

Board of Directors:

Bob White – President
Tom Petrillo – Vice President
Darrell Lopez
Vivian (“Viv”) Guerra
James Ransom
Don Partain – Vice Secretary
Chris Floegel - Vice Treasurer

Neighborhood Committee

Viv Guerra – Chair
Tom Petrillo - Vice Chair

Nominating Committee

Bob White – Chair
Viv Guerra
Darrell Lopez

Architectural Review Committee

Darrell Lopez – Chair
Viv Guerra
James Ransom

Community Appearance Committee

Lori Topor
Oskar Abboud
Mark White
Mike Frankewich

Property Manager

Dennis Kapsis – Sentry Management

Other Officers

John Painter – Secretary/Treasurer

Twin Rivers
Homeowners Association Inc.

**AGENDA for
Board of Directors
Meeting**

**Thursday Dec 14, 2023
7 pm
Virtual Meeting via WebEx
(See below for meeting
access instructions)**

Until further notice, all HOA Member and Board meetings will be held electronically. The public will have access to all electronic HOA meetings as explained below.

You are invited to join the meeting using either a computer or phone per the following instructions.

1. Option to Join using a Computer (Preferred because we may be sharing files you will want to view)

Please ensure your speakers are turned on but your mic is muted until you are recognized to speak.

Join by clicking the following link or copying and pasting the link into the browser on your computer.

<https://johnfpainter.my.webex.com/johnfpainter.my/j.php?MTID=m457e520dcc055f4e7964c0c9b3e8fb96>

When you activate the link, unless you have installed the Webex App. your browser should open, you will see an option to [Join from your browser](#)

Click on that link and you will be asked to enter your name and email address (needed to identify you), and then click a button labeled “Join Meeting”. You also will have the option to download an app.

If you join using your browser, no software will be installed on your computer. The entire meeting will occur within your browser. For the best experience, please join using either Firefox or Chrome browsers updated to the latest version. Other browsers also will work if you do not already have one of those preferred browsers on your computer.

To be recognized to speak, prior to the meeting, please send an email to: Board@TwinRiversHOA.com to let me know you would like to be recognized. Please put Request to Speak in the subject line. When you hear your name called, un-mute your mic and you will have the floor. When done speaking, please mute your mic again.

Keeping your mic muted when you are not speaking will prevent background noise from your location disrupting the ability of other participants to hear.

Also, please be sure your speakers are adjusted to a mid-range volume setting. If speakers are set to a max or high-range volume setting, your speakers will cause squealing/feedback through your mic when it is not muted.

2. Option to Join by phone or video system.

Dial in by phone: 1-415-655-0001 US Toll, Meeting number (access code): 2557 557 3450, Meeting password: 2023-12 (2023012 from phones and video systems)

Join by Mobile Device: Tap [+1-415-655-0001,,25575573450#2023012#](tel:+1-415-655-0001,25575573450#2023012) US Toll

Join by video system, application, or Skype for business: Dial [25575573450@webex.com](tel:25575573450@webex.com). You can also dial 173.243.2.68 and enter your meeting number.

See next Page(s) for the Meeting Agenda.

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1. Call to Order

2. Proposed Agenda Modifications if Any.

a. Other agenda items?

3. Voice of the Members

HOA members are encouraged to make comments or raise issues of concern during this portion of the meeting. Speakers will be encouraged to be to the point and respectful. The time taken by Speakers may be limited by a motion duly passed by the Board. Comments of HOA Members may be allowed during other parts of the Meeting upon concurrence of the President and/or the Board Member(s) speaking.

4. Discussion Topics

a. Planning to return to in-person meetings - update

b. Review Action on Prior Month’s Motions

- i. Update on Repairs to irrigation system (Mike, Bob, Dennis, others?)
- ii. Owner ID 3A0087 on McDaniel Creek Cr Bob and Dennis to go to the house – status report
- iii. Referral to Attorney for collection from Owner ID 100096 on HART BRANCH DR (Dennis) – Balance due thru October of \$1,157, lien filed 8/19

c. Major Compliance Actions

- i. Noise Complaints – Shinnecock Hills (Dennis)
- ii. Silcox Matter (No update needed)
- iii. Referral to Attorney for collection from Owner ID 100096 on HART BRANCH DR (Dennis) – Balance due thru October of \$1,157, lien filed 8/19

d. 2024 Budget

- i. Consider a motion to approve the budget

e. Hurricanes Ian/Nicole (as appropriate) (John/Bob/Affected Owners)

- i. Update re: Catch Basins Drainpipe maintenance for Residences at 1010 1012 1014 Shinnecock Hills Dr. and 1012 Quaker Ridge Ct.

f. Other ARC, Community Appearance, and Enforcement Issues

- i. Payment Plan Requests (If any)

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- ii. Other Matters from Management Report (If any)
- iii. Other

5. Minutes from Prior Meetings

- a. November 2024 Meeting

6. Reports (Abbreviated)

- a. President’s Report
- b. Treasurer’s Report
- c. ARC Report
- d. Community Appearance Committee Report

7. Adjournment

Twin River's HOA Budget for 2024 - Proposed

For Consideration by the HOA Board on 12/14/2023

Page 1 of 5

To the HOA Board of Directors and HOA Members:

Overview of Proposed Budget

The annual budget can be broken into two main categories, namely Basic Commitments and Other Purposes.

- **Basic Commitments** include routine, recurring costs like our landscape maintenance contract, Sentry Management contract, pond maintenance contract, electric and grey water utilities, and other expenses associated with maintaining common facilities and administering the HOA.
- **Other Purposes** include special projects, legal costs, and transfers to the Reserve Account to properly maintain condition of Common Grounds and Facilities over the long haul.

