

RUSTIC VILLAGE, HOA BOARD OF DIRECTORS “MEETING NOTICE”

BOARD OF DIRECTORS
President, Christopher DeNave
Vice President, Bart Christie
Vice President, Alex Bornote
Treasurer, Lissette Garcia
Secretary, Daniel Staninsky

DATE: TUESDAY – October 19, 2021
TIME: 7 PM
PLACE: Join Zoom Meeting at <https://zoom.us/j/3053782837>

A G E N D A

1. CALL TO ORDER.
2. 2020/2021 BOARD OF DIRECTORS ELECTION RESULTS
3. APPOINTMENT OF OFFICERS BY NEW BOARD OF DIRECTORS
4. APPROVAL OF AGENDA
5. APPROVAL OF THE NOVEMBER 2020 MEETING MINUTES
6. APPROVAL OF THE FINANCIAL REPORT
7. ACTION ITEMS
 - a. Approval of the HOA Insurance Policy and Premium
 - b. Approval of the Financial Management Agreement
 - c. Approval of the Landscaping and Maintenance Agreement
 - d. Approval of the 2022 Budget and Setting Annual Dues to \$200
8. INFORMATION ITEMS
 - a. Fence
 - b. Tree Trimming
9. OPEN DISCUSSION
10. ADJOURNMENT

COMMUNITY PARTICIPATION IS ENCOURAGED!

**RUSTIC VILLAGE, HOA
BOARD OF DIRECTORS
“MEETING NOTICE”**

BOARD OF DIRECTORS
President, Christopher DeNave
Vice President, Bart Christie
Vice President, Alex Bornote
Treasurer, Lissette Garcia
Secretary, Daniel Staninsky

DATE: WEDNESDAY – November 10, 2020
TIME: 7 PM
PLACE: Join Zoom Meeting at <https://zoom.us/j/3053782837>

MINUTES

1. CALL TO ORDER.
2. 2020/2021 BOARD OF DIRECTORS ELECTION RESULTS
3. APPOINTMENT OF OFFICERS BY NEW BOARD OF DIRECTORS APPROVED
 - a. President, Christopher DeNave
 - b. Vice President, Bart Christie
 - c. Vice President, Alex Bornote
 - d. Treasurer, Lissette Garcia
 - e. Secretary, Daniel Staninsky
4. APPROVAL OF AGENDA APPROVED
5. APPROVAL OF THE OCTOBER 2017 MEETING MINUTES APPROVED
6. APPROVAL OF THE FINANCIAL REPORT APPROVED
7. ACTION ITEMS
 - a. Approval of the HOA Insurance Policy and Premium APPROVED
 - b. Approval of the Financial Management Agreement APPROVED
 - c. Approval of the Landscaping and Maintenance Agreement APPROVED
 - d. Approval of the 2021 Budget APPROVED

COMMUNITY PARTICIPATION IS ENCOURAGED!

8. INFORMATION ITEMS

- a. The Landscaping Projects
- b. Violations (311 Team Metro)

9. OPEN DISCUSSION

10. ADJOURNMENT

Rustic Village Homeowner's Association Section 2, Inc.
Balance Sheet
As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo	35,843.12
Wells Fargo Reserve	5,740.40
Total Checking/Savings	<u>41,583.52</u>
Accounts Receivable	
Accounts Receivable	<u>-350.00</u>
Total Accounts Receivable	<u>-350.00</u>
Total Current Assets	<u>41,233.52</u>
TOTAL ASSETS	<u>41,233.52</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	48,870.07
Net Income	<u>-7,636.55</u>
Total Equity	<u>41,233.52</u>
TOTAL LIABILITIES & EQUITY	<u>41,233.52</u>

Rustic Village Homeowner's Association Section 2, Inc.
Balance Sheet
As of September 30, 2020

	<u>Sep 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Wells Fargo	45,712.35
Wells Fargo Reserve	5,739.92
Total Checking/Savings	<u>51,452.27</u>
Accounts Receivable	
Accounts Receivable	-250.00
Total Accounts Receivable	<u>-250.00</u>
Other Current Assets	
Foreclosure Proceeding Fees	1,214.86
Total Other Current Assets	<u>1,214.86</u>
Total Current Assets	<u>52,417.13</u>
TOTAL ASSETS	<u>52,417.13</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	55,056.35
Net Income	-2,639.22
Total Equity	<u>52,417.13</u>
TOTAL LIABILITIES & EQUITY	<u>52,417.13</u>

