

**Montelena Condominium Association**  
PROPERTY MANAGEMENT PROFESSIONALS OF SOUTHWEST FLORIDA, INC.

75 Vineyards Blvd., 3<sup>rd</sup> Floor  
Naples, FL 34119  
(239) 353-1992 ♦ 800-226-1502 ♦ Fax (239)353-1909

**Purchase/Lease Application Check-Off Sheet**

APPLICATION MUST HAVE THE FOLLOWING ATTACHED OR IT  
WILL BE RETURNED; DELAYING APPROVAL:

- A completely filled out and legible application. Please make sure the applicant(s) have signed the application form and **all** sections are complete.
- A copy of the sales or lease contract.
- The application fee. Check or money order only, please make payable to Montelena Condominium Association: \$ 100.00 (for applicant and co-applicant) + \$20.00 per additional Occupant over the age of 18 years old.

If you should have any questions regarding the application procedure, please contact Dena Waltchack at the number shown above. Thank you.

MONTELENA CONDOMINIUM ASSOCIATION, INC.  
APPLICATION FOR APPROVAL TO PURCHASE  
OR LEASE A CONDOMINIUM UNIT

TO: **The Board of Directors of Montelena Condominium Association, Inc., a Condominium.**  
(Please check appropriate box)

I hereby apply for approval to purchase \_\_\_\_\_ Montelena Circle Unit# \_\_\_\_\_ at Montelena Condominium Association, Inc., a Condominium, and for membership in the Condominium Association. **A complete copy of the signed purchase agreement is attached.**

I hereby apply for approval to lease \_\_\_\_\_ Montelena Circle Unit# \_\_\_\_\_ at Montelena Condominium Association, Inc. for the period beginning \_\_\_/\_\_\_/201\_\_\_, and ending \_\_\_/\_\_\_/201\_\_\_. This unit must not be leased for less than thirty (30) days or more often than three (3) times in any calendar year. **A complete copy of the signed lease is attached.**

**Note: A non-refundable application fee of \$70.00 Payable in U. S. Funds** must be included with completed form, either sale or lease; **\$20 fee per each additional applicant. Make check payable to: Montelena Condominium Association, Inc**

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval. I consent to your further inquiry concerning this application, particularly of the references given below.

**Current Owner's Name(s)** \_\_\_\_\_

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION**

1. Full name of Applicant \_\_\_\_\_ SS# \_\_\_\_\_

Driver License# & State Issued: \_\_\_\_\_ D.O.B: \_\_\_/\_\_\_/\_\_\_

Monthly Income: \_\_\_\_\_

2. Full name of Spouse (if any) \_\_\_\_\_ SS# \_\_\_\_\_

or Other Applicant

Driver License# & State Issued: \_\_\_\_\_ D.O.B: \_\_\_/\_\_\_/\_\_\_

Monthly Income: \_\_\_\_\_

3. Home Street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home ( ) \_\_\_\_\_ Email: \_\_\_\_\_

4. Nature of Business or Profession \_\_\_\_\_

If retired, former business or profession \_\_\_\_\_

5. Company or Firm Name \_\_\_\_\_

6. Business Address \_\_\_\_\_

7. The condominium Documents of **Montelena Condominium Association, Inc.** require an obligation of unit owners that all units are to be used as single family residences only. Please state the name and relationship of all other persons who will be occupying the unit on a regular basis.

\_\_\_\_\_  
\_\_\_\_\_

8. Name of current or most recent landlord \_\_\_\_\_  
Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

9. Two personal references (local if possible)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

10. Two credit references (local if possible)  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

11. Person to be notified in case of emergency:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

12. Make of car to be kept at the Condominium:  
Model/Make \_\_\_\_\_ Year \_\_\_\_\_ Model/Make \_\_\_\_\_ Year \_\_\_\_\_  
License No. \_\_\_\_\_ State \_\_\_\_\_ License No. \_\_\_\_\_ State \_\_\_\_\_

13. Mailing address for notices connected with this application:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

14. (If this transaction is a sale, please circle the number that applies)  
I am purchasing this unit with the intention to:  
(1) \_\_\_ reside here on a full-time basis;  
(2) \_\_\_ reside here part-time; or  
(3) \_\_\_ lease the unit

I (we) will provide the Association with a copy of our recorded deed within ten (10) days after closing.

15. **Please sign and return the attached Rules & Regulations with this application as acknowledgement** that you are aware of, and agree to abide by the Declaration of Condominium Montelena Condominium Association, Inc., a Condominium, the Articles of Incorporation, By-laws and any and all properly promulgated rules and regulations. I acknowledge receipt of a copy of the Association rules.