The Proposed 2024 Budget assumes total **Basic Commitment** costs will be higher in 2024 than budgeted for 2023 by \$1,843. Increases in several line items are offset by removal of fertilizer costs now in the landscape contract.

In addition, the amount to be budgeted for Other Purposes is higher for 2024 than budgeted for 2023 by \$1,474.

Accordingly, total amounts to be funded from the Operating Account in 2024 are Proposed to be \$3,316 higher than in the 2023 budget.

The following table provides a summary of the Proposed 2024 Budget in comparison to the 2023 Budget.

(Please see Page 2.)

Twin River's HOA Budget for 2024 - Proposed

For Consideration by the HOA Board on 12/14/2023

Page 2 of 5

		2023 Budget	2024 Budget	Increase (Decrease)	Comments
Income					
1	Assessments	271,806	271,806	0	Assumes no change in Assessment per Oct 23 Board decision
2	All Other Income	379	3,695	3,316	Does not yet reflect recovery of past legal costs per June 2021 court order.
3	Total Income	272,185	275,501	3,316	
Basic Commitments					
4	Grounds Maint. Contract	89,880	89,880	-	Includes landscaping and weed/pest control for Common Areas under new contract with Exclusive Landscaping.
5	Sentry Mgmt Contract	37,980	39,180	1,200	Sentry has advised contract will be renewed effective 1/1/2024 with a \$100/mo increase.
6	Purchase Grey Water	23,000	24,000	1,000	Varies Year to Year with Weather.
7	Insurance	23,999	26,664	2,665	Assumes a 15% increase over 2023 actual costs.
8	Fertilizer	7,200	-	(7,200)	
9	Holding Pond Maint.	7,344	7,344	-	Reflects actual costs for 2022.
10	All Other	19,108	23,286	4,178	
11	Total	208,511	210,354	1,843	
Available for Other Purposes					
12	Income less Basic Commitments	63,674	65,148	1,474	
Other Purposes					
13	Transfer to Reserve Acct	18,000	18,000	-	
14	Spec. Maintenance Proj	20,500	21,973	1,473	Placeholder for use by CA Committee
15	Outreach	5,650	5,650	-	Placeholder for use by Neighborhood Committee
16	Legal Costs	10,500	10,500	-	Collections and Compliance
17	Special Admin Projects	5,000	5,000	-	Rules and Fining System work
18	Holiday Decorations	4,025	4,025	-	
19	Total - Budgeted Expenditures for Other Purposes	63,675	65,148	1,473	
Total for Grounds Special Projects					
20	from Operating Fund	20,500	21,973	1,473	Placeholder for use by CA Committee
21	from Reserve Account	54,200	18,000	(36,200)	Placeholder for use by CA Committee
22	Total	74,700	39,973	(34,727)	Total may be adjusted based on further CA planning.

Twin River's HOA Budget for 2024 - Proposed

For Consideration by the HOA Board on 12/14/2023

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Community Appearance Committee Budget Estimates

The Proposed Budget includes the following amounts for use by the Community Appearance Committee subject to approval of further plans by the Board.

Ground Maintenance - Special Projects - Funded in Budget			
Improvements and R&R Funded from the Operating	Budget	Estimate	Contingency
6610 Mulching	-		0%
6620 Electric Repair	from Reserve Acct.		0%
6630 Irrigation Repair	from Reserve Acct.		0%
6640 Tree Cut Back from Wall	-		0%
6650 Remove Trees	from Reserve Acct.		0%
6660 Pressure Washing	-		0%
6670 Other	17,000	17,000	
Totals	17,000	17,000	
Ground Maintenance - Special Projects - Funded from Reserve Account			
R&R Funded from the Reserve Account	Budget	Estimate	Contingency
9410 Entry Monument Lighting Replacement	2,286	2,286	0%
9420 Irrigation R&R	3,800	3,800	0%
9430 Landscaping	7,000	7,000	0%
9440 Perimeter Wall Repairs	2,900	2,900	0%
9450 Signage on Entry Monuments R&R	2,014	2,014	0%
Totals	18,000	18,000	

Assessment Levels

In accordance with the Board's decision at the October meeting, the 2024 Budget reflects no change to assessment levels as shown in the following Table.

