



September 10, 2019

RE: Cordoba Property Owners Association
Annual Meeting of the Membership & Board of Director's Budget Meeting

Dear Cordoba Resident(s),

On behalf of the Board of Directors of the Cordoba Property Owners Association, 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: 5:00 PM

Date: September 25, 2019

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

The purpose of the Membership Annual Meeting to elect one (1) Homeowner to the board. Per Florida Statute 720.307 which states in part that Members other than the developer are entitled to elect at least one member of the board of directors of the homeowners' association if 50 percent of the parcels in all phases of the community which will ultimately be operated by the association have been conveyed to members.

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.

Cordoba 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 Cordoba 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. Board Application
4. Proxy for Election of Homeowner Board Member if unable to vote in person
5. 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

2100 S. Hiwassee Road
ORLANDO, FL 32835

877-221-6919
EVERGREEN-LM.COM

CORDOBA PROPERTY OWNERS ASSOCIATION

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

2019 ANNUAL MEETING

September 25, 2019

5:00 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. Nomination of Directors from the floor
- VIII. Tally of Votes-Election of One (1) Homeowner to Board
- IX. General Discussion
- X. 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

CORDOBA PROPERTY OWNERS ASSOCIATION

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

Annual Meeting of the Membership

QUESTIONNAIRE

Please note below any questions or concerns you have concerning Association business that you would like addressed at the Annual Meeting. These can be returned to our office at Cordoba c/o Evergreen Lifestyles Management at 2100 S. Hiawassee Rd, Orlando, FL 32835 or emailed to mfleshman@Evergreen-LM.com. **Please return no later than close of business on September 20, 2019.**

QUESTIONS:

CORDOBA PROPERTY OWNERS ASSOCIATION

BOARD MEMBER APPLICATION

Please return completed application to:
mfleshman@Evergreen-LM.com or mail to:

CORDOBA PROPERTY OWNERS ASSOCIATION
c/o Evergreen Lifestyles Management
2100 South Hiawasse Road, Orlando, FL 32835

Name of Owner:		Email Address:	
Street Address:			
Date:	Lot #		Phone number:
Date of Purchase:			

Hobbies:

Reason for applying:

Additional Information:

This position is served without any compensation.

Owner's Signature:	Date:
--------------------	-------

***Please include a Bio about yourself**

Please note all homeowner applicants accounts must be in good standing and no more than 90 days past due. All applicants also cannot have a criminal record.

CORDOBA PROPERTY OWNERS ASSOCIATION

GENERAL PROXY

The undersigned hereby appoints _____ or the president of the Association as Proxy, with full power of substitution, to vote upon and act for me with respect to all business including the election of Directors that may properly come before the Annual Meeting of the Members of the Cordoba Property Owners Association, on Wednesday, September 25, 2019 at Hilton Garden Inn-2155 North Pointe Parkway, Lutz, FL 33558 at 5:00 p.m. The undersigned will not be available for the designated meeting.

Dated _____ day of, _____ 2019.

Street Address of Owner

Signature

NOTE: Please complete only this section above. You may mail this proxy back to us if you cannot attend the meeting.

SUBSTITUTION OF PROXY

The undersigned, appointed as proxy above, does hereby designate _____
_____ to substitute for me in the proxy set forth above.

Dated this _____ day of _____, 2019 _____
PROXY

In no event shall this proxy be valid for any period more than 90 days from the date of the meeting which that exceeds the requirements of the governing documents of the Association or applicable state or local laws governing community associations. This proxy is revocable by the homeowner.

NOTE: *This section should not be completed unless the person designated in the proxy cannot attend the meeting. If that occurs, the Proxy holder can complete this section assigning the proxy to another person.*



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.



Cordoba Property Owners Association, Inc.				
Based on 170 Closed Homes as of 12/31/2019		2019	2020	
Based on 194 Closed Homes as of 12/31/2020				
Total Homes		286	286	
Monthly Assessment		\$51.82	\$51.82	
Quarterly Assessment		\$155.47	\$155.47	
Annual Assessment		\$621.88	\$621.88	
Account	Description	2019 Budget	2020 Budget	
Operating Accounts				
Income Accounts				
Income				
	40-4010-000	Assessments	\$94,863.00	\$115,047.36
	40-4112-000	Developer Subsidy	\$82,995.00	\$62,809.64
New				
Income Accounts Total			\$177,858.00	\$177,857.00
Expense Accounts				
General & Administrative				
	60-6010-000	Management Contract	\$13,716.00	\$24,024.00
	60-6020-000	CPA & Tax Preparation	\$1,000.00	\$1,000.00
	60-6040-000	Legal Fees	\$600.00	\$600.00
	60-6090-000	Postage	\$1,559.00	\$1,559.00
	60-6100-000	Insurance	\$15,420.00	\$15,040.00
	60-6220-000	Annual Corporate Report	\$100.00	\$100.00
	60-6230-000	Website Expense	\$900.00	\$900.00
	60-6235-000	ACC Expense	\$8,200.00	\$0.00
	60-6245-000	Printing & Reproduction	\$600.00	\$600.00
	60-6290-000	Bad Debt Expense	\$600.00	\$600.00
Pool				
	62-6210-000	Pool Service	\$13,680.00	\$13,680.00
	62-6220-000	Pool Repairs	\$360.00	\$360.00
	62-6290-000	Pool Permit	\$275.00	\$275.00
Landscape				
	65-6510-000	Palm Pruning	\$300.00	\$300.00
	65-6520-000	Mulch Annuals	\$3,568.00	\$3,068.00
	65-6525-000	Landscape Replacement	\$300.00	\$300.00
	65-6540-000	Building Maintenance	\$180.00	\$180.00
	65-6541-000	Landscape Maintenance Contract	\$24,504.00	\$24,504.00
	65-6550-000	Irrigation Repairs & Maintenance	\$600.00	\$600.00
Building				
	66-6601-000	Camera/Card Reader Svc Plan	\$5,300.00	\$4,300.00
	66-6604-000	Fire Extinguishers	\$100.00	\$100.00
	66-6640-000	Pest Control	\$1,608.00	\$2,008.00
	66-6650-000	Janitorial Services/Supplies	\$5,592.00	\$3,592.00
Miscellaneous				
	73-7340-000	Misc Repairs & Maint	\$720.00	\$3,745.00
	73-7350-000	Social Activities	\$600.00	\$600.00
	73-7360-000	Dog Park Maint & Repair	\$2,284.00	\$2,000.00
	73-7370-000	Pressure Washing	\$2,500.00	\$1,500.00
Utilities				
	76-7610-000	Electric-Pool/Cabana/Irrigation	\$8,400.00	\$7,574.00
	76-7620-000	Electricity-Parking Lot Light	\$2,496.00	\$2,496.00
	76-7630-000	Well & Septic	\$800.00	\$4,400.00
	76-7635-000	Water Plant Maint & Testing	\$4,200.00	\$2,400.00
	76-7640-000	Trash Collection	\$1,344.00	\$0.00
	76-7660-000	Internet	\$2,760.00	\$2,760.00
Reserves Transfers				
	90-9010-000	Reserves-Pooled	\$52,692.00	\$52,692.00
New				
Expense Accounts Total			\$177,858.00	\$177,857.00
Operating Accounts Net			\$0.00	\$0.00