



(904) 757-7010

DAYBREAK WOODS PHASE II HOMEOWNERS' ASSOCIATION, INC.

# Daybreak Woods

# 2008 Board of Directors...

Your new board of Directors would like to thank all the homeowners that came to the annual meeting.

The 2008 Board is made up of the following officers: **Mike Zeal**, President, **Jenn Mann**, Vice President & Chairman of the Fines Committee, **Vivian Sayers**, Secretary, **Amanda Sweetz**, Treasurer, and **Matt Thomas**, Officer and Chairman of ARC & Grounds Committee.

The association was also happy to find 3 volunteers to serve on the state-mandated fine committee. This new committee requirement was put in place by the state legislature in July of 2007.

It was great to see many new faces and hear fresh new ideas from those who attended. This was not a meeting for new business or to vote on new issues. The association is required by state law to have an annual meeting with homeowners to go over the upcoming budget (which is on the last page of this newsletter). It



is always a nice thing when homeowners take a greater interest in our community especially if you desire to change or modify the rules and regulations that we all must follow.

If you, the owner, want changes in these rules then they must be voted on. That's the kicker, if we want change we can't change without you the home owner showing up to vote.

Remember these are your homes we are talking about and you've elected us to represent your inter-

ests in the neighborhood.

Help us help you, come to our meetings. If you have problems or questions, please contact Florida Property & Association Management at the numbers listed below. They will ensure we get the message!

Thanks as always,

*Mike Zeal, President*

## 2008 ANNUAL ASSESSMENT DUES...

The dues for 2008 have been increased from \$110.00 TO **\$121.00**. That is at the 10 percent cap allowed for in the Covenants & Restrictions. This decision was based mainly on inflation and higher costs for our General Liability and Directors & Officers insurance.

Please note, as per the governing documents the annual assessments are due on January 1st of each year and will be considered late if not **POST-MARKED** by Friday February 1, 2008.

Please help us hold down the association's up-front legal fees by paying your 2008 dues on time.

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**NEXT SCHEDULED HOMEOWNERS' MEETING:  
SPRING 2008, WATCH FOR FUTURE ANNOUNCEMENT.**

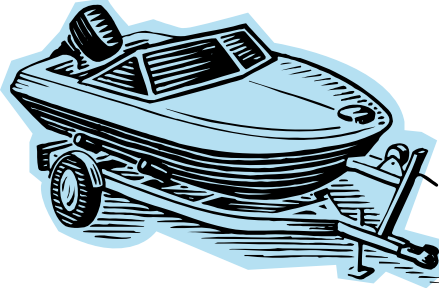
# Boats, Trucks, RVs and Other Such Vehicles...

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The covenants which were put in place by the developer when Daybreak Woods was built specifically banned parking of Boats, Trailers, Trucks (above a pickup, or SUV), Recreational vehicles, and Commercial vehicles. This is a residential area with very limited parking and why this prohibition was included in the governing documents.

Until the covenants are

changed, our guidelines specify a warning letter will be issued and the owner will have 10-days to remove the vehicle. If they do not remove the vehicle they may be subjected to a



Boats can not be parked on the street or on your property at any time unless they fit inside your garage.

fine of \$50.00 per-day up to the state maximum of \$1,000.00. A towing order will then be sought from the courts.

We certainly don't want any of these actions to occur so we're publishing this reminder of this prohibition. If you want to read the full text of the covenants, go to [www.daybreakwoods.org](http://www.daybreakwoods.org) and look under our community tab for the complete text.

## Professional Management Starts January 1st...

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The Board approved hiring a professional management company to provide the day-to-day management of the association starting January 1st.

After years of self-management it became apparent to this Board that an outside company was needed, especially in light of the recent changes to the Florida Statutes.

We are confident you will see an immediate improvement in communications and in fact if you now go to [www.daybreakwoods.org](http://www.daybreakwoods.org), this link will provide you access to all the governing documents and architectural request forms online.

