

George Niel

From: George Niel [George@ArgusMgmt.Com]
Sent: Wednesday, December 19, 2012 8:16 AM
To: 'Barbara Pendrell'; 'Bill Whitman'; 'Dick Bayles'; 'Henry Rhodes'; 'Jack Jost'; 'James Bagley'; 'Larry Lawrence'; 'Ronald Deanna'; 'Tara Iamb'
Subject: Treasurer's Report
Attachments: LMA 201211 Treasurers Report.pdf

Everyone:

Please find the Treasurer's report for the January 3, 2013 Board meeting.

Thank You,

George

THE LANDINGS MANAGEMENT ASSOCIATION, INC.

TO: LMA Board of Directors
FROM: R. Bayles *R. Bayles*
SUBJECT: Treasurers Report for Period Ending November 30, 2012
DATE: December 18, 2012

Results for Period Ending November 30, 2012:

There were no major changes in this 2012 Forecast from the last period. The accounts that were changed due to an evaluation of YTD expenditures and predicted December expenses are highlighted in the attachment.

Note that the deferral of the construction portion of the Rte 41 interchange project will result in a carryover of that expense to 2013 and, as a consequence, an over-budget condition in this line item for 2013.

The current forecast for the year is an addition to surplus of \$28,297, an improvement of \$68,297 from budget.

The Landings Management Association, Inc.
Forecast of Operations
 Fiscal Year 2012

		2012				
		REMAINING				
		ACTUAL YTD	vs. FORECAST	FORECAST	BUDGET	FCST VS BUDGET
1	Income					
2	5010 · Assessments	687,901	62,613	750,514	750,514	-
3	5012 · Assessment C&D Tracts	14,904	1,355	16,259	16,259	0
4	5030 · Sales & Lease Fees	-	-	-	-	-
5	5040 · Other	-	-	-	-	-
6	5045 · Fines	646	4	650	1,500	(850)
7	5050 · Interest	2,294	206	2,500	2,500	-
8	5065 · Documents	25	(25)	-	-	-
9	5070 · Vehicle Decals	465	235	700	900	(200)
10	5090 · Carryover	-	-	-	-	-
11	Total Income	706,236	64,387	770,623	771,673	(1,050)
12	Expense					
13	7100 · Grounds					
14	7120 · Grounds Contract	29,954	1,986	31,940	39,790	(7,850)
15	7125 · Chemical Treatment	6,499	436	6,935	9,200	(2,265)
16	7130 · Landscaping	37,633	7,367	45,000	48,800	(3,800)
17	7140 · Tree Trimming	5,410	2,650	8,060	8,500	(440)
18	7145 · Sprinkler/Irrigation Contract	2,183	717	2,900	3,000	(100)
19	7155 · Sprinkler/Irrigation Repairs	9,197	803	10,000	9,000	1,000
20	Total 7100 · Grounds	90,876	13,959	104,835	118,290	(13,455)
21	7150 · Roads					
22	7151 · Road Sweeping	13,800	1,000	14,800	12,240	2,560
23	7165 · Road Repairs & Maintenance	1,050	950	2,000	50,000	(48,000)
24	7169 · Addition to Road Reserve	60,000	-	60,000	60,000	-
25	Total 7150 · Roads	74,850	1,950	76,800	122,240	(45,440)
26	7170 · Drainage					
27	7170 · Ditch Maintenance	-	2,500	2,500	10,000	(7,500)
28	7175 · Drainage	37,363	(363)	37,000	15,000	22,000
29	7178 · Storm Sewer Repair	-	-	-	10,500	(10,500)
30	Total 7170 · Drainage	37,363	2,137	39,500	35,500	4,000
31	7200 · Maintenance & Repairs					
32	7210 · Lighting Repairs	966	234	1,200	3,000	(1,800)
33	7215 · Lighting Supplies	-	100	100	500	(400)
34	7220 · Maintenance Supplies	1,426	1,574	3,000	4,000	(1,000)
35	7225 · Maintenance Man	22,455	2,045	24,500	26,738	(2,238)
36	7230 · Maintenance Truck	1,306	694	2,000	2,000	-
37	7235 · Wall Painting & Maintenance	1,807	193	2,000	-	2,000
38	Total 7200 · Maintenance & Repairs	27,961	4,839	32,800	36,238	(3,438)
39	7300 · Lakes					
40	7320 · Lakes	10,751	1,249	12,000	10,000	2,000
41	7340 · Fountain Maintenance - Contract	1,622	178	1,800	1,800	-
42	7345 · Fountain Maintenance - Other	6,080	2,420	8,500	12,000	(3,500)
43	Total 7300 · Lakes	18,453	3,847	22,300	23,800	(1,500)
44	7500 · Utilities					
45	7510 · Water/Sewer	582	18	600	600	-
46	7520 · Electric	42,455	4,545	47,000	55,000	(8,000)
47	Total 7500 · Utilities	43,036	4,564	47,600	55,600	(8,000)
48	7700 · Security					
49	7720 · Guardhouse Maintenance	1,517	983	2,500	3,000	(500)
50	7723 · Janitorial Service - Guardhouse	2,136	264	2,400	1,820	580
51	7725 · Security Main Gate	137,954	13,546	151,500	144,600	6,900
52	7730 · Roving Patrol	51,160	4,840	56,000	60,320	(4,320)
53	7735 · Security-Other	11,662	22,838	34,500	34,500	-
54	7740 · Gates-Maintenance	8,615	1,385	10,000	12,000	(2,000)
55	7745 · Signage & Miscellaneous	2,481	519	3,000	1,000	2,000
56	Total 7700 · Security	215,524	44,376	259,900	257,240	2,660

