



Before submitting your Sales Application for processing you **MUST** have the following attached:

- Completed Application – **EVERYTHING** must be filled out in order to process.
- Application Fee – check made payable to **Silver Oaks**
(Applications will not be processed without the fee)
- References -2 reference letters are required
- A copy of Photo Id's
- Sales Contract- (signed copy)
- Other (all required documents are listed on page one of purchase application)

Please do not submit partial packages. Applications are not considered received until all documentation is submitted. Incomplete applications will be reviewed and sent back.

Applications **must be submitted 20 days prior to Sales Closing**, whichever is applicable. Any application(s) submitted less than 20 days prior to the date or closing, may have their start date/closing delayed.

****IMPORTANT – No unit may be leased during the first twelve (12) months of ownership of a unit****

Please submit the Complete Application to:
Property Management Professionals 75 Vineyards Blvd., Third Floor, Naples, FL 34119.

If you have any questions, please feel free to contact us at 239-353-1992. You may drop off your application at the PMP Office Monday – Friday 8:30 am to 4:30 pm.

Incomplete applications will not be processed.

.....

Applicant's Signature

Co-Applicant's Signature

Date

Owner's Signature

Phone#

Email

Date

Realtor Signature

Phone

Email

Date

This form needs to be signed and submitted with complete application package

SILVER OAKS
PURCHASE APPLICATION
Must be submitted 20 days prior to closing

Return to: Silver Oaks
C/O Property Management Professionals
75 Vineyards Blvd., 3rd Floor Naples, FL 34119
Tel. 239-353-1992

Date: _____

Name of Current Owner: _____ Phone #: _____

[] I (we) hereby apply for approval to **purchase** _____

Closing Agent _____ Phone: _____

Email: _____ Closing Date: _____

In accordance with the governing documents of the Association, **this application must be submitted along with required enclosures and \$100.00 application fee, twenty (20) days prior to closing to allow for processing time. Applicants may not close until the Association has tendered official approval of their purchase, and further, that moving in prematurely constitutes grounds for disapproval.**

******LEASES ARE NOT PERMITTED DURING THE FIRST YEAR OF OWNERSHIP**

Please submit the following: (Incomplete Applications will be returned)

- a. A signed copy of the sales contract
- b. A non-refundable check for \$100.00 payable to Silver Oaks.
- c. Two reference letters must be attached.
- d. A copy of photo ID's
- e. Number of applicants must match sales contract.
- f. A **completely** filled out application form. (Partially completed forms will **not be considered**)

Separate applications must be completed for co-applicants (excludes married couples).

I (we) represent that the following information is complete and true. I (we) agree that any misrepresentation in this application will justify automatic rejection. I (we) consent to additional inquiry concerning this application, including the background, credit check and check of references below.

TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION

Full Name of Applicant: _____ Date of Birth _____

S.S.# _____ Driver License # _____ State _____

Full Name of Spouse: _____ Date of Birth _____

S.S. # _____ Driver License # _____ State _____

Current Home address:

Street number / name

City

State, Zip code

Phone #: _____ Email: _____

Current employer: _____ Position Held: _____

Employer's Address: _____ Tel. Number _____

Length of time in Position: _____ Supervisor's name _____ Monthly Income \$ _____

Citizen of U.S.? _____ If no, submit document copy of residency authorization or passport photo page.

Make of Car: _____ Year: _____ License No. _____ State: _____

Second car: _____ Year: _____ License No. _____ State: _____

Use of this home is for single family residence only. Two occupants per bedroom.

Please list the names, relationship and age of all persons who will occupy your home in addition to the applicants above.

NAMES	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a felony? Yes _____ or No _____

If yes, please include details _____

In case of emergency notify _____ Tel# _____ Relationship _____

Address _____ City _____ State & Zip _____

If purchasing, I am purchasing this home with the intention to:

- Reside in the home full time
- Reside here on a part time basis
- As an investment, not living in home
- Live part time in unit, lease it out other times

Any litigation such as evictions, suits, judgments, bankruptcies, foreclosure, etc.? Yes _____ No _____

If yes, give details and dates _____

(Please use the back of this page if more space is needed.)

I have received, read and agree to abide by the Declaration, By-laws, Amendments, Articles of Incorporation and the Rules and Regulations of Silver Oaks.

Purchaser(s): I (we) understand, in the event that the home is leased/rented that I will be required to submit a completely filled out lease application, with references, and a nonrefundable check for \$100.00 to SILVER OAKS Twenty (20) days prior to the closing taking place.

I (we) further agree that in the absence of the owners, the Association is granted full power to take whatever action necessary, including eviction, to prevent or stop violations by lessees and their guests.

The prospective purchaser(s) understands that the Association or its manager may use the above application to perform a background, prior landlord, credit and police records check on the applicant(s) listed above. This information will be kept confidential and may be used to approve or disapprove the applicant(s).

Occupancy prior to Board of Directors approval is prohibited. I/we understand that approval may be made after an in person interview.

The purchaser(s) will be advised by the Association's Management whether this application has been approved.

I (we) have read, understood and agree to all of the statements above.

Applicant signature: _____ Printed Name: _____ Date _____

Applicant signature: _____ Printed Name: _____ Date _____

Acceptance on behalf of Silver Oaks Approved _____ Disapproved: _____

Date: _____

*Signature of Authorized Representative
For the Board of Directors*

Silver Oaks New Owner's Pet Information

This Document is to be filled out and signed by new owners as applicable.

I/we understand that according to the Silver Oaks Documents owner/owners may have one (1) pet per Unit. Maximum weight 45 Pounds.

There are additional restrictions- See Article 12.6 of the Declaration of Condominium.

Date _____ Name of Purchaser _____ Unit # _____

Contact Information- Telephone _____ -- _____ -- _____

eMail _____

I Do Not Own A Pet _____

I Do Own A Pet _____

Purchaser's Signature _____

Pet Information

Type of Pet- (Dog, Cat, Bird, etc.) _____

For Dogs or Cats-

Breed _____ Weight (45 lbs. Max) _____

When Fully Grown-

Weight (45 lbs. Max) _____

Please attach Current Vaccination Record-

**SILVER OAKS
CONDOMINIUM ASSOCIATION, INC.**

C/O PROPERTY MANAGEMENT PROFESSIONALS OF SOUTHWEST FLORIDA, INC.

75 Vineyards Blvd. Third Floor
Naples, FL 34119
(239) 353-1992 ♦ 800-226-1502 ♦ Fax (239)353-1909

Character Reference Form

_____, 20____
(Date)

Applicant's Reference's Name:
Street Address:
City, State & Zip:

RE: Applicant's Name: _____
Association Applying To: _____

To Whom It May Concern:

The applicant(s) named above is applying for membership in a Condominium or Homeowner's Association in Southwest Florida. The Board of Directors would appreciate it if you would furnish us with whatever information you consider pertinent regarding the character and stability of the applicant(s).

