

**CORKSCREW WOODLANDS ASSOCIATION**  
**A Corporation Not For Profit**  
**Minutes of the Meeting of the Board of Directors**  
**January 4, 2018**

President Norm Hunsberger called the meeting to order at 2:00 PM and led those assembled in the Pledge of Allegiance.

Secretary Paul Mandelaro took rollcall and present were Norm Hunsberger, Fran Hicks, Mary Goll, Mike Eldridge and Ron Smoyer. John Willsie was absent. General Manager Tim Fisher was also present.

Norm asked for approval of the March 3, 2017 Special Meeting. Fran Hicks made a motion to approve the minutes previously submitted and signed by the then secretary, Jane Niehaus, seconded by Paul Mandelaro with unanimous approval. Norm asked for approval of the November 30, 2017 minutes. Ron Smoyer made a motion to approve the November 30, 2017 minutes and seconded by Paul Mandelaro with unanimous approval.

#### **TREASURER REPORT**

Mike Eldridge gave the financial report (see attached). Norm asked that the report be filed as read.

#### **MANAGER REPORT**

Tim gave an updated estimated timeline of the documents revitalization from the attorney. The Association attorney hopes to have the document package ready for us by the end of January or 1<sup>st</sup> part of February. Copies will need to be made for each owner of record and a special meeting of the members will need to be called. Packets will need to be mailed or hand delivered at least 14 days in advance of the special meeting. A majority of the total members need to vote in the affirmative in order to proceed after that. After approved, a series of affidavits need to be filed. This whole process may take as long as 6 months. Tim again stressed that this was an estimated timeline.

#### **COMMITTEE REPORTS**

CRC Chairman Henri Neuendorf stated they had not had a CRC meeting since the last Board meeting. He stated that they will need to find a new Elections Chairperson as Roger will be doing other things. He also gave a briefing of the upcoming Appreciation Day on January 9, 2018.

Maintenance and Safety Chair Richard Brickel gave a report from there January 4 meeting (see attached)

Dave Moore from the Awards Committee reminded everyone to turn in a nomination sheet with names of people the Committee may recommend for an award.

## **OLD BUSINESS**

There was no old business to discuss.

## **NEW BUSINESS**

Tim presented the Board with a proposed 2018/2019 operating and reserve budget that increases the operating budget by \$4.00 per month per owner. (see attached). Tim stated that the increase was primarily due to a small wage increase for staff, health insurance is increasing and utilities are increasing. Tim recommended to the Board that the reserve funding level stay the same. Paul made a motion to go a head and send the proposed budget to the members, seconded by Ron with unanimous approval. Budget Board Meeting is January 25, 2018 at 2:00.

Mike Eldridge suggested that stop signs be installed at the exit of each circle. After a short discussion, Norm stated the topic will be put on the agenda for the next meeting.

## **OPEN DISCUSSION**

Norm opened the floor for discussion from the audience. Much discussion was held regarding the documents revitalization. Kathy Payne reminded everyone about the plant sale. Dave Moore asked if perhaps next year the Board would consider giving the members a third choice regarding the reserve funding level instead of 100% or current level.

With no further business before the Board, Fran made a motion and seconded by Ron to adjourn, and passed unanimously.

Respectfully Submitted,

Paul Mandelaro, Secretary

A handwritten signature in black ink, appearing to read "Paul", with a long horizontal flourish extending to the right.

Minutes, Maintenance and Safety Committee

January 4, 2018

Present: Dick Brickel, Doug Kuhn, George Gillner, Tim Fisher

Excused: Marilyn Richardson

Carol Barclay has sold their house and will be leaving the park. She has resigned. We are looking for a volunteer or two to replace her.

Marilyn Richardson has organized the Blood Pressure Clinics by Estero Fire and Rescue for the first Saturday of January, February, and March from 8:30 to 9:30 AM each time.

We have noted some sidewalk damage from the cleanup from Irma. Tim reports that it will be repaired.