Also, you can now e-mail the board directly through [board@daybreakwoods.org](mailto:board@daybreakwoods.org), both of these innovations came about

with the new company, Florida Property & Association Management, Inc. They have been involved in community management since 1998.

They will also be heading up the monthly inspections and helping the association begin the legal process of collecting on owners who have outstanding balances owed to the association.

## Questions & Answers...

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Q: Is there any way we could list people in the neighborhood who provide professional services on the community website?

A: Great Idea! If you will e-mail us at [board@daybreakwoods.org](mailto:board@daybreakwoods.org) we will review them and have them posted on our web page and published in the next newsletter. It won't be an official endorsement of the service but may be a help for neighbors to help neighbors.

Q: My neighbor keeps parking their vehicle in front of my mailbox. As a result I can't get my mail delivered. Can you help?

A: While the association is not tasked with enforcing city code violations, you can call

the police and report the problem. If it happens too many times, the police will usually issue a ticket and then have the vehicle towed. You neighbor may also not know that the postal service won't deliver mail if a vehicle is parked in front of a mailbox. We suggest you ask them to park somewhere else.

Q: Will I get fined for not maintaining my lawn? I am really upset that the association is doing this. When did this come about?

A: Fines (Special Assessments) have always been allowed in the covenants for non-compliance with the covenants. The Board elected to establish a uniform way of deal-

ing with violations. Copies of this and all association documents are available on the Florida Property & Association Management's website at [www.floridapropertymgmt.com](http://www.floridapropertymgmt.com) and then look under the Daybreak Woods tab.

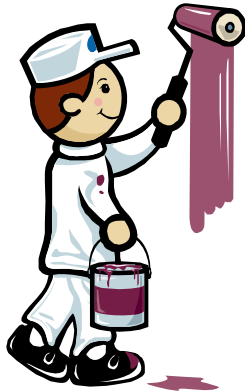
Fines are only applied if a homeowner ignores all written requests to correct a violation and do not respond to the 14-day notice to appear before a fine committee which was mandated by the state legislature in July 2007.

If you would like to serve on this committee, please e-mail us: [board@daybreakwoods.org](mailto:board@daybreakwoods.org).

# Painting to be the focus in 2008...

Please note that all that holiday decorations must be removed by January 31st. Also, weeds will continue to grow during the winter and must be treated. The association does not stop the monthly inspections of properties just because it's winter.

In 2008 we will continue to emphasize lawns, flower beds as well as exterior paint conditions as many of the homes in this



neighborhood are approaching 4 to 5 years in age.

That means exterior paint and the general condition of fencing and siding on a house will need maintenance or repair. Florida's harsh conditions are hard on paint and finishes.

If you do receive a letter for repainting, repair of obvious exterior siding deterioration or for a fence needing repair or replacement, please don't ignore the letter.

Submit a restoration plan and then implement your plan. The association will work with you as you implement a written timetable

for completing those costly repairs.

If you take no action or do not respond to our requests for action, you can be subjected to a \$50.00 per-day fine up to the state maximum of \$1,000.00 plus re-inspection fees, attorney costs and court filing fees.

These generally add up to approximately \$1,850.00 before actually getting in front of a judge to determine the outcome.

Please don't let this happen to you, help us keep our neighborhood looking great by doing your part to make your property look its best.

## SELLING YOUR HOUSE?

You might be surprised to know that every sale or refinancing of property in Daybreak Woods requires clearance from the association. Usually this is accomplished by the title agency but occasionally with a For Sale By Owner sale the association clearance is forgotten until the day of closing.

Not only can this cause a delay in the scheduled closing but if an owner has an outstanding balance owed the association or a lien has



been recorded against the property the closing may be delayed for several days while the debt is verified and a lien release is prepared. If you are selling or refinancing

your house, please make note of Florida Property & Association Management's fax number of (904) 757-0170. (Their voice number is (904) 757-7010)

Give this number to your Realtor or agency handling the closing on your property so they can request the necessary clearances well in advance of your closing.

