

WEITZER HARMONY LAKES TOWNHOMES ASSOCIATION, INC. (PHASE II)

c/o J & L Property Management, Inc.

10191 West Sample Road, Suite 203

Coral Springs, FL 33065

Office: (954) 753-7966 Fax: (954) 753-1210

Service@Whltaph2.org | www.jlpropertymgmt.com

TO: MEMBERS / HOMEOWNERS

FROM: BOARD OF DIRECTORS

**RE: APPROVED 2022 BUDGET
STATUTORY COLLECTION PROCEDURES
ADCC GUIDELINES**

Dear Member / Homeowner:

Please find enclosed the 2022 Budget as duly approved by the Board. The quarterly maintenance payment effective Jan. 1, 2022, is \$470.00/quarter. We encourage you to read through the attached budget to familiarize yourself with the line items that were budgeted for this year. If you have any questions, you may send your questions to Service@Whltaph2.org.

Also, please be advised, as previously approved for the year 2021, maintenance coupon books for our Association will not be sent out automatically. In June, 2021 payment instructions were sent to all Members outlining the different methods payments can be made. (For your convenience Truist payment instructions are attached herewith.) In order for your payment to be posted correctly you will be required to provide two (2) essential pieces of information: i) Bill pay number; and ii) your serial account number or your house number. If you do not have that information you can contact Service@Whltaph2.org or Shannon at Shannon@jlpropertymgmt.com (Please **Note**: They are the same numbers that you have been using to make your maintenance payments, currently).

In addition, please see attached important notices that require your attention:

- 1) Approved 2022 Budget;
- 2) New Statutory Collection Procedure; and
- 3) ADCC Guidelines to submit ADCC Applications

If you have any questions or concerns please email Service@whltaph2.org; or you may contact Thelma at 954-753-7966 Ext 108 | via email at thelma@jlpropertymgmt.com.

Cordially,

James Calderazzo



President and Owner of J&L Property, Inc.

Encls: Approved 2022 Budget | Association Collection Procedure | ADCC Guideline

WEITZER HARMONY LAKE TOWNHOMES ASSOCIATION, INC.
(PHASE 2)
APPROVED 2022 BUDGET

OPERATING	JAN.1 TO DEC.31, 2022		2022 APPROVED	2021 PREVIOUS
	MONTHLY	MONTHLY PER UNIT	YEAR	YEAR
INCOME				
Maintenance Fees	\$25,850.00	\$156.67	\$310,200.00	\$311,520.00
Interest Income	\$21.00	\$0.13	\$252.00	\$252.00
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Total Income	\$25,871.00	\$156.79	\$310,452.00	\$311,772.00
EXPENSES				

Administrative Expenses:				
Management Fees	\$1,567.50	\$9.50	\$18,810.00	\$19,008.00
Office Expense	\$155.00	\$0.94	\$1,860.00	\$1,860.00
Bank Charges	\$42.00	\$0.25	\$504.00	\$504.00
Legal Fees	\$417.00	\$2.53	\$5,004.00	\$5,004.00
Bad Debt	\$333.00	\$2.02	\$3,996.00	\$5,004.00
Central Assoc.Fees	\$10,890.00	\$66.00	\$130,680.00	\$118,908.00
Accounting	\$208.00	\$1.26	\$2,496.00	\$3,504.00
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<u>Sub-Total</u>	<u>\$13,612.50</u>	<u>\$82.50</u>	<u>\$163,350.00</u>	<u>\$153,792.00</u>
Operating Expenses:				
Palm Fertilization	\$0.00	\$0.00	\$0.00	\$0.00
Pest Weed control	\$0.00	\$0.00	\$0.00	\$0.00
Lawncare/Pest/Fert.	\$5,000.00	\$30.30	\$60,000.00	\$60,000.00
Electric	\$825.00	\$5.00	\$9,900.00	\$9,900.00
	-----	-----	-----	-----
<u>Sub-Total</u>	<u>\$5,825.00</u>	<u>\$35.30</u>	<u>\$69,900.00</u>	<u>\$69,900.00</u>
Repairs/ Maintenance				
Tree Trimming	\$0.00	\$0.00	\$0.00	\$8,508.00
Palm Trimming	\$750.00	\$4.55	\$9,000.00	\$7,992.00
Rodent Control	\$450.00	\$2.73	\$5,400.00	\$3,384.00
Landscaping Common	\$400.00	\$2.42	\$4,800.00	\$0.00
Pressure Sidewalks	\$1,105.00	\$6.70	\$13,260.00	\$13,260.00
Mulching Common	\$1,084.00	\$6.57	\$13,008.00	\$13,008.00
Irrigation Repair	\$400.00	\$2.42	\$4,800.00	\$2,496.00
Misc. Repair & Maint.	\$381.50	\$2.31	\$4,578.00	\$1,416.00
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<u>Sub-Total</u>	<u>\$4,570.50</u>	<u>\$27.70</u>	<u>\$54,846.00</u>	<u>\$50,064.00</u>
Taxes & Insurance				
Fed/State/ City Fees	\$5.00	\$0.03	\$60.00	\$60.00
Property & Liab/Dir.	\$777.00	\$4.71	\$9,324.00	\$8,100.00
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<u>Sub-Total</u>	<u>\$782.00</u>	<u>\$4.74</u>	<u>\$9,384.00</u>	<u>\$8,160.00</u>

WEITZER HARMONY LAKE TOWNHOMES ASSOCIATION, INC.