16. I understand and agree that the Association, in the event it approves the lease, is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessees and their guests, of provisions of the Declaration of Condominium of Montelena Condominium Association's by-laws, and the rules and regulations of the Association.

17. **Renters are not permitted to have pets.**

The prospective purchaser or lessee will be advised by the Association office within a 30-day period (15 days for leases) from the date of application, of whether this application has been approved.

**AUTHORIZATION: I/We hereby authorize the Rental Agency and/or the Unit Owner to verify all information contained on the application and conduct a full background check, including but not limited to credit, employment, income, eviction, and criminal and authorize that they contact any persons or companies list on the application.**

**APPLICATION FEE NON-REFUNDABLE**

**PLEASE RETURN THE COMPLETED APPLICATION, ALONG WITH APPLICATION FEE TO:**

PMP OF SW FL  
75 VINEYARDS BOULEVARD, THIRD FLOOR  
NAPLES, FL 34119

DATE: \_\_\_\_\_

Applicant \_\_\_\_\_

Applicant \_\_\_\_\_

**APPLICATION APPROVED: \_\_\_\_\_ DISAPPROVED \_\_\_\_\_**

DATE: \_\_\_\_\_ BY: \_\_\_\_\_

**FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET**  
**MONTELENA CONDOMINIUM ASSOCIATION, INC.**

As of January 2020

**Q: What are my voting rights in the condominium association?**

**A:** Each unit in the Association will be entitled to cast one vote consisting of its voting interest on all matters on which the membership shall be entitled to vote. If more phases are constructed, then there will be more units voting. The first phase contains 4 units. Therefore, you will have 1 vote out of 4. If additional phases are constructed, you will have 1 vote out of however many units exist upon the declaration of the additional phases. (See Article 23.3 of the Declaration of Condominium.)

**Q: What restrictions exist on my right to use my unit?**

**A:** Only residential use is permitted. There are restrictions on the alteration and improvement of units. There are restrictions on signs. There are restrictions on pets. There are restrictions on the use of common elements and common areas. (See Article 12 of the Declaration of Condominium.)

**Q: What restrictions exist on the leasing of my unit?**

**A:** Only entire units may be leased. Board approval is required. No leases for less than 30 days. Board must be given 20 days notice and fully executed lease for approval. Board may require a personal interview. No more than 3 leases per year. No lease for more than 1 year. (See Article 13 of the Declaration of Condominium.)

**Q: How much are my assessments to the condominium association for my unit type and when are they due? Your assessments are due quarterly. January 1, April 1, July 1, and October 1 of every year.**

**A:** The quarterly assessment for each unit in the Condominium is \$2,074.00 which amount includes reserve payments and payments to the Master Association (see below). Assessments are due on the first day of each and every quarter (January 1, April 1, July 1 and October 1).

**Q: Do I have to be a member of any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?**

**A:** Yes. The Vineyards Community Association, Inc. is the master association for whole Vineyards property. You have one (1) vote per unit owned. The quarterly assessment for the Master Association is \$486.00 and is included in the calculation of your condominium association assessment.

**Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?**

**A:** No.

**Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000.00? If so, identify each such case.**

**A:** No.

**NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT AND THE CONDOMINIUM DOCUMENTS.**

# MONTELENA CONDOMINIUM ASSOCIATION INITIAL RULES AND REGULATIONS

These Rules and Regulations are to the Montelena Condominium Association (the "Association") properties, common elements, limited common elements and units, shall be deemed in effect until amended by the Board of Directors of the Association, and shall apply to and be binding upon all unit owners. The unit owners shall at all times obey said Rules and Regulations and shall use their best efforts to see that these rules are faithfully observed by their families, guests, and invitees, servants, lessees and persons over whom they exercise control and supervision. The initial Rules and Regulations are as follows:

## 1. BUILDING APPEARANCE AND MAINTENANCE:

- A. The sidewalks, walkways, entrances and stairs must not be obstructed or used for any purpose other than ingress and egress to and from the units, nor shall any carriages, toys, bicycles, wagons, shopping carts, chairs, benches, tables or any other object of a similar type and nature be left thereon.
- B. Personal property of unit owners shall not be stored outside their units. Unit owners may keep normal porch furniture on their lanais.
- C. No garbage cans, supplies, containers or other articles shall be placed in or on the walkways or entry ways, nor shall any linens, cloths, clothing, curtain, rugs, mops, laundry of any kind or other articles be shaken or hung from any of the windows, doors, walkways, balconies or entry ways, or exposed on any part of the limited common elements and the common elements shall be kept free and clear of refuse, debris and other unsightly material.
- D. No unit owner shall allow anything to fall from the windows, walkways, balconies, entry ways or doors of the premises, nor shall he sweep or throw from his unit any dirt or other substances outside of his unit or on the limited common elements or common elements of the Condominium.
- E. Refuse and garbage shall be deposited only in the area provided therefor. All garbage must be bagged.
- F. No unit owner shall make or permit any disturbing noises by himself, his family, servants, employees, agents, visitors or licenses, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other unit owners. No unit owner shall operate upon or permit to be operated a phonograph, television, radio or musical instrument in such a manner as to unreasonably disturb or annoy other occupants of the Condominium.

