

**Notice of Amended 2025 Annual
Meeting Packet.**

**Kindly disregard the previous mailing
you received. The ballot contained
within this packet contains
updated information.**

**You may vote for up to two (2)
individuals by placing an "X" next to
their names.**



President's Letter- 2025 Year in Review

A structured process is key to achieving strategic objectives

Your Board of Directors continues to advance the long-term objectives established several years ago: the preservation of a well-maintained property and the consistent delivery of high-quality services. To that end, the Board has undertaken initiatives to rationalize and streamline administrative functions, including collections, compliance enforcement, and work order management; integrate a greater number of vendor services into our in-house maintenance operations to improve efficiency and cost control; and to ensure that unanticipated but necessary repairs and replacements, such as those resulting from hurricane damage or unexpected tree removals, are appropriately budgeted and addressed.

In pursuing these goals, the Board remains mindful of its responsibility to avoid imposing undue financial burdens on our owners. Recognizing that the majority of owners prefer to avoid substantial increases in dues or special assessments, the Board has acted in accordance with this directive.

Through steady, deliberate progress, we continue to move toward the realization of our long-term vision for the community.

Looking Ahead with Confidence: The 2026 Budget

As we wrap up the planning process for our 2026 Association Budget, I want to take a moment to thank everyone involved for their dedication, patience, and thoughtful input. Budget planning is never an easy task, it requires careful balancing of current needs, future priorities, and responsible stewardship of our community's resources.

Our Finance Committee hosted an informative Budget Workshop and we were pleased to share that after a thorough review and countless hours of analysis, our 2026 budget reflects only a 1.94% overall increase. In today's economic climate, this modest adjustment represents a meaningful achievement and demonstrates our continued commitment to fiscal responsibility while maintaining the quality and integrity of our community.

As always, it's important to remember that a budget is an educated estimate, our best projection based on current information, anticipated expenses, and reasonable forecasts. We'll continue to monitor actual costs closely throughout the year and make adjustments if needed to ensure our community remains on solid financial ground.

Delinquency

A primary responsibility of our management team is the effective administration of HOA dues collection. Timely collection of budgeted cash flows is essential to maintaining Summer House and delivering consistent service levels. When dues are not paid, the financial burden shifts and service levels may be impacted. Our management team remains fully focused on this critical function.

I am pleased to report that, due to the dedication and diligence of our staff, current dues delinquency stands at just 0.97% of 2025 revenue. That's less than 1% of our annual budget. This outstanding performance demonstrates the strength and effectiveness of our financial management and collection processes.

Architectural Reviews

This year, we've seen a notable rise in Architectural Review Requests, as many owners invested in improving their homes. Kitchen and bathroom renovations, along with window replacements and paver installations, were among the most popular projects. The Board enthusiastically supports these efforts, recognizing that each enhancement not only benefits individual homeowners but also strengthens the overall appeal and long-term value of Summer House.

As a friendly reminder, please be sure to review the Association's Covenants and Restrictions and submit your ARC application for consideration prior to beginning any project. Doing so helps ensure that all improvements align with community standards and maintain the harmony and beauty that make Summer House such a desirable place to live.

Collectively, these investments continue to reinforce Summer House's reputation as a community of exceptional value, where price reflects cost, but value reflects lasting quality, comfort, and pride of ownership.

Rule Enforcement- Maintaining Order and Value

The purpose of rules enforcement, and of the rules themselves, is to ensure that all residents can enjoy a pleasant, safe, clean, and comfortable living environment. No one wants to contend with the hazards and inconveniences of vermin, fire code violations, or

improper waste disposal, and no one wants property values diminished by unapproved alterations, visual blight, or commercial uses in residential areas. While the Association's authority is limited in certain areas, our vigilance within those boundaries protects both the financial interests of owners and the everyday quality of life in our community.

Rules enforcement goes far beyond addressing basic issues like trash, although that remains important. One of the Board's and staff's most critical responsibilities is to develop and uphold rules that preserve the character and long-term value of our community. Everyone within the organization approaches this responsibility with the utmost seriousness and commitment.

Vision for the Future

The Board remains focused on long-term capital planning, while the staff oversees the operational execution of day-to-day activities. While no process is without challenges, both the Board and staff are committed to maintaining precision, efficiency, and accountability in all aspects of planning and operations. Together, we are aligned in achieving the strategic objectives of the community.

Ponte Vedra Beach is experiencing a period of significant growth and transformation, positioning it as one of the most desirable locations in the United States to live and work. While this growth presents both opportunities and operational challenges, the Board and staff are actively engaged in addressing these issues through disciplined planning, strategic investment, and coordinated execution.

Thank you for your trust and support

James Galloway



700 OCEAN PLACE
PONTE VEDRA BEACH, FL 32082
(904) 285-4200 OFFICE
(904) 273-2552 FAX

AMENDED 2ND NOTICE OF ANNUAL MEETING & ELECTION

On December 9, 2025, via Zoom and at the Beachside Clubhouse, 700 Ocean Place, Ponte Vedra Beach, FL 32082, the Annual Meeting and Election of the Association will be held for the purpose of electing **Two (2)** Board of Directors of the Association, and to conduct any other business as may lawfully be conducted. An identification of agenda items is as follows:

DATE: December 9, 2025
TIME: 6:00pm
LOCATION: Via Zoom/ in person at the Beachside Clubhouse

Register in advance for this meeting

<https://us06web.zoom.us/meeting/register/CJUHOKggR3GmEppq9ZGC8A>

After registering, you will receive a confirmation email containing information about joining the meeting exclusive to you. Please make sure to save the email.

- Agenda:**
1. Call to Order
 2. Establish Quorum
 3. Proof of Notice of Meeting
 4. Election of Board of Directors
 5. Adjournment

In excess of 33 1/3% of all of the Voting Members of the Association (a quorum) must be present, in person or by proxy, at the meeting in order for business to be conducted excluding the election of Directors. While no quorum is necessary for the election of Directors, (20%) twenty percent of all eligible voters must cast their ballots in order to have a valid election. It is therefore VERY IMPORTANT that you either (1) attend the meeting in person; or (2) mail in your ballot for the election of the Directors and provide a proxy in order to conduct business other than the election of the Directors.