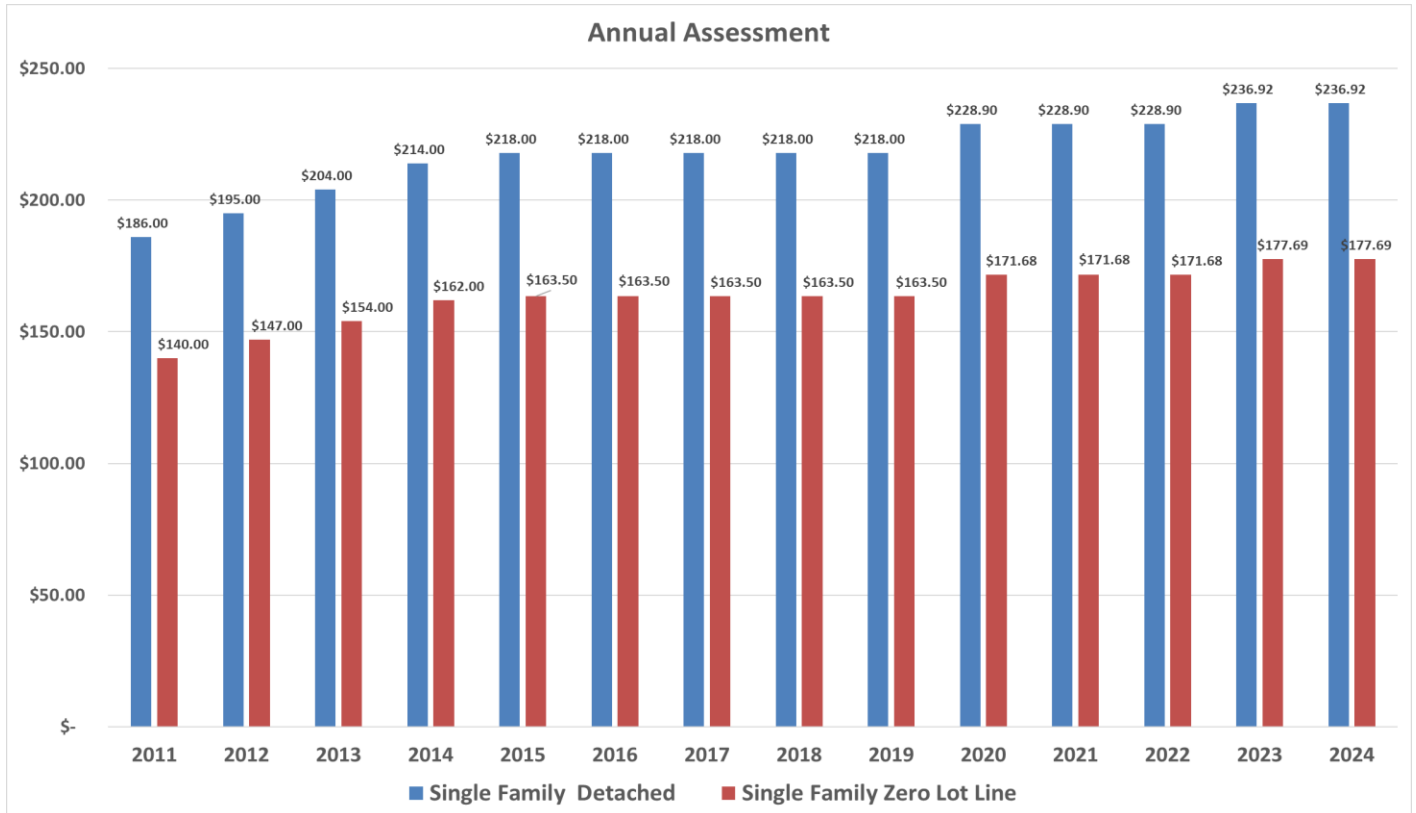
Twin River's HOA Budget for 2024 - Proposed

For Consideration by the HOA Board on 12/14/2023

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2023		Properties	Rate	\$
1	Single Family-Detached	1,070	236.92	253,504
2	Single Family-Zero Lot Line	103	177.69	18,302
3	Total	1,173	231.72	271,806
2024		Properties	Rate	\$
4	Single Family-Detached	1,070	236.92	253,504
5	Single Family-Zero Lot Line	103	177.69	18,302
6	Total	1,173	231.72	271,806
Increases (Decreases)		%	\$/Home	\$
7	Single Family-Detached	0.00%	-	-
8	Single Family-Zero Lot Line	0.00%	-	-
9	Total	0.00%	-	-

As shown below, Assessments to the HOA Members have been very stable. Since 2015, increases in the Assessment levels occurred in 2020 (5%) and 2023 (3.5%). Please see the chart below.



Twin River's HOA Budget for 2024 - Proposed

For Consideration by the HOA Board on 12/14/2023

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Recommendation

I recommend adoption of the budget as proposed. Due to the transition of new Board and Committee members, less detail is provided regarding Special Projects than in prior years. Therefore, the Board should adopt the budget but require further info about Special Projects prior to authorizing substantial expenditures by the Community Appearance and Neighborhood Committee.

The Proposed 2024 Budget in More Detail

Attachments 1 through 3 present the following additional information:

1. The Board's goals and objective. The proposed budget will include annotations to indicate the manner in which the budget reflects the goals and objectives;
2. A line-item presentation of the Proposed 2024 Budget; and
3. Detailed schedules that provide support for several line items on Attachment 2.

Please feel free to email questions and comments prior to the December 14 meeting.

Regards,



John F. Painter, Secretary/Treasurer
Twin Rivers Homeowner's Association

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
<p>1. No Increase in the level of assessment to HOA Members</p> <p><i>Note: The HOA documents provide that the Board may approve an increase in one year of up to 5% over the prior highest level.</i></p>	<p>We should target no increase but consider one if necessary. If an increase is required, this would be the first increase in 2 years.</p> <p><i>To hold the Assessment at the 2021 level, the HOA lowered amounts budgeted for Special Projects by approximately \$16,000.</i></p>	<p>We should target no increase but consider one if necessary</p> <p><i>Recommend implementing a 3.5% increase.</i></p>	<p>We should target no increase but consider one if necessary</p>
<p>2. Provide enough funds for Grounds Maintenance to continue to maintain the HOA Common Areas to very high standards</p>	<p>Grounds Maintenance portion of the Budget should be set at a level reasonably enough to cover:</p> <ul style="list-style-type: none"> ➤ Normal routine holding pond maintenance; ➤ Normal routine lawn maintenance and spraying; ➤ Repairs and replacements of landscaping and irrigation components that fail during the year; and ➤ Water and electric utility costs. 	<p>Grounds Maintenance portion of the Budget should be set at a level reasonably enough to cover:</p> <ul style="list-style-type: none"> ➤ Normal routine holding pond maintenance; ➤ Normal routine lawn maintenance and spraying; ➤ Repairs and replacements of landscaping and irrigation components that fail during the year; and 	<p>Grounds Maintenance portion of the Budget should be set at a level reasonably enough to cover:</p> <ul style="list-style-type: none"> ➤ Normal routine holding pond maintenance; ➤ Normal routine lawn maintenance and spraying; ➤ Repairs and replacements of landscaping and irrigation components that fail during the year; and