The Landings Management Association, Inc.
Forecast of Operations
Fiscal Year 2012

		2012				
		REMAINING				
		ACTUAL YTD	vs. FORECAST	FORECAST	BUDGET	FCST VS BUDGET
57	7750 · Insurance					
58	7760 · Insurance	14,019	1,362	15,381	14,355	1,026
59	7765 · Damage Claims	-	-	-	-	-
60	Total 7750 · Insurance	14,019	1,362	15,381	14,355	1,026
61	7800 · Administration					
62	7820 · Legal/Professional	853	647	1,500	7,500	(6,000)
63	7822 · Litigation Expense	2,695	-	2,695	25,000	(22,305)
64	7825 · Accounting Services	3,500	-	3,500	3,600	(100)
65	7835 · Fees, Dues, License	61	-	61	61	-
66	7840 · Income Tax	-	600	600	600	-
67	7870 · Management Fee	34,903	3,174	38,077	38,077	-
68	7880 · Office Supplies, Postage, etc.	1,451	1,049	2,500	4,000	(1,500)
69	7882 · Document Storage	2,160	-	2,160	2,160	-
70	7885 · Landings Eagle Newsletter	6,478	1,522	8,000	9,100	(1,100)
71	7886 · Communications	3,187	0	3,187	4,300	(1,113)
72	7887 · Strategic Planning & Pub. Relations	6,064	6,064	13,389	10,000	3,389
73	7888 · Aesthetics	13,725	15,517	29,242	10,000	19,242
74	7890 · Bad Debt Expense	15,244	-	15,244	5,000	10,244
75	7892 · Property Tax	5	-	5	11	(6)
76	7895 · Contingency	-	-	-	10,000	(10,000)
77	Total 7800 · Administration	90,327	28,572	120,160	129,409	(9,249)
78	C&D Accounts					
79	9050 · C&D Electric	509	91	600	300	300
80	9150 · C&D Insurance	275	25	300	300	-
81	9230 · C&D Landscaping	1,900	100	2,000	3,800	(1,800)
82	9240 · C&D Grounds Maint Contract	4,706	314	5,020	6,000	(980)
83	9260 · C&D Chemical Treatment	1,316	114	1,430	2,400	(970)
84	9280 · C&D Irrigation Maintenance	1,667	333	2,000	2,000	-
85	9285 · C&D Drainage	-	-	-	-	-
86	9290 · C&D Lighting Repairs & Supplies	229	21	250	250	-
87	9291 · C&D Road Repair & Maintenance	10,343	658	11,000	3,500	7,500
88	9300 · C&D Maintenance Supplies	50	100	150	150	-
89	9380 · C&D Administration	275	25	300	300	-
90	9390 · C&D Prior Year Deficit	-	-	-	-	-
91	Total 9000	21,269	1,781	23,050	19,000	4,050
92						
93	Total Expense	633,677	108,649	742,326	811,672	(69,346)
94	Net Income	72,559	(44,262)	28,297	(40,000)	68,297

