

# Property Management Professionals

## TIERRA LAGO HOMEOWNERS ASSOCIATION

### **PURCHASE APPLICATION**

**Mail: \_\_\_\_\_ or \_\_\_\_\_ Drop Off:**

**Tierra Lago  
c/o PMP  
75 Vineyards Blvd., Third Floor  
Naples, FL 34119  
Ph# 239-353-1992**

**Please submit application at least 20 days prior to settlement date**

### **APPLICATION ARE NOT COMPLETE WITHOUT THE FOLLOWING**

- 1. COPY OF THE SIGNED SALES CONTRACT**
- 2. COMPLETED AND SIGNED SALES APPLICATION**
- 3. \$100 PROCESSING FEE: Non-Refundable**
  - \$50 check or money order payable to Tierra Lago**
  - \$50 check or money order payable to PMP**

**APPLICATION FOR APPROVAL TO PURCHASE**

**TIERRA LAGO HOMEOWNERS ASSOCIATION**

**c/o Property Management Professionals**

**75 Vineyards Blvd, Third Floor**

**Naples, FL 34119**

Attached to this application is a \$100 Application fee: **\$50 payable to Tierra Lago HOA and \$50 payable to Property Management Professionals.** This application fee is per family (husband/wife, parent/dependant child are considered on family). All other applicants also pay an application fee. A copy of the signed purchase agreement is attached.

Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_

I (we) hereby apply for approval to purchase the above unit and for membership in the Homeowners Association.

In order to facilitate consideration of this application, I (we) represent that the following information is factual and trust and agree that any falsification or misrepresentation of the facts in this application will justify its automatic rejection. I (we) consent to your further inquiry concerning this application, particularly of the references given.

It should be noted that all the units in this Community are for single family residence only. A "single family" consists of up to, but not more than, four (4) persons related by law, blood, adoption or marriage.

1. Current Owner Name: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

Present Address: \_\_\_\_\_

How Long at address?: \_\_\_\_\_ Phone#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Name of Spouse/Co-applicant: \_\_\_\_\_

Present Address: \_\_\_\_\_

How Long at address?: \_\_\_\_\_ Phone#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Any other persons who will be occupying the unit on a regular basis:

Name	Relationship	Date of Birth
_____	_____	_____
_____	_____	_____

5. Do you have any pets? \_\_\_\_\_ Specify: \_\_\_\_\_

6. Automobile Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_  
License Plate# \_\_\_\_\_  
Automobile Make & Model: \_\_\_\_\_ Year: \_\_\_\_\_  
License Plate# \_\_\_\_\_

7. Employer's Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Position: \_\_\_\_\_ How Long? \_\_\_\_\_

8. Spouse/Co-Applicant Employer: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Position: \_\_\_\_\_ How Long? \_\_\_\_\_

9. Bank Reference & Address: \_\_\_\_\_

10. Name of Landlord & Phone #: \_\_\_\_\_

11. Prior Home Address: \_\_\_\_\_

12. Person to Notify in Case of an Emergency: \_\_\_\_\_  
\_\_\_\_\_

13. Three Personal References (local if possible):

Names: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Address: \_\_\_\_\_

Names: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
Address: \_\_\_\_\_

14. Please check your intention. I (we) are purchasing this unit to:

- \_\_\_\_\_ Reside here on a full time basis
- \_\_\_\_\_ Reside her part time
- \_\_\_\_\_ Lease the unit

The prospective owner will be advised by the Association within a twenty (20) day period from the date of receiving a completed application whether or not the application is approved.

I (we) am/are aware of and agree to abide by the Declaration of Association, the Articles of incorporation, By-Laws and any and all property Rules and Regulations in effect within the terms of this occupancy.

This will not be a completed application unless accompanied by the necessary application fee and copy of signed sales contract. Tierra Lago requires at least **20 days** to approve sales.

Date: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Spouse/Co-Applicant's Signature

APPROVED \_\_\_\_\_

DISAPPROVED \_\_\_\_\_

By:

\_\_\_\_\_  
Officer

Date: \_\_\_\_\_

# Tierra Lago General Landscaping Procedures

Revised April 1, 2018

All Tierra Lago homeowners should take time to become familiar with the Association's rules on landscaping as explained below:

**PLEASE NOTE: WITH VERY FEW EXCEPTIONS, LANDSCAPE CHANGES OUTSIDE YOUR HOME OR LANAI REQUIRE A REQUEST TO PROPERTY MANAGEMENT PROFESSIONALS (PMP) AND YOU MUST RECEIVE APPROVAL PRIOR TO IMPLEMENTATION.**