Enclosed with this notice is a ballot for the election of Directors as well as, if supplied, an Information Sheet, prepared by the candidates for the Board, who are solely responsible for the contents of their statements. The Association is transmitting this information in accordance with the requirements of Florida Law; however, the Association is not in a position to verify the accuracy of the information or statements contained therein and disclaim any responsibility for the information contained within the Information Statements.

- **Instructions for Marking and Returning Paper Ballots:**

1. The enclosed ballot lists all candidates who are qualified to run for the Board. There will be **two (2) Directors** elected to the Board. Please vote for no more than two candidates by marking the ballot with an **X** in the box next to the candidate's name.
2. The ballot must be placed and sealed in the small Ballot envelope. Do **NOT** mark on the ballot envelope. The small Ballot envelope must then be placed in the larger envelope with the signature requirement on the back. Place the preprinted address **Ballot** label in the envelope window and drop in the mail.
3. You **must** fill in the unit information on the backside of the envelope addressed to the Association and the voting member designated on the Certificate of Appointment of Voting Representative must sign his/her name.
4. If you are going to attend the Meeting, you may cast your ballot at the meeting. Ballots will be available at the meeting.

- **Instructions for electronic delivered ballots** – As per Section 718.128 Florida Statutes you may now electronically vote in condominium associations. The digital ballot will be sent to you via email. These guidelines must be followed:

1. Unit number **must be typed** on the ballot.
2. First and last name **must be typed** on the ballot.
3. E-Ballot will be emailed to all Owners and must be returned to the designated email for this election Summerhousepvballots@gmail.com.
4. E-Ballots must be received no later than 5:30pm on Tuesday, December 9, 2025.

5. **WAIVING THE SECRECY OF YOUR BALLOT IS YOUR CHOICE. YOU DO NOT HAVE TO WAIVE THE SECRECY OF YOUR BALLOT IN ORDER TO VOTE. BY TRANSMITTING YOUR COMPLETED BALLOT THROUGH E-MAIL TO THE ASSOCIATION, YOU WAIVE THE SECRECY OF YOUR COMPLETED BALLOT. IF YOU DO NOT WISH TO WAIVE YOUR SECRECY BUT WISH TO PARTICIPATE IN THE VOTE THAT IS THE SUBJECT OF THIS BALLOT, PLEASE ATTEND THE IN-PERSON MEETING DURING WHICH THE MATTER WILL BE VOTED ON.**

Proxy:

A proxy is for the purpose of (a) appointing another person to vote for you as you specifically direct in the event that you might not be able to attend the meeting and (b) for the use in the establishment of a quorum of the membership. It must be signed by all owners of the unit or the one among them that they designated on a voting certificate. ***Please note that you cannot vote for the Directors by proxy.*** If you intend to vote for the Directors and do not attend the meeting, **you must vote by use of the enclosed election Ballot.**

The proxy should be submitted to the Association **prior to the scheduled time of the meeting.** It can be hand delivered, either by you or by your proxy holder, or mailed to the Association: Summer House in Old Ponte Vedra Condominium Association, Inc; c/o Shannon Kolacz, 700 Ocean Place, Ponte Vedra Beach, FL 32082.

1. It is encouraged that the proxy be submitted as long before the meeting as possible, in order to avoid delays in the registration process.
2. If you appoint a proxy holder and later decide you will be able to attend the meeting in person you may withdraw your proxy when you register at the meeting.
3. A proxy may be revoked in writing or suspended by a later proxy to another person. It may also be assigned (substitute) by the person designated on the proxy to a third person if the person you designate as proxy decides that he or she will be unavailable to attend the meeting.
4. A proxy form is enclosed with this notice for your use, if needed.

Again, please be sure to mail in your proxy and your ballot or attend the meeting.

Sincerely,

Shannon Kolacz, LCAM
As Managing Agent for
Summer House in Old Ponte Vedra Condominium Association, Inc.
Dated this 19th of November 2025
By Order of the Board of Directors

LIMITED PROXY

The undersigned, owner(s) or designated voter of Unit # _____ in Summer House in Old Ponte Vedra Condominium Association, Inc. appoints

Check one

☐ the Secretary of the Association, on behalf of the Board of Directors or

☐ _____
As my proxy holder* to attend the Annual Meeting and Election of Summer House in Old Ponte Vedra Condominium Association, Inc., to be held on **December 9, 2025 at 6:00 PM, via Zoom or in person at the Clubhouse, 700 Ocean Place, Ponte Vedra Beach, FL 32082.** This proxy shall be used for quorum purposes, and the proxy holder named above has the authority to vote and act for me to the same extent that I would if personally present.

Date: _____

Signature of Owner (s) or Designated Voter

**Failure to check one option or failure to write in the name of the proxy holder shall be deemed an appointment of the Secretary of the Association as your proxy holder.*

SUBSTITUTION OF PROXY

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

Proxy Holder

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.

CANDIDATE INFORMATION SHEET

LISA BLANCHARD

860 SHORELINE CIRCLE

My husband Lou and I have lived in Summer House for 6+ years. We have a very cute Pomeranian named Kasey, and we LOVE Summer House! In 2017, when we were searching for a Florida home, right when we entered Summer House, we knew that this was it. Between the mature trees and landscaping, the amenities, the proximity to the beach, and dining and shopping, we knew this would be the perfect place for us! What we didn't know, was what wonderful neighbors and friends we would make and how special the SH community really is.

I am running for the Board of Directors as I would like to continue to have an owner-friendly board that puts our community first. I would like to welcome and encourage owners' suggestions, work with property management to help find solutions to problems, and share my ideas on how to trim expenses while maintaining excellence.