Upon completion, please return this form to the applicant. This completed Character Reference Form **MUST** be sent with the application in order for the Board to approve their purchase or lease. Thank you for your assistance in this matter!

Very Truly Yours,

Dena Waltchack, LCAM
Property Manager

How do you know the applicant(s)? _____

For how long have you known the applicant(s)? _____

Would the applicant(s) make a good neighbor, in your opinion? YES NO

Please describe the applicant(s) character and stability, as you know them:

Reference's Signature

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Please describe the applicant(s) character and stability, as you know them:

Reference's Signature

RULES & REGULATIONS

SILVER OAKS CONDOMINIUM ASSOCIATION

Property Management Professionals

75 Vineyards Blvd., Third Floor

Naples, FL 34119

Phone: (239) 353-1992

Linda@pmpofswfl.com or dena@pmpofswfl.com

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RULES AND REGULATIONS

The Rules and Regulations hereinafter enumerated as to the Association properties, condominium property, the common elements, the limited common elements, and the 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 current Rules and Regulations are as follows:

1. OPERATION OF THE CONDOMINIUM

BACKGROUND

Our contract with Property Management Professionals (hereinafter PMP) , our professional property manager, establishes an outline of duties and responsibilities to accomplish the business of the Association. PMP Management fully understands that the function of the Association is the maintenance, operating and management of the Condominium, which includes all of our property, the buildings and the common elements.

Management (PMP) shall be responsible for the maintenance and operation of the Condominium including the performance of duties and responsibilities placed upon the Condominium by the Declaration of Condominium, Articles of Incorporation, and By-Laws of the Corporation, other than those reserved specifically to the Board of the Association and shall cause repairs to be made and shall perform such other functions and services as are required to maintain and operate the Condominium in a first-class manner.

The Board of Directors (BOD) runs the Association and Management is to report to, be in liaison with, and take direction from the BOD, generally through the President, who is the designated contact. Unit Owners work with the BOD and its committees to identify issues/needs, and in the absence of the BOD, make requests to the Property Manager designated by Management.

The Association Property Manager is responsible for overseeing the physical and financial operation of the Association; for working and communicating with the BOD and designated committees or lead people, to ensure the routine practices are followed to maintain, enhance and govern the Association and the common property. The Manager is also responsible for managing the Association Business Affairs, working with administrative personnel by directing their schedules and activities to accomplish the needs of the Association within the framework of the Management/Association contract.

The Manager/Management will supervise all common area maintenance and the service contractors approved by the BOD, and will obtain necessary bids for all projects and work with selected contractors to insure completion within time and cost parameters approved by the BOD. Management provides Real Estate transaction services; Accounts Payable and Accounts Receivable, including Maintenance Fee Assessments; Financial Statements; Budget Preparation and other planning and operating work support, such as Rules and Regulations, to assure the Association accomplishes its objectives.

Management will provide walk-in service at their office at 75 vineyards Boulevard, Third Floor Naples, FL 34119, with office hours from 8:00am – 5:00pm, Monday thru Friday. Weekend and after hour emergency service is available at the normal phone, 239-353-1992.

DEFINITIONS

EMERGENCIES are issues/needs occurring on Association property, which are urgent in nature and require immediate action/work to prevent injury to people or severe loss/damage to property.

Examples Include: Fire in a building, an activated fire sprinkler head, pool water overflowing edge of pool, a fresh water or sewer leak bubbling to the surface, or the loss of electric power.

ROUTINE: All other requests, which are not emergency in nature, fall into the “routine” category.

OPERATING PRINCIPLES FOR BOD AND PROPERTY MANAGER/MANAGEMENT

Requirements for the performance of work to accomplish achievement of a first-class Condominium are either **EMERGENCY** or **ROUTINE** in nature.

Unit owners, lessors and other occupants must use the communications process established for **EMERGENCY** or **ROUTINE** requirements.

Condominium Maintenance Assessments must be managed to hold down costs and insure that assets are maintained to agreed upon standards. The BOD has fiduciary accountability to make this happen for the Association.

We will always use existing service contractors to perform requested **ROUTINE** maintenance requests, to maximize efficiency and minimize additional costs.

All service contracts will provide options for **EMERGENCY** service, if appropriate.

EMERGENCY service requests will be awarded to contractors who can provide the right timing, quality and performance to correct problems. Cost containment is secondary to timely elimination of problem.

EMERGENCY requests will always receive callbacks.

COMMUNICATIONS PROCESS FOR MAKING REQUESTS TO MANAGEMENT AND/OR PROPERTY MANAGER.

EMERGENCIES: Call PMP Management and state this is an **EMERGENCY**. Give specifics and identify yourself, your unit number in Silver Oaks, along with telephone number(s) so a return call can be made. Do not call BOD member unless you are unable to contact PMP Management or our Property Manager. Our Property Manager or Director will call back the individual making the request within two (2) hours, stating corrective action and approximate timing for correction if available.

ROUTINE: E-mail your concerns to Dena at dena@pmpofswfl.com or Elaine at elaine@pmpofswfl.com. or by calling (239) 353-1992.

OTHER: Individuals are invited to visit the PMP Management office, especially if there are administrative issues involved, i.e. assessment payment issues, lease paperwork issues or pests control issues. It is suggested that you make an appointment in advance to assure the appropriate person is available to take care of your request.

PROPERTY MANAGER VISITS: Once a week.

SILVER OAKS BUDGET PROCESS AND COLLECTION POLICY: Every year, typically in November, The Board of Directors approves the budget for the following year which determines what the amount of the quarterly assessment will be. Quarterly assessments shall be due and payable in full on the first day of the following calendar months: January, April, July, and October. If payment is not received by the Association within 10 days of the due date, the account shall be deemed late and will incur an interest charge. The charge is 1.5% per annum and is retroactive to the due date and will be added to the delinquent unit owner's account.

Any assessment not received by the 20th of the month in which it was due will incur a late fee of \$90 which will be added to the delinquent owners account.

Any assessment not received by the 30th of the month in which it was due will receive a warning letter that legal action will commence in 10 days.

All payments on the account shall be applied to interest, late fees, court costs, attorney fees, and delinquent assessments, in such a manner as is provided by law.

UNIT OWNER ROSTERS: The Association shall maintain a current roster of names, email addresses, mailing addresses and telephone numbers of all unit owners, based upon information supplied by the unit owners to PMP Management. It is the unit owners' responsibility to advise any changes directly to PMP Management, who will keep the roster current and updated. It will be used as a primary means for communication to unit owners.