- G. No exterior radio or television antenna installation, or other wiring, shall be installed without the written consent of the Board of Directors.
- H. No sign, advertisement, notice or other similar material shall be exhibited, displayed, inscribed, painted or affixed, in or upon any part of the units, limited common elements or common elements by any unit owner or occupant without the written permission of the Board of Directors.
- I. No flammable, combustible or explosive fluid, chemical or substance, shall be kept in any unit or limited common element, except those necessary and suited for normal household use.
- J. Unit owners, residents, their families, guests, servants, employees, agents or visitors shall not at any time or for any reason whatsoever enter upon or attempt to enter upon the roofs of the buildings.
- K. The coverings and appearance of windows and doors, whether by draperies, shades or other materials visible from the exterior of the unit, shall be white or off-white in color.
- L. Hurricane shutters must comply with the specifications adopted by the Board of Directors.

2. ALTERATION OF CONDOMINIUM: Unit owners are specifically cautioned that their right to make any addition, change, alteration or decoration to the exterior appearance of any portion of the Condominium is subject to the provisions of the Declaration of Condominium. For example, no unit owner may install screen doors, or apply any type of film or covering to the inside or outside of window or door glass without the prior approval of the Association. All such additions, changes or alterations must be presented in writing to the Board of Directors for approval accompanied by written plans or drawings and specifications. The Board of Directors shall approve such requests only if the Association is protected against, or indemnified as to, construction liens and/or claims arising from such work.

3. EMERGENCIES IN OWNER'S ABSENCE: In order that proper steps and procedures may be taken in a minimum amount of time during an emergency situation, the Association may retain pass-keys to all units.

Any unit owner who plans to be absent from his unit for an extended period of time must prepare his unit prior to his departure in the following manner:

- A. By removing all furniture, plants and other objects from around the outside of the unit; and

- B. By designating a responsible caretaker to care for his unit should his unit suffer any damage caused by storms, hurricanes, winds or other violent acts of nature. The Manager and the Association shall be provided with the name of each unit owner's aforesaid designated caretaker. Such caretaker will notify the Association prior to making any entry to the unit during the owner's absence.

4. PETS: The Board may impose reasonable restrictions upon how and where pets may be permitted upon the common elements in accordance with the Declaration of Condominium.

5. USE OF COMMON AREAS:

- A. No member or its respective unit owners or occupants shall use or permit the use of the Common Areas in any manner which would be disturbing or be a nuisance to unit owners and occupants, or in such a way as to be injurious to the reputation of the property.
- B. The use of Common Areas shall be consistent with existing law, the By-Laws and the governing documents of the Association and shall not constitute a general nuisance.
- C. No camping facilities shall be permitted on any Common Areas.
- D. Common Areas shall not be obstructed, littered, defaced or misused in any manner.
- E. No animals or pets shall be allowed on Common Areas except to the extent permitted by the Declaration of Condominium; further, cats, dogs and the like shall be allowed only if carried or on a leash while on Condominium property. Pet owners must clean up after their pets. No pets are permitted in the pool area.
- F. No unit owners or occupants shall post any advertisements or posters of any kind in or on the Common Areas except as required for notice of Association or Board Meetings and except as authorized, in writing, by the Board of Directors.
- G. All garbage shall be deposited in the disposal installations provided for such purpose.
- H. No barbecuing or outdoor cooking of any type shall be permitted on Common Areas except where the Association designates a place or provides facilities for such cooking and all rules associated therewith must be followed.