- Juarez Landscaping (Juarez) is hired by the HOA and is not the personal landscaper for individual homeowners. Juarez employees are instructed by the HOA to perform work only on Board-approved requests.
- Assuming a project has been approved, you may hire Juarez to do work for you at 100% your cost.
- The HOA is not responsible for homeowners' planters, including pots, buckets and other containers including the plantings contained therein. Do not ask Juarez to maintain them unless at your expense.
- Board approval is required **PRIOR TO** any work that impacts the Tierra Lago landscape (excluding annuals). Rules are described below. A few key examples requiring Board approval are:
  - Creation or elimination of a non-grass area.
  - Planting or removal of a tree, shrub or perennials whether to be paid for by the HOA or the individual homeowner.
- If the Board approves planting of a fruit/vegetable tree/bush/vine, all costs, including care and maintenance (watering/trimming/removal) is the responsibility of the homeowner with the exception of watering as discussed below.
- If the Board approves a tree being removed at HOA expense, the removal will include the entire tree, including the stump.
- Trimming and maintenance of owner-planted trees, if approved by the HOA, are at the homeowner's expense. This includes removal of a tree.
- Annuals may be planted at owner's expense in any existing bed, but must be properly maintained by the owner. Solely at the discretion of the Board, dead (or dying) plants, risk creating (i.e., pests) plants or any plants that detract from the overall appearance of the community may be required to be removed.
- Items deemed "owner responsibility" above **CAN BE** watered by the irrigation system as long as it is in the current watering "footprint".
- When any landscape element, excluding annuals, dies (from other than owner-caused actions) the Board, at its sole discretion, may choose to:
  - Replace the plant.
  - Replace the plant with a smaller version.
  - Replace with a different type plant.
  - Not replace the plant.
  - Homeowners may request use of larger and/or more expensive items than the Board's choice. If approved, all costs above the Board's original plan will be charged to the homeowner.
- Juarez is responsible for tree-trimming only to a height of 8 feet. Another company, hired by the HOA does other tree-trimming. Palms are trimmed annually, normally in June. Oaks are trimmed every three years or when needed.
- Displays on lots, attached to houses or visible in windows of any statues, posters, notices or signs are prohibited by the Tierra Lago Covenants.
- Landscaping issues that occur between homeowners should be resolved by the parties in accordance with the Tierra Lago Covenants and rules herein. If a dispute cannot be resolved in this manner, you may escalate to PMP. PMP will involve the Board, as needed.
- Landscape lighting requires Board approval and should be consistent with the overall appearance of the community landscaping.
- Do I need to use a form or will an email suffice?
  - Use the **ARCHITECTURAL REQUEST FORM** for **CHANGES** that are permanent in nature. Examples would be:
    - Addition of landscape lights or high-powered flood lights.
    - Addition/removal of a patio, walkway or other structure outside of the lanai.
    - Addition/removal of a bedding area for plants/bushes.
  - Use email for routine landscaping issues. Examples would be:
    - Addition/removal of a tree.
    - Addition of perennials.
    - Removal of unwanted, but otherwise healthy items, whether planted by the homeowner or HOA.
    - Reporting a dead bush needing replacement.
    - Grass issues; maintenance issues.
    - Reporting irrigation system issues. (Call PMP if an emergency.)
- Neither a form nor an email is needed to plant annuals, however, the Board has the authority to remove annuals that detract from the overall HOA landscaping. All costs for annuals installation and timely removal are the responsibility of the homeowner.
- Neither a form nor an email is needed for the installation of surveillance/security cameras on the exterior of a house, however, the Board has the authority to have them repositioned if the camera view impinges on a neighbor's property.



# Tierra Lago

Neighborhood Association, Inc.

## HOMEOWNER'S GUIDE

April 1, 2018

### INTRODUCTION

This publication is intended to assist you, the homeowner and/or guests, by providing useful information in a user friendly format. It is not intended to supersede the Covenants or Bylaws of the community. For complete information regarding the Rules and Regulations, please refer to the following:

- Amended and Restated Declaration of Master Covenants, Conditions and Restrictions, Bylaws and Articles of Incorporation for Vineyards Community Association, Inc.
- Declaration of Covenants, Conditions and Restrictions for Tierra Lago at The Vineyards.
- The Tierra Lago Bylaws

In case of discrepancies, the above mentioned documents override anything in this document.

Sincerely,

The Tierra Lago Board of Directors and PMP  
April 1, 2018

## **ACCESS CONTROL (GATEHOUSES) VINEYARDS COMMUNITY ASSOCIATION**

Residents are requested to set up computer access to maintain their individual guest list. A permanent guest list is kept in the system for each residence in the gated area. Guests can be added or removed from the list simply by accessing the system from anywhere you have internet access. You maintain your list yourself. Contact PMP if you need assistance in setting this up. Failure to register a guest will result in undue delays to your guest or refusal to access the property, if they cannot contact the appropriate individuals for approval. Owners who rent/lease their property are responsible for notifying the gatehouse to authorize access for the renters. Keys, packages, etc. are not accepted at the gatehouse under any condition. The website is: <https://vineyards.capture.com/>

## **ARCHITECTURAL REVIEW COMMITTEE**

(See Modification to Home or Lot)

## **DUES**

Payment coupons are mailed to each household prior to the end of the year to facilitate quarterly payments. Assessments not received by the due dates shall be considered delinquent.