Rustic Village Homeowner's Association Section 2, Inc.
Profit & Loss Budget vs. Actual
 January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Homeowner Assoc. Dues	11,190.00	11,250.00	-60.00
Homeowner Assoc. Dues Late Fee	60.00	100.00	-40.00
Interest Income	26.04		
Misc Income	545.54		
Total Income	11,821.58	11,350.00	471.58
Expense			
Administration			
Bank Charges	0.00	50.00	-50.00
Computer and Internet Expenses	149.90	185.00	-35.10
Corporate Filings	61.25	65.00	-3.75
Financial Management	2,700.00	4,050.00	-1,350.00
Insurance Expense	2,330.15	2,050.00	280.15
Meals and Entertainment	0.00	50.00	-50.00
Office Supplies	353.00	160.00	193.00
P.O. Box Rental	0.00	100.00	-100.00
Postage and Printing	168.81	50.00	118.81
Professional Fees	0.00	200.00	-200.00
Special Events	0.00	50.00	-50.00
Total Administration	5,763.11	7,010.00	-1,246.89
Grounds			
Beautification of Common Areas	3,334.49	1,200.00	2,134.49
Electrical Expense	110.53	250.00	-139.47
Landscaping and Groundskeeping	1,575.00	2,100.00	-525.00
Repairs and Maintenance	1,125.00	790.00	335.00
Tree Trimming	7,550.00		
Total Grounds	13,695.02	4,340.00	9,355.02
Total Expense	19,458.13	11,350.00	8,108.13
Net Ordinary Income	-7,636.55	0.00	-7,636.55
Net Income	-7,636.55	0.00	-7,636.55

Rustic Village Homeowner's Association Section 2, Inc.
Check Detail
As of September 30, 2021

<u>Type</u>	<u>Date</u>	<u>Name</u>	<u>Split</u>	<u>Paid Amount</u>
Wells Fargo				
Check	07/02/2021	Edwin Acevedo	Repairs and Maintenance	-1,125.00
Check	07/02/2021	Florida Power and Light	Electrical Expense	-12.84
Check	07/27/2021	Zamora Landcape Services	Landscaping and Groundskee...	-175.00
Check	07/27/2021	Riverol and Company	Financial Management	-300.00
Check	08/03/2021	Florida Power and Light	Electrical Expense	-12.84
Check	08/13/2021	Amazon	Beautification of Common Are...	-74.63
Check	08/26/2021	Zamora Landcape Services	Landscaping and Groundskee...	-175.00
Check	08/26/2021	Riverol and Company	Financial Management	-300.00
Check	08/17/2021	Lissette Garcia	Beautification of Common Are...	-2,559.86
Check	09/02/2021	Florida Power and Light	Electrical Expense	-20.65
Check	09/02/2021	Zoom Video	Computer and Internet Expen...	-149.90
Check	09/07/2021	Amazon	Office Supplies	-353.00
Check	09/28/2021	Zamora Landcape Services	Landscaping and Groundskee...	-175.00
Check	09/28/2021	Riverol and Company	Financial Management	-300.00
Total Wells Fargo				-5,733.72
Wells Fargo Reserve				
Total Wells Fargo Reserve				
TOTAL				-5,733.72

Rustic Village Homeowner's Association Section 2, Inc.
Deposit Detail
 July through September 2021

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Account</u>	<u>Amount</u>
Deposit		09/27/2021		Wells Fargo	150.00
Payment	1962	09/28/2021	AZNIELLES	Undeposited Funds	-150.00
TOTAL					-150.00
Deposit		09/27/2021		Wells Fargo Reserve	0.24
				Interest Income	-0.24
TOTAL					-0.24

Rustic Village Homeowner's Association Section 2, Inc.

Open Invoices

As of October 4, 2021

Date	Num	Due Date	Paid	Aging	Open Balance
ARCHIE REALTY INC					
07/22/2020	796		Unpaid		-150.00
Total ARCHIE REALTY INC					-150.00
AZNIELLES					
02/01/2021	1395	02/01/2021	Unpaid	245	100.00
Total AZNIELLES					100.00
CRUZ, BEATRIZ					
03/24/2020	6765557		Unpaid		-100.00
04/05/2021	6054292		Unpaid		-100.00
Total CRUZ, BEATRIZ					-200.00
TOTAL					-250.00

Rustic Village Homeowners Association,
Section 2, Inc.
14515 SW 57TH TER
MIAMI, FL 33183

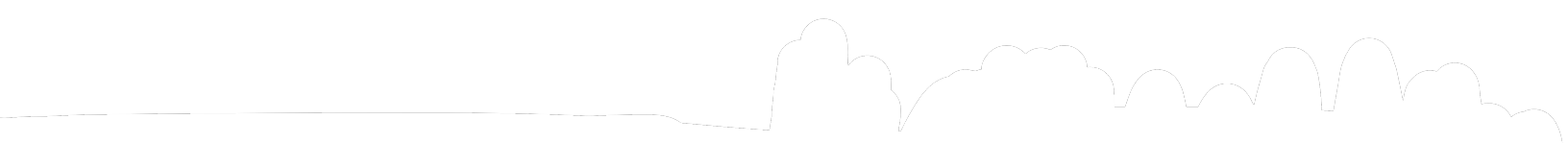


Invoice

Bill to: Inmore Group Inc
7190 SW 87 AVE #402
MIAMI, FL 33173

Invoice #: 001
Date: 1/22/2021
Due Date: 1/22/2021

Item Description	Price	Quantity	Tax	Total
USLI GENERAL LIABILITY POLICY	\$1,494.15	1	\$0.00	\$1,494.15
USLI DIRECTORS AND OFFICERS POLICY	\$836.00	1	\$0.00	\$836.00
Notes:				
		Subtotal		\$2,330.15
		Discount		\$0.00
		Tax		\$0.00
		Shipping		\$0.00
		Balance Due		\$2,330.15



