

## Lakes At La Paz Condominium Association

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

05 February 2019

RE: Special Meeting of the Membership  
FY 2019 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 2019 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](http://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 It may be withdrawn if you decide to attend the Special Meeting and/or wish to change your vote.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 (\$ 733)
        - o 7 votes for waiver and partial funding (\$ 500)
        - o 6 votes for waiver and no funding (\$ 476)
        - o RESULT= waiver and partial funding (\$ 500)
          - 10 votes for full funding
          - 13 total votes against full funding
            - 7-6 in favor of partial funding

– **Approved 2019 Budget**

- Notes about this document:
  - While certain costs beyond the Board’s control have continued to rise, prudent spending and continued fiscal restraint helped keep other areas at or below last year’s budget.
  - There is a \$ 20,000 line item for Landscaping Improvements representing the second half of a two year revitalization project. It is anticipated this line item will be reduced to its typical sub- \$ 2,000 level during the next fiscal year.
  - Whether or not you vote to fund the Reserves for the upcoming year, at the end of FY 2018 there will be more than \$ 40,000 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.
  - The Board anticipates having to levy an assessment during the coming fiscal year to facilitate the replacement of the roof of the 7519 building.

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](http://www.lakesatlapaz.com)***

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05 February 2019

**NOTICE OF A  
--- SPECIAL MEETING OF THE MEMBERSHIP ---  
2019 RESERVE FUNDING VOTE**

**DATE: Tuesday, February 19, 2019**  
**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 Tuesday, February 19, 2019. 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 Tuesday, February 19, 2019, 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	
_____	<b>I vote to pay monthly maintenance fees of \$ 476<sup>00</sup></b> Fiscal Year 2019 Budget of \$ 365,314 WITHOUT full reserve funding of \$ 121,774
_____	<b>I vote to pay monthly maintenance fees of \$ 500<sup>00</sup></b> Fiscal Year 2019 Budget of \$ 365,314 with PARTIAL reserve funding (\$ 18,215 of \$ 121,774)
A vote for any option in this box shall be deemed a vote to NOT WAIVE full funding of the Reserves	
_____	<b>I vote to pay monthly maintenance fees of \$ 733<sup>33</sup></b> Fiscal Year 2019 Budget of \$ 365,314 WITH full reserve funding of \$ 121,774

\_\_\_\_\_  
(Print Unit Owner Name and Unit #)

\_\_\_\_\_  
(Signature of Unit Owner)

Dated: \_\_\_\_\_, 2019

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: \_\_\_\_\_, 2019

**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, 2019 - January 31, 2020**

**OPERATING EXPENSES**

**Fixed Fees**

*(no alternate vendors available)*

Boca Pointe Association Fees	96,487	
Cable T.V.	31,700	
Dumpster Removal	1,300	
Electric	3,000	
FL Dept of Condo	256	
La Paz Recreation Association Fees	36,000	
Licenses, Permits & Fees	450	
Water & Sewer	27,800	
	<i>Sub-total</i>	196,993

Insurance		
Wind	40,432	
Flood	5,000	
	<i>Sub-total</i>	45,432

**Semi-Fixed Fees**

*(alternate vendors available)*

Insurance		
Umbrella	1,576	
Crime	658	
Directors & Officers	1,185	
Differences in Conditions	-	
General Liability	3,531	
	<i>Sub-total</i>	6,950

Security / Fire Safety		
Fire Alarm Monitoring	1,040	
Fire Alarm Repairs	4,162	
Security Alarm Monitoring	8,919	
	<i>Sub-total</i>	14,121

Elevator Service & Repairs		
Service & Repairs	5,000	
Telephone	3,600	
	<i>Sub-total</i>	8,600

General & Administrative		
Financial Audit		
Legal	1,250	
Management Company Fee	14,100	
Office & Administration	768	
Web and Internet Services	600	
	<i>Sub-total</i>	16,718

Physical / Groundskeeping		
General Repairs & Maint	16,250	
Irrigation Maintenance	2,050	
Janitorial	-	
Labor	18,000	
Labor Benefits	-	
Phone	-	
Supplies	1,200	
Landscape Supplies	1,000	
Lawn Maintenance	10,500	
Pest Control/Fertilization	2,500	
Tree Trimming / Removal	5,000	
Landscaping Improvements	20,000	
	<i>Sub-total</i>	76,500

