

ORCHID COVE CONDOMINIUM ASSOCIATION, INC.

Letter to Our Owners

October 24, 2024

Dear Owners,

On November 11, 2024, we will hold a Special Membership Meeting to discuss and adopt the 2025 Orchid Cove Budget. Please read through the information in this packet and plan to attend this important meeting.

Your President, Jane Schneider, your Secretary Eric Schneider, and I, along with the team at Progressive Community Management, have carefully prepared this budget for you. Please know that as your board, we take our roles seriously, to be fiscally responsible, and to protect and maintain the beauty of Orchid Cove.

With regards to our finances, the truth is that for the second year in a row, Orchid Cove will have a deficit budget, meaning our actual expenses will exceed the amount of money that was budgeted. This year we had several unplanned expenses like tree care costs, pool, backflows, outside electrical, and condo repairs.

To help us plan for our reserve funding for 2025, in September, we hired Staebler Real Estate Appraisal and Consulting, to look at our reserve funds and determine what monies we will need to pay for our future projects.

After doing a physical analysis of our property and a fiscal analysis of our current reserve funds, they concluded that the current funding of our reserves was only 15% of what we will need to meet the costs of future projects.

At this special meeting, the Board will recommend a quarterly dues assessment of \$1375. The budget we are presenting is a full response to our operational cost demands and only a partial response to our reserve funding shortfall. Funding our reserves at 100% would have resulted in a 2025 quarterly assessment of \$2000. As a Board, we were uncomfortable with this much of an increase. We know that future discussion and planning will be needed in 2025 to resolve our reserve funding shortfall.

Please plan on attending via Zoom this special meeting on November 11, 2024. We look forward to seeing you then.

Respectfully submitted,

Board of Directors

Orchid Cove Condominium Association, Inc.

ORCHID COVE CONDOMINIUM ASSOCIATION, INC.

Professionally Managed by Progressive Community Management, Inc.

October 24, 2024

Members of Orchid Cove Condominium Association, Inc.:

There will be a Special Membership Meeting on November 11, 2024, at 6:30 PM via Zoom conference platform, hosted by Progressive Community Management, 3701 South Osprey Avenue, Sarasota, FL 34239. The 2025 proposed budget will be considered for adoption at the Board of Directors' meeting following the Special Membership Meeting.

Website URL: Zoom.us
Dial -In (Telephone) Information: (301) 715 8592
Meeting ID: 844 3833 6626
Passcode: 616805

The Orchid Cove 2024 association budget has been developed by the Orchid Cove board and Progressive Community Management. The total budget quarterly assessments will increase from **\$1,165/quarter** to **\$1,375/quarter**.

A. **CROSS UTILIZATION** - This authorizes the Board of Directors, if needed, to move monies from one reserve account to another reserve account.

B. **CARRY OVER** - The Board of Directors recommends that any excess/deficit of Association income over Association expense for the year ending December 31, 2024, be applied to the operations budget for 2025.

C. **FINANCIAL REPORTING WAIVER - CONDOMINIUM.**


The association is required to prepare financial reports annually. The reports may consist of compiled financial statements, reviewed financial statements, audited financial statements or a report of cash receipt and expenditures based upon annual revenues. A higher level of reporting typically costs the association more money. Currently, the association is required to prepare **Compiled Financial Statement** based upon its annual revenue. Under Florida law, the membership may vote to reduce its level of reporting to avoid the additional costs.

A quorum (majority) of the Association Members must submit a proxy for the Special Members' Meeting in order for business to be conducted. It is therefore **VERY IMPORTANT to return** your proxy in order for the Association's business to be conducted. If a quorum cannot be established, the meeting will have to be rescheduled thereby incurring additional expenses to the association to prepare and mail the package again. **Please return your signed proxy and owner information form in the enclosed envelope as soon as possible. You may also fax these forms to: 941-923-7000 or take a picture of the proxy and email them to jlittell@pcmfla.com.**

Once the budget is approved by the Board of Directors, your coupon books will be ordered and mailed to you.

Do not hesitate to contact me if you have any questions on the enclosed material.

Sincerely,



Judith R. Littell, LCAM

Progressive Community Management, Inc.

Managing Agent for Orchid Cove Condominium Association, Inc.

941-921-5393 Ext 1135

jlittell@pcmfla.com

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**Orchid Cove
Condominium Association, Inc.
SPECIAL MEMBERSHIP MEETING**

... NOTICE ...