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
	<p><i>Recommended budget achieves the above goals.</i></p>	<p>➤ Water and electric utility costs.</p> <p><i>Recommended budget achieves the above goals.</i></p>	<p>➤ Water and electric utility costs.</p>
<p>3. Provide adequate funds for Special Grounds Maintenance Projects needed to improve, protect, replace, or repair Common Areas and Facilities</p>	<p>Plan to adequately fund necessary Ground Maintenance Special Projects, which include normal, but non-recurring, projects to maintain or improve HOA common property, including the community’s entry monuments, monument lighting systems, wall, landscaping, and irrigation system.</p> <p><i>Recommend budgeting \$30,000 in total for Grounds Special Projects - \$12,000 from the Operating Fund and \$18,000 from the Reserve Account.</i></p> <p><i>The total is a lower level than budgeted the last two years but in line with actual expenditures in those years.</i></p> <p><i>Additional work will need to be done early in 2022 to arrive at a final prioritized list of projects.</i></p>	<p>Plan to adequately fund necessary Ground Maintenance Special Projects, which include normal, but non-recurring, projects to maintain or improve HOA common property, including the community’s entry monuments, monument lighting systems, wall, landscaping, and irrigation system.</p> <p><i>Recommend budgeting \$20,500 in total for Grounds Special Projects from the Operating Fund and \$54,200 from the Reserve Account.</i></p>	<p>Plan to adequately fund necessary Ground Maintenance Special Projects, which include normal, but non-recurring, projects to maintain or improve HOA common property, including the community’s entry monuments, monument lighting systems, wall, landscaping, and irrigation system.</p>

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
<p>4. Fund and Use the Reserve Account Balance in accordance with the Reserve Study prepared during 2018</p>	<p>The Reserve Account is separate from the Operating Fund and is to accumulate funds for major renewals and replacements of the HOA’s property. More specifically, the Reserve Account funds are to be used to maintain and restore HOA walls, entry monuments, electrical system at the entry monuments, irrigation system and major landscaping features. Once money is placed into the Reserve Account, it’s use is restricted to limited purposes.</p> <p><i>Recommend continuing to transfer \$18,000 to the Reserve Account his year and budgeting Reserve Account expenditures at \$18,000 to preserve the current balance for future needs.</i></p>	<p>The Reserve Account is separate from the Operating Fund and is to accumulate funds for major renewals and replacements of the HOA’s property. More specifically, the Reserve Account funds are to be used to maintain and restore HOA walls, entry monuments, electrical system at the entry monuments, irrigation system and major landscaping features. Once money is placed into the Reserve Account, it’s use is restricted to limited purposes.</p> <p><i>Recommend continuing to transfer \$18,000 to the Reserve Account his year and budgeting Reserve Account expenditures at \$54,200. The Reserve Account balance at the end of 2023 would be reasonable for projected future needs.</i></p>	<p>The Reserve Account is separate from the Operating Fund and is to accumulate funds for major renewals and replacements of the HOA’s property. More specifically, the Reserve Account funds are to be used to maintain and restore HOA walls, entry monuments, electrical system at the entry monuments, irrigation system and major landscaping features. Once money is placed into the Reserve Account, it’s use is restricted to limited purposes.</p>
<p>5. Allocate funds to continue to be involved in new developments at the</p>	<p>Preservation of the golf course remains a top priority of the HOA. However, the golf course is doing very well financially and there do not seem</p>	<p>Preservation of the golf course remains a top priority of the HOA. However, the golf course is doing very well financially and there do</p>	<p>Preservation of the golf course remains a top priority of the HOA. However, the golf course is doing very well financially</p>

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
<p>Twin Rivers Golf Course</p>	<p>to be imminent threats that could result in plans to close or repurpose the golf course.</p> <p><i>Recommend not budgeting amounts for issues pertaining to preservation of the golf course.</i></p> <p><i>Funds are available in Operating Fund should the need arise unexpectedly during the year.</i></p>	<p>not seem to be imminent threats that could result in plans to close or repurpose the golf course.</p> <p><i>Recommend not budgeting amounts for issues pertaining to preservation of the golf course.</i></p> <p><i>Funds are available in Operating Fund should the need arise unexpectedly during the year.</i></p>	<p>and there do not seem to be imminent threats that could result in plans to close or repurpose the golf course.</p>
<p>6. Continue to improve communications and relationships with the HOA Members – Neighborhood Committee</p>	<p>Include funds for the new Neighborhood Committee, which would combine with the Community Outreach Committee. (See Attachment 4 for initial activity plans for the Committee. The list will be developed and modified further as the year progresses.)</p> <p><i>Recommend budgeting a total of \$7,000 for this Committee, which is less than budgeted for similar purposes last year.</i></p> <p><i>This Committee would also assume responsibility for Holiday Decorations from the Community Appearance</i></p>	<p>Include funds as requested by the Neighborhood Committee.</p> <p><i>Recommend budgeting a total of \$5,940 for this Committee as requested.</i></p> <p><i>This Committee would also assume responsibility for Holiday Decorations from the Community Appearance Committee which is separately budgeted at \$4,025.</i></p>	<p>Include funds as requested by the Neighborhood Committee.</p>

