

BENTLEY PARK COMMUNITY HOMEOWNERS' ASSOCIATION **ANNUAL AND BUDGET MEETING NOTICE AND ELECTION OF DIRECTORS**

To All BENTLEY PARK COMMUNITY HOMEOWNERS' ASSOCIATION Members,

- The ANNUAL MEETING of BENTLEY PARK COMMUNITY HOMEOWNERS' ASSOCIATION will be held at the following DATE, TIME, and LOCATION:
- **DATE / TIME: Thursday, November 14, 2024, 6:00 P.M.**
- **LOCATION: BENTLEY PARK COMMUNITY POOL, 2505 Bentley Dr.**

Enclosed with this notice is the 2025 Proposed Budget. Before the commencement of the Annual Meeting of the Association, the Board of Directors shall adopt and approve the 2025 Annual Budget. Also enclosed with this notice is the Agenda for the Annual Meeting and a Proxy which will help establish a quorum and represent your vote on business that may arise. The Annual Meeting of the Association will be held for the purpose of voting on the election of directors and conducting such other business as may lawfully be conducted.

Nominations for Directors can be self-nominated or can be taken from the floor. Any homeowner or other eligible person may nominate any other homeowner or eligible person, if written permission has been given from the person being nominated.

Agenda items are as follows:

Budget Meeting Agenda

1. Certify Quorum of the Board and Membership
2. Discussion of 2025 Annual Budget
3. Vote results to move the following money into the pooled reserves:
 - a. \$35.68 Cabana roof
 - b. \$4,025.60 Entrance sign
 - c. \$1,575.61 Tennis courts
4. Vote to waive fully Funding the Reserves
5. Approval of 2025 Annual Budget
6. **Adjournment**

Annual Meeting Agenda

1. Call to Order
2. Appoint Chairperson to the Meeting
3. Proof of Notice of the Meeting
4. Certifying of Proxies & Establish Quorum
5. Read or Waive Minutes of Last Members' Meeting
6. Election of New Directors
 - Call for Candidate Nominations from the Floor
 - Introduction of Candidates
 - Close of Nominations
 - Appointment of Persons to Assist in Counting Ballots
 - Casting of Ballot
6. Motion to close the Ballot Box
7. Announcement & Seating of New Board
8. New Business
 - Open Forum
9. **Adjournment**

A quorum of Association Members must be present, in person or by proxy, at the meeting in order for the business of the Association to be conducted. It is therefore **VERY IMPORTANT** that you either attend the meeting or provide a proxy, in order for the Association to conduct business.

BY ORDER OF THE BOARD OF DIRECTORS
ELLYSE VOSSERMANN, LCAM

**BENTLEY PARK COMMUNITY HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS
ORGANIZATIONAL MEETING**

NOTICE is hereby given that the Board of Directors is holding a meeting at the following DATE, TIME, and LOCATION:

- **DATE / TIME: Thursday, November 14, 2024**
Immediately following the Bentley Park Annual Membership Meeting
- **LOCATION: BENTLEY PARK COMMUNITY POOL**

Agenda

1. Call to Order
2. Appoint Chairperson of the Meeting
3. Appoint Officer Positions
4. **Adjournment**

ALL OWNERS ARE WELCOME TO ATTEND

**BY ORDER OF THE BOARD OF DIRECTORS
ELLYSE VOSSELMANN, LCAM**

PROXY WILL ALSO BE USED TO ESTABLISH A QUORUM

BENTLEY PARK COMMUNITY HOA PROXY

The undersigned owner(s) or designated vote of Unit/Address _____ in **BENTLEY PARK COMMUNITY HOMEOWNERS ASSOCIATION** hereby appoints the **Secretary** of the Association or _____ as my proxy-holder to **ATTEND** the Annual Membership and Budget Meeting of **BENTLEY PARK COMMUNITY HOMEOWNERS ASSOCIATION** to be held on **THURSDAY, November 14, 2024 6:00 PM** at **BENTLEY PARK COMMUNITY POOL**.

The proxy- holder named above has the authority to vote and act for me to the same extent that I would, if personally present, with power of substitution, including the establishment of a quorum, in all matters before the membership, except that my proxy holder's authority is limited as indicated below:

_____ **GENERAL POWERS**, I authorize and instruct my proxy holder to use his or her best judgement on all other matters which properly come before the meeting and for which a general proxy may be used.

_____ **LIMITED POWERS**, For your vote to be counted on the following issues, you must indicate your preference in the blank(s) provided below. I specifically authorize and instruct my proxy holder to cast my vote in reference to the following matters as I have indicated below:

Transfer Funds

I cast my vote to transfer \$35.68 from Cabana roof, \$4,025.60 from Entrance sign, and \$1,575.61 from Tennis courts into the Pooled Reserve Account.

_____ **YES** _____ **NO**

Reserve Funding Waiver:

WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.

I cast my vote to waive fully funding the reserve accounts and partially fund the reserve requirements as stipulated on the attached 2025 budget that is required by Florida Statutes for the next fiscal/calendar year.

