

Residences at Tohoqua Community Association, Inc.

6200 Lee Vista Blvd, Suite 300, Orlando, FL 32822

Phone: 407-841-5524 – Fax: 407-839-1526

February 13, 2025

Residences at Tohoqua Community Association Member
Kissimmee, FL 34744

Re: 2025 Adopted Budget

Dear Member:

The Board of Directors held a meeting on February 11, 2025, to adopt the attached 2025 Budget for January 1, 2025 – December 31, 2025.

The annual assessment for 2025 is \$1,852. The quarterly amount is \$463 per quarter. **Please note that the 2025 annual assessment increased. If you enrolled in automatic payments on [Truist.com](https://www.truist.com), you would need to update your online accounts with the new assessment amount.**

The bank coupon booklets will be mailed to you directly from Truist bank reflecting the new assessment amount, plus any unpaid difference of the first quarter or prior quarter(s).

Payments can be made online through [Truist.com/payments](https://www.truist.com/payments), in person at the Tohoqua Residents Club (M-F, 10am-4pm) or can be dropped off in a sealed envelope in the lock box located in the fitness center. The fitness center is opened daily from 4:30am- 11:00pm. You will need to use your amenity access card to enter the fitness center.

Please be advised of the following payment schedule:

- **Quarter 2 assessment is due April 1 in the amount of \$476.00**
- **Quarter 3 assessment is due July 1 in the amount of \$463.00**
- **Quarter 4 assessment is due October 1 in the amount of \$463.00**

If payment is not received by the due date, further collection measures will be taken including administrative fee and interest that will begin to accrue 10 days after the due date

Questions about annual assessments (association dues)? Please contact hoadues@calmfla.com

Sincerely,

Residences at Tohoqua Community Association
C.A.L.M.

Enclosure

The Residences at Tohoqua Community Association, Inc. is urgently seeking a board candidate to fill the vacant seat for the Board of Directors. If you are interested, please contact Chris Horter at chorter@gmscfl.com.

Residences at Tohoqua Community Association, Inc.

6200 Lee Vista Blvd. Suite 300 Orlando FL 32822

Phone: 407-841-5524 – Fax: 407-839-1526

Online Payments

Step by step instructions to pay online:

1. Truist.com/payments
2. Press Pay now or enroll

Bill Pay Number: See Coupon Book

Serial Number: See Coupon Book

Unit Number: See Coupon Book

Automatic payment enrollment instructions

Electronic Enrollment: When you enroll online at Truist.com/payments, authorizations must be received by the 25th of the month to be effective the next debit month.

Submitted by paper: When you enroll by paper, authorizations must be received by the 20th of the month, except were indicated differently above, to be effective the next debit month. If the 20th falls on a weekend or holiday, the deadline will be the last business day before the 20th.

Last Day for Cancels/Changes: Truist must receive cancels or changes by the 27th of each month, except were indicated differently above, to be effective for the next month. If the 27th falls on a weekend or holiday, the deadline will be the last business day before the 27th.

Residences at Tohoqua Community Association, Inc 2025 Annual Assessments

\$1,852.00 full year or Quarterly payments of **\$463.00**

* Due dates for each quarter:

1st quarter = January 1, 2025

2nd quarter = April 1, 2025 (\$476)

3rd quarter = July 1, 2025 (\$463)

4th quarter = October 1, 2025 (\$463)

*Additional Fees apply 10 days after the due date

Pay by mail: 6200 Lee Vista Blvd. Suite 300 Orlando, FL 32822

*All payments made through the bank takes approximately 24 to 36 hours for us to see the transaction go through. The bank will provide the homeowner with a confirmation email, letting them know that the transaction was processed, retain this information for your records.

Check made payable to: **Residences at Tohoqua Community Association, Inc**

Please feel free to contact hoadues@calmfla.com with any questions regarding your balance or payments.

Residences at Tohoqua
Community Association, Inc.

Adopted Budget
January 1, 2025 through December 31, 2025



Table of Contents

1	<u>Operating Fund</u>
2-4	<u>Operating Fund Narrative</u>

Residences at Tohoqua

Community Association, Inc.