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
	<p><i>Committee which is budgeted at \$4,025.</i></p>		
<p>7. Other Administrative & Management budget items should be carefully managed</p>	<p>All other Administrative and Management costs are budgeted based on 2021 levels, with reasonable allowances for increases where applicable.</p> <p><i>The largest costs in this category are:</i></p> <ol style="list-style-type: none"> <i>1. Sentry management fees (no change expected)</i> <i>2. Insurance premiums (a very substantial increase is budgeted – 15% higher than 2021 actual and 35% higher than 2021 budget.)</i> 	<p>All other Administrative and Management costs are budgeted based on 2022 levels, with reasonable allowances for increases where applicable.</p> <p><i>The largest costs in this category are:</i></p> <ol style="list-style-type: none"> <i>1. Sentry management fees (no change expected)</i> <i>2. Insurance premiums (a very substantial increase is budgeted – 20% higher than 2022 actual)</i> 	<p>All other Administrative and Management costs are budgeted based on 2023 levels, with reasonable allowances for increases where applicable.</p>
<p>8. Expenditures on dues collection and other enforcement need to be carefully planned and conserved</p>	<p>Fundamentally, we need to continue collection efforts from HOA Members only when the delinquent HOA Member is not moving into foreclosure. Usually costs of collection are reimbursed by the delinquent HOA Member so these collection efforts have minimal budget impact.</p>	<p>Fundamentally, we need to continue collection efforts from HOA Members only when the delinquent HOA Member is not moving into foreclosure. Usually costs of collection are reimbursed by the delinquent HOA Member so these collection efforts have minimal budget impact.</p>	<p>Fundamentally, we need to continue collection efforts from HOA Members only when the delinquent HOA Member is not moving into foreclosure. Usually costs of collection are reimbursed by the delinquent HOA Member so these</p>

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
	<p>Emphasis is needed on rules enforcement actions.</p> <p><i>Recommend budgeting \$6,000 for expenditures on rules enforcement, which is 50% of the amount budgeted last year. The amount budgeted for this purpose may increase during the year if we recover approximately \$7,000 of prior legal costs as provided in a June 2021 court order.</i></p>	<p>Emphasis is needed on rules enforcement actions.</p> <p><i>Recommend budgeting \$6,000 for expenditures on rules enforcement.</i></p>	<p>collection efforts have minimal budget impact.</p> <p>Emphasis is needed on rules enforcement actions.</p>
<p>9. The budget should be based on a reasonable allowance for doubtful accounts (i.e., bad debt) expense</p>	<p>The balance set aside for Doubtful Accounts equals 40% of the HOA's Accounts Receivable balance. We expect collection success rates to far exceed 60%.</p> <p><i>Our accumulated doubtful accounts balance remains substantial and is conservatively high in relation to our accounts receivable balance. Therefore, recommend not budgeting additional amounts for this purpose.</i></p>	<p>The balance set aside for Doubtful Accounts equals 40% of the HOA's Accounts Receivable balance. We expect collection success rates to far exceed 60%.</p> <p><i>Our accumulated doubtful accounts balance remains substantial and is conservatively high in relation to our accounts receivable balance. Therefore, recommend not budgeting additional amounts for this purpose.</i></p>	<p>The balance set aside for Doubtful Accounts equals 40% of the HOA's Accounts Receivable balance. We expect collection success rates to far exceed 60%.</p>

Goals and Objectives - 2024 HOA Budget

Priority	2022 Budget	2023 Proposed Budget	2024 Proposed Budget
<p>10. Revisions to the HOA Rules/Establish Resolutions for Each Board Committee</p>	<p>Additional funds should be budgeted for work on Rules changes and fining system development.</p> <p>Resolutions should be put in place to expressly authorize each Board Committee.</p> <p><i>Recommend budgeting \$7,000 for work on limited Rules changes and fining system development. This amount should be sufficient for the current rules change and fining system effort but not for a wholesale reworking of the HOA's rules.</i></p>	<p>Additional funds should be budgeted for work on Rules changes and fining system development.</p> <p>Resolutions should be put in place to expressly authorize each Board Committee.</p> <p><i>Recommend budgeting \$5,000 for work on limited Rules changes and fining system development. This amount should be sufficient for the current rules change and fining system effort but not for a wholesale reworking of the HOA's rules.</i></p>	<p>Additional funds should be budgeted for work on Rules changes and fining system development.</p> <p>Resolutions should be put in place to expressly authorize each Board Committee.</p>