_____ **YES** _____ **NO**

Signature of Owner or Designated Voter:

Signature of Co-Owner

Date:

Print Name:

Print Name:

Date:

SUBSTITUTION OF PROXY HOLDER

The undersigned, appointed as proxy holder above, designates _____

To substitute for me in voting the proxy set forth above. (Print Name)

Dated: _____

(Signature of Proxyholder)

This proxy is revocable by the unit owner and is valid only for the meeting for which it is given and any lawful adjournment. In no event is the proxy valid for more than ninety (90) days from the date of the original meeting for which it was given.

VOTING BY PROXY

If you are unable to attend the Membership Meeting and wish to vote on all issues/items by proxy, please note the following information about proxies:

1. A proxy may be used for the purpose of establishing a quorum, and for appointing another person to vote for you in the event that you might not be able to attend the meeting.
2. The proxy must be signed by the owner or voting representative of the unit to be valid.
3. By selecting "General Powers" on the Proxy, you authorize and instruct your proxy holder to use his/her best judgement on all matters which properly come before the meeting and for which a general power may be used.
4. By selecting "Limited Powers", your proxy holder may only cast your vote as you specifically direct. For your vote to be counted on that issue, you must indicate "yes" or "no" on the question on the proxy.
5. The proxy should be submitted to the Association prior to the scheduled time of the meeting. **The proxy can be submitted by faxing to (727) 873-7307 or mailing the proxy to Ameri-Tech Community Management, Inc., 24701 US HIGHWAY 19 N, SUITE 102, CLEARWATER, FL 33763** You may also bring the proxy with you the night of the meeting. It is encouraged that you submit your proxy in advance of the meeting in order to avoid delay in registration.
6. If you appoint a proxy and later decide you will be able to attend the meeting in person, you may withdraw your proxy when you register at the meeting.
7. A proxy may be revoked in writing or superseded by a later proxy to another person. It may be assigned (substituted) by the person designated on the proxy to a third person if the person you designate as a proxy decides that he or she will be unable to attend the meeting.

The Association will incur additional administrative costs if the meeting is rescheduled due to failing to achieve a quorum.

**Bentley Park Community
255 UNITS**

**JANUARY 1, 2025- DECEMBER 31, 2025 PROPOSED BUDGET
Contract Expiration 12/1/25**

ACCT	REVENUE	2024 APPROVED ANNUAL	2025 PROPOSED ANNUAL	2025 APPROVED MONTHLY AMOUNT
4010	Unit Maintenance Fees	\$177,480	\$181,033	\$15,086
	TOTAL REVENUE	\$177,480	\$181,033	\$15,086
	OPERATING EXPENSES			
5010	Admin Expenses - General	\$4,300	\$4,800	\$400
5020	Bank Expense/Coupon/Lockbox	\$2,168	\$2,168	\$181
5300	Insurance	\$20,860	\$27,232	\$2,269
5400	Lawn Service Contract	\$32,208	\$35,460	\$2,955
5410	Landscape	\$30,000	\$19,500	\$1,625
	Irrigation Contract	\$1,980	\$1,980	\$165
	Fertilization/Pest Control	\$980	\$2,952	\$246
5200	Subterranean Termite Warranty	\$291	\$291	\$24
5430	Irrigation Repairs	\$2,400	\$5,700	\$475
5500	Janitorial Supplies	\$1,000	\$1,000	\$83
5510	Common Area Repair & Maintenance/ Swale	\$11,000 \$0	\$5,186 \$8,000	\$432 \$667
5600	Licenses	\$475	\$475	\$40
5610	Corp Annual Filing Fee	\$90	\$90	\$8
5800	Management Fee Exp. 12/24 - 30 day notice	\$10,500	\$10,812	\$901
5900	Legal Fees	\$2,000	\$2,000	\$167
5910	Professional - CPA	\$5,500	\$2,500	\$208
6100	Contract Labor PA Maintenance	\$7,200	\$7,200	\$600
6210	Pool Repair	\$2,000	\$2,300	\$192
6240	Pool Security System	\$4,000	\$2,500	\$208
6700	Pool Service Contract	\$9,600	\$6,900	\$575
7000	Electric	\$19,800	\$20,000	\$1,667
7001	Sewer and Water	\$3,400	\$3,400	\$283
	TOTAL OPERATING EXPENSES	\$171,752	\$172,446	\$14,371
	RESERVES			
9100	Reserves -Pooled	\$5,728	\$8,587	\$716
	TOTAL RESERVES	\$5,728	\$8,587	\$716
	TOTAL EXPENSES	\$177,480	\$181,033	\$15,086
			\$0	