My experience includes being a past business owner, serving as a 3-term consecutive board member on a professional board and am employed at Marsh Landing Country Club as Accounting Manager.

I served on the Downtown Milford Business Association board (Milford, CT) as Secretary, Vice-President, and President where I worked with and regularly met with city officials, state officials and the Mayor's office while building relationships with fellow business owners. During that time, I co-founded events including a Farmer's Market, The Doors of Downtown Milford Art Exhibit and Auction, and a Pirate Treasure Hunt. I am proud to say that some of these events are still in existence today.

Thank you for your consideration of me as a board member. I would welcome the opportunity to work and learn from current board members while introducing new ideas.

Respectfully,

Lisa Blanchard



CANDIDATE INFORMATION SHEET

NAME Katie Eason

Unit # 907

my name is Katie Eason, I live in unit 907. I've been a resident here since July, and I truly value our community and the lifestyle it offers.

Professionally, I have experience in management, marketing, finance which has helped me develop skill in organization, communication, and problem solving.

I am interested in serving on the board because I care about keeping Summer House well-managed, transparent, and a great place to live for all residents.

Thank you for your consideration!

SIGNATURE:

DATE:

10-14-25

SUMMER HOUSE of OLD PONTE VEDRA
Board Candidate Information Sheet
Cori Elliott, 707 Fairway Park Blvd.

I am interested in being on the Summer House Board of Directors because I would like to help make improvements to Summer House that will help increase our property value; be aesthetically pleasing; be a safe, friendly and welcoming place to live; is transparent, honest and trustworthy; and fiscally responsible. Furthermore, I would like the **association members** and BOD to partner with a Community Association Manager to achieve short-term and long-term goals.

My ideals and goals would utilize committees including the members who are either interested and/or have experience in that area. Interested members should not be turned away. The entire owner community should be able to be included in they desire. These committees would ensure state statutes and the Summer House declaration are followed. Each board member will chair and oversee key committees. And each committee will have clear objectives and goals. Furthermore, I believe the board of directors should meet monthly, such as the first Tuesday of every month and the minutes to be posted by the end of the week.

Below are suggested COMMITTEES:

1. **Architectural Control Committee**: This committee will oversee the community's architectural standards and review ARC requests submitted by the homeowners. Furthermore, this committee will strive for solutions to architectural issues such flooring, gutters, intruding water as well as overseeing contractor repairs and projects.
2. **Landscape Committee**: Ensure all green space is well kept and beautiful. Inspect each unit and ensure each owner complies with community rules. This committee will also oversee the lawn contractor and future bids.
3. **Budget/Finance Committee**: Help the BOD with financial management and be fiscally responsible. Review current budget and financial records as well as find creative ways to cut and reduce the budget.
4. **Safety Committee**: The committee can patrol the area to ensure the community meets proper security and safety standards. Furthermore, they can form a neighborhood watch to prevent illegal activities. Also, this committee could oversee the concern for our background check issue (lack of background checks being done).
5. **Website/I.T./Newsletter Committee**: This committee will work with the CAM and make sure we have an updated website that is user-friendly. They will also create monthly newsletters to include resident news, local business updates, and upcoming events as well as address I.T. issues and concerns.
6. **Convents/Declaration Committee**: This committee will help with rule enforcement as well as work but on updating and amending the current declaration as it is extremely out-of-date. This committee will need to be familiar with Condo Statute 718 and be willing to research and update our declaration accordingly.
7. **Social/Events Committee**: The social or events committee is responsible for planning HOA events allowing homeowners and tenants to mingle. These events help the residents feel more connected to each other and foster a sense of community. The social committee may plan fixed events like summer festivals or Christmas parties. However, they can also plan one-time events like welcome parties to introduce new homeowners.

In my opinion, we need community involvement, including owners who live on property and investors that manage their units from nearby and far away. Furthermore, our units and property are approximately 40 years old. They need attention! It is possible that an assessment may be needed. However, first I would like to have a thorough examination of our financial records from a trusting source and find out where budget cuts can be made, new contractor bids examined and so on. Thanks for your consideration.



CANDIDATE INFORMATION SHEET

NAME: Kevin M. Guthard

UNIT # 775

Active State License – General Contractor since 1985 (FL)

Active State License – Real Estate Broker since 1992 (FL)

Past Board Member and President of numerous condominium boards in Florida

Past Board Member and President of five Homeowner Associations in Florida

Presently serving on Board of Directors of Sawgrass-Cypress Creek HOA

Allstate Construction College, graduated 1984

Attended Nova Southeastern University in Davie, FL

Extensive experience in condominium developments and apartment complexes over the past 36 years, including a 10 year partnership with General Electric Development.

My mission and goal to serve on the Board of Directors is to maintain the quality lifestyle that we all expect and deserve while also maintaining value in our condominium homes at an affordable cost with smart, common sense proven leadership skills.

Summer House in Old Ponte Vedra Condominium Association, Inc.

Candidate Information Sheet

Garrett Warren

As a committed homeowner and active member of the Summer House community, I am seeking re-election to the Board of Directors to help maintain the value, safety, and sense of community that make our property an exceptional place to live. I bring a collaborative approach, sound judgment, and a strong sense of fiscal responsibility to ensure that our association continues to operate transparently and efficiently.

As a seasoned property management professional, I have extensive experience overseeing all phases of real estate operations—from identifying and acquiring investment properties to managing remodels, leasing, and long-term maintenance. My role requires balancing financial performance, tenant satisfaction, and asset preservation—skills that translate directly to responsible, community-focused condominium governance.

I earned my Bachelor of Arts in Business and Organizational Leadership from Arizona State University, where I developed a strong foundation in management, strategic planning, and organizational development. The program emphasized effective communication, ethical leadership, and data-driven decision-making—skills that have been integral to my success as a property manager and that I aim to bring to my role on the Board of Directors.