2. 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 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, or 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, entryways 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. Reuse and recycle garbage shall be deposited only within the containers provided therefore. All garbage must be bagged. Boxes must be broken down and laid flat in dumpsters. Dumpsters for use of residents only. Contractors must remove their own waste, including any item removed from unit. Items which do not fit into compactors

must be broken down or removed by outside contractor at owner's expense. i.e. cabinets, valances, etc.

- F. No unit owner shall make or permit any disturbing noises by himself, his family, servants, employees, agents, visitors, or licensee's 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 play or permit the operation of 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 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, common elements by any unit owner or occupant without written permission of the Association.
- I. No inflammable 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, 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, shutters, verticals, or other materials visible from the exterior of the unit, shall be white or off-white color.
- L. Hurricane shutters shall be a corrugated type installed on a track system. They shall be put in place no more than 3 days before a named storm and removed 3 days after the storm. No roll-up or accordion shutters shall be permitted. ARC approval is required before the installation of any shutter.
- M. Grills:
 - 1. Condominium grill, located in the pool deck area, is provided for the use of owners, renters and guests. User must clean grate and turn tank off after each use.
 - 2. The Collier County Fire Code prohibits the use of propane and electric or charcoal grills on lanais or inside garage areas of any Silver Oaks Condominium.
 - 3. Grills cannot be used under any overhanging portion of a building or within 10 feet of any structure.
 - 4. Storage of propane cylinders, shall be limited to cylinders each with a maximum propane capacity of 11lb and shall not exceed (2) cylinders in total per each living space unit.
Larger propane tanks, like the 20lb tank used for the grill at the pool, are not allowed. The pool grill is the only exception.
 - 5. Violators of the above rules may be cited and fined a maximum of \$250.00 per day by the North Collier Fire Control Bureau until the grill and/or propane tank is removed.
- N. No statuary of any kind. No flags except small American which should be displayed in the planting area next to garage. No personal gardens visible from the street. Decorations, planters, hanging baskets, etc. are not allowed to be attached to the building. No visible tape holding plants to trees and no pots or baskets hanging from trees. No climbing invasive vines or invasive plants of any kind. Owner will be responsible for researching plant species before planting. No personal lighting and no edging.
- O. Outdoor personal holiday decorations may be put up after Thanksgiving and taken down no later than January 10th. Holiday lighting is allowed to be placed on shrubbery and/or trees planted between the sidewalk and the building, and cannot extend past the garage door. This is the area between the condo front door and end of the sidewalk. Holiday decorations can also be hung from the front door or from the exterior light at front of garage. Decorations hung from exterior building lights should weigh less than 5 pounds. Lighted or unlit holiday decorations are not allowed on any other common ground area

and may not be attached to the building. Figurines, blow ups, holiday flags, Christmas trees, etc. are not allowed, nor is the use of "tinsel".

- P. A maximum of two well maintained decorative planters are permitted. These may be displayed by the garage door and/or the front door. If displayed in front of garage, plant height must remain below exterior lighting.
- Q. Gardening creativity can be expressed on the side walkway from the front door to end of walkway. It must not infringe on the walkway or block any light fixture. Florida native species only.
- R. Planting of Bougainvillea needs to be on a trellis or around a tree. If it is attached to the building in any way, the owner will be responsible for removal during painting or building maintenance.
- S. Garage doors must be kept closed at all times except when the garage is actively being used. Gardening tools, chairs, trash cans, etc. must be removed from driveway when not in use.

3. **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 Declarations of Condominium. For example, no unit owner may install screen doors, or apply any kind of film or covering to the inside or outside of window or door glass without the prior approval of the Association.

Restrictions also apply for interior modifications having to do with the installation of hard surface flooring. For example, no unit owner living on the second floor may install tile, wood or any other hard surface flooring without a layer of Proflex MSC 90 or equal sound control membrane meeting the requirements of the Collier County code. The installation of this sound control membrane must be witnessed by a Property Manager or a Board Member before the flooring material is installed.

Plans for any other interior construction such as partition removal or installation, electrical work, sprinkler work, plumbing work, etc. requiring a permit from Collier County shall be submitted, along with specifications, to the Board of Directors prior to the commencement of any work. Any contractor engaged to perform work in any unit shall be licensed by Collier County and have liability insurance as required by the County. 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. When in doubt, contact the Property Manager before proceeding.

4. **EMERGENCIES IN OWNER'S ABSENCE:** In order that proper maintenance or emergency actions can be implemented in a minimum amount of time without destruction of Unit Owner entries, the Association will retain pass keys to all units who are not year round occupants. The current property manager will receive and be the repository for these keys, and maintain them in a secure manner. Year round owners must provide access to their unit in a timely manner during any emergency or Association maintenance requirement.

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 or other objects from around the outside of the unit and from lanai.

B. By designating a responsible bonded caretaker to care for his unit. The Manager and the Association shall be provided with the name of each unit owner's aforesaid designated caretaker, and their plan for performing services.

5. **PETS:** The owner of each unit may keep one (1) small pet, (45 pounds or less) of a normal domesticated household type (such as a cat or dog) in the unit. The pet must be carried under the owner's arm or be leashed at all times while on the condominium property outside of the unit. The ability to keep such a pet is a privilege, not a right, and the Board of Directors is empowered to order and enforce the removal of any pet which becomes a source of unreasonable annoyance to other residents of the condominium. No pets of any kind are permitted in leased units. No reptiles, rodents, amphibians, poultry or livestock may be kept in the condominium. The Condominium Association may restrict the walking of pets to certain areas. Owners who walk their pets must clean up after their pets. Pets may not be left unattended or leashed on lanais, entries, courtyard entries, common areas or in garages.

6. **VEHICLES:** No vehicles shall be parked within the Properties except on paved parking surface, driveway or within a garage. Vehicles will not be parked on the street, and shall not be parked in driveways or parking spaces with the vehicle extending or jutting into the road right of way.

A. No trucks or vehicles, which are primarily used for commercial purposes, other than those temporarily present on business, nor any trailers, may be parked within the properties. Boats, boats trailers, campers, travel trailers, mobile homes, recreational vehicles, and the like, and any vehicle not in operable condition and validly licensed shall only be permitted to be kept within the properties if such are kept inside a garage and concealed from the public view. For the purpose of the foregoing sentence the term "kept" shall mean present for either a period of six (6) hours or overnight whichever is less.

Moving and storage containers, commonly known as "Pods", shall be permitted for a short period of time, not exceeding 15 days, and shall be placed in the driveway of the owner's unit. At no time shall the container be situated in such a way as to block any adjoining unit owner's garage or the street.