Your monthly fees for January 2025 will be **\$59.16**

RESERVE ANALYSIS
Bentley Park Community
JANUARY 1, 2025 - DECEMBER 31, 2025

RESERVES	Current Replacement cost	Current Reserves 1/1/2025	Expected Life Yrs.	Remaining Life Yrs	Unreserved Amounts	2025 Fully Funded Annual Reserves	2025 Actual Budgeted Amount
Entrance Sign	\$11,000	\$4,025	20	15	\$6,975	\$465	\$0
Reserves -Pooled	\$272,600	\$47,798			\$216,541	\$80,374	\$8,587
Paint Cabana/Bathroom	\$2,000	\$36	7	1	\$1,964	\$1,964	\$0
Paint/Repair Perimeter Wall	\$150,000	\$39,700	10	5	\$110,300	\$22,060	\$0
Pool Resurface	\$10,000	\$4,636	10	1	\$5,364	\$5,364	\$0
Spa Resurface	\$7,500	\$0	15	1	\$7,500	\$7,500	\$0
Pool Fence	\$10,800	\$1,850	30	22	\$8,950	\$407	\$0
Pool Furniture	\$10,000	\$0	15	7	\$10,000	\$1,429	\$0
Spa Heater	\$4,800	\$0	5	1	\$4,800	\$4,800	\$0
Cabana Roof (remove solar)	\$5,000	\$0	20	18	\$5,000	\$278	\$0
Building Land Repair Allowance	\$3,000	\$0	5	1	\$3,000	\$3,000	\$0
Palyground Equipment	\$6,500	\$0	15	10	\$6,500	\$650	\$0
Tennis Courts Replace	\$45,000	\$1,576	20	12	\$43,424	\$3,619	\$0
Tennis Courts Fence	\$10,000	\$0	15	8	\$10,000	\$1,250	\$0
Irrigation Pump System	\$8,000	\$0	10	1	\$8,000	\$8,000	\$0
Walking Path Repave	\$19,200	\$0	15	1	\$19,200	\$19,200	\$0
Tennis Courts Repair	\$10,235	\$0	15	12	\$10,235	\$853	\$0
Reserves - Deferred Maintenance	\$0	\$537	1	1	\$0	\$0	\$0
TOTALS	\$272,600	\$47,798			\$216,541	\$80,374	\$8,587

"Notice of Intent to be a Candidate for the Board"

SELF NOMINATION. (✓) _____ I (name) _____ hereby nominate myself as a candidate for election to the **Bentley Park Community HOA Board of Directors**.

DATE: _____ UNIT #: _____

SIGNATURE: _____
(Signature of candidate)

ADDRESS: _____

CITY/STATE: _____

TELEPHONE NUMBER _____

I am aware that the following requirements are expected from me if I am elected:

EDUCATION REQUIREMENT: Newly elected or appointed HOA Directors must submit a certificate that they have completed a department-approved educational course within 90 days of their election or appointment to the board.

CERTIFICATION VALIDITY: The completion certificate is valid for 4 years

RECURRING EDUCATION: Directors must complete the course every 4 years

COURSE CONTENT: Training includes financial literacy, transparency, recordkeeping, fines, and meeting notices.

CONTINUING EDUCATION: Directors of associations with fewer than 2500 parcels need 4 hours annually. 2500 or more parcels need 8 hours annually. Non-compliant directors are suspended until they meet the requirements. The board may temporarily fill vacancies during suspensions.

RECORDKEEPING: Associations must retain educational certificates for 5 years for member inspection. Lack of certifications on file does not invalidate board actions.

I AM () AM NOT () enclosing an information sheet about myself.

I understand that I am responsible for the accuracy of the information contained in my Information Sheet.

RETURN TO: BENTLEY PARK COMMUNITY HOMEOWNERS ASSOCIATION
c/o AMERI-TECH COMMUNITY MANAGEMENT, INC.
24701 US HIGHWAY 19 N, SUITE 102
CLEARWATER, FL 33763

BENTLEY PARK COMMUNITY HOMEOWNERS' ASSOCIATION, INC.

Please Return to Ameri-Tech Community Management, Inc.,
24701 US HWY 19N, Suite 102, Clearwater, FL 33763

E-mail : evosselmann@ameritechmail.com – 727-726-8000 Ext 306 – Fax 727-873-7307

**EMERGENCY CONTACT INFORMATION
FOR OWNER OR TENANT**

PROPERTY ADDRESS _____ UNIT _____

Please complete the form below by PRINTING the requested information, sign & date and either hand deliver, mail, or scan & email to Ameri-Tech Community Management, Inc. c/o Ellyse Vosselmann.

Homeowners Name(s) _____

Resident Address _____ Unit _____

Mailing Address (if different) _____

Home Telephone Number _____

Work Telephone Number _____ Text Cell Phone: YES or NO

Email _____ Cell # _____

Nearest Contact (relative, friend, neighbor) with a key (in case of emergency)

Name _____ Phone _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ Phone _____

Mailing Address _____

TENANT(s), if applicable _____

Home Telephone Number _____

Work Telephone Number _____ Text Cell Phone: YES or NO

E-mail _____ Cell # _____

Number of Person(s) occupying unit

Number of Pets (and type)

Adults(s) ____ Children _____

Dogs ____ Cats ____ Other ____

Vehicle(s) Make/Yr. Model

Color TAG Number

PLEASE SIGN AND DATE BELOW:

Owner Signature

Date

Co-Owner Signature (if applicable)

Date

I give permission to share my personal information (phone numbers, e-mail & address) with other BENTLEY PARK COMMUNITY HOMEOWNERS' ASSOCIATION, owners.