

## **Winds of Paradise Owners Association**

c/o: Precision Property Management Solutions  
137 S. Courtenay Parkway #592  
Merritt Island, FL 32952

January 17, 2022

TO: All Homeowners  
FROM: Board of Directors/Management

Dear Homeowner:

This shall serve as your second notice for the Annual Meeting of the Membership of Winds of Paradise Owners Association. The purpose of this meeting is to count the votes to waive the annual audit.

5 owners submitted their Notice of Intent to Run for the Board, therefore, there will not be an election. Those Homeowners are as follows and will serve as your Board of Directors for 2022:  
Maggie Dokic, Lou Murren, Peggy Penridge, Jonathan Pitt and Taryn Riley

Additionally, as previously noticed, your Board of Directors met on December 14, 2021 and adopted the **2022 Budget setting your monthly dues at \$350.00**. A copy of the approved budget is enclosed with this notice package. I will be sending out statements in the latter part of January to keep you updated on your personal account status, as I am sure most of you have already sent in your January dues at the old amount. If that is the case, you can make up the difference with your February payment. If you have any questions regarding your budget, please do not hesitate to contact me.

### **Proxy Instructions:**

Since there will not be an election, **the meeting will be held via Zoom, but it is very important we receive your Proxy.** The **designated voter** must sign at the bottom where indicated, as this proxy is to establish a quorum and to allow your vote to waive the annual audit.

Email me or drop off your vote at the Clubhouse mailbox or Mail the proxy with ample time to reach me before the deadline of 5 p.m., Thursday, January 27, 2022.

We are looking forward to a very productive New Year!

Best Regards,

*Jacqueline Huelskamp*  
Community Association Manager  
Precision Property Management Solutions

CC: Winds of Paradise Board of Directors

Enclosures

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

**Notice and Agenda  
Membership Annual Meeting  
To be held  
January 27, 2022  
6:00 p.m.  
In the Winds of Paradise Clubhouse**

1. Call to order
2. Establishment of Quorum
3. Reading or Waiver of Reading of the Previous Meeting Minutes, if any.
4. Reports of Officers, Agents and Committees, if any.
5. Old Business:
  - a. None
6. New Business:
  - a. Announcement of the 2022 Board of Directors
  - b. Results of Vote to Waive Audit
7. Next Meeting Date: TBD
8. Adjournment

This Meeting shall be immediately followed by the Organizational Meeting of the 2022 Board of Directors. The agenda is as follows and no other such business shall be conducted.

Call to order

Establish a quorum

Reading or waiver of reading of the minutes from the previous Board Meeting.

Election of Officers

Next Meeting Date

Adjournment

Any questions concerning these agenda should be directed to Jackie at 610-908-5284 or jackieh814@gmail.com.

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

(For Quorum and use at the Annual Members' Meeting to be held on January 27, 2022)

|   |
|---|
| <b>INSTRUCTIONS:</b> Please complete and return this proxy so that a quorum can be obtained. Fill in your home address and the name of the person you desire to vote on your behalf. Then sign and return this proxy by email or mail or place in clubhouse mailbox so it reaches the Association not later than the appointed time of the meeting. |
|---|

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 **Annual Meeting of the Winds of Paradise Owners Association, Inc., to be held on January 27, 2022, at 6:00 p.m. at the Winds of Paradise 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**

I hereby authorize and instruct my proxy to use his or her best judgment on all procedural matters which properly come before the meeting. 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 waiving of the audit for 2022.

**WAIVING AUDIT**

**1.) Should the audit of financial records by a certified public accountant be waived for the fiscal year 2022?**

**YES**   

**NO**   

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.)