**TOTAL EXPENSES:**  
*(rounded to nearest dollar):* \$ 365,314

**Lakes at La Paz Condominium**  
**Reserve Funding - Supporting Documentation**  
February 1, 2019 - January 31, 2020

Item	Estimated Life (Years)	Replacement Value	Estimated Remaining Life (Years)	Current Reserve (as of 12/31/2018)	Balance Due Reserves (Replacement Value - Current Reserve)	Required FY 2019 Funding (Balance due / Estimated Remaining Life)
<b>Awning Repairs &amp; Replacment</b>	22.5	\$ 195,000	11	\$ 5,579	\$ 189,421	\$ 17,220
<b>Elevator</b> (Significant Repairs & Replacement)	40	\$ 100,000	9	\$ 26,976	\$ 73,024	\$ 8,114
<b>Painting</b>	10	\$ 125,000	8	\$ 0	\$ 125,000	\$ 15,625
<b>Parking Lot Surface</b>	5	\$ 7,500	3	\$ 0	\$ 7,500	\$ 2,500
<b>Roof - Tile &amp; Flat</b> (Significant Repairs & Replacement)	25	\$ 875,000	11	\$ 13,530	\$ 861,470	\$ 78,315

**notes:**

- The elevators were recently inspected, and have been found to be in "better than average" mechanical condition - the remaining life has been estimated at 10-15 years. 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 2017, both buildings were painted, and the parking lot was re-surfaced and re-striped.

Lakes at La Paz Condominium  
**Proposed Monthly Maintenance - RESERVES WAIVED**  
 February 1, 2019 - January 31, 2020

**BUDGETED EXPENSES**

Total Operating Expenses	365,314	365,314
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**RESERVE FUNDING**

*(by Membership vote)*

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

<b>EXPENSES and RESERVE FUNDING:</b>	<b>365,314</b>
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<b>Prior Year's Surplus Applied</b> (not to exceed \$ 22,400) (>\$22,400 to be refunded):	-
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<b>Projected Monthly Maintenance</b> (per unit):	<b>\$ 475.67</b>
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**CONTINGENCIES**

*(based on current cash flow)*

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

<b>Projected Monthly Maintenance</b> <i>(per unit, rounded to nearest dollar):</i>	<b>\$ 476</b>
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Lakes at La Paz Condominium  
**Proposed Monthly Maintenance - RESERVES PARTIALLY FUNDED**  
 February 1, 2019 - January 31, 2020

**BUDGETED EXPENSES**

Total Operating Expenses	365,314	365,314
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**RESERVE FUNDING**

*(by Membership vote)*

Awnings	1,750	
Elevator	8,100	
Painting	-	
Parking Lot Surface	835	
Roof	8,000	
<i>Sub-total</i>		18,685

<b><i>EXPENSES and RESERVE FUNDING:</i></b>	<b>383,999</b>
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<b>Prior Year's Surplus Applied</b> (not to exceed \$ 22,400) (>\$22,400 to be refunded):	-
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<b>Projected Monthly Maintenance</b> (per unit):	<b>\$ 500.00</b>
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**CONTINGENCIES**

*(based on current cash flow)*

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

<b>Projected Monthly Maintenance</b> <i>(per unit, rounded to nearest dollar):</i>	<b>\$ 500</b>
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Lakes at La Paz Condominium  
**Proposed Monthly Maintenance - RESERVES FULLY FUNDED**  
 February 1, 2019 - January 31, 2020

**BUDGETED EXPENSES**

Total Operating Expenses	365,314	365,314
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**RESERVE FUNDING**

*(by Membership vote)*

Awnings	17,220	
Elevator	8,114	
Painting	15,625	
Parking Lot Surface	2,500	
Roof	78,315	
<i>Sub-total</i>		121,774

<b>EXPENSES and RESERVE FUNDING:</b>	<b>487,088</b>
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<b>Prior Year's Surplus Applied</b> (not to exceed \$ 22,400) (>\$22,400 to be refunded):	-
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<b>Projected Monthly Maintenance</b> (per unit):	<b>\$ 634.23</b>
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**CONTINGENCIES**

*(based on current cash flow)*

Estimated Bad Debt contingency	76,108	76,108
<i>Sub-total</i>		76,108

<b>Projected Monthly Maintenance</b> <i>(per unit, rounded to nearest dollar):</i>	<b>\$ 733</b>
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