Operating & Reserve Acct Budget

TWIN RIVERS HOA								
		Number of Units			1,173	Assessment Frequency	Annually	
		2023			2024		2024 versus 2023	
COA #	Category	YTD Actuals thru Month:	Annual BUDGET	PROJECTED Actual	Annual Budget	% of Income	Budget Increase (Decrease) from 2023 Budget	Budget Increase (Decrease) from 2023 Proj. Actual
		10		12				
	Operating Fund							
4000	INCOME							
4020	Assessments	226,505	271,806	271,806	271,806		-	0
4060	Late Charges	3,989	-	4,787	-		-	(4,787)
4100	Interest Operating	3,079	379	3,695	3,695		3,316	0
4293	Expenses Charged to Specific Members	-	-	-	-		-	-
4340	Interest- Reserves	2,604	641	3,125	3,125		2,484	-
4350	Interest Alloc to Reserves	(2,604)	(641)	(3,125)	(3,125)		(2,484)	-
4968	Recapture of Bad Debt	-	-	-	-		-	-
4969	Increase (Decrease) in Allowance for Doubtful Accounts	-	-	-	-		-	-
	Total Income	233,573	272,185	280,288	275,501		3,316	(4,786)
	EXPENSES							
6000	Grounds Maintenance:							
6040	Contracted Lawn Service	74,990	89,880	89,880	89,880		-	-
6041	Grounds Maintenance:	-	-	-	-		-	-
6045	Entrance Sign & Light Verification	-	-	-	-		-	-
6052	Loss/Damages	-	-	-	-		-	-
6090	Holding Pond Maintenance	2,704	7,344	3,548	7,344		-	3,796
6100	Fertilizer	-	7,200	-	-		(7,200)	-
6120	Irrigation Repair	-	-	-	-		-	-
6140	Purchase of Grey Water - Irrigation	19,652	23,000	23,582	24,000		1,000	418
6310	Entranceway Electric Service	2,869	3,375	3,443	3,443		68	-
6320	Storm Water Drainage	-	-	-	-		-	-
6550	Signs	-	-	-	-		-	-
6337	Decorations - Installation and Storage	-	4,025	2,525	4,025		-	1,500
6560	Member Yard Condition Recognition	-	-	-	-		-	-
6561	Member Assistance	-	2,500	-	2,500		-	2,500
	Member - Other	-	-	-	-		-	-
	Subtotal - Grounds Maintenance Routine	100,215	137,324	122,978	131,192		(6,132)	8,214
6600	Grounds Maintenance - Special Projects	24,225	20,500	29,225	17,000		(3,500)	(12,225)
6600	Grounds Maintenance - Special Projects Contingency	-	-	-	4,973		4,973	4,973
	Total Grounds Maintenance	124,440	157,824	152,203	153,164	56%	(4,660)	961
8000	Administrative & Management:							
8010	Onsite Management	-	-	-	-		-	-
8020	Management Fee	31,650	37,980	37,980	39,180		1,200	1,200
8040	Postage	2,893	3,000	2,500	3,000		-	500
8045	Special Printing and Mailings	-	-	-	-		-	-
8060	Copies/Printing/Supplies	8,361	6,000	10,033	10,000		4,000	(33)
8061	Website Subscription	618	300	742	300		-	(442)
8070	Administrative Fees-Liens	-	100	-	100		-	100
8080	CPA Services	2,300	2,200	2,300	2,300		100	-
8100	Legal Expense - General	5,358	4,500	6,430	4,500		-	(1,930)
8103	Legal Expense - Collections	-	-	-	-		-	-
8104	Legal Expense - Compliance	-	6,000	-	6,000		-	6,000
8109	Legal Expense - Golf Course	-	-	-	-		-	-

Operating & Reserve Acct Budget

TWIN RIVERS HOA								
		Number of Units		1,173	Assessment Frequency	Annually		
		2023			2024		2024 versus 2023	
		YTD Actuals thru Month:	Annual BUDGET	PROJECTED Actual	Annual Budget	% of Income	Budget Increase (Decrease) from 2023 Budget	Budget Increase (Decrease) from 2023 Proj. Actual
	Legal Expense - Subtotal	5,358	10,500	6,430	10,500		-	4,070
8120	Insurance	17,819	23,212	22,621	26,014		2,802	3,393
8130	Workers Compensation	479	787	565	650		(137)	85
8190	Miscellaneous - Admin	1,432	2,108	1,432	2,108		-	676
8230	Bank Charges	-	125	-	125		-	125
8322	Community Events	-	3,150	-	3,150		-	3,150
8335	Reserve Analysis	-	-	-	-		-	-
8380	Meeting Hall Rental	-	1,800	-	1,800		-	1,800
8390	Annual Corporate Report	106	100	106	110		10	4
8400	Special Projects (Legal)	-	5,000	-	5,000		-	5,000
	Total Administrative and Management	71,016	96,362	84,708	104,337	38%	7,975	19,629
9000	Reserve Account							
9280	Accrual to Reserve Account	15,000	18,000	18,000	18,000	7%	-	-
9980	TOTAL Expenses	210,456	272,186	254,912	275,501	100%	3,315	20,590
9990	NET SURPLUS (Deficit)	23,117	(1)	25,376	-		1	(25,376)
	Reserve Account							
2380	Beginning of Year Balance	190,524	191,047	190,524	191,047		-	523
9280	Transfers from the Operating Fund							
	Special	-	-	-	-		-	-
	Planned Annual	15,000	18,000	18,000	18,000		-	-
	Total Transfers into the Reserve Account	15,000	18,000	18,000	18,000		-	-
9410	Plus: Interest Income	2,604	641	3,125	3,125		2,484	-
9400	Less: Expenditures							
	9410 Entry Monument Lighting Replacement	-	8,500	-	2,286		(6,214)	2,286
	9420 Irrigation R&R	15,602	17,200	20,602	3,800		(13,400)	(16,802)
	9430 Landscaping	-	20,000	-	7,000		(13,000)	7,000
	9440 Perimeter Wall Repairs	-	7,500	-	2,900		(4,600)	2,900
	9450 Signage on Entry Monuments R&R	-	1,000	-	2,014		1,014	2,014
	9460 Other	-	-	-	-		-	-
	Total Expenditures	15,602	54,200	20,602	18,000		(36,200)	(2,602)
2380	Increase (Decrease) in Account Balance	2,002	(35,559)	523	3,125		38,684	2,602
2380	Ending Balance	207,612	155,488	191,047	194,172		38,684	3,125

