

The Pelican Condominium of New Smyrna Beach, Inc.
2401 South Atlantic Avenue
New Smyrna Beach, FL 32169

Board of Directors Meeting

Date: May 14, 2011
Time: 10:00 am to 1:00 pm
Place: New Smyrna Beach Regional Library
1001 South Dixie Highway
New Smyrna Beach, FL 32168

1. Roll Call:

Board members Archie Williams, Frank Armetta, Ed Pantalone, Estie Keyes and Bob Kosar and Manager Steve Simpson were present. A quorum was established and the meeting was called to order at 10:00 am. Board member John Kelley arrived at 10:15 am.

Owners Present:

A203 Peter Mulkins	C304 Madge Baker
A301/405 Edie Pantalone	C306 Sharon Armetta
B103 Jean Shaw	C606 Ron Pickett
B305 Bette Long	D101 Cheryl McColl
B606 Alecia Williams	D106 Sandy and Al Hokanson
C201 John Venus	E101 Claudia Putney
C206 Bob Crittendon	

2. Approval of Minutes of April 9, 2011 Board of Directors Meeting

Frank Armetta made and Bob Kosar seconded a motion that the minutes of the April 9, 2011 Board of Directors meeting be accepted as published. The motion passed unanimously.

3. Consideration of Correspondence

- a. Estie Keyes stated that in a memo from the Flicks, B205, they indicated there was not a drainage issue on their balcony and that they had removed the balcony light bulb.
- b. The attached letter from the Collies, A604, was read.
- c. Archie Williams thanked Ron Pickett for his time and effort working with the staff to develop better communications. Sandy Hokanson noted that the maintenance staff should be equipped with the appropriate tools/equipment necessary to do their jobs. Among the items Steve Simpson is asked to investigate is a shop vac and a generator.

At this point, it was agreed to suspend the agenda while Dominic (Nick) Damato, a guest speaker from Volusia Patio, made a brief presentation on PVC patio furniture for possible use on the pool deck. He noted the advantages of PVC furniture to be its longevity--about 20 years

for the frame and about 7 years for the vinyl straps. Nick also noted the PVC furniture is not stackable like aluminum furniture. After Nick left, it was agreed to continue the discussion on pool furniture during the Social Committee report.

4. Elections and Resignations—None

5. Reports of Officers

- a. **Treasurer's Report**—Frank Armetta stated he would cover the Treasurer's report during the budget discussion.
- b. **Manager's Report**—Steve Simpson reviewed the attached Manager's report. The following comments were made relative to the Manager's Report: It was suggested that the cleaners have some type of ID or badge to identify them as legitimately on the property. It was suggested that the deadbolts be locked in the rental units due to recent burglary activity in New Smyrna. Frank Armetta raised issue with the expenditure of about \$960 for replacement grocery carts since year to date expenditures are over budget. Estie Keyes questioned the authority of Steve to have spent the funds without board approval and Archie Williams noted that it was a management decision and within Steve's approved spending level of \$2,500. Frank commented that total expenditures were actually less than last year and that the current year budget included an additional \$40,000 going into reserves without an increase in monthly fees. It was suggested that some type of protection be placed on the outside of the new carts to prevent damage to the buildings and cars. Steve was asked to have the maintenance staff remove balcony light bulbs from rental units during turtle season. It was requested that the windscreen frames be removed from the pool area. The plan is to store them in the Pel House storage area. To accommodate them it will be necessary to extend this area. Based on the anticipated cost, this may be a management decision. Ron Pickett commented after Steve's report on staff teambuilding exercise that the staff today is not the same staff that started the exercise one month ago.

6. Committee Reports

- a. **Finance Committee**—John Kelley presented the attached report and noted that much of the decrease of expenditures over the last five years is a reduction in insurance expense. He agreed with an owner comment that we may face higher insurance cost in the future.
- b. **Building Maintenance**—Bob Kosar reported that the maintenance process and procedures seem to be working well. He noted that when the conduit is added on the roof to encapsulate the internet cable that he wanted to pull additional cable for future use. Archie asked Bob investigate increasing the band width of the wire internet system prior to the high volume of renters this summer. Ed Pantalone reported that the Westside Restoration Project committee had interviewed three engineers to assist with the Westside Restoration Project to evaluate the condition of the storm drain system, the parking lot, traffic patterns, trash collection and existing water and sewer services. He will develop recommendations and cost estimates for appropriate repairs and/or changes. He will also work with an architect to determine the site feasibility of relocating or improving the existing community buildings (Pel house and office). The

end result will be cost estimates for all components, whether they are needs or wants. It was noted that each engineer interviewed made comment about the forethought and future planning of the board and community. Frank Armetta reminded everyone that last year the board approved an expenditure of \$10,000 for an engineering study and that the funds are currently in the reserve account. Ed Pantalone made a motion that the board approve the committee's recommendation to engage Joe Hopkins of The Performance Group to serve as the association's engineer for the Westside Restoration Project utilizing the funds previously approved for the engineering study. Estie seconded the motion and the vote was unanimous. Frank noted that modifications like changes to the Pel house will require approval by the owners.