Date: November 11, 2024
Time: 6:30 P.M.
Place Zoom Conference Platform
Website URL: Zoom.us
Dial -In (Telephone) Information: (301) 715 8592
Meeting ID: 844 3833 6626
Passcode: 616805

Special Members' Meeting

A G E N D A

- **Call to Order**
- **Determination of a Quorum**
- **Proof of Proper Meeting Notice**
- **New Business**
 - **Vote on Cross Utilization of Reserve Funds**
 - **Vote on Carry Over**
 - **Vote on Financial Reporting Waiver**
- **Adjournment**

Board of Directors Meeting

A G E N D A

- **Call to Order**
- **Determination of a Quorum**
- **Proof of Proper Meeting Notice**
- **Approve Meeting Minutes**
- **New Business**
 - **Adoption of 2025 Budget**
- **Adjournment**

ADDITIONAL AGENDA ITEMS MAY BE POSTED
AT LEAST 48 HOURS PRIOR TO THE MEETING
AS REQUIRED BY FLORIDA LAW

Orchid Cove Condominium Association, Inc.
A Corporation Not for Profit
LIMITED PROXY
2024 SPECIAL MEMBERSHIP MEETING

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned owner(s) or their voting representative, hereby appoint _____ (or if left blank, hereby appoint the President, or in the absence of the President, the Vice President, or in the absence of the Vice President, the Secretary of the Association) as my proxy holder, with full powers of substitution, for all matters to come before the Special Membership Meeting of Members of the **Orchid Cove Condominium Association, Inc. on November 11, 2023 at 6:30 PM via Zoom Conference Platform, hosted by Progressive Community Management, Inc.** and any adjournment or adjournments thereof. Website URL: Zoom.us, Dial -In (Telephone) Information: (301) 715 8592, Meeting ID: 851 0037 4612, Passcode: 470570.

The proxy holder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxy holder's authority is limited as indicated below:

GENERAL POWERS (You may choose to grant general powers, limited powers or both. Check "General Powers" if you want your proxy holder to vote on other issues which might come up at the meeting and for which a limited proxy is not required).

_____ I authorize and instruct my proxy holder to use his or her best judgment on all other matters which properly come before the meeting and for which a general power may be used.

LIMITED POWERS (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUES, YOU MUST INDICATE YOUR PREFERENCE IN THE BOXES PROVIDED BELOW). I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXY HOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTERS AS INDICATED BELOW:

CROSS UTILIZATION OF RESERVE FUNDS

I cast my vote to give the Board of Directors the authority during the year 2024 to use all reserve funds, those accumulated to date and those accumulated during the 2024 calendar year, for any other line item set forth in the 2024 Reserve Budget.

☐ **YES, FOR Cross Utilization**
(Board recommends a yes vote)

☐ **NO, AGAINST Cross Utilization**

CARRY OVER

That any excess of Membership Income over Membership Expenses for the year ended December 31, 2024 as defined in IRS Sec. 277 will be applied against subsequent tax year members' assessments, if required to comply with IRS Revenue Ruling 70-604. (If not approved, the excess could be subject to Corporate Income Tax).

☐ **YES, FOR Carry Over**
(Board recommends a yes vote)

☐ **NO, AGAINST Carry Over**

FINANCIAL REPORTING WAIVER - CONDOMINIUM.

Do you want to provide for a lower level of year-end financial reporting than is required by Section 718.111(13), Florida Statutes, for the next fiscal/calendar year?

☐ Yes, for reducing financial reporting requirements (This option does not cost the association additional funds)

☐ No, against reducing financial reporting requirements (This option will cost the association additional funds)

Dated this _____ day of _____, 2024 Unit Number/Address _____

If unit is owned by more than one person, all owners must sign or designate a Unit Representative.

Signature of Owner

Printed Name

Signature of Owner

Printed Name

THIS PROXY IS REVOCABLE BY THE UNIT OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

THIS FORM MUST BE RETURNED!!!

You may return this proxy using the following methods: Mail in the provided envelope, Fax to: 941.923-7000,
Email: jlittell@pcmfla.com

Zoom Video Conference and Telephone Conference Instructions

NOVEMBER 11, 2023 at 6:30 PM

Website URL: Zoom.us

Meeting ID: 844 3833 6626

Passcode: 616805

Dial-In (Telephone) Information: (301) 715 8592

Option One: Appear Via Zoom Video:

- 1. Download the free Zoom App on your Smartphone or computer PRIOR to the scheduled meeting date. <https://www.zoom.us>**
- 2. On the date and time of the meeting, select “Join a Meeting” and then enter the Meeting ID and Password provided for the meeting.**
- 3. Once you connect to the meeting, there may be a check in process. Please wait.**

Option Two: Appear Via Zoom Audio (Phone)

No Camera, No Problem. The Zoom Platform allows you to appear by telephone if you do not have a camera or a computer.

On the date and time of the meeting, call phone number above. Then enter your Meeting ID and Password that has been provided for you. Once you connect, there may be a check in process. Please wait.