RIVEROL & COMPANY, LLC
CERTIFIED PUBLIC ACCOUNTANTS

ALFREDO RIVEROL, CPA

14515 SW 57TH TERRACE
MIAMI, FLORIDA 33175

TELEPHONE (305) 588-1850
EMAIL: ariverol@att.net

PROUD MEMBER OF THE AMERICAN AND FLORIDA
INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
ASSOCIATIONS

October 18, 2021

Rustic Village Homeowners Association, Section 2
Board of Directors
14748 SW 56 Street
Ste. 228
Miami, FL 33185

Re: Financial Management Services

Dear Board of Directors:

This letter is to present my services along with the terms and objectives of my engagement and the nature and limitations.

Riverol and Company, LLC will perform the following services:

1. Prepare, with the guidance and direction of the Board of Directors, the Annual Budgets for which this agreement is in affect.
2. Prepare checks and pay bills from the Rustic Villages Homeowners Association, Section 2 operations account. Furthermore, Riverol and Company, LLC, through the direction of the Board of Directors will make transfers between the operation account and reserve account.
3. Invoice Annually, collect and deposit the Rustic Village Homeowners Association Section 2 annual dues. For property owners which do not submit their annual dues on a timely basis, Riverol and Company, LLC will refer the accounts to a collection agency/attorney's office for collection.
4. Prepare Estoppel Letters, which are required by banks and title insurance companies before a property may be sold. Riverol and Company, LLC will be charging the buyer \$150 for each Estoppel Letter.
5. Riverol and Company, LLC will compile, from the monthly bank statements, the balance sheet, and the related statements of income, retained earnings, and cash flows of Rustic Village Homeowners Association, Section 2 and post on the Association's website quarterly. Riverol and Company, LLC will not audit or review such financial statements.

My engagement cannot be relied on to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist. However, I will inform the Board or the Board appointed management of any material errors that come to my attention and any irregularities or illegal acts that come to my attention, unless they are clearly inconsequential.

6. Riverol and Company, LLC will also prepare the federal income tax returns for Rustic Village

Homeowners Association, Section 2 for each calendar year for an **annual fee of \$450.**

In accordance with amount of work that must be completed, the engagement fee will be **\$300.00 per month** due on the 15th of every month. However, if I encounter unexpected circumstances that require me to devote more staff time to the engagement than anticipated, I will discuss the matter with you immediately.

This agreement will remain in effect as provided above unless modified in writing by both parties and this agreement may be canceled by either party (Riverol and Company, LLC or Rustic Village Homeowners Association, Section 2) at anytime, with a minimum of 30-days notice, provided that the notice of cancellation is transmitted in writing and sent via certified mail or email. Assuming cancellation is being requested by Rustic Village Homeowners Association, Section 2, the minutes from the meeting in which the Board of Directors approved the cancellation of services by Riverol and Company, LLC must be attached with the written notice of cancellation.

I look forward to a continued relationship with Rustic Village Homeowners Association, Section 2, and I am available to discuss the contents of this letter or other professional services you may desire.

If the foregoing is in accordance with your understanding, please sign the copy of this letter in the space provided and return it to me.

Sincerely,



Alfredo Riverol
RIVEROL & COMPANY, LLC

ACKNOWLEDGED AND APPROVED:

Board of Directors Representative Print Name and Title
Rustic Village Homeowners Association, Section 2

Signature

QUOTE



ZAMORA LANDSCAPE SERVICE

PO BOX 960691
Miami, FL 33296

BILL TO
Rustic Estates HOA

QUOTE # 100
QUOTE DATE 10/27/2020

DESCRIPTION	AMOUNT
monthly landscape maintenance	175.00
TOTAL	\$175.00

Rustic Village Homeowner's Association Section 2, Inc.
Profit & Loss Budget vs. Actual
 January through December 2022

	Jan - Dec 22
Ordinary Income/Expense	
Income	
Homeowner Assoc. Dues	15,000.00
Homeowner Assoc. Dues Late Fee	100.00
	15,100.00
Expense	
Administration	
Bank Charges	50.00
Computer and Internet Expenses	185.00
Corporate Filings	65.00
Financial Management	4,050.00
Insurance Expense	2,550.00
Meals and Entertainment	0.00
Office Supplies	150.00
P.O. Box Rental	100.00
Postage and Printing	50.00
Professional Fees	1,500.00
Special Events	50.00
	8,750.00
Grounds	
Electrical Expense	250.00
Landscaping and Groundskeeping	2,100.00
Painting of Perimeter Fencing	0.00
Repairs and Maintenance	2,500.00
Tree Trimming	1,500.00
	6,350.00
Total Expense	15,100.00
Net Ordinary Income	0.00
Net Income	0.00