- c. **Rental Committee**—Sandy Hokanson noted Steve's earlier comments about the web based rental system and stated that the system will have email blast capabilities and she volunteered to get things started in this area.
- d. **Landscaping and Grounds**—Jean Shaw noted that the front entrance area looks bad, especially compared to the pool side. Steve will work with Coastal Landscapes on a plan to improve the front entry area. Peter Mulkins requested that someone volunteer to oversee the garden areas on a routine basis. New sod and the subsequent need for additional watering were discussed along with other alternatives that would require less water. Steve reported that it would cost about \$1,500 to repair the sod on the pool side of A, B and C buildings.
- e. **Storage Committee**—Peter Mulkins briefly reviewed the attached Storage Committee report and requested that owners remove an approved items from the storage rooms as soon as possible. Estie Keyes noted that the deadline for removing untagged bikes will be the Annual Owners Meeting, October 8, 2011.
- f. **Social Committee**—Alecia Williams reported that the next social event would be the July 4th Party and ask for volunteers to assist. At the last board meeting, the Social Committee volunteered to investigate replacement pool furniture. After a discussion on PVC furniture, a show of hands indicated a preference for that type of furniture. It was agreed to have Volusia Patio provide a couple sample chairs to place on the pool deck for evaluation purposes and color selection of straps.

7. Old Business

- a. **West Side Restoration**—Discussion of this topic was covered previously in the Building Maintenance committee report.
- b. **Budget Proposal for FY 2011/2012**—Frank Armetta presented a draft budget for consideration by the board. He noted that a final proposal will be developed after the discussion at today's meeting. Frank noted that the draft budget included a modest increase of 2.64% in monthly fees, suspension of the \$13,000 contribution to the insurance reserve fund since the balance is now \$98,000, and a reduction of \$11,000 in the amount applied to the reserve fund. The end result will be about \$38,000 more in the operating account for the upcoming year versus the current year. He noted two areas of concern: 1) the most recent water bill was extremely high so he increased the water budget by \$18,000, and 2) payroll/staffing cost is over budget by \$15,000 in the current year. John Kelley noted that recent legislation, if not vetoed by the governor, will permit a condominium board to hold a closed meeting without an attorney present

to discuss personnel issues and the board agreed they would take this action as soon as permitted. Archie Williams, other board members and owners thanked Frank Armetta for his extensive time and effort to monitor the Pelican's expenditures in order to develop the proposed budget for the association.

8. New Business—None

9. Adjournment—There being no other business to come before the board, Ed Pantalone made a motion, seconded by Bob Kosar, to adjourn the meeting. The Motion passed and the meeting was adjourned at 12:50 p.m.

Respectfully submitted,

Steve Simpson Manager

Next Board Meeting:

Date: June 11, 2011

Time: 10:00 am to 12:00 noon

Place: New Smyrna Beach Regional Library

1001 South Dixie Highway

New Smyrna Beach, FL 32168

Steve, Archie and all Board Members:

Last Saturday, April 9th our drain broke and I couldn't drain the bathtub water out. As I approach Jim to tell him my problem he told me to see our Mtce Guy Al. Al ran to his car and got his tools and came up immediately to help. My family was here.....a pregnant mom and a one year old and a bathtub is very important to have to bathe children. Tuesday was arriving the other set of family with a one and 3 year old children.

I want to say how great it is to have Al with us. He replaced the new drain and plug part with a new one. Thankfully we had replacement parts in our area. We have to remember that our bathtubs are original and it is had to find parts today for old things. Al fixed it fast and cleaned up the tub and floor.....wow that was awesome for a worker to do that. Please inform him what a great job he did and a big saver for us.

We have Don whom has been with us for years and he also is so great to all of us. Don has the electrical experience and now Al with plumbing and all. This is what we need and they can save us owner lots of headaches and big bills calling a plumber, electrician and etc.

Lisa, Linda and Debbie are a great smily and helpful asset to us all in the office too.....

Many thanks for all the hard work everyone is doing around here from the family of A-604.....Bill and Carol Collie.....Deb and Mike Arent and family owners of the condo.....Happy Easter to all.....

The Pelican of New Smyrna Beach, Inc.