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**Montelena Condominium Association, Inc.**  
**Board of Director's 2020 Approved Budget**  
**For the Period of January 1, 2020 through December 31, 2020**

33 Units

Income	2019				2020 Budget
	Approved Budget	Actuals 9/30/2019	Estimated 12/31/2019		
Operating Assessments	\$ 173,417	\$ 129,987	\$ 173,417	\$ 174,330	
Reserve Assessments	\$ 39,986	\$ 29,989	\$ 39,986	\$ 35,367	
VCA - Master Association	\$ 30,030	\$ 22,572	\$ 30,030	\$ 28,314	
Bulk Rate Communication Fees	\$ 35,706	\$ 26,829	\$ 35,706	\$ 35,706	
Reserve Interest		\$ 3,842	\$ 3,842		
Interest & Late Fees		\$ 435	\$ 435		
Interest Income - Operating		\$ 96	\$ 96		
Miscellaneous Income		\$ 133	\$ 133		
Prior Year Surplus / (Deficit)	\$ -	\$ -	\$ -		
<b>Total Income</b>	<b>\$ 279,139</b>	<b>\$ 213,883</b>	<b>\$ 283,645</b>	<b>\$ 273,717</b>	
<b>Administrative Expenses</b>					
Management/Accounting Fee	\$ 9,649	\$ 7,237	\$ 9,649	\$ 12,000	
Office Expense	\$ 1,400	\$ 1,589	\$ 1,400	\$ 1,400	
Postage	\$ 300	\$ 214	\$ 225	\$ 250	
Corporate Filing Fee	\$ 62	\$ 61	\$ 61	\$ 62	
Fees to Division	\$ 132	\$ 132	\$ 132	\$ 132	
Pool Permits / Taxes	\$ 1,225	\$ 875	\$ 875	\$ 900	
Bad Debt/Uncollectible Fees	\$ -	\$ -	\$ -	\$ -	
<b>Sub-Total Administrative Expenses</b>	<b>\$ 12,768</b>	<b>\$ 10,108</b>	<b>\$ 12,342</b>	<b>\$ 14,744</b>	
<b>Professional Fees/Insurance</b>					
Legal / Accounting (CPA)	\$ 3,000	\$ 713	\$ 1,000	\$ 2,000	
Package Insurance	\$ 27,500	\$ 27,092	\$ 27,500	\$ 30,000	
<b>Sub-Total Professional Fees &amp; Insurance</b>	<b>\$ 30,500</b>	<b>\$ 27,805</b>	<b>\$ 28,500</b>	<b>\$ 32,000</b>	
<b>Utilities</b>					
Electricity	\$ 12,000	\$ 8,185	\$ 10,300	\$ 11,000	
Irrigation Water	\$ 3,500	\$ 2,335	\$ 3,300	\$ 3,500	
Bulk Rate Communication Fees	\$ 35,706	\$ 26,829	\$ 35,706	\$ 35,706	
Trash Disposal/Recycling	\$ 200	\$ -	\$ 200	\$ 275	
Telephone	\$ 1,200	\$ 695	\$ 695	\$ -	
Water/Sewer	\$ 26,000	\$ 21,980	\$ 26,215	\$ 28,000	
<b>Sub-Total Utilities</b>	<b>\$ 78,606</b>	<b>\$ 60,024</b>	<b>\$ 76,416</b>	<b>\$ 78,481</b>	
<b>Bldg. Repairs &amp; Maintenance</b>					
Building Maintenance and Repairs	\$ 5,000	\$ 1,091	\$ 1,200	\$ 5,000	
Building Supplies	\$ 1,000	\$ (422)	\$ 100	\$ 700	
Janitorial Service	\$ 1,100	\$ 905	\$ 1,100	\$ 1,200	
Pest Control Contract	\$ 1,615	\$ 936	\$ 1,615	\$ 1,615	
Fire Panel Monitoring & Inspections	\$ 4,020	\$ 2,954	\$ 4,020	\$ 4,020	
Fire Panel Equipment & Repair	\$ -	\$ 1,696	\$ 1,696	\$ -	
Fire Sprinkler Inspections/Repair	\$ -	\$ -	\$ -	\$ -	
Fire Extinguisher Inspections & Repair	\$ 350	\$ 924	\$ 924	\$ 350	
Dryer Vent Cleaning (Next due in 2020)	\$ 1,250	\$ -	\$ -	\$ 1,250	
<b>Sub-total Bldg Repairs &amp; Maintenance</b>	<b>\$ 14,335</b>	<b>\$ 8,085</b>	<b>\$ 10,655</b>	<b>\$ 14,135</b>	
<b>Grounds Maintenance</b>					
Grounds Maintenance/Repairs	\$ 2,000	\$ 604	\$ 400	\$ 2,000	
Landscape Maint.	\$ 35,414	\$ 26,303	\$ 35,414	\$ 36,476	
Sod/Plants/Other	\$ 7,000	\$ 315	\$ 3,000	\$ 4,000	
Mulch	\$ 7,000	\$ -	\$ 7,000	\$ 7,200	
Irrigation Repairs/Maintenance	\$ 2,500	\$ 1,226	\$ 1,500	\$ 2,500	
Tree Trimming (palms and front Oaks in 2018)	\$ 4,000	\$ -	\$ 3,500	\$ 3,500	
Fountain Maintenance / Pool	\$ 9,900	\$ 7,425	\$ 9,900	\$ 9,900	
Fountain & Pool Equip & Repair	\$ 3,000	\$ 2,472	\$ 2,800	\$ 3,000	
Gate Maint / Repairs / Improvements	\$ 1,500	\$ 1,795	\$ 1,800	\$ 1,500	
Hurricane Special Assessment Expenses		\$ 3,850	\$ 3,850	\$ -	
<b>Sub-Total Grounds Maintenance</b>	<b>\$ 72,314</b>	<b>\$ 43,990</b>	<b>\$ 69,164</b>	<b>\$ 70,076</b>	
<b>Miscellaneous</b>					
VCA - Master Association	\$ 30,030	\$ 22,473	\$ 30,030	\$ 28,314	
Contingency	\$ 600	\$ -	\$ 600	\$ 600	
<b>Sub-Total Miscellaneous Expenses</b>	<b>\$ 30,630</b>	<b>\$ 22,473</b>	<b>\$ 30,630</b>	<b>\$ 28,914</b>	
<b>Total Operating Expenses</b>	<b>\$ 239,153</b>	<b>\$ 172,485</b>	<b>\$ 227,707</b>	<b>\$ 238,350</b>	
Reserve Unallocated interest		\$ 3,842	\$ 3,842	\$ -	
Transfer From Operating for Uninsured Loss		\$ 10,000	\$ 10,000	\$ -	
Reserves	\$ 39,986	\$ 29,989	\$ 39,986	\$ 35,367	
<b>Sub-Total Reserve Income</b>	<b>\$ 39,986</b>	<b>\$ 43,831</b>	<b>\$ 53,828</b>	<b>\$ 35,367</b>	
<b>Total Common Expenses</b>	<b>\$ 279,139</b>	<b>\$ 216,316</b>	<b>\$ 281,535</b>	<b>\$ 273,717</b>	