Supporting Schedules

Line No.	Assessments						
	2023	Properties	Rate	\$			
1	Single Family-Detached	1,070	236.92	253,504			
2	Single Family-Zero Lot Line	103	177.69	18,302			
3	Total	1,173	231.72	271,806			
	2024	Properties	Rate	\$			
4	Single Family-Detached	1,070	236.92	253,504			
5	Single Family-Zero Lot Line	103	177.69	18,302			
6	Total	1,173	231.72	271,806	9,026		3.32%
	Increases (Decreases)	%	\$/Home	\$			
7	Single Family-Detached	0.00%	-	-			
8	Single Family-Zero Lot Line	0.00%	-	-			
9	Total	0.00%	-	-			
		Rate	Increase (Decrease)				
	Historical Assessment - Single Family-Detached		\$	%			
10	2011	186.00					
11	2012	195.00	9.00	4.8%			
12	2013	204.00	9.00	4.6%			
13	2014	214.00	10.00	4.9%			
14	2015	218.00	4.00	1.9%			
15	2016	218.00	-	0.0%			
16	2017	218.00	-	0.0%			
17	2018	218.00	-	0.0%			
18	2019	218.00	-	0.0%	% Change		
19	2020	228.90	10.90	5.0%	5.00%		
20	2021	228.90	-	0.0%	0.00%		
21	2022	228.90	-	0.0%	0.00%		
22	2023	236.92	8.02	3.5%	3.50%		
23	2024	236.92	-	0.0%	0.00%		
	Historical Assessment - Single Family-Zero Lot Line - (75% of Single Family Detached per our Documents)						
24	2011	140.00					
25	2012	147.00	7.00	5.0%			
26	2013	154.00	7.00	4.8%			
27	2014	162.00	8.00	5.2%			
28	2015	163.50	1.50	0.9%			
29	2016	163.50	-	0.0%			
30	2017	163.50	-	0.0%			
31	2018	163.50	-	0.0%			
32	2019	163.50	-	0.0%	% Change	Level 2 as % Level 1	
33	2020	171.68	8.18	5.0%	5.00%	75.00%	
34	2021	171.68	-	0.0%	0.00%	75.00%	
35	2022	171.68	-	0.0%	0.00%	75.00%	
36	2023	177.69	6.01	3.5%	3.50%	75.00%	
37	2024	177.69	-	0.0%	0.00%	75.00%	
Allowance for Bad Debt							
	Accounts Receivable Balances	Nov Balance	% of AR				
38	Assessments	28,950					
39	Legal Fees	8,116					
40	Total AR	37,066					
41	Prepays	(5,268)					
42	Allowance for Doubtful Accounts	19,004	51%				
	Budgeted for Coming Year						
43	Recovery of Doubtful Accounts	-					
44	Additional Allowance	-					

Line No.								
Ground Maintenance - Special Projects - Funded in Budget								
	Improvements and R&R Funded from the Operating	Budget	Estimate	Contingency				
45	6610 Mulching	-		0%				
46	6620 Electric Repair	from Reserve Acct.		0%				
47	6630 Irrigation Repair	from Reserve Acct.		0%				
48	6640 Tree Cut Back from Wall	-		0%				
49	6650 Remove Trees	from Reserve Acct.		0%				
50	6660 Pressure Washing	-		0%			17,382	
51	6670 Other	17,000	17,000					
52	Totals	17,000	17,000					
Ground Maintenance - Special Projects - Funded from Reserve Account								
	R&R Funded from the Reserve Account	Budget	Estimate	Contingency	Reserve Study Allowances for Periodic Expenditures			
					Periodic	Life (Yrs.)	Annual Average	
53	9410 Entry Monument Lighting Replacement	2,286	2,286	0%	32,000	14	2,286	
54	9420 Irrigation R&R	3,800	3,800	0%	38,000	10	3,800	
55	9430 Landscaping	7,000	7,000	0%	35,000	5	7,000	
56	9440 Perimeter Wall Repairs	2,900	2,900	0%	29,000	10	2,900	
57	9450 Signage on Entry Monuments R&R	2,014	2,014	0%	136,000	25	5,440	
58	Totals	18,000	18,000		270,000		21,426	
Ground Maintenance - Special Projects - Deferred								
		Budget	Estimate	Contingency				
59		-	-	0%				
60	Totals	-	-					
Total Grounds Maintenance Special Project from Operating and Reserve Accounts								
		Amount	% of Total					
61	Total Budgeted	35,000	100%					
62	Deferred	-	0%					
63	Total Identified	35,000	100%					
Neighborhood Committee								
	Category	Total Budget	Costs not Event Dependent	Per Event	Events			
64	Garage Sale Signs	140	140	-				
65	Member Assistance	2,500	2,500					
	Member Communications/Activities/Events							
66	Special Mailings	-	-	-	-			
	Events							
67	Garage Sales (2)	300	-	150	2			
68	Spring Event (Scavenger Hunt)	2,000	-	2,000	1			
69	Fall/Winter Event (Pics with Santa)	1,000	-	1,000	1			
70	Sub-total	3,300	-	3,150	4			
71	Other	-	-					
72	Totals	5,940	2,640	3,150	4			
Administration and Management - Special Projects - Funded in Budget								
	Planned Projects	Budget	Estimate	Contingency				
73	8410 Website - Improvements	-	-	0%				
74	8415 Legal for Fining Process and Rules Changes	5,000	5,000	0%				
	Other	-	-	0%				
75	Totals	5,000	5,000					
Administration and Management - Projects Deferred								
		Budget	Estimate	Contingency				
76		-	-	0%				
77		-	-	0%				
78	Totals	-	-					
Administration and Management Special Project Summary								
		Amount	% of Total					
79	Budgeted	5,000	100%					
80	Deferred	-	0%					
81	Total Identified	5,000	100%					