Manager's Report

May 14, 2011

1. **Condo Keeper**—At the last board meeting, the board approved entering into an agreement for the use of a new web based rental system subject to appropriate resolution of a few key items. The assistance of Barry Morris, C102, who volunteered to review the contract for the Pelican, is greatly appreciated. His insight, efforts and comments were very helpful in reaching final agreement. Most of the data from the old system has been migrated to the new system and the staff has been busy updating the new system with the data that is not and to make sure that it is consistent with the old system data. When that is verified, we will be ready to go live with online booking capabilities. Both systems will be run in tandem until we're certain the new system is functioning properly. We ask that all owners contact the office to confirm any owner blocks while the information is being validated in the new system. This can best be accomplished via an email to the office.
2. **Additional Cleaning Company**—The current cleaning company, Fresh Start, recently expressed concern with their ability to handle the volume of back to back cleans during the summer months at the cleanliness level demanded by the Pelican. Other cleaners were interviewed and one company, Seth Eatros Cleaning, has been cleaning units on a test basis for the past couple of weeks with the objective to verify they meet the Pelican standards of cleanliness and they can handle back-to-back cleans this summer. So far the results have been positive and they have been working well together with Fresh Start.
3. **Shopping Carts**—Sixteen shopping carts have been purchased to replace the collection of the miss-matched shopping carts utilized by owners and guests to transport items from their cars to their units. Not only did the old carts not fit very well in the stairwell areas because they were miss-matched, they were also beginning to look bad. All sixteen of the new carts are the same size and color and four of these smaller carts placed in each of four stairwells take up a much smaller footprint than the old miss-matched carts.
4. **A/C Inspection**—Inspection of the roof top A/C units is complete and owners have been notified accordingly based on the inspection. Many Pelican owners have responded to the communication and have already had their units serviced or replaced.
5. **Mailboxes**—Replacement of one bank of old mailboxes near elevator #4 is complete and installation of a new bank has already begun at elevator #1. If time permits, the second bank of mailboxes at these two elevators will be replaced before the higher volume of guests begin in June. If not, the work will be completed in August when the volume of guests subsides. At that time, the mailboxes at elevator #2 and #3 will also be replaced.
6. **Turtle Season**—Turtle Season began May 1 and efforts to shield the walkway lights of B and C building is complete. The maintenance staff has developed a new plastic shield to

cover the pagoda lights that will be visible from the beach with installation of the shields underway. Guests are notified of the light restrictions upon check-in until turtle season is over.

7. **Windscreen Storage**—The windscreen panels have been removed, washed and stored until next season. The windscreen sections will be removed, cleaned and stored in the Pel-House patio storage room as soon as it is lengthened by about four feet to accommodate the panels.
8. **Fire Safety Inspection**—As part of the routine fire system maintenance and inspection, the annual inspection of the fire extinguishers in the units was completed this week. Also, this week the water delivery system of the fire system was inspected to verify that appropriate water pressure and volume is delivered to the standpipes on the roof and on the walkways.
9. **Conduit on Roof**—Previously electrical lines were installed on the roof to supply power to the Meraki internet relay boxes. The electric lines were installed in conduit but the conduit was not properly secured to the roof and slides back and forth on the roof during strong winds—one of the reasons we lose wi-fi service after a storm. In some locations the junctions and/or conduit have broken and need repair/replacement. The cable that supports the electrified internet system has been routed on the rooftop from one electrical room to the others. Now that it has been determined this system works, the cable needs to be installed in conduit to protect it from the elements and to protect the roof. Consultation with 2001 Company, the roof manufacturer, suggests the new conduit and the existing conduit should be properly attached to the roof using attachments that suspend the conduit so that it does not rub against the roof. The supports should be located about 5 feet apart and cost about \$15 each including installation. Thus, to secure approximately 500 feet of conduit will cost about \$1,500, excluding the cost of conduit and installation.
10. **Staff Team Building Exercise**—Since the last board meeting, the Pelican staff has held weekly meetings with the underlying premise that it serve as a team building exercise, while processes and procedures are being critiqued to improve the work process for the employees. Ron Pickett initially served as facilitator of the meetings and is now serving as an observer while I facilitate the meetings. It has been helpful for each employee to learn how their daily actions either positively or negatively impact the quality of the product delivered to our guests and owners. The staff meetings will continue on a weekly basis for a few more weeks and will then continue on a less frequent basis.
 - a. If you have not noticed, the office has been renamed “Guest Services.” In the initial meeting, the staff agreed their focus should be quality customer service and their work efforts should be directed at always striving to improve the level of customer service, whether the customer is a guest, an owner or a vendor.
 - b. Communication and documentation have repeatedly been identified as critical elements in the process. To that end, the office staff has created a shared electronic daily log of activity to provide the current status of various activities. The daily log can be checked by any of the office staff to determine the status. Also discussed was an electronic work order system to create a record of all maintenance related activity in each unit. The new web based rental system has

a work order/maintenance portion which may provide the electronic database needed. More research is needed to verify that this is a complete solution since not all units are in the rental program.