## **ASSOCIATION CONTRACTORS/EMPLOYEES**

Employees of the association (Landscapers, Electricians, etc.) should not be directed to perform services by unit homeowners. That is the sole responsibility of the property management company and/or the Board of Directors.

## **CABLE TV SERVICE**

Cable TV, Internet and Telephone services are provided to all homeowners in the community by Summit Broadband and the standard package is included in your quarterly dues. Premium TV services and higher speed Internet is available through Summit for an additional charge.

## **EXTERIOR HOUSE PAINT COLORS**

The Tierra Lago Board of Directors must approve in writing any exterior painting desired by the owner. This includes painting your house the same color and/or a change in color. Please forward all requests to our association property manager. Use the Architectural Request Form.

The policy regarding the exterior painting of homes in Tierra Lago is to continue the colors originally approved by The Vineyards. Therefore, the approved colors will be within the spectrum of colors of the houses and trim which currently exist in our neighborhood. A palette of colors that are pre-approved can be viewed by contacting PMP.

## **FLAG POST AND FLAGS**

American flags on units should be placed on the left front side of the unit as if you were standing in the street in front of your unit. You may display one portable American flag in a respectful manner. A flagpole (free standing) for display of the American flag or any other flag shall be permitted if first approved in writing by the Tierra Lago Board of Directors and the Vineyards Master Association. An approved flagpole shall not be used as an antenna.

## **GARAGE DOORS**

Garages shall be used only for the purpose constructed and no owner shall be permitted to enclose or finish the garage to provide additional living space. All garage doors must remain closed, except upon entering or exiting the garage and for general home maintenance.

## **GATE ACCESS**

(See Access Control)

## **HAZARDOUS WASTE**

Each owner shall comply with all federal, state and local statutes, regulations, ordinances, or other rules intended to protect the public health and welfare as related to land, water, groundwater, air or other aspects of the natural environment (the "Environmental Laws"). Environmental Laws shall include, but are not limited to, those hazardous substances, waste and materials (collectively, the "Hazardous Materials"). No owner or his tenants, guest, invitees, or permittees shall knowingly use, generate, manufacture, store, release, dispose of or knowingly permit to exist in, on, under or about his or her Lot any Hazardous Materials except in compliance with the Environmental Laws.

## **IRRIGATION SYSTEM**

The water for each lot and common area is paid for by equal annual assessment of all Tierra Lago homeowners. No one is permitted at any time to manually turn on the irrigation system. Only authorized personnel are permitted to adjust or modify any part of the entire irrigation system throughout Tierra Lago. If you feel you are not getting your proper water allocation, or your system is in need of repair, please contact our association property manager.

**LANDSCAPE ADDITIONS/CHANGES - (Trees, Shrubs, etc.):**

Requires the approval of the Tierra Lago Board of Directors and the Vineyards Master Association in regard to the location and the materials used in the proposed additions/changes to the landscape needs. Please see the separate sheet that details the current landscaping operating procedures.

**LANDSCAPE LIGHTING**

Requires the approval of the Tierra Lago Board of Directors and the Vineyards Master Association in regard to the location of and the materials used in the construction of Landscape Lighting. Please contact our property manager.

**LANDSCAPING SERVICES**

The contract with our landscaping service provider includes: cutting the lawns and community property; cutting is normally done on Thursdays. Other services, including tree trimming, fertilizing, etc. are done on a regular basis. Our landscaping company is under contract to the Tierra Lago Homeowners Association, not the individual homeowners. This means that Juarez Landscaping MUST check first with the Board for all homeowner requests (see special section for specific examples).

**LEASES (See also Sale of Home)**

All leases must be in writing and a copy given to the Board of Directors upon commencement of the lease. Leases may not be for less than 30 days nor more than twice yearly.

**MAIL BOXES**

The covenants require all mailboxes to be of the same design and color as originally installed by the developer. All mailboxes must have the house numbers on both sides. There are to be no reflectors, newspaper tubes or signs attached to the post. Should you need a new mailbox, or new numbers for your mailbox, please contact the Property Manager.

**MEETINGS**

Members Annual Meeting: The annual meeting for all members is held each year. Written Notice of the annual meeting of the members shall be given by, or at the direction of the secretary or person authorized to call the meeting, by mailing a copy of such Notice at least 30 days before such meeting, to each member entitled to vote. The Board will also post a notice of the meeting at our association office and at our permanent notice sign near the exit of Tierra Lago.

Meetings of Directors (Regular, Special and Open): A Meeting of the board of Directors of the association occurs whenever a quorum of the Board gathers to conduct association business. All meetings of the Board must be open to all members, except for meetings between the Board and its attorney with respect to proposed or pending litigation, where the contents of the discussion would otherwise be governed by attorney-client privilege. Regular board meetings are typically held the second Wednesday of each month at 4:00 PM.

Notice of Board Meetings: The sign for posted notices is located at the exit of Tierra Lago. Notice of meetings is also posted at our association office.