YEAR END

George Niel


From: Richard Bayles [rubayles@verizon.net]
Sent: Sunday, December 30, 2012 4:13 PM
To: Barbara Pendrell; Bill Whitman; Henry Rhodes; Jack Jost; James Bagley; Larry Lawrence; Richard U Bayles; Ronald De Anna; Tara Lamb
Cc: George Niel; Don McMurray; Nathan B. Richards
Subject: Preliminary 2012 Forecast
Attachments: LMA 201212 Treasurers Report- Preliminary.pdf

You earlier received the forecast as of the period ending November 2012. I've done some preliminary work on the year-end, which is attached.

Dick B.

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THE LANDINGS MANAGEMENT ASSOCIATION, INC.

TO: LMA Board of Directors
FROM: R. Bayles 
SUBJECT: Preliminary Treasurers Report for Period Ending December 31, 2012
DATE: December 30, 2012

Preliminary Results for Period Ending December 31, 2012:

Attached are:

- A summary of my forecast for the year ending 12/31/2012, and
- The detail from which the summary was created.

From the forecast for the period ending November 2012 distributed earlier, I have reviewed checks paid through the end of December (for bills received before 12/21/2012) and added in my expectations for subsequent bills for work incurred in 2012.

The result, as shown on the attachment, will be a reported \$45,775 addition to surplus (“profit”) for the year vs. a budgeted reduction of surplus (“loss”) of \$40,000, for a positive difference of \$85,775 vs. budget.

However, \$35,000 will be carried-over to 2013 for projects that have been authorized and started but will not be completed by year-end 2012. The detail of this carry-over is shown in the attached year-end summary. If those projects had been completed in 2012, the total profit would have been \$10,795 and the positive variance to budget would have been \$50,795.

A final Treasurer’s report will be issued when the books are closed on 2012, which will not occur until the last week of January after all bills are paid and year-end adjustments made.

LANDINGS MANAGEMENT ASSOCIATION

Summary of Preliminary Results for Year Ended 12/31/2012

2012

November Forecast "Profit"	
Changes to "Profit" Forecast by Y/E	\$ 28,297
Total 7100 · Grounds	(2,509)
Total 7170 · Drainage	(2,803)
Total 7200 · Maintenance & Repairs	1,391
Total 7300 · Lakes	1,500
Total 7700 · Security	5,419
7887 · Strategic Planning & Pub. Relations	2,000
7888 · Aesthetics	9,242
7890 · Bad Debt Expense	1,069
Total of 4 Other Changes*	<u>2,189</u>
	*See detailed forecast
	<u>17,498</u>
Forecast Y/E "Profit"	\$ 45,795
Expenses Carried Over to 2013	
7735 - Security-Other	\$ 2,000
7887 · Strategic Planning & Pub. Relations	3,000
9291 · C&D Road Repair & Maintenance	<u>30,000</u>
Total Expenses Carried Over to 2013	<u>(35,000)</u>
2012 Profit w/o Regard to Carry-over	<u>\$ 10,795</u>

Road reflectors
Uncompleted web site development work
Remainder of Rte. 41 & Kestral Park Way N Intersection

The Landings Management Association, Inc.