- c. An issue discussed in the meetings is how best to quickly address repairs in rental units that cost more than the \$200 owner notification threshold. With a good database of information, it will be easy to confirm the owner's vendor of choice for various repairs so the repair person can be called first and the owner then notified of the need for a repair person and that one has been called. We also discussed that the Pelican should pay for the service call in the event the staff misdiagnosed the problem and there really was no need for an outside vendor to be called. Also it was agreed that if an employee has a track record of misdiagnosis, they need not be working at the Pelican any longer.
- d. The staff has requested resumption of the use of radios to communicate amongst themselves, with the recommendation that they use an ear piece while near guests and owners.
- e. Now that the new website is almost complete with a link to the web based rental system almost up and running, we are searching for a qualified webmaster to support placement on the website of rental unit updates, promotion banners, etc.
- f. The staff is working on a proposal to reorganize the office so that guests and owners can be served in a more efficient manner while providing more privacy during conversations with the guests.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Steve Simpson". The signature is written in a cursive, flowing style.

Steve Simpson

Pelican Finance Committee Report May 14, 2011
By John Kelley

Reserves

We have about \$524,000 in reserves in our Smith Barney accounts. About \$367,000 is invested in CDs, \$157,000 in a money market fund. We borrowed from reserves to pay our insurance bill in full in December to avoid finance charges. That amount was repaid in full very quickly.

Operating budget

To try to sort through the proposed budget, I looked at our annual financial statements for the past several years. (Please forgive any typos). The key number to look at is our "Net ordinary Income" rather "Net Income" which is the last number. "Net Ordinary Income" is essentially what we are adding to reserves during the year. The summary below shows that we have reduced operating expenses over the past several years and continued to fund reserves.

Fiscal Year	Gross Profit	Expenses	Net ORDINARY Income (added to reserves)
2006-07	774,543	600,662	173,881
2007-08	787,107	603,296	183,811
2008-09	774,757	591,038	183,744
2009-10	770,250	588,828	181,421
2010-11	774,486	582,587	191,899 (projected 12 months actual)
2011-12	774,501	589,164	185,337 (proposed budget)

Comparing '06-07 with '10-11, total expenses decreased by \$18,075 (\$600,662 minus 582,587). This was possible due to a \$55,763 reduction in our insurance costs. Our insurance cost was \$130,794 in '06-07 and \$75,031 in '10-11 (see Line 6180 in the budget). In other words, our expenses would have increased about 5% per year if not for the insurance savings.

West Side Restoration

The West Side Restoration of the Pelican consists of several projects we need to do soon (water shutoffs, storm drainage under parking lot, parking lot resurfacing, etc). The cost of these is unknown and will require a special assessment. One alternative to a special assessment is using some of our reserves. This would require board and/ or owners' approval.

Thank you to Frank Armetta for his work on our proposed budget and continued work on monitoring our finances.

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Storage Committee Report

May 14, 2011

The storage room situation has improved somewhat this past year. Our appreciation and thanks go out to those who have made a special effort to comply with our storage rules.

Bicycles continue to be a major issue. We hope when the tagging program is complete (now underway) we will be able to deal with this more effectively. Please have your bicycles tagged as soon as possible. The deadline for this is now set to coincide with our October 2011 Annual Owners Meeting. After this, all untagged bikes will be disposed of.

We continue to attempt to deal with other storage issues. The following is a list of unauthorized or improperly stored items, store room by store room, compiled in a recent survey.

Store room located adjacent to Elevator #1

6th Floor: Not currently in use

- a large red wagon - no i.d. – parked in the stairwell landing

5th Floor: 3 dinette chairs – D304

3 empty cardboard boxes – B505

4th Floor: 2 large easy chairs - no i.d.

Wooden chair – A602

Carpet roll – B405

Junk filled cardboard box – B306

Tricycle stroller (valuable) - no i.d.

3rd Floor: Large stack floor tiles & 2 pails of glue - D205

Sliding screen door - no i.d.

Store room adjacent to Elevator #2

6th Floor: Steel bed frame - B601

Large microwave carton - no i.d.

4 plastic chairs – C601

Step ladder – B601

1 bicycle – no tag

1 exercise bike – no i.d.

- 5th Floor: Large T.V. - no i.d.
Leftover construction materials
Large plywood sheets – B103
Stack floor tile – B501
- 4th Floor: Authorized Bicycle room
- 3rd Floor: Large furniture console – no i.d.
Discarded kitchen cupboards – B203
Large swivel chair - B303
Lounge chair – no i.d.
Coffee table - A306
- 3rd Floor: Swivel chair (pink) – no i.d.
Coffee table – B303
“Credenza” style cabinet (nice) – i.d.
Stack of shelving – A305
2 drum tables (wicker) – B303
15 bicycles

Storage room adjacent to Elevator #3

- 6th Floor: “This -n- That Room
- Currently used by Pelican Staff
- 5th Floor: 2 huge recliners - no i.d.
2 tall cupboard doors – no i.d.
Folding cot w/mattress – no i.d.
Carton of electronic bits – no i.d.
Carpet rolls – E105
2 dinette chairs – no i.d.
Stack of floor tiles (some value) – no i.d.
11- 5gal paint cans (must be removed immediately)

4th Floor: Work/Paint room

- Maintenance needs to organize and clear so Owners can work comfortably in this room.