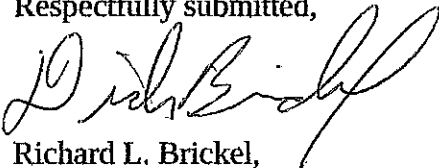
We have noted that we were very lucky to have escaped Irma as well as we did. It was suggested that residents not try to ride them out in the park but to seek shelter elsewhere. Some suggestions are: Germain Arena, Estero High School and the Estero Community Center. They may or may not be opened so check beforehand. Mobile home parks generally suffer more damage than many areas and nobody wants to find people that did not survive here.

Doug Kuhn can be contacted for demonstrations of AED units for your circle. We highly recommend each circle have an AED unit and people trained to use them. You never know, the life it saves may be yours. Certified training will be scheduled later.

It has been noted that the last person to leave the Clubhouse Annex should close all windows and doors as the air conditioning and heat are costly and we don't have enough capability to cool or heat the outside but it costs us money to try.

Next meeting: February 1 at 10:00 AM In the office conference room.

Respectfully submitted,



Richard L. Brickel,  
Chair

Board of Directors Meeting

January 4, 2018

Treasurer's Report:

The following is a recap of revenues and expenses as of the month of November, 2017.

## November

	Operating Fund	Reserve Fund
Revenues:	\$119,083.70	\$14,743.12
Expenses:	\$115,926.43	\$17,394.36

## Year to Date: April thru November 30, 2017

	Operating Fund	Reserve Fund
Beginning Balance:	\$157,288.97	\$523,591.43
Revenues:	\$932,930.60	\$119,049.46
Expenses:	\$905,773.41	\$195,327.45
End Balance:	\$184,446.16	\$447,313.44

Respectfully Submitted:

Michael J. Eldridge, Treasurer, Corkscrew Woodlands Association

Corkscrew Woodlands Proposed 2018-2019 Budget

EXHIBIT B-1

	APPROVED BUDGET 4/1/2017 3/31/2018	Per Lot per Month	PROJECTED ACTUAL 4/1/2017 3/31/2018	BUDGET TO ACTUAL VARIANCE ENDING 12	Projected Per Lot Variance	PROPOSED BUDGET 4/1/2018 3/31/2019	Per Lot per Month	Per Lot Variance
<b>REVENUES</b>								
4000 MAINTENANCE FEES	\$1,505,280	\$ 196.00	\$ 1,505,280	\$ -	\$ -	\$ 1,536,000	\$ 200.00	\$ 4.00
Maint. Fees to Replacement	\$ (174,490)	(22.72)	\$ (174,490)	\$ -	\$ -	\$ (174,490)	(22.72)	-
4010 INTEREST	\$ 1,200	0.16	\$ 700	\$ (500)	\$ (0.07)	\$ 1,200	0.16	-
Interest to Replacement	\$ (1,200)	(0.16)	\$ (700)	\$ 500	\$ 0.07	\$ (1,200)	(0.16)	-
4050 LAUNDRY COMMISSION	\$ 13,000	1.69	\$ 13,000	\$ -	\$ -	\$ 13,000	1.69	-
4070 STORAGE RENTAL	\$ 26,500	3.45	\$ 26,500	\$ -	\$ -	\$ 26,500	3.45	-
4100 BREAKFAST INCOME	\$ 2,100	0.27	\$ 2,100	\$ -	\$ -	\$ 2,100	0.27	-
4110 SQUARE DANCE INCOME	\$ 1,000	0.13	\$ 1,000	\$ -	\$ -	\$ 1,000	0.13	-
4130 HALL RENTAL	\$ 850	0.11	\$ 850	\$ -	\$ -	\$ 850	0.11	-
4150 DANCE/HOLIDAY MISC	\$ 3,000	0.39	\$ 3,000	\$ -	\$ -	\$ 3,000	0.39	-
4160 MISC. ACTIVITY INCOME	\$ 1,100	0.14	\$ 1,100	\$ -	\$ -	\$ 1,100	0.14	-
4170 RECYCLE INCOME	\$ 1,100	0.14	\$ 1,100	\$ -	\$ -	\$ 1,100	0.14	-
4180 PENALTY INCOME	\$ 350	0.05	\$ 350	\$ -	\$ -	\$ 350	0.05	-
4190 WOODLANDER INCOME	\$ 600	0.08	\$ 600	\$ -	\$ -	\$ 600	0.08	-
4200 TRANSMITTER INCOME	\$ 300	0.04	\$ 960	\$ 660	\$ 0.09	\$ 300	0.04	-
4290 MERCHANDISE INCOME	\$ 2,000	0.26	\$ 2,000	\$ -	\$ -	\$ 2,000	0.26	-
4210 FAX INCOME	\$ 250	0.03	\$ 250	\$ -	\$ -	\$ 250	0.03	-
4250 MISCELLANEOUS INCOME	\$ 750	0.10	\$ 750	\$ -	\$ -	\$ 750	0.10	-
4360 HORTICULTURE DUMP	\$ 100	0.01	\$ 45	\$ (55)	\$ -	\$ 100	0.01	-
0000 RESTRICTED REVENUE	\$ -	-	\$ -	\$ -	\$ -	\$ -	-	-
RENTAL/RESALE FEES	\$ 7,500	0.98	\$ 7,500	\$ -	\$ -	\$ 7,500	0.98	-
OPERATING INTEREST	\$ 100	0.01	\$ 100	\$ -	\$ -	\$ 100	0.01	-
<b>TOTAL REVENUES</b>	<b>\$1,391,390</b>	<b>\$ 181.16</b>	<b>\$ 1,391,995</b>	<b>\$ 605</b>	<b>\$ 0.09</b>	<b>\$ 1,422,110</b>	<b>\$ 185.16</b>	<b>\$ 4.00</b>