If re-elected to the Board of Directors, my primary goal is to continue promoting transparency, fiscal responsibility, and the long-term stability of our community. I am committed to ensuring that every financial decision is made with careful planning and accountability, balancing the association's short-term needs with sustainable long-term goals. I will continue to advocate for proactive maintenance and capital improvement projects that preserve property values and enhance our shared living environment. Open communication with residents will remain a top priority—I believe homeowners should always feel informed and confident in how their association is being managed. Above all, I will work collaboratively with my fellow board members and management team to foster a respectful, well-run, and forward-thinking community that we can all be proud of.

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Summer House in Old Ponte Vedra Condominium Association, Inc.

BALLOT FOR ELECTING DIRECTORS

December 9, 2025

6:00 PM

The following are candidates who have qualified for election to the Board of Directors of the Association. There are two (2) vacancies on the Board, and you may vote for up to two (2) individuals by placing an "X" next to their names.

***Voting for more than two (2) individuals will invalidate your ballot.**

☐ **Lisa Blanchard**

☐ **Katie Eason**

☐ **Cori Elliott**

☐ **Kevin Guthard**

☐ **Garrett Warren**

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700 OCEAN PLACE
PONTE VEDRA BEACH, FL 32082
(904) 285-4200 OFFICE

NOTICE OF BOARD & ORGANIZATIONAL MEETING

Notice is hereby given, in accordance with the bylaws of the Summer House in Old Ponte Vedra Condominium Association and Florida Statutes that a Board and Organizational Meeting will be held directly following the Annual Election

Date: December 9, 2025
Time: Immediately following the Annual Meeting
Place: Zoom or in person at the Beach Side Clubhouse

<https://us06web.zoom.us/meeting/register/CJUHOKggR3GmEppp9ZGC8A>

After registering, you will receive a confirmation email containing information about joining the meeting.

- Agenda:**
1. Call Meeting to Order
 2. Establish a Quorum of Board members present
 3. Assignment of Officer Positions to Board of Directors
 4. Approve September 23, 2025 BOD Meeting Minutes
 5. Approve E- Bike Resolution 2025-01
 6. Ratify vote for ARC applications submitted Sept- Oct 2025
List of ARC applications included in meeting packet
 7. Ratify vote approving violation fines issued Sept-Oct 2025
List of Violations included in meeting packet
 8. New Business
 9. Membership Questions
 10. Adjournment

Sincerely,

Shannon Kolacz, LCAM
As Property Manager of
Summer House in Old Ponte Vedra Condominium Association, Inc



RESOLUTION NO. 2025-01

A RESOLUTION OF THE SUMMER HOUSE IN OLD HOUSE IN OLD PONTE VEDRA CONDOMINIUM ASSOCIATION IMPLEMENTING A POLICY ON E-BIKES AND LITHIUM-ION BATTERIES; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Summer House in Old Ponte Vedra Condominium Association, Inc. (the “Association”) is responsible for the management, maintenance, and operation of the condominium property pursuant to its Declaration, Bylaws, and applicable Florida law;

WHEREAS, the Board of Directors (the “Board”) is charged with the duty to ensure the health, safety, and welfare of residents and to preserve and protect the common elements and community property;

WHEREAS, the increasing use of electric bicycles (E-Bikes), powered by lithium-ion batteries, presents potential safety hazards, including but not limited to fire risks associated with improper storage, charging, or disposal;

WHEREAS, the Board has determined it is in the best interest of the community to adopt reasonable rules and restrictions concerning the use, storage, charging, and disposal of E-Bikes and associated batteries;

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF THE ASSOCIATION, THAT:

1. E-Bike Charging Restrictions.

The charging of electric bicycles (E-Bikes) is strictly prohibited in all common areas and limited common elements, including lobbies, hallways, stairwells, patios, balconies, and recreational facilities. Charging is permitted only inside residential units, provided it is done in accordance with the manufacturer’s safety guidelines and actively attended.

2. Storage of E-Bikes with Non-Removable Batteries.

E-Bikes with non-removable batteries must be stored and charged entirely within the unit. Charging must be attended, comply with manufacturer safety recommendations, and not create a fire or safety hazard. These bikes are not permitted to be stored or charged in any common or limited common area, including bike racks.

3. Storage of E-Bikes with Removable Batteries.

E-Bikes with detachable batteries may be stored outside in common-area bike racks if covered to protect from weather exposure. The battery must be removed and stored inside the unit in a dry, climate-controlled environment, ideally maintained between 50–77°F, in accordance with manufacturer guidelines. To reduce fire risk, the battery must be placed in a UL-certified fire-resistant container or similar protective enclosure and kept away from flammable materials. Charging is permitted only inside the unit, must be actively supervised, and must follow all manufacturer safety recommendations; charging while unattended is strictly prohibited.

4. Disposal of Lithium-Ion Batteries.

The disposal of lithium-ion batteries in the Association's trash compactors, dumpsters, or any other community waste receptacles is strictly prohibited. Lithium-ion batteries are classified as hazardous waste and must be handled accordingly. Owners are responsible for the proper disposal of E-bike batteries at authorized recycling or hazardous waste facilities as required by the U.S. Environmental Protection Agency (EPA) and Florida Department of Environmental Protection (FDEP).

5. Effective Date.

This Resolution shall be effective upon execution of the President of the Board.

PASSED AND ADOPTED by the Board of the Association this ____ day of _____ 2025.

SUMMER HOUSE OF OLD PONTE VEDRA
CONDOMINIUM ASSOCIATION

By: _____
James A. Galloway, President



NOTICE OF
BUDGET APPROVAL MEETING

Notice is hereby given, in accordance with the Bylaws of the Association and Florida's Condominium Act, that the Board of Administration of the Association will consider the adoption of the Budget for the coming fiscal year of the Condominium and the Condominium Association at the following date, time, and place:

DATE: Tuesday, December 9, 2025
TIME: Directly following the Board/Organizational Meeting
PLACE: Via Zoom or in person at the Beach Side Clubhouse

Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/CJUHOKggR3GmEppq9ZGC8A>

After registering, you will receive a confirmation email containing information about joining the meeting.

