

Lakes At La Paz Condominium Association

c/o Royal Management Group • 1234 Washington Ave. • Suite 200 • Miami Beach, FL 33139
Phone: (305) 535-3575 • Facsimile: (305) 532-7242

05 March 2020

RE: Special Meeting of the Membership
FY 2020 Reserve Funding Vote

Dear Unit Owner,

Enclosed with this letter you will find the following important documents:

- **Notice of a Special Meeting of the Membership**
 - o Notes about this document:
 - The purpose of this meeting is to briefly discuss the 2020 Budget and to vote on the issue of Reserve Funding.
 - Your attendance at the Special Meeting is not required. If you choose not to attend you may still vote by returning a Limited Proxy/Ballot or by voting electronically. (register to vote online at www.lakesatlapaz.com)

- **Limited Proxy/Ballot**
 - o Notes about this document:
 - The Limited Proxy/Ballot is for the purpose of appointing another person to vote for you in the event you cannot attend the Special Meeting.
 - It must be signed by all owners of the unit. It may be withdrawn if you decide to attend the Special Meeting and/or wish to change your vote. Returning your Limited Proxy/Ballot in advance will help in the pre-registration of unit owners and ensure required quorum of Members.
 - You are being asked to decide on the question of reserve funding. Though you will be casting one vote, it will be essentially applicable to a two part question...Will the membership fully fund the reserves or not, and if not, will the reserves be partially or fully waived?
 - A vote to fully fund the reserves will be counted as a vote for full funding
 - A vote to partially fund the reserves will be counted as a vote against full funding.
 - A vote to waive the reserves will also be counted as a vote against full funding.
 - The results will be tabulated in accordance with the following example:
 - o 10 votes for full funding (\$ 674)
 - o 7 votes for waiver and partial funding (\$ 476)
 - o 6 votes for waiver and no funding (\$ 459)
 - o RESULT= waiver and partial funding (\$ 476)
 - 10 votes for full funding
 - 13 total votes against full funding
 - 7-6 in favor of partial funding

– **Approved 2020 Budget**

- Notes about this document:
 - 2019 marked the end of our two year, \$ 40,000 landscape revitalization project. This year there are a number of smaller improvement projects to be undertaken, but the anticipated expenditures are less than \$ 5,000.
 - The Board has managed to negotiate favorable changes to the Association’s insurance costs for FY 2020.
 - Whether or not you vote to fund the Reserves for the upcoming year, at the end of FY 2020 there will be more than \$ 30,000 in the Reserve accounts.
 - During our budget workshops and meetings it was recognized that, should an emergency arise, this sum would be enough to start any project, while affording ample time for the gathering of additional capital.

Members will be afforded a brief time to speak/ask questions at the Special Meeting, but to keep the process as efficient as possible, the Board will try to address concerns you may have prior to the Meeting. You may contact the Secretary of the Association, James Marinelli (*Mon-Fri, 11 AM to 7 PM*), at (516) 991-5433.

We thank you in advance for your timely response and cooperation in returning your Limited Proxy/Ballot or voting online.

Regards,
Board of Directors
Lakes At La Paz Condominium Association, Inc.

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*Please note, you may choose to vote electronically. To do so, you must register online at the Association’s website, **www.lakesatlapaz.com***
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05 March 2020

**NOTICE OF A
--- SPECIAL MEETING OF THE MEMBERSHIP ---
2020 RESERVE FUNDING VOTE**

DATE: Monday, March 23, 2020
TIME: 6:00 PM
PLACE: Recreation Clubhouse
7521 La Paz Blvd
Boca Raton, FL 33433

--- AGENDA ---

- I. Roll Call**
- II. Establish Quorum**
- III. Proof of Mailing**
- IV. Vote of Membership**
 - **Counting of proxy/ballots**
 - **Report of on-line ballot count**
- V. Results of Vote**
- VI. Adjournment**

Respectfully Submitted
Board of Directors
Lakes At La Paz Condominium Association, Inc.

- - - LIMITED PROXY/BALLOT - - -

IMPORTANT: If you cannot attend the Special Meeting of the Membership, please complete, sign and date this Limited Proxy/Ballot and return it in the enclosed self-addressed, return envelope. If used, this form must be received no later than Monday, March 23, 2020. Forms received after that date will not be counted. Early returns are appreciated.