	APPROVED BUDGET 4/1/2017 3/31/2018	Per Lot per Month	PROJECTED ACTUAL 4/1/2017 3/31/2018	BUDGET TO ACTUAL VARIANCE ENDING 12	Projected Per Lot Variance	PROPOSED BUDGET 4/1/2018 3/31/2019	Per Lot per Month	Per Lot Variance
<b>EXPENSES</b>								
<b>CORPORATE:</b>								
5000 LEGAL	\$ 5,000	\$ 0.65	\$ 15,000	\$ 10,000	\$ 1.30	\$ 5,000	\$ 0.65	\$ -
5010 ACCOUNTING	\$ 12,500	1.63	12,500	-	-	12,500	1.63	-
501.25 BANK CHARGES	\$ 250	0.03	250	-	-	250	0.03	-
5030 INSURANCE	\$ 60,000	7.81	60,000	-	-	60,000	7.81	-
5040 POSTAGE	\$ 2,000	0.26	1,600	(400)	(0.05)	2,000	0.26	-
5050 DUES & SUBSCRIPTIONS	\$ 2,500	0.33	2,500	-	-	2,500	0.33	-
5070 PERMITS, LIC. & TAXES	\$ 1,000	0.13	1,000	-	-	1,000	0.13	-
5080 MISC. ADMINISTRATIVE	\$ 800	0.10	800	-	-	800	0.10	-
5020 ENGINEERING	\$ -	-	-	-	-	-	-	-
BAD DEBT	\$ -	-	-	-	-	-	-	-
TOTAL CORPORATE	\$ 84,050	\$ 10.94	\$ 93,650	\$ 9,600	\$ 1.25	\$ 84,050	\$ 10.94	\$ -
<b>PERSONNEL</b>								
5200 WAGES	\$ 447,430	\$ 58.26	\$ 447,430	\$ -	\$ -	\$ 457,000	\$ 59.51	\$ 1.25
5210 PAYROLL TAXES	\$ 33,500	4.36	33,500	-	-	33,500	4.36	-
5230 MILEAGE	\$ 500	0.07	500	-	-	500	0.07	-
5240 HEALTH INSURANCE	\$ 78,000	10.16	86,000	8,000	1.04	87,000	11.33	1.17
BONUS	\$ 9,000	1.17	9,000	-	-	9,000	1.17	-
TOTAL PERSONNEL	\$ 568,430	\$ 74.02	\$ 576,430	\$ 8,000	\$ 1.04	\$ 587,000	\$ 76.44	\$ 2.42
<b>UTILITIES</b>								
6000 TELEPHONE	\$ 7,800	\$ 1.02	\$ 7,800	\$ -	\$ -	\$ 7,800	\$ 1.02	\$ -
6010 CABLE TELEVISION	\$ 264,700	34.47	265,000	300	0.04	268,700	34.99	0.52
6020 ELECTRIC	\$ 46,500	6.05	46,500	-	-	46,500	6.05	-
6030 TRASH REMOVAL	\$ 27,000	3.52	28,600	1,600	0.20	28,500	3.71	0.19
6070 HORT. WASTE REMOVAL	\$ 14,500	1.89	14,500	-	-	14,500	1.89	-
6040 WATER & SEWER	\$ 280,000	36.46	278,000	(2,000)	(0.26)	282,000	36.72	0.26
TREE REMOVAL	\$ 1,000	0.13	1,000	-	-	1,000	0.13	-
TOTAL UTILITIES	\$ 641,500	\$ 83.54	\$ 641,400	\$ (100)	\$ (0.02)	\$ 649,000	\$ 84.51	\$ 0.97
<b>ADMINISTRATIVE EXPENSES</b>								
6200 OFFICE SUPPLIES	\$ 2,600	\$ 0.34	\$ 2,600	\$ -	\$ -	\$ 2,600	\$ 0.34	\$ -
6230 OFFICE EQUIPMENT	\$ -	-	-	-	-	-	-	-
6320 EQUIPMENT LEASE	\$ 7,500	0.98	7,500	-	-	7,500	0.98	-
6330 OFFICE OUTSIDE SERVICES	\$ 500	0.07	500	-	-	500	0.07	-
6340 PRINTED MATERIAL	\$ 3,000	0.39	3,000	-	-	3,000	0.39	-
TOTAL ADMIN EXPENSES	\$ 13,600	\$ 1.78	\$ 13,600	\$ -	\$ (0.01)	\$ 13,600	\$ 1.78	\$ -

