



September 10, 2019

**RE: Stafford Place Neighborhood Homeowners Association, Inc.
Annual Meeting of the Membership & Board of Director's Budget Meeting**

Dear Stafford Resident(s),

On behalf of the Board of Directors of the Stafford Place Neighborhood Homeowners Association Inc., you are hereby notified, in accordance with the Association's Bylaws and Florida Statute 720, that the Association's Annual Meeting of the Membership, followed by the Board of Director's Budget Meeting, is scheduled as follows:

Time: 3:30 PM

Date: September 25, 2019

Place: Hilton Garden Inn-2155 North Pointe Pkwy, Lutz, FL 33558

The purpose of the Board Budget meeting will be to review and approve the 2020 Budget for the Association. This will include consideration of the 2020 regular assessment and any other business that may come before the Board of Director's. A copy of the proposed 2020 Operating Budget is enclosed.

Stafford homeowners will be receiving coupons, and will have several ways to pay the dues. For more information, please contact our Customer Service Representatives on 1-877-221-6919.

Also included in this mailing you will find a questionnaire for you to submit any questions ahead of this meeting. This will allow us time to research any information we need to be able to address your concerns. Please return to the mailing to Stafford Place c/o Evergreen Lifestyles Management at 2100 S. Hiwassee Rd, Orlando, FL 32835 – or email it to mfleshman@Evergreen-LM.com by September 20, 2019. Should you have any questions regarding these meetings or enclosures, please do not hesitate to contact us.

Please find the following enclosed items for the upcoming Annual and Budget Meetings:

1. Annual and Budget Meetings Agenda
2. Questionnaire
3. Draft 2020 Budget

If there are any questions at all, please let us know.

Sincerely,

Michael Fleshman

Michael Fleshman, LCAM, CMCA, AMS
Area Manager – Tampa West
mfleshman@Evergreen-LM.com

**STAFFORD PLACE NEIGHBORHOOD HOMEOWNERS
ASSOCIATION, INC.**

C/O Evergreen Lifestyles Management
2100 S. Hiawassee Road
Orlando, FL 32835

2019 ANNUAL MEETING

September 25, 2019

3:30 PM

Hilton Garden Inn-2155 North Pointe Pkwy, Lutz, FL 33558

AGENDA

- I. Call to Order
- II. Verification of Quorum
- III. Introductions
- IV. 2018 Minutes Approval
- V. Financial Review
- VI. Status of the Community
- VII. General Discussion
- VIII. Adjournment

2019 BOARD OF DIRECTORS BUDGET MEETING

September 25, 2019

AGENDA

- I. Call to Order
- II. Verification of Quorum
- III. 2018 Minutes Approval
- IV. 2020 Budget Adoption
- V. Adjournment

Stafford Place Neighborhood Homeowners Association, Inc				
Based on 106 Closed Homes as of 12/31/2019		2019	2020	
Based on 118 Closed Homes as of 12/31/2020				
Total Homes		118	118	
Monthly Assessment		\$62.63	\$66.00	
Quarterly Assessment		\$187.08	\$198.00	
Annual Assessment		\$748.32	\$792.00	
Account	Description	2019 Budget	2020 Budget	
Operating Accounts				
Income Accounts				
Income				
	40-4010-000	Assessments	\$58,404.00	\$92,268.00
	40-4112-000	Developer Subsidy	\$30,278.00	\$1,188.00
New				
Income Accounts Total			\$88,682.00	\$93,456.00
Expense Accounts				
Administrative				
	60-6010-000	Tax Preparation/Financial Report	\$1,000.00	\$1,000.00
	60-6013-000	Legal Expense	\$1,044.00	\$1,044.00
	60-6016-000	Misc. Administrative (Bank Fee,Corp,Storage)	\$900.00	\$900.00
	60-6019-000	Website Expense	\$900.00	\$900.00
	60-6025-000	Management Fees	\$6,594.00	\$9,366.00
	60-6055-000	Insurance	\$5,496.00	\$5,496.00
	60-6060-000	Annual Corporate Report	\$100.00	\$100.00
	60-6070-000	Postage & Mailers	\$1,576.00	\$1,414.00
Maintenance				
	65-6556-000	Landscape Maintenance	\$32,460.00	\$45,480.00
	65-6559-000	Irrigation Maintenance	\$3,600.00	\$3,600.00
	65-6578-000	Mulch/Annuals/Landscape Replacement	\$8,516.00	\$8,460.00
	65-6585-000	Pond Maintenance	\$5,940.00	\$5,940.00
	65-6587-000	Pond Monitoring	\$4,200.00	\$0.00
	65-6590-000	Misc. Maintenance	\$6,000.00	\$6,000.00
Utilities				
	70-7015-000	Electricity	\$4,800.00	\$2,000.00
	70-7020-000	Water	\$4,800.00	\$1,000.00
Reserves Transfers				
	90-9120-000	Reserve Transfer-General	\$756.00	\$756.00
New				
Expense Accounts Total			\$88,682.00	\$93,456.00
Operating Accounts Net			\$0.00	\$0.00



ATTENTION – ACTION REQUIRED

Evergreen Lifestyles Management Software Conversion

January 1, 2020

As Evergreen continues to grow we are always looking for better ways to serve our clients. With this in mind, we have contracted with a new community management software package. We know that with new changes some questions are bound to arise. As we progress closer to January 1, the list below will grow with new information and be disseminated so that all homeowners are in the know. The information may arrive in the mail and/or be sent via eBlasts through the community websites. If you are not currently registered, now is the time and our customer service representatives are here to serve you if you need assistance. In the meantime, business will carry on as usual as we look forward to new and exciting adventures ahead.

✓ **Will payment address change?**

Yes, all owner payments will have a new remittance address and it will be provided with your 2020 coupons. If you have on-line bill pay through your financial institution, this information will need to be updated.

✓ **Will owners need new passwords to access the new payment portal of the community website?**

Yes, the new payment portal of the community websites will require new login credentials. Each owner will receive communication with the new credentials prior to the transition.

✓ **Will owners need to reestablish recurring payments (echeck or credit card) through new payment portal.**

Yes. The current payment portal link known as CincWebAxis (Cinc) will no longer be in existence as of December 31, 2019.