LIMITED PROXY

The undersigned hereby appoints (Check only one of the choices below):

_____ a) **James Marinelli**, Secretary of the Association, on behalf of the Board of Directors.

_____ b) _____

[If you checked b), please write in the name of your proxy. If you fail to check either a) or b), this proxy will be deemed to appoint the Secretary of the Association on behalf of the Board of Directors to cast your vote.]

as my proxy, to vote and act for me, with full powers of substitution, for and in the names, place, stead of the undersigned, to appear at the Special Meeting of the Membership, of The Lakes At La Paz Condominium Association, Inc., to be held on Monday, March 23, 2020, at 6:00 P.M., at the Recreation Club House, 7521 La Paz Blvd, Boca Raton, FL and at any adjournment thereof, to cast my vote, as indicated below, on the issue of Reserve Funding.

I specifically authorize and instruct my proxy to cast my vote in reference to the following matters as indicated below:

BALLOT

PLEASE VOTE FOR ONLY ONE (1), if you vote for more than one (1), the Ballot portion of this Limited Proxy/Ballot will be invalid and will not be counted:

A vote for any option in this box shall be deemed a vote to WAIVE full funding of the Reserves

_____ **I vote to pay monthly maintenance fees of \$ 459⁰⁰**
Fiscal Year 2019 Budget of \$ 352,380 WITHOUT full reserve funding of \$ 108,011

_____ **I vote to pay monthly maintenance fees of \$ 476⁰⁰**
Fiscal Year 2019 Budget of \$ 352,380 with PARTIAL reserve funding (\$ 13,500 of \$ 108,011)

A vote for any option in this box shall be deemed a vote to NOT WAIVE full funding of the Reserves

_____ **I vote to pay monthly maintenance fees of \$ 674⁰⁰**
Fiscal Year 2019 Budget of \$ 352,380 WITH full reserve funding of \$ 108,011

(Print Unit Owner Name and Unit #)

(Signature of Unit Owner)

Dated: _____, 2020

Unit Owner(s). Please DO NOT complete the "Substitution Of Proxy" below: thank you, it is to be filled out by your proxy, and only in the event he/she cannot attend the Special Meeting of the Membership.

SUBSTITUTION OF PROXY: The undersigned appointed proxy above does hereby designate

_____ to substitute for me in the proxy set forth.

Signed: _____ Dated: _____, 2020

NOTE: This Limited Proxy/Ballot is valid for only Ninety (90) days from original Meeting date and may not be used for any other purpose than the Meeting that is was issued or any adjournment thereof.

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.

Fully funding the reserves does NOT GUARANTEE there will not be special assessments.

Lakes at La Paz Condominium
Approved Budget
February 1, 2020 - January 31, 2021

OPERATING EXPENSES

Fixed Fees

(no alternate vendors available)

Boca Pointe Association Fees	95,466	
Cable T.V.	32,651	
Dumpster Removal	1,410	
Electric	3,090	
FL Dept of Condo	256	
La Paz Recreation Association Fees	36,918	
Licenses, Permits & Fees	464	
Water & Sewer	28,634	
	<i>Sub-total</i>	198,888

Insurance		
Wind	31,993	
Flood	6,150	
	<i>Sub-total</i>	38,143

Semi-Fixed Fees

(alternate vendors available)

Insurance		
Umbrella	1,500	
Crime	745	
Directors & Officers	1,185	
Differences in Conditions	2,385	
General Liability	5,590	
	<i>Sub-total</i>	11,405

Security / Fire Safety		
Fire Alarm Monitoring	1,072	
Fire Alarm Repairs	4,286	
Security Alarm Monitoring	9,187	
	<i>Sub-total</i>	14,545

Elevator Service & Repairs		
Service & Repairs	5,150	
Telephone	3,708	
	<i>Sub-total</i>	8,858

General & Administrative		
Financial Audit		
Legal	1,288	
Management Company Fee	14,523	
Office & Administration	791	
Web and Internet Services	600	
	<i>Sub-total</i>	17,202

Physical / Groundskeeping		
General Repairs & Maint	16,250	
Irrigation Maintenance	2,100	
Janitorial	-	
Labor	18,000	
Labor Benefits	-	
Phone	-	
Supplies	1,200	
Landscape Supplies	1,000	
Lawn Maintenance	11,000	
Pest Control/Fertilization	4,000	
Tree Trimming / Removal	5,150	
Landscaping Improvements	500	
	<i>Sub-total</i>	59,200

Additional Projects		
Cameras	640	
Trash Apron	3,500	
		4,140

TOTAL EXPENSES:
 (rounded to nearest dollar):