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

| EXPENSES FOR THE CONDOMINIUM   | 2021 Jan - Sep<br>Actuals  | 2022<br>MONTHLY           | 2022 ANNUAL                | 2021 Budget                |
|--|----------------------------|---------------------------|----------------------------|----------------------------|
| <b>INCOME – HOA FEES</b>   | <b>\$113,220.00</b>        | <b>\$12,950.00</b>        | <b>\$155,400.00</b>        | <b>\$145,632.00</b>        |
| <b>OPERATING EXPENSES:</b>   |                            |                           |                            |                            |
| <b>Administrative Expenses:</b>  |                            |                           |                            |                            |
| Appraisal (required every 3 years) Due 2022  |                            | \$62.50                   | \$750.00                   |                            |
| License, Dues & Sub  | \$101.25                   | \$25.00                   | \$300.00                   | \$300.00                   |
| Bad Debt   |                            | \$350.00                  | \$4,200.00                 | \$10,000.00                |
| Bank Fees  | \$1,815.00                 | \$8.33                    | \$100.00                   |                            |
| Computer and Internet Expenses   | \$81.07                    | \$8.33                    | \$100.00                   |                            |
| Property Management Fee  | \$5,175.00                 | \$575.00                  | \$6,900.00                 | \$6,900.00                 |
| Janitorial and Office Supplies   | \$8.36                     | \$20.00                   | \$240.00                   | \$750.00                   |
| Postage and Delivery   | \$12.30                    | \$8.33                    | \$100.00                   |                            |
| Taxes  | \$32.00                    | \$4.17                    | \$50.00                    |                            |
| <b>Building Maintenance</b>  |                            |                           |                            |                            |
| Janitorial Services  | \$990.00                   | \$110.00                  | \$1,320.00                 | \$1,320.00                 |
| Repairs and Maintenance  | \$23,206.14                | \$1,000.00                | \$12,000.00                | \$12,000.00                |
| Pest Control – Termite   | \$1,999.00                 | \$166.58                  | \$1,999.00                 | \$2,000.00                 |
| Pest Control – Exterior  | \$309.00                   | \$41.67                   | \$500.00                   | \$500.00                   |
| <b>Grounds Maintenance</b>   |                            |                           |                            |                            |
| Irrigation   | \$2,342.91                 | \$208.33                  | \$2,500.00                 | \$1,500.00                 |
| Landscaping, Shrubs & Mulch  | \$2,300.00                 | \$416.67                  | \$5,000.00                 | \$5,000.00                 |
| Contracted Lawn Service  | \$15,075.00                | \$1,725.00                | \$20,700.00                | \$20,100.00                |
| <b>Insurance</b>   |                            |                           |                            |                            |
| Insurance - General  | \$55,949.80                | \$6,000.00                | \$72,000.00                | \$65,300.00                |
| <b>Pool</b>  |                            |                           |                            |                            |
| Pool   | \$2,765.00                 | \$335.00                  | \$4,020.00                 | \$3,780.00                 |
| Pool Repairs & Maintenance   | \$883.84                   | \$100.00                  | \$1,200.00                 | \$1,500.00                 |
| <b>Professional Services</b>   |                            |                           |                            |                            |
| Accounting   | \$100.00                   | \$8.33                    | \$100.00                   | \$200.00                   |
| Legal  | \$28.50                    | \$416.67                  | \$5,000.00                 | \$7,150.00                 |
| <b>Utilities</b>   |                            |                           |                            |                            |
| Electric   | \$2,403.11                 | \$275.00                  | \$3,300.00                 | \$3,200.00                 |
| Water and Sewer  | \$669.31                   | \$75.00                   | \$900.00                   | \$700.00                   |
| <b>TOTAL WITHOUT RESERVES</b>  | <b><u>\$116,246.59</u></b> | <b><u>\$11,939.92</u></b> | <b><u>\$143,279.00</u></b> | <b><u>\$142,200.00</u></b> |
| <b>Reserves (For Est. Cost, Useful Life, etc - see Schedule of Reserves on Page 2)</b> |                            |                           |                            |                            |
| Club House - Interior, Kitchen & Bathrooms   |                            | \$126.75                  | \$1,521.00                 | \$1,207.10                 |
| Painting - Common & Residential  |                            | \$183.33                  | \$2,200.00                 | \$575.00                   |
| Pavement - Asphalt Overlay   |                            | \$58.33                   | \$700.00                   | \$111.00                   |
| Pavement - Sealcoat  |                            | \$0.00                    | \$0.00                     | \$1,498.00                 |
| Pool - Pool Deck & Resurfacing   |                            | \$0.00                    | \$0.00                     | \$3,561.00                 |
| Pool - Fencing & Gates   |                            | \$241.67                  | \$2,900.00                 | \$308.00                   |
| Roofs - Cement Tile  |                            | \$400.00                  | \$4,800.00                 | \$1,500.00                 |
| <b>TOTAL RESERVES</b>  |                            | <b>\$1,010.08</b>         | <b>\$12,121.00</b>         | <b>\$8,760.10</b>          |
| <b>TOTAL MONTHLY/ANNUAL PER UNIT WITH RESERVES:</b>                                    | <b><u>\$350.00</u></b>     | <b><u>\$12,950.00</u></b> | <b><u>\$155,400.00</u></b> | <b><u>\$150,960.10</u></b> |

WINDS OF PARADISE OWNERS ASSOCIATION (37 units)  
 2022 SCHEDULE OF RESERVES FOR CAPITAL EXPENDITURES  
 PARTIAL FUNDING

| RESERVE ITEM                                     | ESTIM.LIFE (YRS) WHEN NEW | REPLACEMENT COST | REMAINING LIFE (YRS) | Estimated 31-Dec- 2021 BALANCE | ANNUAL RESERVE REQUIRED | AMOUNT FOR PARTIAL (MONTHLY) |
|--|---------------------------|------------------|----------------------|--------------------------------|-------------------------|------------------------------|
| Club House - Interior, Kitchen, Bathrooms & HVAC | 25                        | \$23,642.00      | 9                    | \$2,778.00                     | \$1,521.00              | \$126.75                     |
| Painting - Common & Residential                  | 8                         | \$106,037.00     | 7                    | \$11,704.00                    | \$2,200.00              | \$183.33                     |
| Pavement - Asphalt Overlay                       | 15                        | \$31,363.00      | 0                    | \$1,474.00                     | \$700.00                | \$58.33                      |
| Pavement - Sealcoat                              | 3                         | \$2,676.00       | 2                    | \$2,677.00                     | \$0.00                  | \$0.00                       |
| Pool - Resurfacing & Deck                        | 25                        | \$26,217.00      | 0                    | \$26,244.00                    | \$1,200.00              | \$100.00                     |
| Pool - Fencing & Gates                           | 15                        | \$6,756.00       | 0                    | \$3,756.00                     | \$1,700.04              | \$141.67                     |
| Roofs - Cement Tile                              | 30                        | \$1,227,270.00   | 26                   | \$56,601.00                    | \$4,800.00              | \$400.00                     |

TOTAL

\$12,121.04    \$1,010.09