Preliminary Detailed Results of FY 2012 Operations

	2012				2013		
	ACTUAL YTD	REMAINING vs. FORECAST	FORECAST	BUDGET	FCST VS BUDGET	Estimated Y/E Adjustments	Carryover Expense
1	Income						
2	5010 · Assessments	687,901	62,613	750,514	750,514	-	-
3	5012 · Assessment C&D Tracts	14,904	1,355	16,259	16,259	-	-
4	5030 · Sales & Lease Fees	-	-	-	-	-	-
5	5040 · Other	-	-	-	-	-	-
6	5045 · Fines	646	4	650	1,500	(850)	-
7	5050 · Interest	2,294	206	2,500	2,500	-	-
8	5065 · Documents	25	(25)	-	-	-	-
9	5070 · Vehicle Decals	720	-	720	900	(180)	-
10	5090 · Carryover	-	-	-	-	-	-
11	Total Income	706,491	64,152	770,643	771,673	(1,030)	-
12	Expense						
13	7100 · Grounds						
14	7120 · Grounds Contract	32,040	(100)	31,940	39,790	(7,850)	-
15	7125 · Chemical Treatment	6,499	436	6,935	9,200	(2,265)	-
16	7130 · Landscaping	47,195	2,000	49,195	48,800	395	-
17	7140 · Tree Trimming	6,374	1,686	8,060	8,500	(440)	(1,686)
18	7145 · Sprinkler/Irrigation Contract	2,183	717	2,900	3,000	(100)	-
19	7155 · Sprinkler/Irrigation Repairs	10,103	(103)	10,000	9,000	1,000	-
20	Total 7100 · Grounds	104,394	4,636	109,030	118,290	(9,260)	(1,686)
21	7150 · Roads						
22	7151 · Road Sweeping	13,800	1,000	14,800	12,240	2,560	-
23	7165 · Road Repairs & Maintenance	1,050	950	2,000	50,000	(48,000)	(950)
24	7169 · Addition to Road Reserve	60,000	-	60,000	60,000	-	-
25	Total 7150 · Roads	74,850	1,950	76,800	122,240	(45,440)	(950)
26	7170 · Drainage						
27	7170 · Ditch Maintenance	-	2,500	2,500	10,000	(7,500)	-
28	7175 · Drainage	39,803	-	39,803	15,000	24,803	-
29	7178 · Storm Sewer Repair	-	-	-	10,500	(10,500)	-
30	Total 7170 · Drainage	39,803	2,500	42,303	35,500	6,803	-
31	7200 · Maintenance & Repairs						
32	7210 · Lighting Repairs	966	234	1,200	3,000	(1,800)	(234)
33	7215 · Lighting Supplies	-	100	100	500	(400)	(100)
34	7220 · Maintenance Supplies	1,605	1,395	3,000	4,000	(1,000)	(1,000)
35	7225 · Maintenance Man	24,313	187	24,500	26,738	(2,238)	(187)
36	7230 · Maintenance Truck	1,629	371	2,000	2,000	-	(371)
37	7235 · Wall Painting & Maintenance	1,807	693	2,500	-	2,500	-
38	Total 7200 · Maintenance & Repairs	30,321	2,979	33,300	36,238	(2,938)	(1,891)

The Landings Management Association, Inc.