In 2018 we had a Special Assessment for Hurricane related damages of \$ 1,255 per unit x 33 units = \$ 41,415 \$ 21,815 was used to reimburse the operating account for expenses already inquired for hurricane expenses and the remaining \$ 19,600 was earmarked for Landscape, gutter and roof related repairs. In 2018 \$ 5992.71 was expenses from the SA and in 2019 \$ 3,850.00 was expensed. Balance remaining = \$ 9,757.29. As of 9/30/2019. We continue to have roof expenses related to the insurance claim. Once the claim is settled we return any unused funds if any to the owners by lower fees using the remaining balance.



**Montelena Condominium Association, Inc.**  
**2020 Approved Budget**  
**Capital Expenditures and Deferred Maintenance**  
**For the Period of January 1, 2020 through December 31, 2020**

Item	Estimated Life When New (Years)	Estimated Maintenance/Replacement Cost	2020 Estimated Remaining Life (Years)	Reserve Balance 9/30/2019	Add'l Reserve Funding in 2019	*Estimated Reserve Balance 12/31/2019	Additional Reserves Required	Annual Funding Required In 2020
3008 Roof Replacement	25	380,000	11	173,947	4,584	178,531	201,469	18,315
3010 Painting	10	61,800	3	53,796	364	54,160	7,640	2,547
3012 Pavement/Seal Coating	25	35,020	11	5,287	698	5,985	29,035	2,640
3006 Power Washing Roofs	3	5,665	1	5,662	500	6,162	(497)	(497)
3004 Exterior Lighting	25	24,000	11	10,592	298	10,890	13,110	1,192
3016 Pool / Spa /furniture/deck	15	37,080	2	29,175	1,429	30,604	6,476	3,238
3018 Fountains	15	60,000	2	54,873	1,026	55,899	4,101	2,051
3005 Gutters/downspouts + 20%	25	18,000	11	5,519	277	5,796	12,204	1,109
Irrigation Repair/Improvements	5	10,000	4	1,500	500	2,000	8,000	2,000
3002 Uninsured Loss/Deductibles		10,000		10,000	-	10,000	-	0
3000 Unallocated Interest	N/A			21,793	462	22,255	-	0
3015 Def Maint & Capital Exp	N/A	10,000	2	4,133	321	4,454	5,546	2,773
<b>Totals</b>		<b>651,565</b>		<b>376,277</b>	<b>10,459</b>	<b>386,736</b>	<b>287,084</b>	<b>35,367</b>

Notes

Left the roof reserve at 380,000 for 2020 as we continue to work with the Merin Law Group to collect for hurricane damage.