Our management company usually processes clearance requests the same day.

## All Construction Projects Need Approval...



All Construction projects require pre-approval.

Just a reminder that all construction or repainting projects need architectural control committee approval before you start the project.

This includes erecting fences, painting or erecting commercially built storage build-

ings. In the case of storage buildings, they must be commercially constructed and the building must be permanently fastened to the concrete slab.

One area that has been often misunderstood is repainting of a house the same color. A color swatch must still be submitted for approval. This requirement also applies to homeowners wanting to have vinyl

siding installed. Just like with repainting your home, the ARC needs color chips specifying the exterior color and trim color.

While it normally does not take more than a week for approval if everything is submitted as required, the ARC does have up to 30-days to act on your request. Forms are available online at [www.daybreakwoods.org](http://www.daybreakwoods.org).

# 2008 Budget...

2008 BUDGET

DAYBREAK WOODS HOMEOWNERS' ASSOCIATION, INC.

2008 BUDGET

## INCOME: Based Upon 292 Residential Units

<b>ANNUAL REVENUE</b>	<b>2008</b>	<b>2007 Remaining + 2008</b>
Unit Assessment Revenue (292 X \$121)	\$35,332.00	Checking \$ 23,035.00
Sales Registration Fees (8 x \$250)	\$2,000.00	(+) Savings \$ 10,230.00
Transfer Fees/ Certificates (8 x \$50)	\$400.00	(=) Nov 2007 Bal \$ 33,265.00
Recovered 2008 Collection Costs	\$3,385.00	(-) 2007 Remaining Bills \$ 6,800.00
Recovered 2006 - 2007 Outstanding Dues	\$3,200.00	(+) 2008 Income \$ 46,642.00
Late fees (101 x \$25) (Based on 35% Late)	\$2,525.00	(=) TOTAL \$ 73,107.00
<b>TOTAL ANNUAL REVENUE</b>	<b>\$46,842.00</b>	(-) 2008 Expenses \$ 50,702.00
		(=) 2008 Ending Bal \$ 22,405.00