Storage room adjacent to Elevator #4

6th Floor: Old mattress – no i.d.

2 lounge chairs – no i.d.

Carpet roll – no i.d.

5th Floor: Large cardboard carton – C505

Entertainment stand & VCR – no i.d.

4th Floor: Large cardboard carton – C303

Large carton carrier – E101

Washing machine (Dec/2010) “temporarily”

3rd Floor: Plastic chair – E201

Plastic chair – no i.d.

Dehumidifier (tagged “yard sale”) - no i.d.

2 bicycles

Except where noted, few if any of the above items would not be of any real value nor would they find their way into any self-respecting condo unit. They are for the most part cast-offs which should have been disposed of long ago. This process will begin immediately for items with no identification. These having a unit number will be given more time. So please, if your unit is mentioned above, take care of this ASAP.

Your Storage Committee

STORAGE AREA RULES (To be posted in each storage area)

1. Storage rooms are to be utilized for the storage of approved small household items as listed below:
2. Where possible all items must be placed in plastic "tote" containers occupying no more than 32" x 24" of shelf or floor space each.
3. Each individual tote or other approved stored item must bear a tag (or sticker) for the current year issued by the Pelican Office. The tag shall be color coded for the year and bear the unit number and name of the owner.
4. Normally the storage space is available to owners only. However, if a regular renter desires to store items, the unit owner may provide one or more of his/her allotted tags for this purpose.
5. Untagged or unapproved items (see below) will be identified and stickered as in violation and liable to be disposed of by Management. If the owner can be identified, he/she will be notified and given 30 days notice to comply, after which management shall remove and dispose of such items as it sees fit. In the case where ownership cannot be determined, Management may take immediate steps for disposal.
6. All items stored at owners' risk. The Pelican is not responsible for theft, damage or disposal.
7. Approved Items
 - Plastic totes
 - Bicycles in approved area only
 - TV not over 28"
 - Golf bags, other sporting goods
 - Neatly folded tables & chairs
 - Neatly folded wheel chairs
 - Neatly folded Xmas trees
 - Surf & boogie boards if properly stored on racks provided
 - Lamps
 - Pictures
 - Other items as approved by Management

Non-approved items

- Large appliances such as washers, dryers, fridge or stove
- Furniture items such as beds, mattresses, non-folding chairs, tables, sofas, cabinets, BBQs, outdoor furniture
- Carpet rolls
- Hazardous materials (paint, solvents, acids, propane, adhesives, etc.)
- Construction materials (wood, tiles, etc.)
- Bicycles not stored in designated areas and tagged will be cut free (if necessary) and disposed of.

POOL FURNITURE REPLACEMENT RECOMMENDATIONS
MAY 2011

Description of piece	Qty on Hand	Wish list Qty
Tables and Umbrellas		
Round Tables	3	4
Picnic Tables	5	
Umbrellas & Stands	6	2
Chairs & Chaises		
Chairs	25	50
Chaise w/o arms (14")	70	
Chaise w/arms (17") strap		70
Chaise w/o arms (17") if PVC		70
Other		
Glider & ottoman PVC		10
Snack Table		10
Trash Containers		4
Resin Tables and Chairs for special occasions		4 sets

OPTION 1:

Refurbish any chaises' or chairs that do not have structural damage. Buy vinyl strap pieces to match the refurbished items. Cost estimate to powder coat and re-strap is \$95 a unit. Cost estimate approximately \$8,000

OPTION 2

Buy all new vinyl straps stackable. 70 chaises', 50 chairs Cost estimate \$12,300

OPITON 3

Buy new chairs and chaises' for Pool area, move current chairs to deck area with tables. Buy new chairs next year. Vinyl Strap cost \$11,000. PVC Cost approx \$15,000

OPTION 4

Buy PVC to replace items that have structural damage, and buy as budget allows. Allocate dollars into next year's budget to buy remainder of pieces needed.

OPTION 5

Buy all new PVC; include pieces that are versatile, i.e., the glider or chair with ottoman (Can decrease chaise or chair total by this number) add additional table and snack tables Estimated cost \$14,732, original cost estimate \$20,000



Patio Furniture & Home Accessories
320 Canal Street
New Smyrna Beach, Fl. 32168
Store 386-427-1051 Fax 386-427-1556
www.volusiapatio.com

Why PVC Outdoor Furniture?

PVC pipe frames are the most durable outdoor PVC patio furniture on the market. Made to withstand even the harshest climates, PVC outdoor pool and patio furniture is so easy to maintain and will look great for many years to come.

Grade PVC Furniture Pipe

- Furniture Grade PVC has impact modifiers added to increase its strength and to reduce any possibility of chipping upon impact. This makes it safe at home.
- Furniture Grade PVC has ultraviolet inhibitors to prevent fading, crazing or discoloration, even in extremely hot climates.
- Furniture Grade PVC frames are available in Bronze and White
- Furniture Grade PVC has a very smooth, glossy finish.