\$ 352,380

Lakes at La Paz Condominium
Reserve Funding - Supporting Documentation
February 1, 2020 - January 31, 2021

Item	Estimated Life (Years)	Replacement Value	Estimated Remaining Life (Years)	Current Reserve (as of 12/31/2019)	Balance Due Reserves (Replacement Value - Current Reserve)	Required FY 2020 Funding (Balance due / Estimated Remaining Life)
Awning Repairs & Replacment	22.5	\$ 195,000	10	\$ 5,579	\$ 189,421	\$ 18,942
Elevator (Significant Repairs & Replacement)	40	\$ 100,000	8	\$ 26,976	\$ 73,024	\$ 9,128
Painting	10	\$ 125,000	7	\$ 0	\$ 125,000	\$ 17,857
Parking Lot Surface	5	\$ 7,500	2	\$ 0	\$ 7,500	\$ 3,750
Roof - Tile & Flat (Significant Repairs & Replacement)	25	\$ 875,000	15	\$ 0	\$ 875,000	\$ 58,333

notes :

- The elevators in both buildings were inspected in Q3 of 2019. They continue to be in "better than average" mechanical condition. The estimated remaining life is still in excess of 10 years. However, as noted last year, some parts for the elevator are scheduled to be "end-of-lived" in 2021 and as such may be difficult to replace, or may require entire systems be replaced rather than individual components. If the membership votes to partially fund the reserves this fiscal year, the Elevator Reserve will be given priority in that allocation.
- During FY 2019, the flat roof of building 7519 was replaced and now has an estimated remaining life of 20-25 years. The flat roof of building 7507 was inspected and has been found to be well maintained, in excellent condition, and to have an estimated remiaing life of 15-20 years.

Lakes at La Paz Condominium
Proposed Monthly Maintenance - RESERVES WAIVED
February 1, 2020 - January 31, 2021

BUDGETED EXPENSES

Total Operating Expenses	352,380	352,380
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RESERVE FUNDING

(by Membership vote)

Awnings	-	
Elevator	-	
Painting	-	
Parking Lot Surface	-	
Roof	-	
<i>Sub-total</i>		-

		352,380
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Prior Year's Surplus Applied

(not to exceed \$ 22,400)

(>\$22,400 to be refunded): -

Projected Monthly Maintenance

(per unit): **\$ 458.83**

CONTINGENCIES

(based on current cash flow)

Estimated Bad Debt contingency	-	
<i>Sub-total</i>		-

Projected Monthly Maintenance

(per unit, rounded to nearest dollar): **\$ 459**

Lakes at La Paz Condominium
Proposed Monthly Maintenance - RESERVES PARTIALLY FUNDED
February 1, 2020 - January 31, 2021

BUDGETED EXPENSES

Total Operating Expenses	352,380	352,380
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RESERVE FUNDING

(by Membership vote)

Awnings	2,000	
Elevator	8,000	
Painting	-	
Parking Lot Surface	1,000	
Roof	2,500	
<i>Sub-total</i>		13,500

EXPENSES and RESERVE FUNDING:	365,880
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Prior Year's Surplus Applied

(not to exceed \$ 22,400)

(>\$22,400 to be refunded):

-

Projected Monthly Maintenance

(per unit):

\$ 476.41

CONTINGENCIES

(based on current cash flow)

Estimated Bad Debt contingency		-
<i>Sub-total</i>		-

Projected Monthly Maintenance

(per unit, rounded to nearest dollar):

\$ 476

Lakes at La Paz Condominium
Proposed Monthly Maintenance - RESERVES FULLY FUNDED
 February 1, 2020 - January 31, 2021

BUDGETED EXPENSES

Total Operating Expenses	352,380	352,380
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RESERVE FUNDING

(by Membership vote)

Awnings	18,942	
Elevator	9,128	
Painting	17,857	
Parking Lot Surface	3,750	
Roof	58,333	
<i>Sub-total</i>		108,011

EXPENSES and RESERVE FUNDING:	460,391
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Prior Year's Surplus Applied (not to exceed \$ 22,400) (>\$22,400 to be refunded):	-
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Projected Monthly Maintenance (per unit):	\$ 599.47
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CONTINGENCIES

(based on current cash flow)

Estimated Bad Debt contingency	57,549	57,549
<i>Sub-total</i>		57,549

Projected Monthly Maintenance <i>(per unit, rounded to nearest dollar):</i>	\$ 674
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