(PHASE 2)

APPROVED 2022 BUDGET

RESERVES

Paving	\$0.00	\$0.00	\$0.00	\$0.00
Hardwood Reduction	\$0.00	\$0.00	\$0.00	\$7,500.00
Operating W/Cap	\$0.00	\$0.00	\$0.00	\$8,100.00
Painting	\$1,060.00	\$7.07	\$12,720.00	\$14,004.00
Pressure Clean Roof	\$0.00	\$0.00	\$0.00	\$0.00
Lake Maint.	\$0.00	\$0.00	\$0.00	\$0.00
	-----	-----	-----	-----
Sub-Total	\$1,060.00	\$7.07	\$12,720.00	\$29,604.00
Monthly	Total Expenses	\$25,850.00	YEARLY	\$310,200.00
Monthly	Total Income	\$25,871.00	YEARLY	\$310,452.00

EFFECTIVE JANUARY 1, 2022:

- QUARTERLY MAINTENANCE FEES WITH RESERVES =

\$470.00

- DUE ON THE 1ST DAY OF EACH QUARTER OF THE YEAR BEGINNING:

Jan. 1, 2022 | Apr. 1, 2022 | July 1, 2022 | Oct. 1, 2022

Payment via Mail:

**Weitzer Harmony Lakes Townhome Association, Inc.
c/o Truist, P.O. Box 628207, Orlando, FL 32862**

Include: Bill Pay No. & House/Serial Acct. No.

Payment via Online Bill Pay, ACH, eCheck or Credit Card

See attached Payment Option Instructions

Include: Bill Pay No. & House/Serial Acct. No.

Truist Association Services

Simple ways to make your homeowner payment

With several options for you to choose from, making your homeowner payment is easy. If paying online, enrolling online for Association Pay, or paying through a bill-pay provider, please have your coupon available to refer to your bill-pay number, unit number, and/or serial account number. If you don't have the appropriate unit information, please contact your management company or association.

Association Pay (ACH) – Have payments automatically deducted directly from a bank account at a U.S. financial institution. Enroll online at [Truist.com/payments](https://truist.com/payments) or enroll by mail using the sign-up form included in the coupon book or with the statement. Payments are debited on the third of the month.¹

Online Bill-Pay Service – Send payments from any U.S. financial institution using an online bill-pay provider. Refer to the instructions in your coupon book or statement. Use the bill-pay account number on the coupon as the account number requested by your bill-pay provider when setting up your payment.

Credit or Debit Card² – Go online at [Truist.com/payments](https://truist.com/payments) to pay by Visa,[®] Mastercard,[®] American Express,[®] or Discover.[®] Payments are processed the next business day. Have your coupon available to refer to your bill-pay number, unit number, and/or serial account number when making your payment online. All debit cards issued by a U.S. financial institution will incur a flat \$4.95 convenience fee. All credit cards will incur a convenience fee of 2.95% of the payment transaction amount. The convenience fee incurred on debit cards issued by a non-U.S. financial institution varies. The exact convenience fee on all credit and debit card transactions will be displayed before a payment is submitted online.



eCheck² – Visit [Truist.com/payments](https://truist.com/payments) and make a one-time electronic funds transfer by ACH debit from a checking or savings account at any U.S. financial institution. Payments may take up to four business days to process. Have your coupon available to refer to your bill-pay number, unit number, and/or serial account number when making your payment online. There is no convenience fee charged for payments made online by eCheck.

In-person at a branch – Payments can be made with an Association Services payment coupon at any of our branches. BB&T and SunTrust have joined to become Truist. Soon, you will see Truist signage at all of our BB&T and SunTrust branches. Until that time, in-person payments can only be accepted at branches with BB&T signage. Payments are processed the next business day.

Mail – Mail payment and coupon using the label or envelope included with your coupon.

¹ Payments are debited on the third of the month. If the third falls on a weekend or holiday, payments are debited on the following business day.

² The maximum payment amount is \$10,000 for a single credit/debit card payment transaction and \$20,000 for a single eCheck payment transaction. Multiple separate online payments can be submitted toward the same obligation; however, each separate payment transaction will incur a convenience fee if applicable.

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IMPORTANT NOTICE

November 18, 2021

TO: MEMBERS / HOMEOWNERS
FROM: BOARD OF DIRECTORS
RE: COLLECTION PROCEDURES – FL Senate Bill 56

Dear Member/Homeowner,

Please be advised that the Florida legislature has passed Florida Senate Bill 56 which became effective July 1, 2021. The Board is required to advise its members of this indelible change to all homeowners associations collection procedures. The Law requires homeowner associations to **mail** a written, 30-day notice of a late assessment to the delinquent owner prior to sending the matter for further collections by an attorney. Once the delinquent account is turned over the attorney will send a written, 45-day demand letter giving notice that further legal remedies, including foreclosure, will follow suit should the account not be brought current within the 45-day period provided for in the attorney's demand letter.

