

**WINDS OF PARADISE OWNERS ASSOCIATION  
c/o PRECISION PROPERTY MANAGEMENT SOLUTIONS, INC.  
137 S. COURTENAY PARKWAY #592  
MERRITT ISLAND, FL 32952**

November 17, 2020

Dear Homeowners:

PLEASE FIND ATTACHED THE FOLLOWING:

Notice of Special Members Meeting: the purpose of this meeting is to vote on funding your reserves for 2021.

This meeting will be followed by a Board of Directors Meeting at which they will approve the 2021 budget.

A copy of the proposed Budget is included. Please note that if the membership does not vote to waive fully funding of the reserves, the Board must levy your monthly assessment at the fully funded rate, or \$476 per month. **PLEASE VOTE USING YOUR PROXY ON THIS MATTER.**

A PROXY for the Special Member Meeting is included. **PLEASE RETURN THIS** via email, mail or drop in the clubhouse mailbox by 5pm on the date of the meeting.

For any questions, concerns, or updates, please contact Jackie Huelskamp at (610) 908-5284 or via e-mail at [jackieh814@gmail.com](mailto:jackieh814@gmail.com)

Thank you,

On behalf of the Board of Directors  
Winds of Paradise Owners Association

CAROL A. MANDERS

**WINDS OF PARADISE OWNERS ASSOCIATION, INC.**  
**GENERAL AND LIMITED PROXY**

(For Quorum & Use at the Special Members' Meeting to be held on 12/17/20 via ZOOM)

**INSTRUCTIONS:** Please complete and return this proxy so that a quorum can be reached and your vote can be counted. Fill in your home address and the name of the person you desire to serve as your proxy (in case you do not attend the Zoom Meeting) and cast your vote. Then sign and return this proxy by email so it reaches the Association not later than the appointed time of the meeting. **DUE TO COVID-19, THIS WILL BE A ZOOM MEETING, AND EVERYONE MUST VOTE BY PROXY. VOTES WILL BE TALLIED BY PROPERTY MANAGEMENT DURING THE ZOOM MEETING. WE STILL NEED YOUR PROXY ASSIGNED TO SOMEONE WHO WILL ACTUALLY ATTEND THE ZOOM MEETING TO ESTABLISH A QUORUM.**

I, the undersigned, owner of Address \_\_\_\_\_ in Winds of Paradise Owner's Association, Inc., and who resides at \_\_\_\_\_ appoint the Vice President of the Association or \_\_\_\_\_ (must be another Winds of Paradise homeowner)

*[NOTE: Failure to fill in a name on the immediately preceding line will automatically result in the Vice President of the Association being appointed as your proxy]* as my proxyholder to attend the **Special Meeting of the Winds of Paradise Owner's Association, Inc., to be held on Dec. 17, 2020, at 6:00 p.m. via Zoom.** 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, except that my proxyholder's authority is limited as indicated below:

**GENERAL POWERS**

This proxy may be used to establish a quorum.

**LIMITED POWERS**

I hereby instruct my proxyholder to vote in the following manner with respect to the partially funding of reserves.

**Are you in favor of partial funding of the reserves for the fiscal year 2021?**

YES \_\_\_\_\_ NO \_\_\_\_\_

**Waiving 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.**

The undersigned ratifies and confirms any and all acts and things that the proxy may do or cause to be done in the premises, whether at the meeting referred to above or at any change, adjournment, or continuation of it, and revokes all prior proxies previously executed. This proxy must be received by the Association no later than the date and time for the meeting.

**\*\*\*DESIGNATED VOTER MUST SIGN AND DATE PROXY HERE\*\*\***

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Owner Signature**

**Print Name:** \_\_\_\_\_

**SUBSTITUTION OF PROXY**

The undersigned, appointed as proxy above, does hereby designate \_\_\_\_\_  
to substitute for me in the proxy set forth above.

Date: \_\_\_\_\_ Proxy Holder: \_\_\_\_\_  
(This proxy shall not be valid for a period longer than 90 days after the date of the first meeting for which it was given.)

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137 S. COURTENAY PARKWAY #592  
MERRITT ISLAND, FL 32952**

**AGENDA AND NOTICE OF SPECIAL MEMBERS MEETING  
TO BE HELD ON DEC. 17, 2020  
6:00 PM  
BY ZOOM**

1. Call to order
2. Establish Quorum
3. Reading or Wavier of the Reading of Previous Meeting Minutes
4. Reports of Officers, Committees, Agent
5. Old Business: tabled
6. New Business:
  - a. Tally of Member Vote for Partial Funding Reserves for fiscal year 2021
7. Next Meeting Date: Annual Meeting -January 28, 2021 -6:00 p.m.
8. Adjournment

Any questions concerning this notice should be directed to Jackie at [jackieh814@gmail.com](mailto:jackieh814@gmail.com)  
or  
610-908-5284.

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137 S. COURTENAY PARKWAY #592  
MERRITT ISLAND, FL 32952**

Agenda and Notice for  
Board of Directors Meeting  
Budget Adoption Meeting  
To be held  
On  
December 17, 2020  
6:15 p.m.  
By ZOOM

1. Call to order
2. Establish Quorum
3. Reading or Wavier of the Reading of Previous Meeting Minutes:
4. Member Comment on Agenda Items: Please limit your comments to 3 minutes or less
5. Reports of Officers, Committees, Agents
6. Old Business:
  - a. Painting Project Updates
7. New Business:
  - a. Review of Member vote on Reserve Funding
  - b. Review and adoption of 2021 Budget
8. Next Meeting Date: Annual Meeting -January 28, 2021 -6:00p.m.
9. Adjournment

Any questions concerning this notice should be directed to Jackie at [jackieh814@gmail.com](mailto:jackieh814@gmail.com) or 610-908-5284.

