

**CHATILLON
HALL
CONDOMINIUM
Annual Meeting**

**Wednesday,
Feb. 19, 2025**



Meeting Agenda

1. Certify Quorum – Call to Order
2. Proof of Notice of Meeting
3. Reading and disposal of unapproved minutes
4. Officers and Committee Reports
5. Election of Board of Directors
6. Unfinished Business
 - a. Budget
 - i. 2024 Budget vs Annual Expenses
 - ii. 2025 Budget Proposal
 - iii. 2024 Special Assessment – Review and update
 - iv. 2025 Special Assessment Proposal (ADDITIONAL FUNDS REQUIRED)
 - b. Owner Obligations
 - Must read and abide by condo by-laws
 - Security deposits must be deposited/cleared prior to condominium's written tenant approval.
 - Owner must provide keys to common areas
7. Projects Status-Roof, Mechanical, and electrical panel
8. New Business -Window Replacements
9. Adjournment

Chatillon 2024 & 2025 Budget

➤ 2024 Budget Actual vs Planned

- Revenue -7% less due to water bill
- Expenses +18% increase. Three highest expense include:
 - Professional fees +50%: Legal fees 299% (\$1k vs \$3k)
 - Repairs & Maintenance +40%: Permits & Licenses +29% (\$700 vs \$900)
 - Utilities +18%: Water +25% (\$20.4k vs \$25.5k)
- No Building Repair & Maintenance budget allocated
- **\$18,468 expenses shortage. Reserves & Assessment funds used to coverage shortage**

➤ 2025 Budget Proposal

- 34% increase compared to 2024 Budget
- \$15,600 Reserves funds as per SIRS Report

Chatillon Hall Condominium, Inc Profit and Loss January - December 2024			
	2024 Approved	2024 Actuals	2025 Proposed
Income			
Billable Expense Income		7,793	
Late fees		1,000	1,000
Laundry	1,195	1,822	2,000
Maintenance Fee	101,376	92,327	128,669
Gross Profit	102,571	102,942	131,669
Expenses			
Bank Charges & Fees		192	200
Insurance	50,000	53,444	64,133
Interest Paid		-	
Legal & Professional Services			
Legal Fees	1,000	3,094	7,500
Other Consultants	650	3,455	2,500
Property Management	7,000	6,400	10,800
Total Legal & Professional Services	8,650	12,949	20,800
Office Supplies & Software	720	815	1,000
Other Business Expenses			
Postage		191	300
Total Other Business Expenses	-	191	300
Permits & Licenses	700	901	900
Repairs & Maintenance			
Building Cleaning	4,200	4,800	4,800
Building Repair & Maintenance		4,864	5,000
Elevator Service	2,500	2,580	1,980
Elevator Repairs	1,265	-	700
Fire Safety & Monitoring	1,800	519	600
Landscaping	480	-	1,440
Pest Control		516	516
Pool Repairs		2,023	0
Pool Service	3,000	3,200	2,400
Total Repairs & Maintenance	13,245	18,502	17,436
Utilities			
Electricity Service	3,055	3,237	3,300
Gas	2,500	2,273	2,300
Water, Sewer, Trash	20,400	25,511	18,000
Telephone Service	3,300	3,395	3,300
Total Utilities	29,255	34,416	26,900
Total Expenses	102,571	121,409	131,669
Net Operating Income	-	-18,467	131,669
Mandatory Annual Reserves			15,600
Total cash requirements			144,269



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2025 HOA Fees

Type of Unit	TOTAL - Annual	% per unit	TOTAL - Annual	Monthly HOA	Total Units	Annual total
One Bedroom	144,268.60	6.25%	9,016.79	\$751.40	4	36,067.15
Two Bedrooms	144,268.60	9.38%	13,525.72	\$1,127.14	8	108,205.74
	TOTAL				12	144,272.89

2024 Monthly HOA	2025 Monthly HOA	Monthly Increase
\$490.00	\$751.40	\$261.40
\$734.00	\$1,127.14	\$393.14

Chatillon Hall Condominium, Inc				
Monthly charges				
Vendor	Type of Service	Monthly fee	Due on	
Arcadia	Building Management	900.00	3rd of the Month	
A & A Elevator	Elevator response service	173.00	Net 30	
Bug Off Exterminators	Exterminator	45.00	COD	
QuickBooks	Accounting System	65.00	6th of the Month	
Surgey Romero	Building Cleaning	400.00	10 of the Month	
FPL	Building Electricity	310.77	20th of the Month	
First Insurance	Insurance premium	4,993.36	22nd of the Month	
AT&T	Telephone	275.45	23rd of the Month	
TECO	Gas	229.93	22nd of the Month	
Town Of Bay Harbor Islands	Water bill - January	1,539.90	28th of the Month	
Blue Crown Pool Services & Repair	Pool cleaning	200.00	COD	
Green Palace Landscaping LLC	Landscaping	160.00	COD	
	TOTAL	\$9,292.41		

- Month automatic payments before the 10th of the month. The following are the accounts to use for any of the following deposits:
 - ✓ **MONTHLY MANAGEMENT FEES:**
ACCT NUMBER 8980 9648 9106
 - ✓ **ASSESSMENT FEES:**
ACCT NUMBER 8981 5221 1603
 - ✓ **SECURITY DEPOSITS:**
ACCT NUMBER 8981 0205 0636
- Late fees are due after 30 day of invoice. Late fees disputes.
- Any requests for information please direct them to the Chatillon Hall email. Do not use the board member personal email.