B. The common areas are available only to owners in residence, or renters and guest. Resident, renter or guest parking stickers/passes, including VCA bar code stickers, must be prominently displayed when parked in the Silver Oaks commons areas. Passes must be obtained from the gatehouse and displayed.

7. **USE RESTRICTIONS:** The use of the condominium property shall be in accordance with the following provisions:

A. **Units:** Each unit shall be occupied by only one family at any time. Each unit shall be used as a residence and for no other purpose. No business or commercial activity shall be conducted in or from any unit or the clubhouse. This restriction shall not be construed to prohibit any owner from maintaining a personal or professional library, from keeping his personal business or professional records in his unit, or from

handling his personal, business or professional telephone calls or written correspondence in and from his unit. Such uses are expressly declared customarily incident to residential use.

- B. Occupancy in Absence of Owner:** If the owner and his family who permanently reside with him are absent, and the unit has not been leased, the owner may permit his unit to be occupied by his guests only in accordance with the following:
- i. Any one person, who is the parent or child of the unit owner or of the unit owner's spouse, if any, may occupy the unit in the absence of the owner for a period not to exceed thirty days. That person's spouse and children, if any, may accompany him. The total number of occasions for occupancy by all guests combined under this paragraph shall be limited to four (4) in any one calendar year.
 - ii. Houseguests not included within Bi, above, are permitted for occupancy in the unit owner's absence provided the total number of guests is limited to two (2) per bedroom. Such guests may stay up to thirty days and the total number of occasions for this type of guest occupancy in any unit shall be limited three (3) in each calendar year.
 - iii. The Board of Directors may require all guests to be registered in advance
- C. Exceptions:** Upon prior written application by the unit owner, the Board of Directors may make such limited exceptions to the foregoing restrictions as may be deemed appropriate in the discretion of the Board, for the sole purpose of avoiding undue hardship or inequity. The making of the one exception shall not be construed as a precedent for later exceptions.
- D. Occupancy When owner Is Present:** Occupancy for guests is defined as no more than 30 days in a calendar month, no more than 3 visits per year for 30 days, and should occupancy exceed 30 days, the guest shall be deemed a tenant who must comply with the restrictions governing tenants, including the screening and application process.
- E. Minors:** All occupants under eighteen (18) years of age shall be closely supervised at all times by an adult to insure that they do not become a source of unreasonable annoyance to other residents.
- F. Nuisances:** No owner shall use his unit, or permit it to be used, in any manner which constitutes or causes an unreasonable amount of annoyance or nuisance to the occupant of another unit, or which would not be consistent with the maintenance of the highest standards for a first class residential condominium, nor permit the premises to be used in a disorderly or unlawful way. The use of each unit shall be consistent with existing laws and the condominium documents, and other occupants shall at all times conduct themselves in a peaceful and orderly manner. Silver Oaks will comply with the VCA standard regarding skateboarding.
No skateboarding is permitted within Silver Oaks Common area.
- G. Signs:** No unit owner other than the V.C.A./Realtor may post or display "For Sale", "For Rent", "Open House" signs.
- H. Use of Clubhouse:** The clubhouse is for the use and enjoyment of owners, renters and guests when accompanied by owners. The clubhouse can be reserved for specific affairs by contacting the coordinator posted on clubhouse bulletin board. A \$100.00 security deposit is required for owner/renter reservations. Users must clean up all materials and waste and deposit in the dumpsters. The refrigerator must be emptied and all surfaces including the range top (cleaner in drawer), sinks, tabletops and cabinet surfaces will be cleaned. All burner and oven controls will be turned off.

- I. **Use of Lanais and Entries:** Lanais and entries shall not be obstructed, littered, defaced or misused in any manner. Lanais, entries and walkways shall be used only for the purposes intended, and they shall not be used for hanging or drying clothing, for cleaning of rugs or other household items, or for storage of bicycles or other personal property.

8. LEASING OF UNITS: NO UNIT MAY BE OFFERED FOR LEASE UNTIL AT LEAST 12 MONTHS HAVE ELAPSED AFTER PRESENT OWNER HAS ACQUIRED VALID TITLE TO THE UNIT AS RECORDED IN THE COUNTY RECORDS.

All leases of units must be in writing. A unit owner may lease only his entire unit, and then only in accordance with this Section, after receiving the approval of the Association. The lessee must be a natural person. No unit may be leased during the first twelve (12) months of ownership of a unit.

A. Procedures:

1. Notice by the Unit Owner: An owner intending to lease his unit shall give to the Board of Directors or its designee written notice of such intention at least twenty (20) days prior to the first day of occupancy under the lease together with the name and address of the proposed lessee, a fully executed copy of the proposed lease, and such other information as the Board may reasonably require. A non-refundable fee of \$100.00 for processing shall accompany such notice. The Board may require a personal interview with any lessee and his spouse, if any, as a precondition to approval. An application form for Silver Oaks must accompany notice.

2. Board Action: After the required notice and all information or interviews requested have been provided, the board shall have twenty (20) days in which to approve or disapprove the proposed lease. If the Board neither approves nor disapproves within that time, its failure to act shall be deemed the equivalent of approval to the lessee. Approvals will be granted conditioned upon the receipt of \$1000.00 deposit, refundable at the end of the lease minus any costs to restore common condominium property to its original condition.

3. Disapproval: A proposed lease shall be disapproved only if a majority of the whole board so votes, and in such case the lease shall not be made. Appropriate grounds for disapproval shall include, but not be limited to, the following:

- i. The unit owner is delinquent in the payment of assessments at the time the application is considered:

- ii. The unit owner has a history of leasing his unit to troublesome lessees and/or refusing to control or accept responsibility for the occupancy of his unit;

- iii. The real estate company or rental agent handling the leasing transaction on behalf of the unit owner has a history of screening lessee applicants inadequately or recommending undesirable lessees:

iv. The application on its face indicates that the person seeking approval intends to conduct himself in a manner inconsistent with the covenants and restrictions applicable to the condominium:

v. The prospective lessee has been convicted of a felony involving violence to persons or property, a felony involving sale or possession of a controlled substance, or a felony demonstrating dishonesty or moral turpitude:

vi. The prospective lessee has a history of conduct which evidences disregard for the rights and property of others:

vii. The prospective lessee evidences a strong probability of financial irresponsibility;

viii. The lessee, during previous occupancy, has evidenced an attitude of disregard for the Association rules.

ix. The prospective lessee gives false or incomplete information to the board as part of the application procedure, or the required transfer fees and/or security deposit are not paid; or the owner fails to give proper notice of his intention to lease his unit to the Board of Directors.