**MODIFICATIONS TO OUTSIDE OF HOME OR LOT**

Homeowners who wish to make a modification to the outside of their home or property must submit a request in writing to the Tierra Lago Board of Directors, c/o PMP, to the attention of our Property Manager. You may also scan and email the request. The form is available here [http://vcamasters.com/arc\\_form.html](http://vcamasters.com/arc_form.html) The request should include two drawings or sketches describing the proposed modification. PMP will handle getting the necessary approvals by both Tierra Lago and the VCA. Please allow 28 days from receipt of request for all approvals.

**NOISE AND LIGHTING DISTURBANCES -** No conduct shall be permitted which is a source of annoyance to residents. This includes, but is not limited to, excessive noise due to radios, television, stereos, CD players, musical instruments and pets. House party noise should be limited so as not to interfere with the quiet, peaceful enjoyment of the surrounding homeowners.

No light shall be emitted from any home that is unreasonably offensive to others. Security lights or bells, whistles, horns, etc. shall not be a nuisance to others.



**PAINT AND CHEMICAL CONTAINERS - (Disposal):**

Empty paint cans should NOT be placed in the recycle bin for pick-up by Waste Management, but should be taken to Naples Recycling Center.

**PARKING**

As our streets are narrow, we respectfully request that you ask your friends, visitors, service trucks, etc., to park in your driveway and not in the street whenever possible. Also, no vehicles are allowed to park on the grass at any time. Should cars be parked on the street, headed "with traffic" and as close to the curb as possible. Also, please park in such a manner that it will not interfere with someone backing out of or entering their driveway.

**PETS**

Homeowners and/or tenants are responsible for cleaning up after their dog or cat. The pet must be leashed at all times while on the common areas of the association. All pets must have proper medical immunization as per Florida Statutes. Pets should not become a nuisance or annoyance to neighbors, whether inside or outside of pet owner's house.

**PLANTS AND SHRUBS**

(See Landscape Additions)

**RECYCLING AND TRASH COLLECTION**

(See Trash Collection)

**SALE OF HOME, TRANSFER OF OWNERSHIP AND LEASING OF HOMES**

The transfer of ownership and leasing of a home by an owner shall be subject to the following provisions:

- **Transfers** - There shall be no restrictions on transfers of lots; however, the Association must be notified of any transfer of title to a lot as provided in the By-Laws.
- **Leases** - All leases of lots must be in writing and a copy of any lease shall be delivered to the Board upon commencement of the said lease. No lot may be leased for a period of less than thirty (30) days nor more than two (2) times per year. If a lot is leased, no one but the lessee, his family within the first degree of relationship by blood, adoption or marriage, and their guests may occupy the lot. All tenants shall comply with any and all rules and regulations.

**SATELLITE DISHES**

A Satellite Dish no larger than eighteen inches in diameter is permitted to be installed by the Owner of a Lot, only with the prior written consent of the Tierra Lago Board of Directors and the Vineyards Master Association. Satellite Dishes must be confined to the property of the lot owner and not on any common area. The Dish must be reasonably buffered by shrubs, plants or trees so as not to be openly visible from the street or from neighboring lots. If the Satellite Dish is approved, the homeowner will still be liable for the Association's cable service charge. FCC regulations forbid an association from disallowing dishes; however, their location, size, and manner of installation can be regulated.

**SOLAR COLLECTORS**

Installation of solar collectors requires the approval of the Tierra Lago Board of Directors and the Vineyards Master Association in regard to the location of and the materials used in the construction of Solar Collectors. Please contact our property manager for the proper request form. Solar collectors cannot be prohibited by the association; however, their location, size and manner of construction can be regulated.

**SPEED LIMITS**

Please observe the 20 MPH speed limit within Tierra Lago for everyone's safety.

**STREET LIGHTS** - The streetlights automatically turn on at dusk and off at daybreak. If you should notice that the streetlight nearest you does not go on, or if the light remains on during the day, please notify the Property Manager.

## **TRASH COLLECTION**

Service and pickup is on Wednesday and Saturday between 6:00 a.m. and 6:00 p.m. All garbage carts, recycling carts and/or refuse are to be placed at the curb no earlier than the 6:00 PM the evening prior to the day of garbage collection. Garbage and recycling containers should be placed approximately six feet apart and not too near your mailbox so that the trucks can have clear access to the containers. Curbside service is scheduled as follows:

- **Wednesday:** Garbage, recycling and bulky items pickup.
- **Saturday:** Garbage pickup only.

A few suggestions:

- **Garbage:** Place your garbage in plastic bags and then in the garbage cart. Place your container near the road with the wheels on the house side. Any loose refuse not picked up by collectors, or blown from trash cart during the collection, should be placed in the trash cart for future pick-up.
- **Recycling:** Place items in recycle container. Boxes must be empty and broken down flat. Broken down boxes that don't fit in your container should be placed alongside container. Packing popcorn is currently not accepted. The type of materials to be recycled can be found on the sticker located on the lid of your recycling container. Shredded items can be put in plastic bags and put in the recycling bin.
- **Bulky Item Pick-Up:** Picked up on recycle days only (Wednesday). These are items that do not fit into your cart. Set out alongside the trash container on the recycle day. A call to Waste Management before you place the item on the street will insure pick-up.