Proposed Operating Budget for  
WINDS OF PARADISE OWNERS ASSOCIATION (37 units)

EXPENSES FOR THE CONDOMINIUM	2020 Jan - Aug Actuals	2021 MONTHLY	2021 ANNUAL	2020 Budget
<b>INCOME – HOA FEES</b>	<b>\$97,088.00</b>	<b>\$12,580.00</b>	<b>\$150,960.00</b>	\$145,632.00
<b>OPERATING EXPENSES:</b>				
<b>Administrative Expenses:</b>				
Appraisal (required every 3 years) Due 2022		\$0.00		
Reserve Study (required every 5 years) approx. Due		\$0.00		
License, Dues & Sub	\$326.25	\$25.00	\$300.00	\$300.00
Bad Debt	\$0.00	\$833.33	\$10,000.00	\$10,000.00
Property Management Fee	\$4,120.00	\$575.00	\$6,900.00	\$6,200.00
Office Supplies	\$363.89	\$62.50	\$750.00	\$750.00
<b>Building Maintenance</b>				
Janitorial Services	\$605.00	\$110.00	\$1,320.00	\$1,320.00
Repairs and Maintenance	\$8,555.10	\$1,000.00	\$12,000.00	\$9,900.00
Pest Control – Termite	\$1,999.00	\$166.67	\$2,000.00	\$2,000.00
Pest Control – Exterior	\$152.00	\$41.67	\$500.00	\$500.00
<b>Grounds Maintenance</b>				
Irrigation	\$604.05	\$125.00	\$1,500.00	\$1,500.00
Landscaping, Shrubs & Mulch	\$1,465.59	\$416.67	\$5,000.00	\$5,000.00
Contracted Lawn Service	\$12,000.00	\$1,675.00	\$20,100.00	\$18,000.00
<b>Insurance</b>				
Insurance - General	\$45,615.05	\$5,441.67	\$65,300.00	\$65,300.00
<b>Pool</b>				
Pool	\$2,100.00	\$315.00	\$3,780.00	\$3,780.00
Pool Repairs & Maintenance	\$176.40	\$125.00	\$1,500.00	\$1,500.00
<b>Professional Services</b>				
Accounting	\$150.00	\$16.67	\$200.00	\$250.00
Legal	\$800.00	\$595.83	\$7,150.00	\$7,500.00
<b>Utilities</b>				
Electric	\$1,992.72	\$266.67	\$3,200.00	\$3,500.00
Water and Sewer	\$411.54	\$58.33	\$700.00	\$700.00
<b>TOTAL WITHOUT RESERVES</b>	<b><u>\$81,436.59</u></b>	<b><u>\$11,850.00</u></b>	<b><u>\$142,200.00</u></b>	<b><u>\$138,000.00</u></b>
<b>Reserves (For Est. Cost, Useful Life, etc - see Schedule of Reserves on Page 2)</b>				
Club House - Interior, Kitchen & Bathrooms		\$100.59	\$1,207.10	\$103.00
Painting - Common & Residential		\$47.92	\$575.00	\$575.00
Pavement - Asphalt Overlay		\$9.25	\$111.00	\$111.00
Pavement - Sealcoat		\$124.83	\$1,498.00	\$15.00
Pool - Pool Deck & Resurfacing		\$296.75	\$3,561.00	\$93.00
Pool - Fencing & Gates		\$25.67	\$308.00	\$36.00
Roofs - Cement Tile		\$125.00	\$1,500.00	\$6,687.00
<b>TOTAL RESERVES</b>		<b><u>\$730.01</u></b>	<b><u>\$8,760.10</u></b>	<b><u>\$7,620.00</u></b>
<b>TOTAL MONTHLY/ANNUAL PER UNIT WITH RESERVES:</b>	<b><u>\$340.00</u></b>	<b><u>\$12,580.01</u></b>	<b><u>\$150,960.10</u></b>	<b><u>\$145,620.00</u></b>

WINDS OF PARADISE OWNERS ASSOCIATION (37 units)  
 2021 SCHEDULE OF RESERVES FOR CAPITAL EXPENDITURES  
 PARTIAL FUNDING

RESERVE ITEM	ESTIM.LIFE (YRS) WHEN NEW	REPLACEMENT COST	REMAINING LIFE (YRS)	Estimated 31-Dec- 2020 BALANCE	ANNUAL RESERVE REQUIRED	AMOUNT FOR PARTIAL (MONTHLY)
Club House - Interior, Kitchen, Bathrooms & HVAC	25	\$23,642.00	10	\$1,571.00	\$1,207.10	\$100.59
Painting - Common & Residential	8	\$106,037.00	8	\$7,872.00	\$575.00	\$47.92
Pavement - Asphalt Overlay	15	\$31,363.00	0	\$1,363.00	\$111.00	\$9.25
Pavement - Sealcoat	3	\$2,676.00	3	\$1,178.00	\$1,498.00	\$124.83
Pool - Resurfacing & Deck	25	\$26,217.00	1	\$22,683.00	\$3,561.00	\$296.75
Pool - Fencing & Gates	15	\$6,756.00	1	\$3,448.00	\$308.00	\$25.67
Roofs - Cement Tile	30	\$1,227,270.00	27	\$55,101.00	\$1,500.00	\$125.00

TOTAL

\$8,760.10

\$730.01