Preliminary Detailed Results of FY 2012 Operations

	2012				2013		
	ACTUAL YTD	REMAINING vs. FORECAST	FORECAST	BUDGET	FCST VS BUDGET	Estimated Y/E Adjustments	Carryover Expense
39	7300 · Lakes						
40	7320 · Lakes	10,751	1,249	12,000	2,000	-	
41	7340 · Fountain Maintenance - Contract	1,622	178	1,800	-	-	
42	7345 · Fountain Maintenance - Other	6,134	2,366	8,500	(3,500)	(1,500)	
43	Total 7300 · Lakes	18,507	3,793	22,300	(1,500)	(1,500)	
44	7500 · Utilities						
45	7510 · Water/Sewer	671	-	671	71	-	
46	7520 · Electric	42,455	4,545	47,000	(8,000)	-	
47	Total 7500 · Utilities	43,125	4,545	47,671	(7,929)	-	
48	7700 · Security						
49	7720 · Guardhouse Maintenance	1,517	983	2,500	(500)	(983)	
50	7723 · Janitorial Service - Guardhouse	2,136	264	2,400	580	-	
51	7725 · Security Main Gate	150,021	1,479	151,500	6,900	-	
52	7730 · Roving Patrol	55,158	842	56,000	(4,320)	-	
53	7735 · Security-Other	28,085	3,415	31,500	(3,000)	(1,500)	2,000
54	7740 · Gates-Maintenance	10,065	-	10,065	(1,935)	-	
55	7745 · Signage & Miscellaneous	2,679	321	3,000	2,000	-	
56	Total 7700 · Security	249,660	7,305	256,965	(275)	(2,483)	
57	7750 · Insurance						
58	7760 · Insurance	14,019	1,362	15,381	1,026	-	
59	7765 · Damage Claims	-	-	-	-	-	
60	Total 7750 · Insurance	14,019	1,362	15,381	1,026	-	
61	7800 · Administration						
62	7820 · Legal/Professional	853	647	1,500	(6,000)	-	
63	7822 · Litigation Expense	2,695	-	2,695	(22,305)	-	
64	7825 · Accounting Services	3,500	-	3,500	(100)	-	
65	7835 · Fees, Dues, License	61	-	61	-	-	
66	7840 · Income Tax	-	600	600	-	-	
67	7870 · Management Fee	34,903	3,174	38,077	-	-	
68	7880 · Office Supplies, Postage, etc.	1,797	703	2,500	(1,500)	(703)	
69	7882 · Document Storage	2,160	-	2,160	-	-	
70	7885 · Landings Eagle Newsletter	7,413	-	7,413	(1,687)	-	
71	7886 · Communications	3,187	0	3,187	(1,113)	-	
72	7887 · Strategic Planning & Pub. Relations	6,064	6,064	13,389	3,389	(2,000)	3,000
73	7888 · Aesthetics	19,545	1,455	21,000	11,000	(1,000)	
74	7890 · Bad Debt Expense	14,175	-	14,175	9,175	-	
75	7892 · Property Tax	5	-	5	(6)	-	
76	7895 · Contingency	-	-	-	(10,000)	-	

The Landings Management Association, Inc.

Preliminary Detailed Results of FY 2012 Operations

	2012				2013		
	ACTUAL YTD	REMAINING vs. FORECAST	FORECAST	BUDGET	FCST VS BUDGET	Estimated Y/E Adjustments	Carryover Expense
77 Total 7800 · Administration	96,359	12,643	110,262	129,409			
78 C&D Accounts					(19,147)	(3,703)	
79 9050 · C&D Electric	509	91	600	300	300		
80 9150 · C&D Insurance	275	25	300	300			
81 9230 · C&D Landscaping	1,900	100	2,000	3,800	(1,800)		
82 9240 · C&D Grounds Maint Contract	4,706	314	5,020	6,000	(980)		
83 9260 · C&D Chemical Treatment	1,316	114	1,430	2,400	(970)		
84 9280 · C&D Irrigation Maintenance	1,667	333	2,000	2,000			
85 9285 · C&D Drainage	-	-	-	-			
86 9290 · C&D Lighting Repairs & Supplies	229	21	250	250			
87 9291 · C&D Road Repair & Maintenance	10,924	76	11,000	3,500	7,500		
88 9300 · C&D Maintenance Supplies	50	100	150	150			
89 9380 · C&D Administration	275	25	300	300			30,000
90 9390 · C&D Prior Year Deficit	-	-	-	-			
91 Total 9000	21,850	1,200	23,050	19,000	4,050		
92 Total Expense	692,887	44,174	737,062	811,672	(74,611)	(12,214)	35,000
93 Net Income	13,604	19,977	33,581	(40,000)	73,581	12,214	
94 Forecasted Net Income					45,795		

Drainage Report

January 3, 2013

During the month of December, Florida Mangroves, LLC (formally Dunescapes) completed its semi-annual cleanup of the primary drainage swale, “the Cloisters/ Treehouses Creek”, from the Heron Way/Landings Blvd corner to the bay and the drainage swales from Lakes 5, 6, and 7 to the bay. In addition, heavy vegetation around the Heron Way storm drain inlet to the Creek was removed and mangrove over-growth at the corner of Eagles Point Drive and Starling was trimmed back. The cost of this cleanup work was \$2,440.