**COLLECTION WILL NOT TAKE PLACE ON THREE HOLIDAYS:** July 4th, Thanksgiving and Christmas. Since Thanksgiving is always on Thursday, the only two days each year we are affected are July 4th and Christmas whenever either of these days falls on a Wednesday or a Saturday. When we miss a pickup due to one of these holidays, you will not receive service until the NEXT REGULARLY SCHEDULED pickup day.

**HAZARDOUS WASTE:** Many items are considered hazardous waste and should not be placed in your garbage or trash cart. See the Collier County or Waste Management websites for more details.

**YOU ARE IN VIOLATION OF COUNTY ORDINANCE 91-14 SEC. 7, if:**

- If you set out your cart, recycle bin, bags, etc., before 6:00 p.m. the evening before your scheduled pick-up.
- All emptied containers are not removed from the curbside the same day of the pickup. Both violations carry a \$ 100 County fine.

## **TREE PLANTINGS**

(See Landscape Additions)

## **TREE SERVICE**

All of the (550+) trees in our community are trimmed as needed by a licensed tree service. Trimming of hardwood trees by individual homeowners (not licensed) is subject to a substantial fine by Collier County. Hardwoods are normally trimmed in the Spring (not every year) and the palms in early Summer (every year).

**Quick Reference—Tierra Lago Landscaping Rules and Responsibilities**  
(See more complete information on the next page.)

**Emergencies**

- Irrigation system “geysering”.
- Tree has fallen, is unstable and/or dangerous.
- Tree branches that are broken/damaged and are creating an immediate danger.

Call PMP 239-353-1992 immediately—even on weekends.

**Routine**

- Tree, bush or grass that is dead or dying.
- Tree needs trimming as it is too close to house or lanai.
- Irrigation not spraying correctly.

Contact PMP via email. [geri@pmpofswfl.com](mailto:geri@pmpofswfl.com)

**MINOR Landscape Changes**

- Grass/tree/bush removed.
- Grass/tree/bush added.
- Perennials added/removed.

Send an email to PMP with a complete description of what you want done. PMP will work with the Board and Juarez for approval and completion of the work. Be very specific of work to be done.

**MAJOR Landscape Changes**

- New bedding area desired.
- Patio and/or walkway added.
- Any change to any “structure” on a lot.

Obtain the “Architectural Request” form. It can be found at [http://vcamasters.com/arc\\_form.html](http://vcamasters.com/arc_form.html)

Send the completed form to PMP for processing. They will work with the Board to seek approval and notification of the homeowner.

**Landscaping—Personal**

- I’d like some annual flowers planted/removed. (No form needed, but see next page for conditions.)
- I would like to have an orange/lemon/lime tree planted in yard. (Note: this would need approval—email PMP.

You may have Juarez do special work for you, but you will normally be responsible for 100% of this cost. You can contact them directly and they will either complete the work or refer it to PMP and/or the Board. The Association will not be responsible for maintenance of any item in this category. It is OK for this type of item to be watered by the irrigation system.

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

44 Units

		2019			Approved
		Approved	Actual	Estimated	2020
GL-Code	Income	Budget	9/30/2019	12/31/2019	Budget
4145	Operating Assessments	175,252	116,747	175,252	180,470
4150	Reserve Assessments	7,700	5,808	7,700	7,700
4151	VCA - Master Association	40,040	26,752	40,040	37,752
764	VCA - Access Control	21,560	14,432	21,560	18,392
4155	Bulk Rate Communication Fees (44)	47,608	31,680	47,608	47,608
4200	Late Charge Fees/Interest	-	-	-	-
4250	Interest Income-Operating	-	-	-	-
4295	Miscellaneous Income	-	50	50	-
4296	Legal Fees Collected	-	-	-	-
4250	Interest Income- Reserves	-	105	105	-
4499	Prior Year Surplus/(Deficit)	12,500	-	12,500	15,155
	<b>Total Income</b>	<b>304,660</b>	<b>195,574</b>	<b>304,815</b>	<b>307,077</b>
	<b>Expenses</b>				
	<b>Administrative Expenses</b>				
6021	Social/Christmas/Tips	4,500	2,773	4,500	4,700
6025	Corporate Filing Fee-Licenses	62	61	61	62
6040	Management Services	8,403	6,302	8,403	8,655
6050	Office Expense/Postage	2,000	643	1,200	2,000
6056	Professional Fees/Accounting/Legal	1,400	350	350	2,000
6010	Bad Debt/Uncollectible Fees	-	-	-	-
	<b>Total Administrative Expenses</b>	<b>16,365</b>	<b>10,129</b>	<b>14,514</b>	<b>17,417</b>
	<b>Insurance</b>				
6310	Package Policy	1,900	792	1,900	2,500
	<b>Total Insurance Expense</b>	<b>1,900</b>	<b>792</b>	<b>1,900</b>	<b>2,500</b>
	<b>Utilities</b>				
6100	Electricity-Street lights/Signs	1,400	747	1,050	1,400
6105	Irrigation Water	12,500	7,392	11,200	13,000
6305	Bulk Rate Communication Fees	47,608	31,797	47,608	47,608
6306	VCA Fiber Cable Loan	-	-	-	-
	<b>Total Utilities</b>	<b>61,508</b>	<b>39,936</b>	<b>59,858</b>	<b>62,008</b>
	<b>Grounds Maintenance</b>				
6190	Maint/Supplies-Irr/Lights	8,000	5,050	8,000	8,000
6140	Lake Maintenance (VCA)	1,755	1,316	1,755	1,755
6161	Landscape Contract	90,343	67,757	90,343	93,053
6162	Sod/Plantings/Mulch	24,000	2,539	24,000	25,000
6165	Tree Trimming (including hardwood)	10,000	8,157	8,157	6,000
6020	Contingency	16,489	35	7,333	15,000
	Lake Side Plants and Maintenance	2,500	-	2,000	2,500
6022	Special Projects	2,500	-	2,500	10,000
	<b>Total Grounds Maintenance</b>	<b>155,587</b>	<b>84,854</b>	<b>144,088</b>	<b>161,308</b>
	<b>Miscellaneous Expenses</b>				
6300	VCA - Master Association	40,040	26,635	40,040	37,752
6302	VCA - Access Control Gate	21,560	14,315	21,560	18,392
	<b>Total Miscellaneous Expenses</b>	<b>61,600</b>	<b>40,950</b>	<b>61,600</b>	<b>56,144</b>
	<b>Total Operating Expenses</b>	<b>296,960</b>	<b>176,661</b>	<b>281,960</b>	<b>299,377</b>
6440	Reserves	7,700	5,880	7,700	7,700
	<b>Total Reserves</b>	<b>7,700</b>	<b>5,880</b>	<b>7,700</b>	<b>7,700</b>
	<b>Total Reserves &amp; Common Expenses</b>	<b>304,660</b>	<b>182,541</b>	<b>289,660</b>	<b>307,077</b>