Increase the cost of Painting, Pavement/seal coating , power washing roofs, pool & Spa furniture by 3% for the 2020 estimate cost.

Added 1 year estimated remaining life to Def Maint & Cap Expenses, and to Fountains as these are not in need of any critical work in 2020.

Reserve replacement cost and estimated remaining useful lives are projections based on estimates. Even if the Association is currently fully funding the reserves, the accumulated amounts may not be adequate to meet all future repairs and replacement. If additional funds are needed the Association has the right to increase regular assessments, levy special assessments, borrow or delay repairs and replacement until funds are available.

**2020 Approved Budget  
Reserve & Assessment Schedule  
For the Period of January 1, 2020 through December 31, 2020**

	<u>Annually</u>	<u>Quarterly</u>	<u>Monthly</u>
Operating Assessment	5,283	1,321	440
Reserve Assessment	1,072	268	89
<b><i>Montelena Condominium</i></b>	<b>6,355</b>	<b>1,589</b>	<b>530</b>
VCA Fee	858	215	72
Bulk Rate Communication Fee	1,082	271	90
<b>Total Assessment Due</b>	<b>8,295</b>	<b>2,074</b>	<b>691</b>

Quarterly Assessments 2020 = \$ 2,074.00

**Summit-Broad-Band Monthly Communication Cost**

Basic Cable TV and digital Plus	51.00
Internet	23.99
Phone Lines	8.00
NAC Fee	0.00
Taxes, FCC fees, 911 fees	7.17
<b>Yearly cost = \$ 1,082 for Summit Broadband</b>	<b>90.16</b>

**MONTELENA CONDOMINIUM ASSOC.**

Balance Sheet  
As of 12/31/19

ASSETS

CURRENT ASSETS

Cash:

1009	Iberia Bank Operating #2336	\$ 75,718.89	
1012	Iberia Bank Operating MM #2786	25,690.14	
	Sub-Total Cash		\$ 101,409.03

Reserves:

1015	Iberia Bank Reserves #2344	\$ 11,382.09	
1016	Iberia Reserves ICS #2344	377,480.41	
	Sub-Total Reserves		\$ 388,872.50

Accounts Receivable:

1450	Owners Receivable	\$ 2,187.96	
	Sub-Total Accounts Receivable		\$ 2,187.96
	Total Current Assets		\$ 492,469.49

Other Assets:

1690	Prepaid Insurance	\$ 2,960.21	
	Total Other Assets		\$ 2,960.21
	TOTAL ASSETS		\$ 495,429.70

LIABILITIES & EQUITY

CURRENT LIABILITIES:

2110	Accounts Payable	\$ 4,968.76	
2250	Owners Prepaid	33,184.00	
	Subtotal Current Liab.		\$ 38,152.76

These financial statements are for management-  
use-only and not intended for third-party use.

**MONTELENA CONDOMINIUM ASSOC.**

Balance Sheet  
As of 12/31/19

**EQUITY & RESERVES**

**RESERVES:**

3000	Reserves-Unallocated Interest	\$ 24,391.99	
3001	Reserve-Irr Repair/Improvement	2,000.00	
3002	Uninsured Loss/Deductibles	10,000.00	
3004	Reserves - Exterior Lighting	10,890.32	
3005	Reserves-Gutters/downspouts	5,796.02	
3006	Reserves-Power Washing Roofs	6,162.00	
3008	Reserves - Roof	178,531.04	
3010	Reserves-Painting/Power Wash	54,159.82	
3012	Reserves - Paving	5,985.45	
3015	Reserves-Def Maint & Capt Exp	4,454.24	
3016	ReservePool/Spa/Furniture/Deck	30,803.43	
3018	Reserves - Fountains	55,898.19	
	<b>Subtotal Reserves</b>		<b>\$ 388,872.50</b>

**EQUITY:**

3300	Retained Earnings	\$ 79,156.36	
	Current Year Net Income/(Loss)	(10,751.92)	
	<b>Subtotal Equity</b>		<b>\$ 68,404.44</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>\$ 495,429.70</b>

These financial statements are for management-  
use-only and not intended for third-party use.