The existing drainage culvert and swale draining Kestral Park Place cul-de-sac has to be replaced but elevations make it difficult to drain the lower half of that area through an enclosed pipe. Also, because the lower area is a designated flood plain, permitting of an enclosed pipe might be impossible. JAG Engineering is to recommend a revised approach this month.

A \$3,200 contract with Overholt Landscaping to clean the silt from the downstream one half of the “Pintail Way Creek” and to add revetment at the corner where the creek turns toward Landings Blvd will be awarded in the next few days. Landscaping will be required after this work is complete but is not included in this contract.

Jack Jost

George Niel

From: Joe Hennessy [josephchennessy@gmail.com]
Sent: Thursday, January 03, 2013 2:03 PM
To: Henry Rhodes; George Niel
Cc: Sara Bagley; Joe Hennessy
Subject: LMA Board Meeting January 3 2013: LANDSCAPE UPDATE

Henry and George:

- 1) North Gate Landscape improvement completed
- 2) Main Gate/ CH II Landscape Improvement in-progress
- 3) Mills Planning meeting to be scheduled within next 2 weeks i.e., contract review and winter special projects

Thanks,

Joe

Sent from my iPad=

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JAN.3, 2013

ROADS COMMITTEE – RONALD A. De ANNA, CHAIRMAN

TASKS COMPLETED 2011 & 2012:

- **2/11 ALL ROADS WITHIN THE LANDINGS COMMUNITY SURVEYED/INSPECTED.**
- **4/11 SIX (6) ROAD REPAIRS IN VARIOUS LOCATIONS.**
- **9/11 ALL ROADS MEASURED FOR WIDTH, LENGTH, SQ. FT. & SQ. YDS.**
- **5/12 LIST OF RECCOMENDED FOR REPAIRS FOR 2013 INDICATING THE SPECIFIC AREAS INCLUDING PHOTOS.**

RECOMENDATIONS FOR THE 2013 LMA BOARD

- 1. FOLLOW ARDAMAN ENG.'s 2011 ROAD SURVEY REPORT.**
- 2. ESTABLISH A COMMITTEE TO DEAL WITH THE COMMERCIAL AREA.**
- 3. STRONGLY RECOMMEND THE DEVELOPMENT A CONTRACT FORM FOR USE WITH ALL TRADES, SUPPLIERS & ETC. FOR ANY AMOUNT OVER A \$ 1,000.00.**

We continue to work with the designers on creating a landing page that is reflective of the Landings- incorporating the best of our community with visual images. We are stretching the limits of the standard package that we "purchased" by creating a landing page that then allows "visitors" to enter the "marketing pages" and our residents into the private site all from the same page. We have finalized the "wrapper" which is the header, background and visual feel which will be applied to each of the pages and set the overall design feel to the pages. We will share this with the Board and make it available in the website book at the Racquet Club for community viewing. Additionally, Dick Bayles has been working on the technical side of the website focusing on the loading of the green book info, access requirements and the additional features of the website such as bill paying, email alerts etc for both LMA and LRC.

We have streamlined the "marketing pages" that we will open with based on the limited resources (people with the skill sets needed to create pages) and can expand based on the desires and expansion of resources as we move forward. Our challenge has been the limited number of people with skill sets and the holidays which have pushed us back a month. This means that our soft launch for the marketing pages will be towards the end of January, then opening it up by the end of February and the resident site in March/April.

Sara C Rhodes
Square One
T- 508-776-5231
Sara@squireone.com