4. Failure to give notice or obtain approval: If proper notice is not given, the Board, at its election, may approve or disapprove the lease. Any lease entered into without approval may, at the option of the Board, be treated as a nullity, and the Board shall have the power to evict the lessee with five (5) days' notice, without securing consent to such eviction from the unit owner.

5. Applications Assessments: Applications for authority to lease shall be made to the Board of Director on such forms and include such terms as the Board may provide from time to time. **The leaser must obtain the form online at the Sentry Website.** The legal responsibility for paying condominium assessments may not be delegated to the lessee.

6. Committee Approval: To facilitate approval of leases proposed during times when many of the members are not residence, the Board of Directors may, by resolution, delegate its approval powers to an ad hoc committee, which shall consist of at least 3 members.

A. Exception for Mortgages: The provisions of Section 8.A above shall not apply to leases entered into by institutional mortgages that acquire title through the mortgage whether by foreclosure or by a deed in lieu of foreclosure.

B. Term of Lease and Frequency of Leasing: No unit may be leased more often than two (2) times in any calendar year, with the minimum lease term being ninety (90) days. The first day of occupancy under the lease shall determine in which year the lease occurs. No lease may be for a period of more than one (1) year, and no option for the lessee to extend or renew the lease for any additional year, and no option for the lessee to extend or renew the lease for any additional period shall be permitted without Board approval. The Board may, in its discretion, approve the same lease from year to year.

No subleasing or assignment of lease rights by the lessee is allowed without Board approval.

- C. Occupancy During Lease Term:** No one but the lessee, his guest, his family members within the first degree of relationship by blood, adoption or marriage, and their spouses and guests may occupy the unit. The total number overnight occupants of a leased unit is limited to two (2) persons per bedroom.
- D. Occupancy in Absence of Lessee:** If lessee absents himself from the unit for any period of time during the lease term, his family within the first degree of relationship already in residence may continue to occupy the unit and may have houseguest subject to all the restrictions in Sections 7c and 7d above. If the lessee and all of the family members mentioned in the foregoing sentence are absent, no other person may occupy the unit.
- E. Use of Commons Areas:** To prevent overtaxing the facilities, a unit owner whose unit is leased may not use the recreation or parking facilities located on the commons areas or the common elements of the condominium during the lease term.
- F. Regulation by Association:** All of the provisions of the condominium documents and the rules and regulations of the Association and the Commons Association shall be applicable and enforceable against any person occupying unit as a lessee or guest to the same extent as against the owner. A covenant on the part of each occupant to abide by the rules and regulations of the Association and the provisions of the condominium documents, designating the Association as the owner's agent with the authority to terminate any lease agreement and evict the tenants in the event of breach of such covenant, shall be deemed to be included in every lease agreement, whether oral or written, and whether specifically expressed in such agreement or not.
- G. The Unit Owner** is responsible for providing a copy of our current Rules & Regulations and educating the lessee on their content.

9. SALE OF UNIT:

A. Certificate of Approval: The proposed purchaser must submit an approved application, to be obtained from PMP, to the Board of Directors, no less than twenty days prior to the proposed closing date. This must be accompanied by a non-refundable check for \$100.00 processing fee.

B. Additional Information:

- i. If the purchaser proposes to finance any portion of the purchase price, relevant information regarding the size and terms of such financing as well as summary financial data (income, assets liabilities) of the purchaser must be submitted with the application.
- ii. The Board of Directors reserves the right to conduct a personal interview with the proposed purchaser prior to the closing date.
- iii. The proposed purchaser will be required to acknowledge receiving, reading and understanding the Rules and Regulations and all Silver Oaks and VCA controlling documents.

C. Other provisions of Article 14, Declarations of Trust, may apply. Seller must insure compliance by prospective buyer, before submitting completed application for sale.

10. PEST CONTROL:

Our current pest control contract is with Resort Pest Control, Inc. Their phone number is 239.352.4100, Mr. Mike Bagnoli. Treatments are done outside of all

buildings on a planned schedule under the terms of the contract. If you have a problem, please contact Mr. Bagnoli, give specifics of the problem, and he will schedule a rectification process to eliminate the problem. Notify the property manager at PMP, if your issue is not resolved.

11. CABLE AND INTERNET:

The current provider for cable and internet is Summit. Fees for this service are paid within your maintenance fees. For questions and answers regarding this service please contact Summit directly at (239)444-0400. Summit will be able to review your options for service as well as any necessary equipment exchanges and repairs to your cable/internet equipment.

12. POOL and SPA RULES

I. FLORIDA LAW

WARNING – NO LIFEGUARD ON DUTY.

- NO Food, Alcoholic Beverages, or Animals in Pool or Spa area. or on Pool or Spa Deck
- Shower (each time) Before Entering Pool or Spa
- Pool Hours: Dawn to Dusk
- Pool Capacity: 18 Persons
- Emergency Assistance: 911

II. SILVER OAKS ASSOCIATION RULES:

- NO Diving or Jumping into the Pool.
- Silver Oaks Owners and Registered Guests Only.
- Non-Alcoholic Drinks Allowed on Pool Deck (plastic, paper, and metal containers only).
- Non-Toilet Trained Children Must Wear Rubber Pants.
- Proper Bathing Suits Required.
- Under Age 13 Must Have Adult Escort/ Supervision
- No Rowdy Play in Water or On Pool Deck.
- Audio Devices with Earphones Only.
- Minimum Pool Temperature: 70 degrees.
- Use of Clubhouse/Pool for a Private Party must be Arranged/Approved through the Clubhouse Concierge. Designee (see bulletin board for procedural information & fees)
- *Notice:* Spa Time Exceeding 10 Minutes may be Dangerous to Your Health.
- Cover Ups (not towels) and Footwear are required in Clubhouse
- Floors are Slippery When Wet & Pool Chemicals Damage Floor Coverings - Please Dry off before Entering Clubhouse
- Lounge Chairs May Not Be Reserved by Placing a Towel or Personal Articles over them.

- Lounge Chairs Must Be Protected By a Towel at All Time During Use.
- Please Replace All Furnishings & Remove All Personal Belongings When You Leave.
- Umbrellas Must Not Be Removed From Their Stands –and –Must Be Closed and Tethered Before User Departs Area.
- Gates Must Remain Closed at all Times.
- Oil-based sun inhibitors are prohibited in pool area.

The Association and its representatives reserve the right to remove anyone who fails to comply with Rules or engages in conduct offensive to others.

FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

Silver Oaks Condominium Association, Inc. As of January 1, 2022

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

A: In any meeting of the members, each Unit shall be entitled to one vote to be cast by its Owner. For additional information see the Bylaws.

Q: What restrictions exist in the condominium documents on my right to use my unit?