**MONTELENA CONDOMINIUM ASSOC.**

Income/Expense Statement  
Period: 12/01/19 to 12/31/19

Account	Description	Current Period			Year-To-Date			Yearly
		Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>INCOME:</b>								
04145	Maintenance Fees	14,443.00	14,451.38	(8.38)	173,316.00	173,417.00	(101.00)	173,417.00
04150	Reserve Fees	.00	3,332.13	(3,332.13)	39,996.00	39,986.00	10.00	39,986.00
04151	V.C.A. Fees	2,508.00	2,502.50	5.50	30,096.00	30,030.00	66.00	30,030.00
04155	Bulk Communication Fees	2,981.00	2,975.50	5.50	35,772.00	35,706.00	66.00	35,706.00
04200	Late Charge Fees / Interest	31.30	.00	31.30	518.38	.00	518.38	.00
04240	Interest Income - Operating	5.46	.00	5.46	118.48	.00	118.48	.00
04250	Interest Income - Reserves	531.01	.00	531.01	5,586.37	.00	5,586.37	.00
04295	Miscellaneous Income	.00	.00	.00	148.50	.00	148.50	.00
	<b>TOTAL INCOME</b>	<b>20,499.77</b>	<b>23,261.51</b>	<b>(2,761.74)</b>	<b>285,551.73</b>	<b>279,139.00</b>	<b>6,412.73</b>	<b>279,139.00</b>
<b>EXPENSES:</b>								
<b>ADMINISTRATIVE</b>								
06020	Contingency	.00	50.00	50.00	.00	600.00	600.00	600.00
06025	Corporate Filing Fee	.00	5.13	5.13	61.25	62.00	.75	62.00
06028	Fees to Division	.00	11.00	11.00	132.00	132.00	.00	132.00
06040	Management / Accounting Fee	804.12	804.12	.00	9,649.00	9,649.00	.00	9,649.00
06050	Office Expense	181.84	116.63	(65.21)	2,205.20	1,400.00	(805.20)	1,400.00
06052	Postage	29.00	25.00	(4.00)	283.55	300.00	16.45	300.00
06056	Legal / Accounting (CPA)	.00	250.00	250.00	713.00	3,000.00	2,287.00	3,000.00
06070	Pool Permits / Taxes	.00	102.12	102.12	875.00	1,225.00	350.00	1,225.00
	<b>SUB-TOTAL ADMINISTRATIVE</b>	<b>1,014.96</b>	<b>1,364.00</b>	<b>349.04</b>	<b>13,919.00</b>	<b>16,368.00</b>	<b>2,449.00</b>	<b>16,368.00</b>
<b>UTILITIES</b>								
06100	Electricity	1,045.32	1,000.00	(45.32)	10,843.64	12,000.00	1,156.36	12,000.00
06105	Irrigation Water	269.08	291.63	22.55	3,606.26	3,500.00	(106.26)	3,500.00
06110	Trash Disposal/Recycling	.00	16.63	16.63	217.56	200.00	(17.56)	200.00
06118	Telephone	.00	100.00	100.00	651.32	1,200.00	548.68	1,200.00
06120	Water/Sewer	2,541.97	2,166.63	(375.34)	29,260.23	26,000.00	(3,260.23)	26,000.00
	<b>SUB-TOTAL UTILITIES</b>	<b>3,856.37</b>	<b>3,574.89</b>	<b>(281.48)</b>	<b>44,579.01</b>	<b>42,900.00</b>	<b>(1,679.01)</b>	<b>42,900.00</b>
<b>GROUNDS/BLDG. MAINTENANCE</b>								
06141	Irrigation Repairs/Maintenanc	421.45	208.37	(213.08)	1,972.23	2,500.00	527.77	2,500.00
06145	Grounds Maintenance/Repairs	.00	166.63	166.63	723.74	2,000.00	1,276.26	2,000.00
06150	Gate Maint/Repairs/Improvement	95.00	125.00	30.00	1,890.00	1,500.00	(390.00)	1,500.00
06160	Landscape Maintenance	2,922.51	2,951.24	28.73	35,070.12	35,414.00	343.88	35,414.00
06162	Sod/Plants/Other	.00	583.37	583.37	2,631.00	7,000.00	4,369.00	7,000.00
06163	Mulch	.00	583.37	583.37	6,929.00	7,000.00	71.00	7,000.00
06165	Tree Trimming	.00	333.37	333.37	4,000.00	4,000.00	.00	4,000.00
06170	Pool/Fountain Maintenance	825.00	825.00	.00	9,900.00	9,900.00	.00	9,900.00
06172	Fountain & Pool Equip Repairs	.00	250.00	250.00	3,247.18	3,000.00	(247.18)	3,000.00