What are the Benefits of Owning PVC Furniture?

- PVC furniture is extremely durable. It will literally last a lifetime.
- PVC furniture will not rust, corrode, chip, fade or peel.
- You can use PVC furniture actually IN your pool or IN the ocean!
- Modern styles and designs means PVC furniture looks good too!

Why Buy From Us?

- All products are made in the USA
 - WARRANTY on frame manufacturing and material defects to the original owner.
 - We have a variety of PVC related items including chairs, tables, barstools, ottomans, loungers, recliners, umbrellas, outdoor lamps, and more.
 - Established for 16 Years with solid reputation for Quality and service
-

PELICAN OF NEW SMYRNA BEACH, INC.

Profit & Loss

July 2009 through June 2010

BUDGET WORKSHEET

Draft/Proposed Budget for Consideration

	Proposed Budget Jul '11 - Jun 12	Estimate '10 - Jun 11	Jul Jul '09 - Jun 10	Actual Jul '08 - Jun 09
Ordinary Income/Expense				
Income				
4000 - Total 4000 - Income				
4010 - Maintenance Fees (Oper)	446,000.00	405,792.00	447,061.00	463,596.00
4011 - Maint Fees (Reserve Portion)	188,080.00	199,404.00	158,135.00	141,600.00
4012 - Maint Fees (Insurance Fund Portion)	0.00	12,996.00	12,996.00	12,996.00
4014 - Prior Spec Account Excess	0.00	0.00	0.00	911.00
4015 - Late Fees	500.00	1,700.00	1,700.00	975.00
4016 - Transfer Fees	100.00	325.00	200.00	0.00
4017 - Cancellation Fees	100.00	200.00	393.33	300.00
4020 - Maint Income--Labor	3,500.00	3,112.00	2,186.52	4,208.50
4030 - Maint Income-Material	8,500.00	8,364.00	7,311.75	8,610.10
4060 - Cleaning Services	90,000.00	87,501.00	82,648.15	80,387.35
4130 - Rental Commissions	144,000.00	142,445.00	138,583.84	139,581.88
4150 - Miscellaneous Income	1,000.00	1,941.00	1,533.13	5,371.28
4155 - Operating Interest	100.00	227.00	476.62	1,713.73
4160 - Reserve Interest Earned	8,500.00	8,347.00	7,652.39	11,283.65
4180 - Tee Shirt Income/Misc	400.00	588.00	1,084.85	22.53
Total 4000 - Total 4000 - Income	890,780.00	872,942.00	861,962.58	871,557.02
Total Income	890,780.00	872,942.00	861,962.58	871,557.02
Cost of Goods Sold				
5000 - Work Order Costs	9,000.00	10,183.00	8,977.42	9,311.32
5750 - Cleaning Expense	89,000.00	88,273.00	82,735.00	87,488.32
Total COGS	98,000.00	98,456.00	91,712.42	96,799.64
Gross Profit	792,780.00	774,486.00	770,250.16	774,757.38

PELICAN OF NEW SMYRNA BEACH, INC.

Profit & Loss

July 2009 through June 2010

BUDGET WORKSHEET

Draft/Proposed Budget for Consideration

	Proposed Budget Jul '11 - Jun 12	Estimate '10 - Jun 11	Jul Jul '09 - Jun 10	Actual Jul '08 - Jun 09	
Expense					
5300 - Repairs & Maintenance					
5310 - Building Repair & Maint.	26,000.00	29,271.00	25,649.65	27,421.50	-7
53101 - Extraordinary Repairs	0.00	0.00	0.00	0.00	
5311 - Pool Supplies	7,500.00	8,645.00	8,414.50	5,094.97	
5312 - Elevator Maintenance	10,000.00	10,229.00	14,053.21	15,093.90	-1
5313 - Exterminator	3,800.00	3,738.00	3,680.64	3,256.74	
5314 - Grounds Maintenance	24,000.00	20,773.00	18,042.02	17,817.75	
5316 - Repair & Maint.(Pool/Shuf/Grl/Othr)	17,000.00	15,400.00	19,587.31	9,046.27	-5
5300 - Repairs & Maintenance - Other	0.00	0.00	0.00	0.00	
Total 5300 - Repairs & Maintenance	88,300.00	88,056.00	89,427.33	77,731.13	
5500 - Utilities					
5501 - Gas	9,000.00	9,070.00	8,007.67	0.00	
5502 - Water	55,000.00	36,976.00	28,487.93	25,351.59	
5503 - Electric	26,500.00	25,727.00	28,540.99	28,289.73	
5505 - Internet/Cable	56,000.00	58,625.00	51,312.40	52,947.37	
5510 - Pel-House Util	1,500.00	1,693.00	1,844.23	3,990.61	
5520 - Telephone	6,400.00	6,397.00	6,052.85	4,500.83	
Total 5500 - Utilities	154,400.00	138,488.00	124,246.07	115,080.13	
5600 - Depreciation Expense	0.00	0.00	3,180.00	4,809.58	
5700 - Payroll	161,826.00	165,227.00	148,187.88	178,551.68	
5705 - Contract Management	39,000.00	41,075.00	63,300.62	9,870.00	
5800 - Security	7,100.00	7,027.00	7,193.47	12,841.95	
6180 - Insurance					
6154 - D&O & Crime Policies	2,000.00	1,998.00	2,029.43	2,106.86	
6181 - Liability Insurance	4,765.00	4,765.00	4,696.67	6,819.85	