A: Each unit is restricted to residential single-family use. The Rules and Regulations unit restrictions are detailed in the Declaration of Condominium of the Association and the Rules and Regulations, together with the restriction as set forth in the Declaration of Master Covenants, Conditions and Restrictions for the Vineyards (the Master Declaration).

Q: What restrictions exist in the condominium documents on the leasing of my unit?

A: All leases must be in writing. No unit may be leased more than two (2) times per calendar year, with the minimum lease being ninety (90) days. No pets are permitted in leased units. No unit may be offered for lease until at least 12 months have elapsed after present owner has acquired valid title to the unit as recorded in the county records.

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A: Regular assessments will be based on the Association's budget and are payable quarterly, in advance, due on January 1, April 1, July 1 and October 1 of each year. The Condominium Association quarterly assessment is \$1,809.00, which includes \$619.00 per Quarter per unit assessment to cover the Vineyards Community Association assessment.

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: The record owner of a Unit is also automatically a member of Vineyards Community Association, Inc. (the Master Association). The assessment payment is as indicated above and is collected by Regency Reserve Condominium Association, Inc. Voting rights are detailed in the Master Declaration.

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, there are no such court cases.

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.

Silver Oaks Condominium Association Inc.
Board of Director's 2022 Approved Budget
For the Period of January 1, 2022 through December 31, 2022 106 Units

GL Code	Income	2021			2022 Approved Budget
		Approved Budget	Actual 9/30/2021	Estimate 12/31/2021	
4145	Operating Assessments	405,826	304,008	405,826	417,417
4146	Reserve Assessments	96,816	97,325	96,816	86,783
4147	VCA - Master Association	76,638	57,558	76,638	75,285
4148	VCA - Access Control Fees	50,774	38,160	50,774	50,880
4149	VCA - Silver Oaks Blvd. Fees	17,384	13,038	17,384	17,749
4150	Summit Bulk Rate Communication Fees	117,482	88,086	117,482	118,830
4151	Application Fees	-	-	-	-
4152	Late Fees/Interest	-	849	328	-
4153	Miscellaneous Income	-	789	910	-
4154	Operating Interest	-	26	26	-
4155	Reserve Interest	-	680	680	-
4156	Prior Year Surplus (Deficit)	-	-	-	-
	Total Income	764,920	600,519	766,864	766,944
	Administrative Expenses				
6040	Management / Bookkeeping Fee	20,988	17,490	20,988	20,998
6050	Office Expenses Copies Postage	4,000	2,701	3,242	3,340
6052	Postage	-	417	530	600
6025	Corporate Filing Fee	62	236	236	62
6072	Pool Spa Permits	875	-	-	875
6028	Fees to Division	424	424	-	424
6070	Taxes/licenses	-	350	-	350
6055	Social Committee	1,500	-	1,500	1,500
	Sub-Total Administrative Expenses	27,849	21,618	26,496	28,149
	Professional Fees				
6045	Accounting Fees/Audits	4,500	-	4,500	4,500
6056	Legal Fees	7,000	746	950	5,000
	Sub-Total Professional fees	11,500	746	5,450	9,500
	Insurance				
6311	Annual Appraisal To Establish Limits	280	280	280	280
6310	Property / Insurance Package	101,000	75,708	121,961	121,961.00
6309	Wind Mitigation Inspection (New with Roofs)	-	-	-	300
	Sub-Total Insurance Related Expenses	101,280	75,988	122,241	122,541
	Utilities				
6100	Electric Pool Heat-clubhouse Ext Lights	8,500	6,768	8,244	8,500
6105	Irrigation Water	11,000	8,199	9,831	10,125
6110	Refuse Removal/Recycling	14,000	13,080	15,980	16,000
6120	Water Sewer	62,000	54,528	65,276	67,235
	Sub-Total Utilities	95,500	82,574	99,331	101,860
	Building Maintenance				
6190	Building Maintenance & Repairs	24,000	19,430	19,430	21,000
6189	Roof Repairs Gutter Repairs	1,500	1,500	1,500	1,500
6194	Janitorial Service	14,585	9,720	14,585	14,585
6198	Building Clubhouse Janitorial Supplies	1,500	688	1,000	1,500
6230	Pest Control Contract	3,156	960	1,500	3,156
6232	Pest Control for Items Outside of Contra	1,200	-	-	1,200
6210	Emergency Systems/ Fire-Alarm Monit	3,000	389	-	3,000
6211	Emergency Sprinkler System	4,000	1,451	1,451	1,500
6167	Lift Station Maintenance	1,320	990	1,188	1,300
6171	A/C Maintenance Clubhouse	-	-	-	200
	Sub-Total Building Maintenance	54,261	35,129	40,654	48,941
	Grounds Maintenance				
6145	Grounds Maintenance/Repairs/Landscap	5,000	-	-	2,000
6160	Landscape Contract	43,669	39,004	43,669	44,979
6141	Irrigation Repairs / Maintenance	5,000	6,936	8,327	5,000
6164	Sod Plantings/Trees/Other	25,000	3,937	20,000	20,000
6162	Mulch	10,000	-	10,000	10,000
6166	Tree Trimming	11,500	635	11,500	11,500
6165	Pressure Washing	5,000	-	3,550	4,000
6170	Pool Spa Maint Contract	4,326	2,582	4,326	4,456
6172	Pool Spa Equipment Repairs	5,000	1,708	2,150	3,000
	Sub-Total Grounds Maintenance	114,495	54,801	101,372	104,935
	Miscellaneous				
6300	VCA Master Association Fee	76,638	57,558	76,638	75,285
6302	VCA Access Control Fee	50,774	38,160	50,774	50,880
6304	VCA Silver Oaks Fee	17,384	13,038	17,384	17,749
6305	Summit Broadband	117,482	88,086	117,482	118,830
6140	VCA Lake Maintenance Fee	941	940	941	941
	Holiday Decorations	-	-	-	-
6020	Contingency	-	-	-	550
	Total Miscellaneous Expenses	263,219	197,782	263,219	264,235
	Total Operating Expenses	668,104	468,639	658,763	680,161
	Reserve Funding	96,816	97,522	97,522	86,783
	Total Common Expenses	764,920	566,161	756,285	766,944

Silver Oaks Condominium Association, Inc.
2022 Approved Budget
Reserves For Capital Expenditure and Deferred Maintenance
For the Period of January 1, 2022 through December 31, 2022

Item	Estimated Life When New (Years)	Estimated Replacement Cost	2022 Estimated Remaining Life (Years)	Current Reserve 6/30/2021	Add'l Reserve Funding in 2021	*Estimated Reserve Balance 12/31/2021	Additional Reserves Required	Annual Funding Required In 2022
3007 Pool Resurfacing	10	45,000	7	1,125	4,494	13,541	31,459	4,494
3002 Roof Repairs/Replacement	30	2,200,000	28	531,608	14,738	546,346	1,653,654	59,059
3003 Painting	7	112,000	3	60,446	3,933	64,379	47,621	15,874
3004 Paving	30	72,000	25	28,260	421	28,681	43,319	1,733
3008 Clubhouse	5	17,600	1	13,978	996	14,974	2,626	2,626
3001 Common Area Contingency				9,957				
3005 Self Insurance/Misc. Improvements	5	100,000	4	87,450	561	88,011	11,989	2,997.24
		2,546,600		740,279	25,143	765,422	1,790,668	86,783

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.