**Tierra Lago Neighborhood Association, Inc.**

2020 Approved Budget

44 Units

**Reserve & Assessment Schedule**

**For the Period of January 1, 2020 through December 31, 2020**

	Annually	Quarterly	Monthly
Operating Assessment	4,101.59	1,025.40	341.80
Reserve Assessment	175.00	43.75	14.58
<b><i>Tierra Lago Assessment</i></b>	<b>4,276.59</b>	<b>1,069.15</b>	<b>356.38</b>
VCA - Master Fee	858.00	214.50	71.50
VCA - Access Control Fee	418.00	104.50	34.83
Bulk Communication Fees/Cable TV Fee	1,082.00	270.50	90.17
<b><i>Total Assessment Due</i></b>	<b>6,634.59</b>	<b>1,658.65</b>	<b>552.88</b>

2020 Fees = \$ 1,660.00 per Quarter

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

Basis 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 Summit = \$ 1,082.00</b>	<b>90.16</b>

## Tierra Lago HOA - 2020 Pooled Reserve Budget

Replacement Item	Estimated Replacement Cost	Estimated Life (Yrs)	Estimated Remaining Life (Yrs)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9
				2020	2021	2022	2023	2024	2025	2026	2027	2028
Road paving.	53,103.00	25	6								61000.00	
Seal Coating Asphalt	6,994.00	10	1	9000.00								
Landscaping & Hedge Replacement	17,376.00	20	1	3500.00								
Irrigation Replacement	5,000.00	15	2	5000.00								
Streetlight Wiring/Replacement	5,000.00	30	2	5000.00								
Deferred Maintenance/Unknown	-	0	0	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00
<b>Total Projected Expenditures</b>				<b>13500.00</b>	<b>11000.00</b>	<b>1000.00</b>	<b>1000.00</b>	<b>1000.00</b>	<b>1000.00</b>	<b>1000.00</b>	<b>62000.00</b>	<b>1000.00</b>
<b>Beginning balance</b>				<b>33,950</b>	<b>28,150</b>	<b>24,850</b>	<b>31,550</b>	<b>38,250</b>	<b>44,950</b>	<b>51,650</b>	<b>58,350</b>	<b>4,050</b>
<b>Expenses</b>				<b>13,500</b>	<b>11,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>62,000</b>	<b>1,000</b>
<b>Funding</b>				<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>
<b>Ending balance</b>				<b>28,150</b>	<b>24,850</b>	<b>31,550</b>	<b>38,250</b>	<b>44,950</b>	<b>51,650</b>	<b>58,350</b>	<b>4,050</b>	<b>10,750</b>

A 2% inflation factor has been added

44 Units

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 replacements. 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.