Agenda

1. Meeting called to Order
2. Verify a quorum of the Board is present
3. Approve Proposed 2026 Budget
4. Adjournment

Dated: November 19, 2025

Sincerely,

Shannon Kolacz, LCAM
As Property Manager of
Summer House in Old Ponte Vedra Condominium Association, Inc.

SUMMER HOUSE IN OLD PONTE VEDRA CONDOMINIUM

Proposed Operating Budget

January 1, 2026 - December 31, 2026

GL CODE	DESCRIPTION	2025 PREVIOUS YEAR BUDGET MONTHLY	2025 PREVIOUS YEAR BUDGET ANNUAL	2026 PROPOSED BUDGET MONTHLY	2026 PROPOSED BUDGET ANNUAL
	**REVENUE				
40000	Owner Assessments	154,951	1,859,413	159,087	1,909,039
40002-00	Reserve Income	54,683	656,200	10,850	130,200
40002-01	Reserve Income-SIRS	0	0	43,833	526,000
40011	Late Fee Income	800	9,600	800	9,600
40014	Legal Fee Income	0	0	0	0
40025	Returned Check Fees	0	0	0	0
40045	Transfer Fees	0	0	0	0
40065	Violation Fees	300	3,600	300	3,600
40081	Reserve Interest	0	0	0	0
40090	Miscellaneous Income	1,667	20,000	1,667	20,000
41010	House Charges	0	0	0	0
42020	Cable Income	1,000	12,000	1,000	12,000
	**TOTAL REVENUE	213,401	2,560,813	217,537	2,610,439
	EXPENSES				
	**ADMINISTRATIVE				
50004	Administration	917	11,000	1,000	12,000
50005	Accounting Fees	708	8,500	743	8,915
50012-00	Bad Debts	0	0	0	0
50015	Bank Charges	0	0	0	0
50022	Computer Supplies/Services	54	650	54	650
50038	Employee Expenses	350	4,200	375	4,500
50045-00	Legal Fees	2,083	25,000	2,083	25,000
50048	Annual Condo Fees	154	1,852	154	1,852
50050-00	License,Taxes,Permit	08	100	08	100
50053	Corporate Annual Rep	05	61	05	62
50075	Office Supplies	200	2,400	200	2,400
50077	Fitness Equipment Depreciation	348	4,176	348	4,176
50080	Postage/Fedex	232	2,782	250	3,000
50095	Telephone/Pagers	1,000	12,000	625	7,500
	**TOTAL ADMINISTRATIVE	6,059	72,721	5,846	70,155
	**PROPERTY INSURANCE				

GL CODE	DESCRIPTION	2025 PREVIOUS YEAR BUDGET MONTHLY	2025 PREVIOUS YEAR BUDGET ANNUAL	2026 PROPOSED BUDGET MONTHLY	2026 PROPOSED BUDGET ANNUAL
52030	Multiperil Insurance	43,000	516,000	43,750	525,000
	**TOTAL PROPERTY INSURANCE	43,000	516,000	43,750	525,000
	**UTILITIES				
54050-00	Electricity	3,958	47,500	3,958	47,500
54070-00	Water & Sewer	25,477	305,718	25,477	305,718
54080	Natural Gas	167	2,000	167	2,000
	**TOTAL UTILITIES	29,602	355,218	29,602	355,218
	**CONTRACTS				
60013	Cable Television	570	6,840	760	9,120
60050	Fire/Life/Safety	1,442	17,300	1,442	17,300
60065	Gate Access/Systems	833	10,000	875	10,500
60075	Janitorial Service	1,300	15,600	1,418	17,010
60090	Lawn Maintenance	23,573	282,874	23,573	282,874
61000	Management Services	4,374	52,492	4,585	55,016
61001	Maintenance Contracts	79	950	79	950
61010	Pest Control	2,091	25,093	2,117	25,405
61020	Pool/Club/Amenities	2,208	26,500	2,375	28,500
61045-00	Security Services	83	1,000	83	1,000
61055	Trash Removal	5,000	60,000	5,000	60,000
	**TOTAL CONTRACTS	41,553	498,649	42,306	507,675
	**SALARIES & BENEFITS				
65000-01	Salaries- - Manager	9,731	116,777	10,031	120,370
65000-02	Salaries- - Maintenance	9,045	108,534	9,233	110,800
65000-26	Salaries- - Porters	2,854	34,248	3,120	37,440
65040	Medical Insurance	3,840	46,080	4,765	57,180
65058	Employee Bonuses	446	5,350	446	5,350
65065-00	Payroll Taxes & Benefits	4,007	48,086	4,092	49,101
	**TOTAL SALARIES & BENEFITS	29,923	359,075	31,687	380,241
	**REPAIRS/MAINTENANCE				
70005	Hvac Maintenance	958	11,500	958	11,500
70045	Electrical Supplies/Repairs	250	3,000	250	3,000

GL CODE	DESCRIPTION	2025 PREVIOUS YEAR BUDGET MONTHLY	2025 PREVIOUS YEAR BUDGET ANNUAL	2026 PROPOSED BUDGET MONTHLY	2026 PROPOSED BUDGET ANNUAL
70060	Other Special Maintenance	3,333	40,000	3,333	40,000
70068	Light bulbs/Lighting	250	3,000	250	3,000
70076	Maintenance Supplies/Repairs	1,667	20,000	1,917	23,000
70086	Parking Facility Maint	208	2,500	208	2,500
70090	R&M-Plumbing	125	1,500	125	1,500
70110	Roof/Gutter Maint/Repairs	1,250	15,000	2,083	25,000
70150	Carpet Cleaning /Repairs	17	200	17	200
70160	Lock & Keys	21	250	21	250
70175	Janitorial Supplies	500	6,000	500	6,000
	**TOTAL REPAIRS/MAINTENANCE	8,579	102,950	9,663	115,950
	**RESERVE TRANSFERS				
80000-00	Reserve Transfers	54,683	656,200	10,850	130,200
80001	Reserve Interest	0	0	0	0
80004-00	SIRS Reserve Transfer	0	0	43,833	526,000
	**TOTAL RESERVE TRANSFERS	54,683	656,200	54,683	656,200
	**TOTAL EXPENSES	213,399	2,560,813	217,537	2,610,439
	Operating Net Income or Loss	02	0	0	0