Silver Oaks Condominiums 106 Units

2022 Approved Budget

Reserve & Assessment Schedule

For the Period of January 1, 2022 through December 31, 2022

	<u>Annually</u>	<u>Quarterly</u>
Operating Assessment	3,938	984
Reserve Assessment	819	205
<i>Silver Oaks Assessment</i>		<i>\$1,189</i>
VCA Master Fee	710	178
VCA Access Control Fee	480	120
VCA Silver Oaks Blvd. Fee	167	42
Bulk Rate Summit Communications Fee	1,121	280
<i>VCA Assessment and Summit</i>		<i>\$620</i>
<i>Total Silver Oaks and VCA Assessment Due</i>		<i>\$1,809</i>

Summit-Broad-Band Monthly Communication Cost

Video, Video Equipment	32.24
Internet, Internet Equipment	27.38
Phone Lines	7.04
Internet Network Surcharge	20.50
Taxes, FCC fees, 911 fees	6.26
<i>Annual Summit Cost is \$ 1,121.00</i>	
<i>\$93.42</i>	

SILVER OAKS CONDOMINIUM ASSOCIATION, INC.

Balance Sheet
As of 12/31/21

ASSETS

CURRENT ASSETS

Cash

1010	Iberia Bank Operating #7862	\$ 91,684.97	
	Sub-Total Cash		\$ 91,684.97

Reserves

1020	Iberia Bank Reserves #2959	\$ 403,566.04	
1021	Raymond James - Reserves	279,090.35	
1023	Raymond James CD 1/30/24 3.25%	27,345.75	
1024	Raymond James CD 2/5/24 3.25%	27,275.75	
1025	Raymond James CD 2/7/24 3.30%	27,236.50	
1027	Raymond James CD 6/21/22 2.35%	20,671.00	
	Sub-Total Reserves		\$ 785,185.39

Accounts Receivable

1450	Owners Receivable	\$ 26,383.05	
1452	Special Assessment	3,249.99	
1453	Legal	442.20	
1454	Due From Operating To Reserves	4,912.83	
1455	Due From Operating To Escrow	1,000.00	
	Sub-Total Accounts Receivable		\$ 35,988.07

Total Current Assets \$ 912,858.43

Other Assets

1690	Prepaid Insurance	\$ 90,970.86	
	Total Other Assets		\$ 90,970.86

TOTAL ASSETS \$ 1,003,829.29

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SILVER OAKS CONDOMINIUM ASSOCIATION, INC.

Balance Sheet
As of 12/31/21

LIABILITIES & EQUITY

CURRENT LIABILITIES:

2110	Accounts Payable	\$ 25,081.08	
2112	Spec. Assmt - Hurricane Irma	261,952.19	
2113	Spent From Special Assessment	(258,702.20)	
2114	Insurance Proceeds	2,453,895.76	
2115	Spent From Insurance Proceeds	(2,415,754.38)	
2120	Due to Reserves From Operating	4,912.83	
2121	Due To Escrow From Operating	1,000.00	
2180	Escrow Deposits	33,000.00	
2250	Owners Prepaid	92,300.91	
	Subtotal Current Liab.	<hr/>	\$ 197,686.19

EQUITY & RESERVES

RESERVES:

3000	Reserves - Unallocated Int	\$ 7,306.99	
3001	Reserves - Common Area	1,573.92	
3002	Reserves - Roofs	561,884.85	
3003	Reserves - Paint	70,756.56	
3004	Reserves - Paving	29,152.87	
3005	Reserves - Insurance	90,215.04	
3006	Reserves - Pool Heater	743.43	
3007	Reserves - Pool Resurfacing	1,124.65	
3008	Reserves - Clubhouse	15,893.82	
	Subtotal Reserves	<hr/>	\$ 778,652.13

EQUITY:

3295	Unrealized Gain/Loss	\$ 8,271.09	
3296	TrnsSpecAssmt EquityToOpEquity	1,563.75	
3300	Retained Earnings	(1,487.04)	
	Current Year Net Income/(Loss)	19,143.17	
	Subtotal Equity	<hr/>	\$ 27,490.97

TOTAL LIABILITIES & EQUITY	<hr/>	\$ 1,003,829.29
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SILVER OAKS CONDOMINIUM ASSOCIATION, INC.