Corkscrew Woodlands Proposed 2018-2019 Budget

EXHIBIT B-1

	APPROVED BUDGET 4/1/2017 3/31/2018	Per Lot per Month	PROJECTED ACTUAL 4/1/2017 3/31/2018	BUDGET TO ACTUAL VARIANCE ENDING 12	Projected Per Lot Variance	PROPOSED BUDGET 4/1/2018 3/31/2019	Per Lot per Month	Per Lot Variance
<u>CLEANING/JANITORIAL</u>								
6500 JANITORIAL SUPPLIES	\$ 7,500	\$ 0.98	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ 0.98	\$ -
6510 PARTS & EQUIPMENT	\$ 500	0.07	500	-	-	500	0.07	-
TOTAL CLEANING/JANITORIAL	\$ 8,000	1.05	8,000	-	(0.01)	8,000	1.05	-
<u>BUILDING MAINTENANCE</u>								
6700 MAINTENANCE SUPPLIES	\$ 14,500	\$ 1.89	\$ 14,500	\$ -	\$ -	\$ 14,500	\$ 1.89	\$ -
6710 PARTS & EQUIPMENT	\$ 2,000	0.26	2,000	-	-	2,000	0.26	-
6720 NEW EQUIPMENT & TOOLS	\$ 1,000	0.13	1,000	-	-	1,000	0.13	-
6730 MAINTENANCE SERVICES	\$ 7,000	0.91	7,000	-	-	7,000	0.91	-
TOTAL BUILDING MAINTENANCE	\$ 24,500	3.19	24,500	-	-	24,500	3.19	-
<u>LAWN CARE</u>								
6900 LAWN SUPPLIES	\$ 16,000	\$ 2.08	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ 2.08	\$ -
6910 LAWN PARTS AND EQUIP.	\$ 6,000	0.78	6,000	-	-	6,000	0.78	-
6920 LAWN NEW EQUIPMENT	\$ 500	0.07	500	-	-	500	0.07	-
6930 LAWN SERVICES	\$ 3,000	0.39	3,000	-	-	3,000	0.39	-
TREES	\$ -	-	-	-	-	-	-	-
TOTAL LAWN CARE	\$ 25,500	3.32	25,500	-	-	25,500	3.32	-
<u>LAKE/CANALS</u>								
7000 LAKE & CANAL SUPPLIES	\$ 500	\$ 0.07	\$ 2,400	\$ 1,900	\$ 0.24	\$ 2,400	\$ 0.31	\$ 0.24
0000 L & C OUTSIDE SERVICES	\$ -	-	-	-	-	-	-	-
TOTAL LAKE/CANALS	\$ 500	0.07	2,400	1,900	0.24	2,400	0.31	0.24
<u>SEWER/WATER</u>								
7110 S & W PARTS & EQUIPMENT	\$ 500	\$ 0.07	\$ 500	\$ -	\$ -	\$ 500	\$ 0.07	\$ -
7130 S & W OUTSIDE SERVICES	\$ 3,000	0.39	3,000	-	-	3,000	0.39	-
TOTAL SEWER/WATER	\$ 3,500	0.46	3,500	-	-	3,500	0.46	-
<u>POOL/SPA</u>								
7300 POOL & SPA SUPPLIES	\$ 500	\$ 0.07	\$ 500	\$ -	\$ -	\$ 500	\$ 0.07	\$ -
7310 P & S PARTS & EQUIPMENT	\$ 1,000	0.13	1,000	-	-	1,000	0.13	-
7330 P & S OUTSIDE SERVICES	\$ 7,500	0.98	7,500	-	-	7,500	0.98	-
TOTAL POOL/SPA	\$ 9,000	1.18	9,000	-	(0.01)	9,000	1.18	-