**Tierra Lago HOA - 2020 Pooled Reserve Budget**

Replacement Item	Year 10 2029	Year 11 2030	Year 12 2031	Year 13 2032	Year 14 2033	Year 15 2034	Year 16 2035	Year 17 2036	Year 18 2037	Year 19 2038	Year 20 2039	Year 21 2040	Year 22 2041
Road paving.													
Seal Coating Asphalt					10000.00						11000		
Landscaping & Hedge Replacement						18000.00							
Irrigation Replacement							18000.00						
Streetlight Wiring/Replacement													
Deferred Maintenance/Unknown	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00
<b>Total Projected Expenditures</b>	<b>1000.00</b>	<b>1000.00</b>	<b>1000.00</b>	<b>1000.00</b>	<b>11000.00</b>	<b>19000.00</b>	<b>1000.00</b>	<b>19000.00</b>	<b>1000.00</b>	<b>1000.00</b>	<b>12000.00</b>	<b>1000.00</b>	<b>1000.00</b>
<b>Beginning balance</b>	<b>10,750</b>	<b>17,450</b>	<b>24,150</b>	<b>30,850</b>	<b>37,550</b>	<b>34,250</b>	<b>22,950</b>	<b>29,650</b>	<b>18,350</b>	<b>25,050</b>	<b>31,750</b>	<b>27,450</b>	<b>34,150</b>
<b>Expenses</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>11,000</b>	<b>19,000</b>	<b>1,000</b>	<b>19,000</b>	<b>1,000</b>	<b>1,000</b>	<b>12,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Funding</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>	<b>7,700</b>
<b>Ending balance</b>	<b>17,450</b>	<b>24,150</b>	<b>30,850</b>	<b>37,550</b>	<b>34,250</b>	<b>22,950</b>	<b>29,650</b>	<b>18,350</b>	<b>25,050</b>	<b>31,750</b>	<b>27,450</b>	<b>34,150</b>	<b>40,850</b>

A 2% inflation factor has been added

## Tierra Lago HOA - 2020 Pooled Reserve Budget

Replacement Item	Year 23 2042	Year 24 2043	Year 25 2044	Year 26 2045	Year 27 2046	Year 28 2047	Year 29 2048	Year 30 2049
Road paving.								
Seal Coating Asphalt				12000.00				
Landscaping & Hedge Replacement								20000.00
Irrigation Replacement								
Sirelight Wiring/Replacement								
Deferred Maintenance/Unknown	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00	1000.00
<b>Total Projected Expenditures</b>	<b>1000.00</b>	<b>1000.00</b>	<b>1000.00</b>	<b>13000.00</b>	<b>1000.00</b>	<b>1000.00</b>	<b>1000.00</b>	<b>21000.00</b>

Beginning balance	40,850	47,550	54,250	60,950	55,650	62,350	69,050	75,750
Expenses	1,000	1,000	1,000	13,000	1,000	1,000	1,000	1,000
Funding	7,700	7,700	7,700	7,700	7,700	7,700	7,700	7,700
Ending balance	47,550	54,250	60,950	55,650	62,350	69,050	75,750	82,450

182,500  
231,000.00

A 2% inflation factor has been added



TIERRA LAGO NEIGHBORHOOD ASSOCIATION, INC.

Balance Sheet  
As of 12/31/19

ASSETS

CURRENT ASSETS

Cash

1010	Iberia Bank - Oper #4578	\$ 86,100.55	
1040	Petty Cash	100.00	
	Sub-total Cash		\$ 86,200.55

Reserves

1020	Iberia Bank - Reserves #4586	\$ 33,966.17	
	Sub-total Reserves		\$ 33,966.17

Accounts Receivable

	Sub-Total Accounts Receivable		\$ .00
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	Total Current Assets		\$ 120,166.72
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Other Assets

	Total Other Assets		\$ .00
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	TOTAL ASSETS		\$ 120,166.72
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LIABILITIES & EQUITY

CURRENT LIABILITIES:

2110	Accounts Payable	\$ 9,187.39	
2250	Owners Prepaid	40,880.00	
	Subtotal Current Liab.		\$ 50,067.39

**TIERRA LAGO NEIGHBORHOOD ASSOCIATION, INC.**

Balance Sheet  
As of 12/31/19

**EQUITY & RESERVES**

**RESERVES:**

3040	General Reserve Fund	\$ 33,966.17	
	Subtotal Reserves		\$ 33,966.17

**EQUITY:**

3300	Retained Earnings	\$ 14,117.60	
	Current Year Net Income/(Loss)	22,015.56	
	Subtotal Equity		\$ 36,133.16
	<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>\$ 120,166.72</b>