Income/Expense Statement
Period: 12/01/21 to 12/31/21

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
INCOME								
04145	Maintenance Fees	32,930.66	33,818.87	(888.21)	404,496.00	405,826.00	(1,330.00)	405,826.00
04150	Reserve Fees	.00	8,068.00	(8,068.00)	97,325.00	96,816.00	509.00	96,816.00
04151	V.C.A. Fees	6,576.34	6,386.50	189.84	76,925.00	76,638.00	287.00	76,638.00
04152	Access Control Fees	4,360.00	4,231.13	128.87	51,000.00	50,774.00	226.00	50,774.00
04153	Silver Oaks Drive Fees	1,489.66	1,448.63	41.03	17,425.00	17,384.00	41.00	17,384.00
04155	Cable TV Fees	10,055.48	9,790.13	265.35	117,716.14	117,482.00	234.14	117,482.00
04200	Late Charge Fees / Interest	.00	.00	.00	665.57	.00	665.57	.00
04240	Interest - Operating	(25.58)	.00	(25.58)	.00	.00	.00	.00
04250	Interest - Reserves	29.66	.00	29.66	744.46	.00	744.46	.00
04295	Miscellaneous Income	(18.50)	.00	(18.50)	746.00	.00	746.00	.00
	TOTAL INCOME	55,397.72	63,743.26	(8,345.54)	767,043.17	764,920.00	2,123.17	764,920.00
EXPENSES								
ADMINISTRATIVE								
06025	Corporate Filing Fee	.00	5.13	5.13	236.25	62.00	(174.25)	62.00
06028	Fees to Division	.00	35.37	35.37	424.00	424.00	.00	424.00
06040	Management/Bookkeeping	1,749.00	1,749.00	.00	20,988.00	20,988.00	.00	20,988.00
06045	CPA Services	.00	375.00	375.00	.00	4,500.00	4,500.00	4,500.00
06050	Office Exp/Copies/Postage	803.09	333.37	(469.72)	3,730.49	4,000.00	269.51	4,000.00
06052	Postage	128.36	.00	(128.36)	588.40	.00	(588.40)	.00
06055	Social Committee	1,149.76	125.00	(1,024.76)	1,217.02	1,500.00	282.98	1,500.00
06056	Legal	4,500.00	583.37	(3,916.63)	5,707.50	7,000.00	1,292.50	7,000.00
06070	Taxes/Licenses/Permits	.00	.00	.00	350.00	.00	(350.00)	.00
06072	Pool Permit	.00	72.88	72.88	950.00	875.00	(75.00)	875.00
	SUB-TOTAL ADMINISTRATIVE	8,330.21	3,279.12	(5,051.09)	34,191.66	39,349.00	5,157.34	39,349.00
UTILITIES								
06100	Electric	847.90	708.37	(139.53)	8,316.25	8,500.00	183.75	8,500.00
06105	Irrigation Water	963.00	916.63	(46.37)	11,238.00	11,000.00	(238.00)	11,000.00
06110	Trash Removal	1,073.46	1,166.63	93.17	15,226.43	14,000.00	(1,226.43)	14,000.00
06120	Water/Sewer	5,712.65	5,166.63	(546.02)	65,786.53	62,000.00	(3,786.53)	62,000.00
	SUB-TOTAL UTILITIES	8,597.01	7,958.26	(638.75)	100,567.21	95,500.00	(5,067.21)	95,500.00
GROUNDS								
06140	Lake Maintenance	.00	78.38	78.38	940.32	941.00	.68	941.00
06141	Irrigation Maint. & Repairs	67.00	416.63	349.63	7,494.97	5,000.00	(2,494.97)	5,000.00
06145	Landscaping	.00	416.63	416.63	.00	5,000.00	5,000.00	5,000.00
06160	Lawn Service Contracted	3,639.07	3,639.12	.05	49,920.94	43,669.00	(6,251.94)	43,669.00
06162	Mulch	.00	833.37	833.37	11,708.75	10,000.00	(1,708.75)	10,000.00
06164	Trees/Sod/Plants	4,123.15	2,083.37	(2,039.78)	9,337.19	25,000.00	15,662.81	25,000.00
06165	Pressure Washing	.00	416.63	416.63	.00	5,000.00	5,000.00	5,000.00
06166	Tree Trim & Removal	7,225.00	958.37	(6,266.63)	7,860.00	11,500.00	3,640.00	11,500.00
06167	Lift Station Maintenance	110.00	110.00	.00	1,320.00	1,320.00	.00	1,320.00
06170	Pool Service	.00	360.50	360.50	3,052.45	4,326.00	1,273.55	4,326.00

SILVER OAKS CONDOMINIUM ASSOCIATION, INC.

Income/Expense Statement

Period: 12/01/21 to 12/31/21

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
06172	Pool Equipment Repairs	.00	416.63	416.63	1,994.63	5,000.00	3,005.37	5,000.00
	SUB-TOTAL GROUNDS	15,164.22	9,729.63	(5,434.59)	93,629.25	116,756.00	23,126.75	116,756.00
BUILDING								
06189	Roof Repairs	.00	125.00	125.00	1,500.00	1,500.00	.00	1,500.00
06190	Building Maintenance	1,213.47	2,000.00	786.53	31,767.84	24,000.00	(7,767.84)	24,000.00
06194	Janitorial	1,100.00	1,215.38	115.38	13,020.00	14,585.00	1,565.00	14,585.00
06198	Clubhouse, Misc, Supplies	24.54	125.00	100.46	712.60	1,500.00	787.40	1,500.00
06210	Fire Alarm Sprinkler	2,853.00	250.00	(2,603.00)	3,242.00	3,000.00	(242.00)	3,000.00
06211	Fire Alarm Maintenance	.00	333.37	333.37	1,451.08	4,000.00	2,548.92	4,000.00
06230	Pest Control Contract	.00	263.00	263.00	1,440.00	3,156.00	1,716.00	3,156.00
06232	Pest Control Not Contracted	.00	100.00	100.00	.00	1,200.00	1,200.00	1,200.00
	SUB-TOTAL BUILDING	5,191.01	4,411.75	(779.26)	53,133.52	52,941.00	(192.52)	52,941.00
MASTER ASSOCIATION								
06300	Master Association Fees	6,395.34	6,386.50	(8.84)	76,744.00	76,638.00	(106.00)	76,638.00
06302	Access Control Fees	4,240.00	4,231.13	(8.87)	50,880.00	50,774.00	(106.00)	50,774.00
06304	Silver Oaks Drive Fees	1,448.66	1,448.63	(.03)	17,384.00	17,384.00	.00	17,384.00
06305	Bulk Cable TV Fees	9,787.34	9,790.13	2.79	117,448.00	117,482.00	34.00	117,482.00
	SUB-TOTAL MASTER ASSOCIATIO	21,871.34	21,856.39	(14.95)	262,456.00	262,278.00	(178.00)	262,278.00
INSURANCE								
06310	Insurance - Package	10,107.88	8,416.63	(1,691.25)	106,081.90	101,000.00	(5,081.90)	101,000.00
06311	Annual Appraisal/Limits	.00	23.37	23.37	280.00	280.00	.00	280.00
	SUB-TOTAL INSURANCE	10,107.88	8,440.00	(1,667.88)	106,361.90	101,280.00	(5,081.90)	101,280.00
RESERVES								
06401	Reserves - Common Area	.00	374.50	374.50	4,494.00	4,494.00	.00	4,494.00
06402	Reserves - Roofs	.00	5,046.12	5,046.12	60,553.00	60,553.00	.00	60,553.00
06403	Reserves - Paint	.00	1,718.50	1,718.50	20,622.00	20,622.00	.00	20,622.00
06404	Reserves - Paving	.00	148.75	148.75	1,785.00	1,785.00	.00	1,785.00
06405	Reserves - Insurance	.00	319.37	319.37	5,530.00	3,832.00	(1,698.00)	3,832.00
06408	Reserves - Clubhouse	.00	460.87	460.87	3,832.00	5,530.00	1,698.00	5,530.00
06430	Reserves - Unallocated Int	4.08	.00	(4.08)	744.46	.00	(744.46)	.00
	SUB-TOTAL RESERVES	4.08	8,068.11	8,064.03	97,560.46	96,816.00	(744.46)	96,816.00
Other Expenses								
	TOTAL EXPENSES	69,265.75	63,743.26	(5,522.49)	747,900.00	764,920.00	17,020.00	764,920.00