The association will be required to maintain a sworn affidavit attesting to mailing the written notice to the homeowner at the last address reflected in the association records. If the homeowner's mailing address is not the property address a copy of the notice is required to be mailed to the property address, as well.

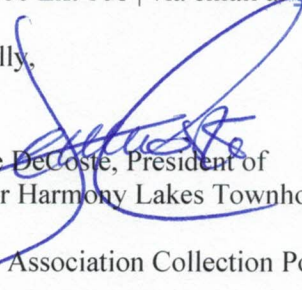
In light of the Bill that passed earlier this year, *the Board encourages its members/homeowners to:*

1) Make sure the Association (WHLTA PH 2) has your current mailing address. (This can prevent incurring further late fees, accrued interest, or legal fees from being assessed to your account should a 30-day Late Notice be mailed out pursuant to FL S.B. 56.). If you need to update your mailing address please send your full name as it appears on your title and your current mailing address to Service@Whltaph2.org.

2) Check to make sure your account is current. (Any balance due on your account can trigger the new association collections process to start. You can request a copy of your history ledger by sending an email to Service@Whltaph2.org.

If you have any questions or comments please email Service@Whltaph2.org; or you may contact Thelma at 954-753-7966 Ext 108 | via email at thelma@jlpropertymgmt.com.

Cordially,


Leanne DeCoste, President of
Weitzer Harmony Lakes Townhomes Association, Inc.

Encl. Association Collection Policy

WEITZER HARMONY LAKES TOWNHOMES ASSOCIATION, INC.
(PHASE II)

ASSOCIATION COLLECTION POLICY

- Maintenance assessments are due to the Association on or before the 1st day of every annual quarter (January 1, April 1, July 1, October 1). The maintenance assessment due shall be determined each year pursuant to the Declaration; and may change annually as determined and approved by the Board each year during the annual budget review. Please refer to the most recently approved budget for each year for the quarterly payment amount due.
- On or after the 10th of each month on which the assessment becomes due (see above) the Association's agent, J & L Property Management (JLPM), must send a written notice of late assessment to any owner whose account shows a delinquency. JLPM must provide to the Association copies of the letters with a sworn affidavit of mailing for each of the notices of late assessments mailed out (hereinafter separately or collectively referred to as "Late Notice").
- Accounts that are not paid in full by the last day for payment set forth in the first (1st) 30-Day Late Notice will be referred to the Association's attorney, Shendell & Associates, for further collection pursuant to FL. S.B. 56, as well as the association's governing Declaration.
- Interest, fees, expenses, and/or additional late fees shall be assessed on the unpaid maintenance assessments in accordance with the governing Declaration. The member/homeowner can be liable for costs or expenses incurred by the Association in order to collect monies owed to the Association as prescribed by the governing laws of the State of Florida and/or the Association's Declaration.
- After referral of an account to Shendell & Associates for collection, neither the manager, assistant, employee of accounting company, nor any Board member shall discuss the account with the unit owner, resident or other person and all such communications shall be referred to Shendell & Associates until the account is brought current or resolved.

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ADCC GUIDELINES TO SUBMIT APPLICATION

30-DAY REVIEW PERIOD

**TURN AROUND TIME BEGINS UPON RECEIPT OF A COMPLETE ADCC APPLICATION PACKAGE
– NOT BEFORE THEN–**

PLEASE NOTE:

Work cannot be started until you receive ADCC approval.

The items listed below must be submitted with each application or the application will be returned to the member/homeowner as incomplete and considered denied until a complete package has been submitted.

DO NOT SUBMIT ANY DOCUMENTS SEPARATELY

REQUIRED INFORMATION/ITEMS

ADCC APPLICATION:

- Complete the ADCC form in its entirety
 - Fill in each open space with the *owner (only)* information – including color selection, materials and proposed work description
- General Indemnity Letter – NOTARIZED
- A photo of the items that will be installed (Windows, doors, paint samples etc.)
- A NOA (Notice of Acceptance) issued for the material being installed or similar
- A copy of the Survey of your property

CONTRACTOR INFORMATION:

- A copy of the Contract (does not have to show the price)
- A copy of the Contractor's Insurance (with the Association, c/o J&L – our address as Certificate Holder)
- Workers Comp or *Exemption Form - *accompanied by signed Indemnity/Hold Harmless by Member/Homeowner
- A copy of the Contractor's License
- A copy of the plans/drawings of the proposed work/material to be conducted/installed

The above referenced "permit/construction type" of drawings should be copies of the same set of drawings that will be submitted to the City Building and Zoning Department for a building construction permit. One set should be signed and sealed by the Engineer and/or Architect of record for our records.