PELICAN OF NEW SMYRNA BEACH, INC.

Profit & Loss

July 2009 through June 2010

BUDGET WORKSHEET

Draft/Proposed Budget for Consideration

	Proposed Budget Jul '11 - Jun 12	Estimate '10 - Jun 11	Jul Jul '09 - Jun 10	Actual Jul '08 - Jun 09
6182 · Workers Comp.	5,039.00	5,041.00	3,116.86	6,935.84
6185 · Building Insurance	38,000.00	36,588.00	40,404.79	50,131.21
6186 · Flood Insurance	11,500.00	10,940.00	7,378.80	8,039.86
6188 · Health Insurance	13,200.00	12,463.00	14,936.28	13,284.01
6190 · Umbrella Insurance	3,236.00	3,236.00	2,680.16	3,846.80
6180 · Insurance - Other	0.00	0.00	0.00	450.00
Total 6180 · Insurance	77,740.00	75,031.00	75,242.99	91,614.43
6200 · Taxes				
6201 · FICA	8,851.00	10,401.00	9,187.66	11,070.20
6202 · Medicare	2,347.00	2,461.00	2,148.73	2,589.01
6205 · Property	4,300.00	4,235.00	5,100.03	7,390.75
6210 · FUTA	575.00	590.00	347.75	417.68
6215 · SUTA	4,000.00	4,027.00	2,243.50	760.68
6220 · Licenses and Permits	2,000.00	1,889.00	1,981.94	2,766.48
6225 · Federal/State Income Tax	3,000.00	3,050.00	5,418.00	5,928.00
Total 6200 · Taxes	25,073.00	26,653.00	26,427.61	30,922.80
6270 · Professional Fees				
6280 · Legal Fees	3,000.00	2,900.00	3,418.74	14,422.18
6560 · Accounting	5,000.00	5,000.00	11,450.00	5,800.00
Total 6270 · Professional Fees	8,000.00	7,900.00	14,868.74	20,222.18
6600 · Pelican House Expenses	700.00	740.00	567.21	1,541.10
6800 · Office Expenses				
6810 · Office Supplies	2,500.00	2,607.00	1,632.34	2,570.35
6811 · Printing and Reproduction	8,000.00	8,225.00	8,572.85	7,939.91
6812 · Postage and Delivery	5,800.00	5,976.00	6,630.10	8,433.59
6815 · Other Office Exp	4,000.00	4,132.00	4,880.11	8,025.21

PELICAN OF NEW SMYRNA BEACH, INC.

Profit & Loss

July 2009 through June 2010

BUDGET WORKSHEET

Draft/Proposed Budget for Consideration

	Proposed Budget Jul '11 - Jun 12	Estimate '10 - Jun 11	Jul Jul '09 - Jun 10	Actual Jul '08 - Jun 09
6825 · Computer Expense	1,250.00	1,230.00	951.36	1,032.59
Total 6800 · Office Expenses	21,550.00	22,170.00	22,666.76	28,001.65
6850 · Administrative Expense				
6852 · Meetings & Socials	4,500.00	4,411.00	5,363.01	7,374.85
6854 · Good Will Adjustment	400.00	411.00	1,689.98	1,230.11
6855 · Dues and Subscriptions	450.00	449.00	641.09	667.25
6859 · Misc Administrative Expense	500.00	574.00	1,202.03	611.55
6860 · Fees toThe Division	61.00	61.25	61.25	61.25
Total 6850 · Administrative Expense	5,911.00	5,906.25	8,957.36	9,945.01
6900 · Advertising & Marketing	6,100.00	3,670.00	4,214.77	5,891.48
6910 · Miscellaneous Expenses	500.00	644.00	0.00	716.54
6999 · Tee Shirt Expense	0.00	0.00	348.00	3,298.62
Total Expense	596,200.00	582,587.25	588,828.81	591,038.28
Net Ordinary Income	196,580.00	191,898.75	181,421.35	183,719.10
Other Income/Expense				
Other Expense				
8000 · Other Expenses				
8125 · Current Reserve trnsf/expense	188,080.00	199,404.00	158,135.00	141,600.00
8126 · Current Yr Reserve Interest	8,500.00	8,347.00	7,652.39	11,283.65
8127 · Current Yr Ins Deductible Fund	0.00	12,996.00	12,996.00	12,996.00
8000 · Other Expenses - Other	0.00	0.00	0.00	0.00
Total 8000 · Other Expenses	196,580.00	220,747.00	178,783.39	165,879.65
Total Other Expense	196,580.00	220,747.00	178,783.39	165,879.65

PELICAN OF NEW SMYRNA BEACH, INC.