	APPROVED BUDGET 4/1/2017 3/31/2018	Per Lot per Month	PROJECTED ACTUAL 4/1/2017 3/31/2018	BUDGET TO ACTUAL VARIANCE ENDING 12	Projected Per Lot Variance	PROPOSED BUDGET 4/1/2018 3/31/2019	Per Lot per Month	Per Lot Variance
<u>OTHER</u>								
8750 W.P.A. VOLUNTEERS	\$ 2,500	\$ 0.33	\$ 2,500	\$ -	\$ -	\$ 2,500	\$ 0.33	\$ -
8000 C.R.C. FUND	\$ 5,000	0.65	\$ 5,000	-	-	\$ 5,000	0.65	-
8200 REC. IMPROVEMENTS	\$ 500	0.07	\$ 200	\$ (300)	\$ (0.04)	\$ 500	0.07	-
8230 STORAGE AREA	\$ 800	0.10	\$ 800	-	-	\$ 800	0.10	-
8300 WOODLANDER	\$ 3,500	0.46	\$ 3,500	-	-	\$ 3,500	0.46	-
8400 TRANSMITTERS	\$ 300	0.04	\$ 600	\$ 300	\$ 0.04	\$ 300	0.04	-
MERCHANDISE EXP.	\$ 2,270	0.30	\$ 2,270	-	-	\$ 2,270	0.30	-
8990 DRAINAGE	\$ 500	0.07	\$ 500	-	-	\$ 500	0.07	-
TOTAL OTHER	\$ 15,370	\$ 2.02	\$ 15,370	\$ -	\$ (0.02)	\$ 15,370	\$ 2.02	\$ -
TOTAL EXPENSES	\$ 1,393,950	\$ 181.57	\$ 1,413,350	\$ 19,400	\$ 2.46	\$ 1,421,920	\$ 185.20	\$ 3.63
EXCESS OF REVENUES OVER/UNDER EXPENSES	\$ (2,560)	\$ (0.33)	\$ (21,355)	\$ (2.78)	\$ (2.78)	\$ 190	\$ 0.02	\$ -
OPERATING FUND BALANCES				Block Party			Block Party	
FUND BALANCE BEGINNING OF YEAR	\$ 132,903		\$ 157,289		\$ 20.48	\$ 128,192	\$ 16.69	\$ -
M/F CREDIT/RESERVES	\$ -		\$ -			\$ -		
FUND BALANCE AT END OF YEAR	\$ 130,343		\$ 128,192		\$ 16.69	\$ 120,640	\$ 15.71	\$ -
Assessments per month								
For Operations	\$ 173.28					\$ 177.28		
For Replacement Fund (net of interest)	\$ 22.72					\$ 22.72		
	\$ 196.00					\$ 200.00		