# MONTELENA CONDOMINIUM ASSOC.

Income/Expense Statement  
Period: 12/01/19 to 12/31/19

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
06190	Building Maintenance & Repair	40.00	416.63	376.63	1,388.72	5,000.00	3,611.28	5,000.00
06192	Building Supplies	167.86	83.37	(84.49)	(253.64)	1,000.00	1,253.64	1,000.00
06194	Janitorial Service	100.00	91.63	(8.37)	1,105.00	1,100.00	(5.00)	1,100.00
06196	Dryer Vent Cleaning	.00	104.13	104.13	.00	1,250.00	1,250.00	1,250.00
06213	Fire Ext Inspect & Repair	.00	29.13	29.13	923.82	350.00	(573.82)	350.00
06230	Pest Control Contract	.00	134.62	134.62	1,170.00	1,615.00	445.00	1,615.00
06235	Special Assessment	.00	.00	.00	3,849.50	.00	(3,849.50)	.00
06240	Fire Panel Monitoring & Inspec	176.00	335.00	159.00	3,992.76	4,020.00	27.24	4,020.00
06242	Fire Panel Equipt. & Repair	.00	.00	.00	1,696.00	.00	(1,696.00)	.00
<b>SUB-TOTAL GROUNDS/BLDG.MAIN</b>		<b>4,747.82</b>	<b>7,220.86</b>	<b>2,473.04</b>	<b>80,235.43</b>	<b>86,649.00</b>	<b>6,413.57</b>	<b>86,649.00</b>
<b>MASTER ASSOCIATION</b>								
06300	VCA Master Association Fees	2,497.00	2,502.50	5.50	29,964.00	30,030.00	66.00	30,030.00
06303	VCA Bulk Communication Fees	2,981.00	2,975.50	(5.50)	35,772.00	35,706.00	(66.00)	35,706.00
<b>SUB-TOTAL MASTER ASSOCIATIO</b>		<b>5,478.00</b>	<b>5,478.00</b>	<b>.00</b>	<b>65,736.00</b>	<b>65,736.00</b>	<b>.00</b>	<b>65,736.00</b>
<b>INSURANCE</b>								
06310	Property/Liability/Other Ins.	2,960.22	2,291.63	(668.59)	36,261.84	27,500.00	(8,761.84)	27,500.00
<b>SUB-TOTAL INSURANCE</b>		<b>2,960.22</b>	<b>2,291.63</b>	<b>(668.59)</b>	<b>36,261.84</b>	<b>27,500.00</b>	<b>(8,761.84)</b>	<b>27,500.00</b>
<b>RESERVES</b>								
06420	Reserves-Gutters/downspouts	.00	92.49	92.49	1,109.00	1,109.00	.00	1,109.00
06421	Reserve-Irr.Repair/Improvemen	.00	166.63	166.63	2,000.00	2,000.00	.00	2,000.00
06422	Reserves - Roof	.00	1,527.99	1,527.99	18,336.00	18,335.00	(1.00)	18,335.00
06424	Reserves - Exterior Lighting	.00	99.38	99.38	1,193.00	1,193.00	.00	1,193.00
06425	Reserves-Def Maint & Capt Exp	.00	107.12	107.12	1,284.00	1,285.00	1.00	1,285.00
06426	Reserves - Power Washing Roof	.00	166.63	166.63	2,000.00	2,000.00	.00	2,000.00
06428	Reserves-Painting/Power Wash	.00	121.25	121.25	1,455.00	1,455.00	.00	1,455.00
06430	Reserves-Unallocated Interest	531.01	.00	(531.01)	5,586.37	.00	(5,586.37)	.00
06432	Reserves-Uninsured Loss/Deduc	.00	.00	.00	10,000.00	.00	(10,000.00)	.00
06444	Reserves - Paving	.00	232.63	232.63	2,792.00	2,792.00	.00	2,792.00
06466	Reserves-Pool/Spa/Furniture	.00	476.25	476.25	5,715.00	5,715.00	.00	5,715.00
06488	Reserves - Fountains	.00	341.87	341.87	4,102.00	4,102.00	.00	4,102.00
<b>SUB-TOTAL RESERVES</b>		<b>531.01</b>	<b>3,332.24</b>	<b>2,801.23</b>	<b>55,572.37</b>	<b>39,986.00</b>	<b>(15,586.37)</b>	<b>39,986.00</b>
<b>TOTAL EXPENSES</b>		<b>18,588.38</b>	<b>23,261.62</b>	<b>4,673.24</b>	<b>296,303.65</b>	<b>279,139.00</b>	<b>(17,164.65)</b>	<b>279,139.00</b>

**MONTELENA CONDOMINIUM ASSOC.**

Income/Expense Statement  
Period: 12/01/19 to 12/31/19

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
	Current Year Net Income/(loss)	1,911.39	(.11)	1,911.50	(10,751.92)	.00	(10,751.92)	.00
		=====	=====	=====	=====	=====	=====	=====

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