Profit & Loss

July 2009 through June 2010

BUDGET WORKSHEET

Draft/Proposed Budget for Consideration

	Proposed Budget Jul '11 - Jun 12	Estimate '10 - Jun 11	Jul Jul '09 - Jun 10	Actual Jul '08 - Jun 09
Net Other Income	-196,580.00	-220,747.00	-178,783.39	-165,879.65
Net Income	0.00	-28,848.25	2,637.96	17,839.45

Notes on Operating Budget:

Account: 5502 - Water	Water Bill anticipated increase by \$18,000 due to projected increased usage
Account: 6900 - Advertising & Marketing	Advertising & Marketing includes \$2,500 for web site/rental system
Account: 5310 - Building Repair & Maint.	Bldg Repair & Maint includes \$2,500 for Christmas Lights/Decoration
Account: 5316 - Repair & Maint.(Pool/Shuf/Grl)	Includes \$6,000 for Pool furniture
Account: 5316 - Repair & Maint.(Pool/Shuf/Grl/Othr)	Includes \$2,000 for luggage/smaller grocery carts
Account: 5310 - Building Repair & Maint.	Includes \$3,500 for Misc Lighting needs (priorities to be determined)
Account:	
Account: 4012 - Maint Fees (Insurance Fund Portion)	Not funded this year (Account currently has approx \$98,000)

Other Notes:

Shutter Track Reapirs (Apprx \$9,000) to come from Reserves (Must be voted and approved by Board)

Reserve Worksheet for 2011-2012 Budget

<u>Reserve Items</u>	<u>Est Ending Jun 2011 in Reserves</u>	<u>Est Replacement cost</u>	<u>Est Years Remaining Life</u>	<u>Balance Needed</u>	<u>Amt per year</u>	<u>New Monthly Reserve</u>
Elevators	77,076	160,000	6	82,924	13,821	\$ 1,152
Pools	38,024	60,000	6	21,976	3,663	\$ 305
Paint/Waterproofing	0	330,000	6	330,000	55,000	\$ 4,583
Major Repairs	30,669	100,000	5	69,331	13,866	\$ 1,156
Roof	126,902	300,000	7	173,098	24,728	\$ 2,061
Pool Deck	34,329	70,000	6	35,671	5,945	\$ 495
Railings	111,967	170,000	4	58,033	14,508	\$ 1,209
Parking Lot	61,559	63,000	0	1,441	14,410	\$ 1,201
Fences	14,323	20,000	7	5,677	811	\$ 68
Concrete Restoration	27,033	275,000	6	247,967	41,328	\$ 3,444
Total Reserves *	521,882				188,080	\$ 15,673

Insurance Fund	98,000	**	0	\$ -
Total	619,882	**	188,080	\$ 15,673

* Amount represents the estimated Reserve amount minus anticipated payouts balance of year.

** Amounts represent the portion of owner monthly fees that are allocated to the Reserve and Insurance Deductable Funds.

Reserve Worksheet for 2010-2011 Budget

<u>Reserve Items</u>	<u>Est Ending Jun 2010 in Reserves</u>	<u>Est Replacement cost</u>	<u>Est Years Remaining Life</u>	<u>Balance Needed</u>	<u>Amt per year</u>	<u>New Monthly Reserve</u>
Elevators	65,901	160,000	7	94,099	13,443	\$ 1,120
Pools	35,702	60,000	6	24,298	4,050	\$ 337
Paint/Waterproofing	0	330,000	5	330,000	66,000	\$ 5,500
Major Bldg Repairs	14,694	100,000	5	85,306	17,061	\$ 1,422
Roof	95,911	300,000	7	204,089	29,156	\$ 2,430
Pool Deck	30,000	70,000	5	40,000	8,000	\$ 667
Railings	94,695	170,000	5	75,305	15,061	\$ 1,255
Parking Lot	59,942	60,000	1	58	58	\$ 5
Fences	20,547	25,000	6	4,453	742	\$ 62
Concrete Restoration	0	275,000	6	275,000	45,833	\$ 3,819
Total Reserves *	417,392				199,404	\$ 16,617

Insurance Fund	85,820	**	12,996	\$ 1,083
Total	503,212	**	212,400	\$ 17,700

* Amount represents the estimated Reserve amount minus anticipated payouts balance of year.

** Amounts represent the portion of owner monthly fees that are allocated to the Reserve and Insurance Deductable Funds.