## EXPENSES

	ASSOCIATION ANNUAL	ASSOCIATION MONTHLY	UNIT COST PER MONTH
<b>GENERAL AND ADMINISTRATIVE</b>			
Management Fee (292 x 4.50/mo)	\$15,768.00	\$1,314.00	\$4.50
Printing & Office Supplies (Newsletter 4x per year)	\$1,400.00	\$116.66	\$0.40
Bank Service Fees	\$216.00	\$18.00	\$0.06
Community Events (Picnic, meetings, etc.)	\$1,500.00	\$125.00	\$0.43
Association Post Office Box	\$193.00	\$16.08	\$0.06
Off-site Storage Locker	\$500.00	\$41.66	\$0.14
Insurance: Property, Liability, D&O	\$4,500.00	\$375.00	\$1.28
Corporation Filing Fees (Annual Report)	\$65.00	\$5.41	\$0.02
Corporate & State Tax Preparation	\$225.00	\$18.75	\$0.06
Legal Retainer Fee	\$360.00	\$30.00	\$0.10
Security (Off-duty JSO Patrols)	\$2,250.00	\$187.50	\$0.64
Federal & State Taxes	\$125.00	\$10.42	\$0.04
Postage (Newsletter 4x per year & Required Notices)	\$800.00	\$66.67	\$0.23
Certified Mail Fees (150 per year @ \$5.17)	\$775.00	\$64.58	\$0.22
	(Reimbursed Expense)		
<b>TOTAL GENERAL &amp; ADMINISTRATIVE</b>	<b>\$28,677.00</b>	<b>\$2,389.73</b>	<b>\$8.18</b>
<b>UTILITIES</b>			
Water: Irrigation	\$660.00	\$55.00	\$0.19
Electric: Ft Entrance & Irrigation	\$540.00	\$45.00	\$0.15
<b>TOTAL UTILITIES</b>	<b>\$1,200.00</b>	<b>\$100.00</b>	<b>\$0.34</b>
<b>COMMON AREA MAINTENANCE &amp; REPAIRS</b>			
Landscape Maintenance	\$11,400.00	\$950.00	\$3.25
Repairs (Front Entrance & Playground)	\$350.00	\$29.17	\$0.10
Lake Maintenance	\$4,200.00	\$350.00	\$1.20
<b>TOTAL COMMON AREA MAINT &amp; REPAIR</b>	<b>\$15,950.00</b>	<b>\$1,329.17</b>	<b>\$4.55</b>
<b>UP-FRONT LEGAL FEES &amp; COLLECTION COSTS</b>			
Intent to Lien Letter (Reimbursed Expense) 52 x \$55.00	\$2,860.00	\$238.33	\$0.82
Lien Recording Fees (Reimbursed Expense) 13 x \$155.00	\$2,015.00	\$167.92	\$0.58
<b>TOTAL UP FRONT LEGAL FEES &amp; COLLECTION COSTS</b>	<b>\$4,875.00</b>	<b>\$406.25</b>	<b>\$1.40</b>
<b>EXPENSES SUB TOTAL</b>	<b>\$45,827.00</b>	<b>\$3,818.90</b>	<b>\$13.07</b>
<b>UP FRONT LEGAL FEES</b>	<b>\$4,875.00</b>	<b>\$406.25</b>	<b>\$1.40</b>
<b>TOTAL POTENTIAL BUDGETARY OUTLAY</b>	<b>\$50,702.00</b>	<b>\$4,225.15</b>	<b>\$14.47</b>
<b>ESTIMATE OF RECOVERED 2008 COLLECTION COSTS</b>	<b>\$3,385.00</b>	<b>\$282.08</b>	<b>\$0.97</b>
<b>ESTIMATE OF RECOVERED 2004 TO 2007 COLLECTION COSTS</b>	<b>\$3,200.00</b>	<b>\$266.67</b>	<b>\$0.91</b>
<b>PROJECTED 2008 BUDGETARY OUTLAY</b>	<b>\$44,117.00</b>	<b>\$3,676.42</b>	<b>\$12.59</b>
<b>2008 INCOME</b>	<b>\$46,842.00</b>		
<b>2008 PROJECTED OUTLAY</b>	<b>\$50,702.00</b>		
<b>SURPLUS/DEFICIT</b>	<b>\$3,860.00</b>		

NOTE: DUES SHOULD BE \$151.00 BASED UPON CURRENT EXPENSES

**LEGAL FEES:** This is an UP-FRONT cost to the association for processing Intent to Lien and Intent to Foreclose letters in response to late accounts from the annual billing. On average about 35 percent (103 Owners) will not pay their annual dues on time. From this total nearly half (52) will pay when the Association sends them a late notice. This total of 52 remaining late accounts will need collection through the Association's attorney. This will result in an up-front cost of \$2,860.00 (52 x \$55) to process the intent to lien notices. From that total usually 75 percent will pay when notified by the Attorney. This leaves about 13 owners who will require lien filing fees of approximately \$2,015.00 (13 x \$155). Remember, all these costs are recovered by the Association.

### REVIEW BY BOARD OF DIRECTORS

The Board of Directors of Daybreak Woods Homeowners' Association, Inc. have reviewed and APPROVED/DISAPPROVED this 2008 Budget this 14 day of December, 2007.

 President     
  Vice President     
  Secretary     
  Treasurer

If APPROVED the Annual Rate of Assessment for 2008 will be \$121.00 and due on January 1, 2008. Payments will be considered LATE if not Postmarked by Friday February 1, 2008. After that date late fees in the amount of \$25.00 will be incurred along with Certified and First Class Mail fees and interest at a rate of 18% from January 1, 2008.

MANAGED BY FLORIDA PROPERTY & ASSOCIATION MANAGEMENT, INC. (904) 757-7010