SUMMER HOUSE IN OLD PONTE VEDRA CONDOMINIUM
Schedule of Proposed Maintenance Worksheet - 2026

Building#- Unit Type	Percentage_Of_Owner ship	NumberOfUnits	TotalPercentage	Current Monthly Maintenance Fee	2026 Monthly Maintenance Fee	Proposed Monthly Total All Units Maintenance
0002-B	0.116437268	18	2.095870733	\$ 244.00	\$ 249.00	\$ 4,482.00
0002-J	0.20854436	68	14.18101692	\$ 438.00	\$ 446.00	\$ 30,328.00
0001-H	0.196131006	38	7.452978134	\$ 411.00	\$ 419.00	\$ 15,922.00
0002-R	0.468728277	1	0.468728274	\$ 983.00	\$ 1,002.00	\$ 1,002.00
0002-E	0.157153072	18	2.828755379	\$ 329.00	\$ 336.00	\$ 6,048.00
0001-O	0.276321277	42	11.60549355	\$ 579.00	\$ 591.00	\$ 24,822.00
0002-C	0.11792687	16	1.886829972	\$ 247.00	\$ 252.00	\$ 4,032.00
0002-F	0.171304296	16	2.740868807	\$ 359.00	\$ 366.00	\$ 5,856.00
0001-P	0.301644521	30	9.04933548	\$ 632.00	\$ 645.00	\$ 19,350.00
0002-L	0.245287891	18	4.415182114	\$ 514.00	\$ 524.00	\$ 9,432.00
0001-K	0.220957715	48	10.60597038	\$ 463.00	\$ 473.00	\$ 22,704.00
0002-D	0.135553834	18	2.439969063	\$ 284.00	\$ 290.00	\$ 5,220.00
0002-A	0.114947665	8	0.919581294	\$ 241.00	\$ 246.00	\$ 1,968.00
0002-I	0.201096347	18	3.619734287	\$ 422.00	\$ 430.00	\$ 7,740.00
0001-G	0.182228048	32	5.831297398	\$ 382.00	\$ 389.00	\$ 12,448.00
0001-N	0.25645991	44	11.28423595	\$ 538.00	\$ 548.00	\$ 24,112.00
0001-Q	0.330195237	12	3.962342739	\$ 692.00	\$ 706.00	\$ 8,472.00
0002-M	0.256211643	18	4.611809731	\$ 537.00	\$ 547.00	\$ 9,846.00
Total	3.957129237	463	100.0000002	0	0	213,784.00

SUMMER HOUSE IN OLD PONTE VEDRA CONDOMINIUM

Proposed Operating Budget Remarks

January 1, 2026 - December 31, 2026

DESCRIPTION	REMARKS
Late Fee Income	Anticipate the collection of 32 late fees monthly
Violation Fees	Anticipate the collection of six violation fees monthly
Miscellaneous Income	Anticipate the collection of \$20,000 in misc income. Estimate is based on income received for the preparations of Estoppels at \$299- \$500each, the execution of condo questionnaires at \$150 each Rental Registrations at \$50 each, amenity key cards and mailbox keys at \$25 each.
Cable Income	Anticipate the collection of \$12, 000 from the Comcast Revenue share program. Amount based on 2025 actuals.
Administration	This expense line includes the Konica Minolta printer leas at \$442 monthly plus the annual equipment tax of \$170. The Community website and domain renewal of \$265 annually, \$828 annual storage fee for digital storage and website expenses per the FSR contract schedule II, an allowance of \$2,500 for the required budget and annual meeting notices, an allowance of \$700 for coupon distribution following the annual budget approval and for ownership changes throughout the year and last an allowance of \$1,700 for office beverages.
Accounting Fees	The expense for the annual audit and taxes is \$8,915 prepared by and independent CPA Janice Lake Brown. \$8400 for the audit and \$515 for taxes.
Computer Supplies/Services	An allowance of \$650. to cover computer or technical needs.
Employee Expenses	This allowance covers employee uniform expenses for the staff and monthly gas and cell phone allowance for the Maintenance Supervisor and Manager
Legal Fees	Anticipate \$25,000 in legal fees for general counsel, collections and violation matters
Annual Condo Fees	DBPR annual fee of \$4 per unit
License, Taxes, Permit	This annual allowance to cover the 2026 pool permits for both pools.
Corporate Annual Rep	Annual Fee of \$61.25 to Department of Corporations
Office Supplies	Anticipate \$2,400 for office supplies in 2026
Fitness Equipment Depreciation	Depreciation calculated by Janice Lake Brown at \$348 monthly
Postage/Fedex	Postage allowance increased to \$3,000. Effective July 2025 forever stamps increased from \$.73- \$.78. .
Telephone/Pagers	This expense line covers the Graybar phone system plus the expenses for 2 office lines, a fax line and 5 amenity lines. We decreased the monthly expense by transferring the amenity lines from AT&T to cellular.
Multiperil Insurance	The property is insured at full replacement value. This forecast is subject to variation considering shifts in reinsurance market coverages and prices based on weather and capital events.
Electricity	Electricity based on 2025 actuals
Water & Sewer	Water and Sewer expenses based on 2025 actuals