Minutes of the Board of Directors Meeting

Thursday Nov 9, 2023

7 pm

Virtual Meeting via WebEx

(See below for meeting
access instructions)

Page 1 of 6

Board of Directors:

Bob White – President
Tom Petrillo – Vice President
Darrell Lopez
Vivian (“Viv”) Guerra
James Ransom
Don Partain - Vice Secretary
Chris Floegel - Vice Treasurer

Neighborhood Committee

Viv Guerra – Chair
Tom Petrillo - Vice Chair

Nominating Committee

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Viv Guerra
Darrell Lopez

Architectural Review Committee

Darrell Lopez – Chair
Viv Guerra
James Ransom

Community Appearance Committee

Lori Topor
Oskar Abboud
Mark White
Mike Frankewich

Property Manager

Dennis Kapsis – Sentry Management

Other Officers

John Painter – Secretary/Treasurer

A. Meeting Record

- Meeting was called to order by 7:05 pm by Bob White
- Board Members present were as noted below under “Motions.”
- A quorum was present throughout the meeting.
- Dennis Kapsis, Property Manager, with Sentry Management was not in attendance.
- HOA Members in Attendance – approx. 6
- The meeting was held electronically using WebEx.
- Links to the meeting were distributed via email to all HOA Members on the mailing list.
- The meeting was adjourned at approximately 8 pm.

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B. Agenda

1. Call to Order
2. Proposed Agenda Modifications if Any.

- a. Other agenda items?

3. Voice of the Members

HOA members are encouraged to make comments or raise issues of concern during this portion of the meeting. Speakers will be encouraged to be to the point and respectful. The time taken by Speakers may be limited by a motion duly passed by the Board. Comments of HOA Members may be allowed during other parts of the Meeting upon concurrence of the President and/or the Board Member(s) speaking.

4. Discussion Topics

- a. Planning to return to in-person meetings

- i. When? (e.g. beginning January)
 - ii. Where? (e.g., golf course, Oviedo Presbyterian Church, Seminary, OOP, other?)
 - iii. Hybrid? (Want to provide for virtual participation – need good mic and speaker tied to a computer)

- b. Review Action on Prior Month’s Motions

- i. Hold on Further Action toward Mediation, improvements being made, Dennis to update -- Owner ID 3A0049 on Kelly Creek Cr –(Dennis)
 - ii. Owner ID 3A0087 on McDaniel Creek Cr, letter sent but no response, Dennis to follow-up with attorney re: next steps and advise at next Board meeting (Dennis)
 - iii. Update on Repairs to irrigation system (Mike, Bob, Dennis, others?)

- c. Major Compliance Actions – Status Report

- i. Silcox Matter, Hearing being scheduled early 2024, John to testify
 - ii. Referral to Attorney for collection from Owner ID 100096 on HART BRANCH DR (Dennis) – Balance due thru October of \$1,157, lien filed 8/19

- d. Aggressive Dog on Turnberry

Minutes of the Board of Directors Meeting

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- i. Status update, Have owners/dog moved from neighborhood? (Oskar)

e. Preparation of 2024 Budget

- i. Board passed motion to prepare budget without changing dues levels
- ii. Priorities discussed in October
- iii. Discuss:
 1. Planning for Special Grounds Projects – Operating and Reserves
 2. Review first pass at Budget

f. Hurricanes Ian/Nicole (as appropriate) (John/Bob/Affected Owners)

- i. Update re: Catch Basins Drainpipe maintenance for Residences at 1010 1012 1014 Shinnecock Hills Dr. and 1012 Quaker Ridge Ct.
- ii. Update re: Turtle Creek Pipe Issues
- iii. Other??

g. Other ARC, Community Appearance, and Enforcement Issues

- i. Payment Plan Requests (If any)
- ii. Other Matters from Management Report (If any)
- iii. Other

5. Minutes from Prior Meetings

- a. October 2024 Meeting

6. Reports (Abbreviated)

- a. President’s Report
- b. Treasurer’s Report
- c. ARC Report
- d. Community Appearance Committee Report

7. Adjournment

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Twin Rivers
 Homeowners Association Inc.

Minutes of the Board of Directors Meeting

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C. Decisions

#	Motion Title	Motion		Vote						
		By	Second	Bob	Tom	Darrell	Vivian	James	Don	Chris
				B	T	D	V	J	D	C
	Board Members Present?			Y		Y	Y	Y		
1	Owner ID 3A0049 on Kelly Creek Cr remove from HOA Board watch list	D	B	Y	NA	Y	Y	Y	NA	NA
2	Owner ID 3A0087 on McDaniel Creek Cr Bob and Dennis to go to the house	No motion								
3	Referral to Attorney for collection from Owner ID 100096 on HART BRANCH DR (Dennis) – Balance due thru October of \$1,157, lien filed 8/19	B	D	Y	NA	Y	Y	Y	NA	NA
4	Approve minutes as submitted for Oct 2023	D	B	Y	NA	Y	Y	Y	NA	NA

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#	Motion Title	Motion		Vote						
		By	Second	Bob	Tom	Darrell	Vivian	James	Don	Chris
				B	T	D	V	J	D	C
	Board Members Present?			Y		Y	Y	Y		
	Adjourn									

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Respectfully submitted,



John F. Painter
HOA Board Secretary and Treasurer