<b>LANDSCAPING</b>						
61180	GROUNDS CONTRACT	412,847	344,731	416,450	441,550	28,703
61182	MULCHING	67,000	258	41,000	50,000	-17,000
61197	ANNUAL FLOWERS	8,000	0	8,000	8,000	0
61387	PRUNING/SPRAYING	42,600	5,866	44,678	70,000	27,400
61570	LANDSCAPE REPL. & IMPROVEMENTS.	60,000	76,472	91,767	70,000	10,000
61771	IRRIGATION REPAIRS	50,000	45,768	54,922	60,000	10,000
61776	SOD REPLACEMENT	15,000	0	0	15,000	0
	<b>TOTAL LANDSCAPING</b>	<b>655,447</b>	<b>473,095</b>	<b>656,817</b>	<b>714,550</b>	<b>59,103</b>
<b>LEGAL / BAD DEBT</b>						
50400	BAD DEBT EXPENSE	8,000	0	0	0	-8,000
51090	LEGAL FEES	7,500	12,019	18,029	15,000	7,500
	<b>LEGAL / BAD DEBT TOTAL</b>	<b>15,500</b>	<b>12,019</b>	<b>18,029</b>	<b>15,000</b>	<b>-500</b>
<b>MAINTENANCE</b>						
61060	JANITORIAL SUPPLIES	3,000	1,502	1,803	3,000	0
61090	MAINTENANCE SUPPLIES (BUILDING SUPPLIES)	1,000	443	665	3,000	2,000
61134	POOL EQUIPMENT REPAIRS	15,500	15,776	18,932	20,000	4,500
61150	POOL/SPA CONTRACT	22,920	19,261	22,920	25,212	2,292
61193	TENNIS COURT MAINTENANCE	13,400	6,600	6,600	0	-13,400
61200	PROPERTY REPAIRS	57,000	64,374	77,249	60,000	3,000
61220	SECURITY CONTRACT	82,000	68,524	82,229	85,000	3,000
61238	GATE MAINTENANCE	8,000	9,654	11,585	8,000	0
61240	EXTERMINATING/PEST CONTROL	21,000	15,387	21,000	21,630	630
61243	HOLIDAY DECORATIONS	6,000	0	6,000	6,000	0
61245	PROPANE / GAS GRILLS	1,000	479	719	1,000	0
61250	TRASH REMOVAL CONTRACT	4,040	4,282	5,145	4,162	122
61262	LIGHTING REPAIRS/MAINTENANCE	8,000	2,165	3,258	8,000	0
61269	EXERCISE EQUIPMENT MAINTENANCE	3,000	1,224	1,837	3,000	0
61446	JANITORIAL SERVICE	30,000	22,469	30,000	31,200	1,200
61453	PRESERVE MAINTENANCE CONTRACT	13,500	8,885	8,885	9,000	-4,500
61455	NATURAL PRESERVE AREA MAINTENANCE	7,000	0	0	7,000	0
61470	PRESSURE WASHING	27,000	9,500	22,500	27,000	0
61633	FIRE ALARM REPAIRS & MAINTENANCE	4,000	14,378	14,378	6,000	2,000
61675	SIDEWALK & ROAD REPAIRS	10,000	0	13,000	8,000	-2,000
61699	DRAINAGE SWALE MAINTENANCE	0	1,025	1,025	0	0
61751	FOUNTAIN MAINTENANCE	5,000	2,970	3,565	5,000	0
61752	LAKE CONTRACT (LAKE WATER MAINT. CONTRACT)	18,000	9,703	11,645	16,200	-1,800
	<b>TOTAL MAINTENANCE</b>	<b>360,360</b>	<b>278,601</b>	<b>364,940</b>	<b>357,404</b>	<b>-2,956</b>
<b>UTILITIES/OTHER</b>						
71010	WATER & SEWER	18,000	13,851	15,000	15,000	(3,000)
71030	ELECTRIC	95,000	60,791	91,187	98,000	3,000
71036	CABLE CONTRACT	420,000	277,827	417,000	441,000	21,000
71050	INSURANCE COVERAGE	24,000	9,233	24,000	18,776	(5,224)
71054	INSURANCE (DIRECTORS & OFFICERS)	1,500	1,033	1,500	1,718	218
71057	INSURANCE (FIDELITY BOND)	1,400	595	1,400	883	(517)
71067	INSURANCE (UMBRELLA)	2,600	2,667	2,600	4,449	1,849
71090	INSURANCE (WORKER'S COMP)	860	378	860	509	(351)
71091	INSURANCE (GENERAL LIABILITY)	9,000	5,170	9,000	8,255	(745)
79900	CONTINGENCY	10,000	0	0	10,000	0
	<b>TOTAL UTILITIES/OTHER</b>	<b>582,360</b>	<b>371,545</b>	<b>562,547</b>	<b>598,590</b>	<b>16,230</b>
	<b>TOTAL EXPENSES</b>	<b>1,762,044</b>	<b>1,240,715</b>	<b>1,751,596</b>	<b>1,822,139</b>	<b>60,095</b>
	<b>REPLACEMENT RESERVE TRANSFER</b>	<b>120,000</b>	<b>66,854</b>	<b>49,800</b>	<b>130,000</b>	<b>10,000</b>
	<b>TOTAL EXPENSES &amp; RESERVES</b>	<b>1,882,044</b>	<b>1,307,569</b>	<b>1,801,396</b>	<b>1,952,139</b>	<b>70,095</b>
<b>MONTHLY ASSESSMENTS</b>						
		<b>2024</b>			<b>2025</b>	
	Operating	\$306.08			\$316.57	\$10.49
	Reserves	\$13.60			\$20.33	\$6.73
	<b>TOTAL MONTHLY ASSESSMENTS</b>	<b>\$319.68</b>			<b>\$336.90</b>	<b>\$17.22</b>