DESCRIPTION		REMARKS
Natural Gas		Anticipate the need of \$2,000 for propane
Cable Television		Anticipate \$9,120 annual expense to cover cable/internet. This is for cable in the fitness room and pubroom and wifi for management office, Resident connection at BS pool, and wifi for cameras at the BS and GS compactors
Fire/Life/Safety		This expense line covers \$950 for the annual fire extinguisher expense, \$1,200 for the annual fire alarm inspections on GS, \$645 for the sprinkler/alarm monitoring and quarterly inspecting at building #13gs only, a \$4,500 allowance for misc repairs and maintenance including hydrostatic testing for 6yr extinguishers and \$7,805 for fire panel replacement, new extinguisher boxes, covers, etc. \$200 for backflow inspections and \$2,000 for new backflow if needed.
Gate Access/Systems		This expense line covers the annual Doorlocking fee of \$900 for the amenity access system, an allowance of \$500 for new vehicles decals and amenity cards as needed, an allowance of \$3,500 for amenity system repairs and \$5,600 for cameras as GS pool
Janitorial Service		Allowance for janitorial service @ \$1,417 per month for services of common areas, bathrooms and amenities 3 times weekly.
Lawn Maintenance		This allowance covers landscaping maintenance at \$186,506 including weekly turf and shrub care and trimming, irrigation inspections, fertilization and weed control. An allowance of \$12,000 for irrigation repairs, \$30,000 for tree trimming and removal and a \$50,000 allowance for enhancement or mulch installation. This expense line also holds the expense for lake maintenance by Charles Aquatics.
Management Services		This expense line covers the contract with FSR plus \$1,200 for accounting permissions for the Manager and Assistant
Maintenance Contracts		This expense line covers ADT for the Beach Side Clubhouse.
Pest Control		This expense line covers pest control for the community. The annual allowance is \$9,516 for weekly service, \$10,889 for the termite bond, and a \$5,000 allowance for rodent removal or gnat fogging.
Pool/Club/Amenities		This line provides and allowance of \$18,000 for pool maintenance and chemicals for both the beach side and golf side pools, \$648 for quarterly preventative maintenance agreement with 1st Place Fitness. All allowance of \$2,500 for fitness equipment repairs or replacement and \$5,852 allowance for miscellaneous replacements such as life rings, shepherds hooks or new grills. Last an allowance of \$1500 for the new car wash system, if needed.
Security Services		This allowance is for security to monitor parking during TPC 2026.
Trash Removal		This allowance covers trash removal. The estimate is based on 2025 actuals and the monthly expense includes the monthly lease fee of \$412.75 per compactor, a pickup fee of \$360 per compactor, a tonnage fee of \$82.72 per ton and fluctuating county fees.
Salaries- - Manager		Management Salaries
Salaries- - Maintenance		Maintenance Salaries
Salaries- - Porters		Porter Salary
Medical Insurance		Medical contribution
Employee Bonuses		Bonus allowance

DESCRIPTION	REMARKS
Payroll Taxes & Benefits	Payroll taxes and benefits is a percentage and is added to the wages paid to each employee and includes social security tax, federal state unemployment tax workers compensation, 401(k) benefit, pre employment screening, recruitment expense, payroll processing and human resources administration. Tax for admin is 15.5% and tax for maintenance is 21%
Hvac Maintenance	Anticipate the possible replacement of the Beach side clubhouse AC at \$9,500 plus an allowance of \$2,000 for repairs and maintenance on remaining two systems.
Electrical Supplies/Repairs	An Allowance of \$3,000 for professional electrical services
Other Special Maintenance	An allowance of \$40,000 for miscellaneous property repairs or replacements such as unit signage, property wall repairs and painting, etc
Light bulbs/Lighting	An allowance of \$3,000 for light bulbs and /or fixture replacement.
Maintenance Supplies/Repairs	An allowance of \$23,000 for maintenance supplies including supplies to maintain the golf carts
Parking Facility Maint	An allowance of \$2,500 for in house asphalt repairs and/or stripping
R&M-Plumbing	An Allowance of \$1,500 for common area plumbing repairs
Roof/Gutter Maint/Repairs	An allowance of \$15,000 for roof/gutter repairs. In 2025 we've completed numerous flashing repairs and anticipate additional upcoming repairs as the buildings age.
Carpet Cleaning /Repairs	Carpet cleaning for beach side clubhouse, pub room and fitness room
Lock & Keys	Door and mail lock allowance of \$250. This expense line is offset by the income we bring in for mail lock replacements at \$25/ lock.
Janitorial Supplies	An allowance of \$6,000 to cover janitorial supplies, paper products for common area bathrooms, pet waste bags, etc.

Summer House in Old Ponte Vedra Condominium Association- 3VA9
2026 Reserves- SIRS Requirements