2024 Special Assessments - Budgeted

Item	Project	Type	1st Quote 03.17.2024	2nd Quote 07.03.2024	Shortage
1	Pool Deck	Renovation	18,900	71,349	
2	Fencing	New installation	9,890	9,890	
3	Landscaping in Pool Area	New installation	3,000	3,000	
5	Electrical panel	Bring up to code	6,500	6,500	
6	Roof	Replacement Tapered	67,000	67,000	
7	Consultant	Project Manager - Consultation	8,000	8,000	
8	Mechanical (roof)	Renovation	16,000	16,000	
9	Door & Windows (common areas)	Replacement	31,548	31,548	
10	Incidentals	Miscellaneous, additional work orders	20,000	10,000	
11	Florida Engineering LLC	SIRS Report (reserves analysis)			
12		Roof Parapel			
TOTAL ESTIMATE (missing some items)			180,838	223,287	-42,449

Total shortage: 42,449
TR from Reserves: 10,000
Total Assessment: \$32,449

1st Assessment
 March 2024
 Billed

Type of Unit	Total Cash Requirement	% per unit	TOTAL - Annual	Total Units	Annual Assessment
One Bedroom	180,838.00	6.25%	11,302.38	4	45,209.50
Two Bedrooms	180,838.00	9.38%	16,951.75	8	135,614.00
			TOTAL	12	180,823.50

2nd Assessment
 July 2024
 Billed

Type of Unit	Total Cash Requirement	% per unit	TOTAL - Annual	Total Units	Annual total
One Bedroom	32,448.00	6.25%	2,028.00	4	8,112.00
Two Bedrooms	32,448.00	9.38%	3,042.09	8	24,336.72
			TOTAL	12	32,448.72

2024 Special Assessments – Collected & Collections

Assessment on March 17, 2024		Assessment on July 3rd, 2024	
Description	Total	Description	Total
Unit 201	16,951.75	Unit 201	3,042.00
Unit 202	11,302.38	Unit 202	2,028.00
Unit 203	16,951.75	Unit 203	3,042.00
Unit 301	16,951.75	Unit 301	3,042.00
Unit 302	11,302.38	Unit 302	2,028.00
Unit 303	16,951.75	Unit 303	3,042.00
Unit 401	16,951.75	Unit 401	3,042.00
Unit 402	11,302.38	Unit 402	2,028.00
Unit 403	16,951.75	Unit 403	3,042.00
Unit 501	16,951.75	Unit 501	3,042.00
Unit 502	11,302.38	Unit 502	2,028.00
Unit 503	16,951.75	Unit 503	3,042.00
TOTAL Billed	180,823.52	TOTAL Billed	32,448.00

Assessment on March 17, 2024		Assessment on July 3rd, 2024	
Description	Total	Description	Total
		Outstanding Unit 401	3,042.00
Outstanding - Unit 401	16,951.75	Outstanding Unit 502	2,028.00
TOTAL Outstanding	16,951.75	TOTAL Outstanding	5,070.00

TOTAL BILLED:

- March 17 \$180,823.52
- July 3rd \$ 32,448.00

TOTAL \$213,271.52

TOTAL COLLECTIONS:

- Unit 401 \$19,993.75
- Unit 502 \$2,028.00

TOTAL \$22,021.75

2024 Special Assessments – Expenses

Iter	Project	Type	Method Of Payment	Status	Billed	Payment	Balance	Status
1	Pool Deck	Renovation		ch	\$ 71,349.00		\$ 31,557.00	PENDING - PR
	Change order	Engineer requirements: Survey, electrical		ch	\$ 5,700.00			
	Permits	City of Bal Harbor		ch	\$ 2,298.70			
	OMNI SWIMMING POOLS INC	3/27/2024	CK1373	pd		-550.00		
	OMNI SWIMMING POOLS INC	5/20/2024	CK5139	pd		-17,837.00		
	OMNI SWIMMING POOLS INC	5/20/2024	CK5140	pd		17,836.00		
	OMNI SWIMMING POOLS INC	5/24/2024	CK1383	pd		-17,837.00		
	OMNI SWIMMING POOLS INC	02/11/2024	Wire	Pd		-7,998.70		
	OMNI SWIMMING POOLS INC	2/18/2025	Wire	Pd		-21,404.00		
2	Fencing	New installation		ch	\$ 9,890.00		9,890.00	PENDING - PR
3	Landscaping in Pool Area	New installation		ch	\$ 3,000.00		3,000.00	PENDING
4	Electrical panel	Bring up to code		ch	\$ 15,100.00		0.00	Closed
	Electrical Masters Inc.	7/15/2024	CK 1101	pd		-7,000.00		
	Electrical Masters Inc.	8/20/2024	CK 1105	pd		-3,000.00		
						-5,100.00		
5	Roof	Replacement Tapered		ch	\$ 63,500.00		3,592.22	Closed
	Change order	Roof damage		ch	\$ 4,300.00			
	Envirotech Roofing Group	07/01/2024 First Installment	CK 5001			-19,050.00		
	Envirotech Roofing Group	11/21/2024 Second Installment	Wire	pd		-21,807.78		
	Envirotech Roofing Group	12/12/2024 Third Installment	Wire	pd		-23,350.00		
6	Consultant	Project Manager - Consultation		ch	\$ 8,000.00		0.00	Closed
		04/08/2024	CK 1374	pd		-4,000.00		
		08/05/2024	CK 1103	pd		-2,000.00		
		01/03/2025	CK 1104	pd		-2,000.00		
7	Mechanical (roof)	Renovation		ch	\$ 15,500.00		0.00	Closed
	NOVOSELECTROMECHANICAL INC	7/15/2024	CK 1102	pd		-7,500.00		
	NOVOSELECTROMECHANICAL INC	02/19/2024	Zelle	pd		-8,000.00		
8	Door & Windows (common areas)			ch	\$ 31,548.00		31,548.00	PENDING
9	Incidentals			ch	\$ 20,000.00		11,641.88	PENDING
	SUNTECH ENGINEERING & CONSTRUCTION	03/05/2024	1369	ch		-1,580.00		
	SUNTECH ENGINEERING & CONSTRUCTION	03/15/2024	1372	ch		-1,180.00		
	SUNTECH ENGINEERING & CONSTRUCTION	12/10/2024	1006	ch		-580.00		
	Bank of America - Check order	05/30/2024	Debit	ch		-5.00		
	Bank of America - Fee	11/22/2024	Debit	ch		-63.12		
	Florida Engineering LLC SIRS Report (reserves analysis)	02/05/2025	BOA			-1,975.00		
	Florida Engineering LLC	12/06/2024	1005	pd		-1,975.00		
	Jay Messelman	03/14/2024	Ck 1371			-1,000.00		
11		Roof Parapel			\$ 4,500.00		4,500.00	PENDING - PR
		TOTAL			\$ 254,685.70	\$ -158,956.60	\$ 95,729.10	

STATUS OF PROJECTS

Project – Completed

- Electrical Pannel 15,100
- Roof 63,500
- General Contractor 9,000
- Mechanical 15,500
- Engineering Const 3,340
- SIRS Reprt 3,950

TOTAL \$111,098

Projects – 1st Priority

- Pool Deck 31,577
- Pool Fence 9,890
- Roof Rappel 4,500

TOTAL \$45,947

Project – Pending

- Landscaping in Pool Area 3,000
- Door & Windows 31,548

TOTAL \$46,190

2025 Special Assessments – Additional Funds Required

Item	Project	Type	1st Quote 03.17.2024	2nd Quote 07.03.2024	3rd Quote 12.31.2024	Shortage
1	Pool Deck	Renovation	18,900	71,349	79,348	-7,999
2	Fencing	New installation	9,890	9,890	9,890	-
3	Landscaping in Pool Area	New installation	3,000	3,000	3,000	-
5	Electrical panel	Bring up to code	6,500	6,500	15,100	-8,600
6	Roof	Replacement Tapered	67,000	67,000	67,800	-800
7	Consultant	Project Manager - Consultation	8,000	8,000	8,000	-
8	Mechanical (roof)	Renovation	16,000	16,000	15,500	500
9	Door & Windows (common areas)	Replacement	31,548	31,548	31,548	-
12	Roof	Roof Parapel			4,500	-4,500
13	Incidentals	Miscellaneous			10,000	-10,000
TOTAL ESTIMATE (missing some items)			160,838	213,287	244,686	-31,399

Replenish operating account funds 2024 Budget shortage	\$18,467.97
Replenish assessment account	\$31,399.00
TOTAL FUNDING NEEDED	\$49,866.97

Type of Unit	Total Cash Requirement	% per unit	TOTAL	Total Units	Annual Assessment
1 Bedroom	50,000	6.25%	3,125.00	4	12,500.00
2 Bedrooms	50,000	9.38%	4,687.70	8	37,501.60
			TOTAL	12	50,001.60

SUMMARY

- **2025 HOA**
 - **One bedroom** **\$751.40**
 - **Two bedrooms** **\$1,127.14**
- **2025 Special Assessment**
 - **One bedroom** **\$3,125.00**
 - **Two bedrooms** **\$4,687.70**