Adopted Budget

Operating Fund

Description	Adopted Budget FY2025
Revenues	
Assessments	\$ 187,052
Prior Years Surplus	\$ 30,000
Total Revenues	\$ 217,052
Expenditures	
<i>General & Administrative</i>	
Management Fee	\$ 23,393
Legal Services	\$ 1,000
Legal Collection fees / Bad Debt	\$ 651
Copy, Printing & Postage	\$ 1,920
Office Supplies	\$ 300
Accounting Fees / Tax Preparation	\$ 1,200
Insurance - Liability / Umbrella	\$ 11,407
Information Technology	\$ 1,500
Website Maintenance	\$ 1,272
Master Association Assessment	\$ 12,120
Annual Corporate Report	\$ 72
Administrative Contingency	\$ 3,000
Subtotal General & Administrative	\$ 57,835
<i>Building / Grounds Maintenance:</i>	
Grounds / Landscaping Maintenance	\$ 54,540
Mulch	\$ 8,000
Landscape Replacement	\$ 10,000
Irrigation Water	\$ 19,000
Irrigation Repairs & Maintenance	\$ 5,000
Termite Bond	\$ 2,220
Building Repair & Maintenance	\$ 8,000
Building Painting Project	\$ 14,800
Building & Sidewalks Pressure Washing	\$ 11,000
Roof Repairs	\$ 25,000
Building & Grounds Contingency	\$ 1,657
Subtotal Building/Grounds Maintenance	\$ 159,217
Total Expenditures	\$ 217,052
Excess Revenues/(Expenditures)	\$ -
Assessments	\$ 187,052
Assessable Units	101
Per Unit Assessment	\$ 1,852
Monthly Assessment	\$ 154
Quarterly Assessment	\$ 463

The budget of the Association does not provide for reserve accounts for capital expenditures and deferred maintenance that may result in special assessments. Owners may elect to provide for reserve accounts pursuant to the provisions of section 720.303(6), Florida Statutes, upon the approval of not less than a majority of the total voting interests of the Association

Residences at Tohoqua

Community Association, Inc.

Operating Fund Narrative

Revenues:

Assessments

The charges levied by the Association against each lot as authorized in the governing documents in order to pay for the operating expenditures during the year.

Expenditures:

General & Administrative:

Management Fees

The association receives Management, Accounting and Administrative services as part of a Management Agreement with Community Association and Lifestyle Management, LLC. The services include but are not limited to, regular communication with community members regarding association related concerns, questions and/or inquiries, conduct regular inspections of the entire community to ensure compliance with the community Declaration and guidelines, drafting and distributing correspondence to members, coordination and distribution of Design Review Board ("DRB") applications and decisions to residents, assist residents with DRB processes, the noticing, attending, conducting and recording of board meetings, administrative services, budget preparation, all financial reports, accounts payable, assessment billing, collections, annual audits, etc.

Legal Services

The Association's legal counsel will be providing general legal services to the Association, e.g. preparation and review of agreements, amendments, and other research as directed by the Board of Directors and the Association Manager.

Copies, Printing & Postage

Printing and copying of communications to the community, stationary, envelopes etc. and mailing of meeting notifications, overnight deliveries, correspondence, etc.

Office Supplies

Represents the cost of daily supplies required by the Association to facilitate operations, assessments' BB&T coupon booklets and bank account's checks used to pay vendors.

Accounting Fees/Tax Preparation

The Association is required by Florida Statutes to arrange for a compilation of the financial statements by an Independent Certified Public Accounting Firm.

Residences at Tohoqua

Community Association, Inc.

Operating Fund Narrative

Insurance - Liability/Umbrella

The costs for the Association's general liability insurance coverage.

Insurance - D&O

The Association's Directors' and Officers' insurance coverage.

Insurance - Fidelity Bond/Crime

The costs related to the Association's fidelity bond and crime insurance coverages.

Information Technology

Represents costs related to the Association's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the Association's website. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Master Association Assessment

Represents the payment for the assessments to the Master Association (Tohoqua Master Association).

Annual Corporate Report

Represents cost for filing the current year Corporate Report to the Florida Department of State.

Administrative Contingency

Represents funds allocated to administrative expenditures that the Association could incur throughout the current year that do not fit into any other category.

Building/Grounds Maintenance:

Grounds/Landscape Maintenance

Represents the estimated maintenance of the landscaping of all the townhome units of the Association after the installation of landscape material has been completed. The Association is currently contracted with Paradise Lawns & Landscaping, Inc. for these services.

Residences at Tohoqua

Community Association, Inc.

Operating Fund Narrative

Mulch

Represents the replacement of mulch in the landscape beds.

Landscape Replacement

Represents estimated costs related to the replacement of any landscaping needed throughout the year.

Irrigation Water

Represents the estimated cost for reclaimed water utilities within the Association. St. Cloud Utilities provides these services.

Irrigation Repairs & Maintenance

The Association will incur costs related to repairing and maintaining its irrigation systems. The amount is based on estimated costs.

Termite Bond

The Association contracts to have Turner Pest Control, LLC provide subterranean termite control services and treatment of the townhome buildings.

Building Repairs & Maintenance

Represents estimated costs for the general repairs and maintenance of the buildings in the Association.

Building & Sidewalks Pressure Washing

To record expenses related to the pressure washing of the buildings and Association's sidewalks.

Roof Repairs

Represents the costs for repairing the building's roofs which shall only include shingles and roof decking only.

Building & Grounds Contingency

Represents funds allocated to building and grounds expenditures that the Association could incur throughout the current year that do not fit into any other category.