Structural Expenditures- Exterior Building Elements	Total Cost of Replacement	Useful Life (Years)	Est Useful Remaining Life (years)
Balconies and Breezeways, Wood, Deck Boards and Interim Repairs, Golfside, Phased	\$ 89,500.00	to 15	7 to 19
Balconies and Breezeways, Wood, Golfside, Replacement, Partial	\$ 286,400.00	to 30	22 to 30+
Chimney Caps, Metal, Phased	\$ 90,000.00	to 25	11 to 13
Exterior Restorations, Golfside, Remaining, Phased	\$ 2,100,000.00	N/A	0 to 6
Roof Assemblies, Asphalt Shingles, Beachside, Phased	\$ 1,375,000.00	12 to 18	5 to 9
Roof Assemblies, Asphalt Shingles, Golfside, Phased	\$ 440,000.00	12 to 18	5 to 9
Staircases and Railings, Metal, Golfside, Phased	\$ 352,000.00	to 50	42 to 30+
Walls, Siding, Fiber Cement, Paint Finishes, Golfside (Incl. Staircases), Phased	\$ 226,600.00	8 to 12	2 to 10
Walls, Siding, Fiber Cement, Golfside (Incl. Clubhouse), Phased	\$ 1,782,000.00	to 50	42 to 30+
Walls, Stucco, Paint Finishes and Capital Repairs, Beachside, Phased	\$ 504,000.00	6 to 8	1 to 8
Building Services Elements	Total Cost of Replacement	Useful Life (Years)	Est Useful Remaining Life
Electrical System, Main Panels	\$ 798,000.00	to 55+	21 to 30
Life Safety Systems, Control Panels, Golfside, Phased	\$ 60,000.00	to 15	7 to 18
Life Safety Systems, Emergency Devices, Golfside, Phased	\$ 148,000.00	to 25	16 to 19
General Expenditures- Property Site Elements	Total Cost of Replacement	Useful Life (Years)	Est Useful Remaining Life (years)
Asphalt Pavement, Patch, All Pavement	\$ 36,100.00	3 to 5	1
Asphalt Pavement, Mill and Overlay, Beachside, Ocean Place	\$ 36,448.00	15 to 20	5
Asphalt Pavement, Mill and Overlay, Beachside, Phased	\$ 346,400.00	15 to 20	4 to 5
Asphalt Pavement, Mill and Overlay, Golfside	\$ 177,600.00	15 to 20	5
Catch Basins, Inspections and Capital Repairs	\$ 11,200.00	15 to 20	5
Fences, Aluminum, Golfside (Includes Pool Fence)	\$ 41,800.00	to 25	2
Pavers, Masonry	\$ 28,000.00	to 25	5
Perimeter Walls, Stucco, Inspections and Capital Repairs	\$ 45,900.00	8 to 12	2
Pipes, Subsurface Utilities, Partial Replacements	\$ 50,000.00	to 85+	9
Ponds, Erosion Control, Partial	\$ 211,200.00	to 15	6 to 30+
Retaining Wall, Masonry	\$ 16,000.00	to 35	18
Tennis Courts, Fence	\$ 29,400.00	to 25	4
Tennis Courts, Light Poles and Fixtures	\$ 8,400.00	to 35	4
Tennis Courts, Surface Replacement	\$ 112,800.00	to 25	4
Clubhouse Elements	Total Cost of Replacement	Useful Life (Years)	Est Useful Remaining Life
Balcony, Wood, Deck Boards and Interim Repairs, Golfside	\$ 5,100.00	to 15	28
Balcony, Wood, Replacement, Golfside	\$ 16,320.00	to 30	13
Exercise Equipment, Cardiovascular, Beachside	\$ 31,000.00	to 5	4
Exercise Equipment, Strength Training, Beachside, Phased	\$ 34,000.00	to 15	4 to 11
Interior, Renovation, Complete, Beachside	\$ 83,000.00	to 20	3
Roof, Asphalt Shingles, Beachside	\$ 27,500.00	12 to 18	5
Roof, Metal, Golfside	\$ 30,000.00	to 30	5
Windows and Doors, Beachside	\$ 115,200.00	to 40	20
Pool Elements	Total Cost of Replacement	Useful Life (Years)	Est Useful Remaining Life
Concrete Deck, Textured Coating, Partial Replacements and Repairs, Golfside	\$ 18,750.00	8 to 12	8
Deck, Pavers, Beachside	\$ 48,000.00	to 25	5
Fence, Aluminum, Beachside	\$ 8,800.00	to 25	5
Pool Finish, Plaster and Tile, Beachside	\$ 51,000.00	8 to 12	5
Pool Finish, Plaster and Tile, Golfside	\$ 27,000.00	8 to 12	2
Structure and Deck, Total Replacement, Beachside	\$ 272,000.00	to 60	25
Structure and Deck, Total Replacement, Golfside	\$ 144,000.00	to 60	21
Reserve Study Update with Site Visit	\$ 10,200.00	2	2

Summer House in Old Ponte Vedra Condominium Association- 3VA9
2026 Reserves- SIRS Requirements

Accumulated Reserve balance thru Oct (2025)	\$	759,334.00
Additional reserve funding thru year end (2025)	\$	109,366.00
Total Reserves thru year end (2025)	\$	777,166.00
Estimated expenses thr year end (2025)	\$	(132,889.00)
2026 Balance to be funded per Reserve Advisors	\$	656,200.00
2025 Annual Contribution proposed	\$	656,200.00
2025 Monthly Contribution proposed	\$	54,683.00



Alternate Reserve Funding Table and Graph

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2025	526,000	163,000	2035	232,000	572,600	2045	232,000	1,659,500
2026	526,000	280,680	2036	232,000	661,280	2046	232,000	1,679,287
2027	526,000	443,680	2037	232,000	777,380	2047	232,000	1,381,393
2028	526,000	561,360	2038	232,000	896,060	2048	232,000	1,038,180
2029	526,000	361,360	2039	232,000	1,060,060	2049	232,000	740,286
2030	526,000	116,040	2040	232,000	1,123,840	2050	232,000	397,073
2031	526,000	193,140	2041	232,000	1,250,840	2051	232,000	99,179
2032	526,000	242,820	2042	232,000	1,332,520	2052	232,000	118,966
2033	526,000	337,820	2043	232,000	1,446,620	2053	232,000	184,072
2034	232,000	438,600	2044	232,000	1,570,300	2054	232,000	203,859



Alternate Reserve Funding Table and Graph

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2025	130,200	739,880	2035	100,300	506,502	2045	100,300	825,102
2026	130,200	745,180	2036	100,300	533,902	2046	100,300	879,502
2027	130,200	792,380	2037	100,300	581,782	2047	100,300	869,302
2028	130,200	550,780	2038	100,300	651,082	2048	100,300	765,402
2029	130,200	89,232	2039	100,300	700,382	2049	100,300	145,254
2030	100,300	157,852	2040	100,300	800,682	2050	100,300	228,554
2031	100,300	258,152	2041	100,300	814,882	2051	100,300	287,054
2032	100,300	339,702	2042	100,300	899,182	2052	100,300	363,504
2033	100,300	322,902	2043	100,300	951,482	2053	100,300	246,104
2034	100,300	423,202	2044	100,300	936,582	2054	100,300	309,604