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

**TIERRA LAGO NEIGHBORHOOD ASSOCIATION, INC.**

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	
<b>INCOME:</b>								
04145	Maintenance Fees	14,593.34	14,604.37	(11.03)	175,120.00	175,252.00	(132.00)	175,252.00
04150	Reserve Fees	.00	641.63	(641.63)	7,744.00	7,700.00	44.00	7,700.00
04151	V.C.A. Master Fees	3,344.00	3,336.63	7.37	40,128.00	40,040.00	88.00	40,040.00
04152	Access Control Fees	1,804.00	1,796.63	7.37	21,648.00	21,560.00	88.00	21,560.00
04155	Cable TV Fees	3,960.00	3,967.37	(7.37)	47,520.00	47,608.00	(88.00)	47,608.00
04250	Interest Income - Reserves	7.21	.00	7.21	148.40	.00	148.40	.00
04295	Miscellaneous Income	50.00	.00	50.00	150.00	.00	150.00	.00
04499	Prior Year Surplus / (Deficit)	.00	1,041.63	(1,041.63)	.00	12,500.00	(12,500.00)	12,500.00
	<b>TOTAL INCOME</b>	<b>23,758.55</b>	<b>25,388.26</b>	<b>(1,629.71)</b>	<b>292,458.40</b>	<b>304,660.00</b>	<b>(12,201.60)</b>	<b>304,660.00</b>
<b>EXPENSES</b>								
<b>ADMINISTRATIVE</b>								
06020	Contingency Fund	.00	1,374.12	1,374.12	35.00	16,489.00	16,454.00	16,489.00
06021	Social/Christmas/Tips	(100.00)	375.00	475.00	4,173.33	4,500.00	326.67	4,500.00
06022	Special Projects	.00	208.37	208.37	.00	2,500.00	2,500.00	2,500.00
06025	Corporate Filing Fee-Licenses	.00	5.13	5.13	61.25	62.00	.75	62.00
06040	Management Services	700.25	700.25	.00	8,403.00	8,403.00	.00	8,403.00
06050	Office Expense/Postage	140.90	166.63	25.73	985.35	2,000.00	1,014.65	2,000.00
06056	Professional/Accounting/Legal	.00	116.63	116.63	350.00	1,400.00	1,050.00	1,400.00
	<b>SUB-TOTAL ADMINISTRATIVE</b>	<b>741.15</b>	<b>2,946.13</b>	<b>2,204.98</b>	<b>14,007.93</b>	<b>35,354.00</b>	<b>21,346.07</b>	<b>35,354.00</b>
<b>UTILITIES</b>								
06100	Electricity-St Lights/Signs	93.82	116.63	22.81	1,003.32	1,400.00	396.68	1,400.00
06105	Irrigation Water	1,013.32	1,041.63	28.31	12,232.60	12,500.00	267.40	12,500.00
	<b>SUB-TOTAL UTILITIES</b>	<b>1,107.14</b>	<b>1,158.26</b>	<b>51.12</b>	<b>13,235.92</b>	<b>13,900.00</b>	<b>664.08</b>	<b>13,900.00</b>
<b>GROUNDS</b>								
06140	VCA Lake Maintenance	.00	146.25	146.25	1,755.24	1,755.00	(.24)	1,755.00
06142	Lake Side Plants & Maint	.00	208.37	208.37	.00	2,500.00	2,500.00	2,500.00
06160	Landscape - Commons	7,528.61	7,528.62	.01	90,343.32	90,343.00	(.32)	90,343.00
06162	Sod/Plantings/Mulch	520.00	2,000.00	1,480.00	18,009.00	24,000.00	5,991.00	24,000.00
06165	Tree Trimming- also Hardwood	.00	833.37	833.37	8,157.00	10,000.00	1,843.00	10,000.00
06190	Maint/Supplies-Irr/Lights	68.60	666.63	598.03	6,233.19	8,000.00	1,766.81	8,000.00
	<b>SUB-TOTAL GROUNDS</b>	<b>8,117.21</b>	<b>11,383.24</b>	<b>3,266.03</b>	<b>124,497.75</b>	<b>136,598.00</b>	<b>12,100.25</b>	<b>136,598.00</b>
<b>MASTER ASSOCIATION</b>								
06300	Master Association	3,329.34	3,336.63	7.29	39,952.00	40,040.00	88.00	40,040.00
06302	VCA Access Control Gate	1,789.34	1,796.63	7.29	21,472.00	21,560.00	88.00	21,560.00
06305	Bulk Communications Fees	3,974.66	3,967.37	(7.29)	47,696.00	47,608.00	(88.00)	47,608.00

**TIERRA LAGO NEIGHBORHOOD ASSOCIATION, INC.**

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	
	SUB-TOTAL MASTER ASSOCIATIO	9,093.34	9,100.63	7.29	109,120.00	109,208.00	88.00	109,208.00
<b>INSURANCE</b>								
06310	Insurance-Liability/Property	25.00	158.37	133.37	1,732.84	1,900.00	167.16	1,900.00
	SUB-TOTAL INSURANCE	25.00	158.37	133.37	1,732.84	1,900.00	167.16	1,900.00
<b>RESERVES</b>								
06440	General Reserves	7.21	641.63	634.42	7,848.40	7,700.00	(148.40)	7,700.00
	SUB-TOTAL RESERVES	7.21	641.63	634.42	7,848.40	7,700.00	(148.40)	7,700.00
	<b>TOTAL EXPENSES</b>	<b>19,091.05</b>	<b>25,388.26</b>	<b>6,297.21</b>	<b>270,442.84</b>	<b>304,660.00</b>	<b>34,217.16</b>	<b>304,660.00</b>
	Current Year Net Income/(loss)	4,667.50	.00	4,667.50	22,015.56	.00	22,015.56	.00
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