

**Southpointe Condominium Association**  
**3700 Woodgate Blvd.**  
**Orlando, FL 32822 (407) 282-9250**  
[chynnajustine@hotmail.com](mailto:chynnajustine@hotmail.com)      [www.southpointeconominiums.com](http://www.southpointeconominiums.com)

November 5, 2018

Dear Southpointe Homeowners,

Please review the enclosed paperwork regarding the 2019 budget, condo fees, and the upcoming board election. If you have any questions please contact us. If you are on autopay, the amount deducted from your bank account will adjust automatically in January for the new 2019 condo fee. If you are not on autopay, you will be receiving a payment booklet in the mail in December. If you are on bill pay you will need to adjust the amount yourself with your bank through online banking. As a reminder the monthly fees are due on the first of every month and are considered late after the 10<sup>th</sup>. Please make sure your payment is made on time to avoid going to collections and paying extra costs.

As you all know by now, 2017 and 2018 were rough years due to hurricane Irma and the damages our community suffered. We are happy to report that all of the roofs, AC building code upgrades, gutters, downspouts, overflow scuppers, flashing, damaged siding, mold remediation, interior dry-outs, atrium and hallway rebuilds (for those that were collapsing), and interior drywall and insulation have been replaced and all work has been completed as of September. All of this work has now passed inspection with the City. It was a long uphill battle with the insurance claim, as our claim was over 2 million dollars. Management and the Board worked on this claim for over a year and did everything possible to avoid a special assessment, come up with the \$576,000 insurance claim deductible, get the repairs done as quickly as possible, and NOT raise the condo fees for 2019. As I am sure you can understand, this was no easy task. Under normal circumstances there would have been a mandatory special assessment to cover these costs, which would have been approximately \$4900.00 per unit. I would like to thank our staff, our CPA (Russ Hoskins), our attorney (Malcolm Galvin), and our board members: John Busconi, Lou Columna, Jacquelyn Nalbone, Maurice Berube, and Debbie Skinner for all of their time and efforts to make all of these repairs run smoothly and at no cost to the owners. Some of these same board members are running for re-election and now and remain committed to serving our community. I would also like to thank the contractors who worked day, night, and many weekends to complete the work in the summer heat and storms. I cannot stress enough the amount of time and effort that has gone into restoring the community at no increase in cost to the owners.

Now that the construction is over, our maintenance and landscaping crews are working to clean up the buildings and common areas, and repair any damages the construction caused. Since we have 32 buildings, this will take time, but they will be coming to every building to pressure wash, paint, clean, fix landscaping issues, clean lights, repair sprinklers, repair stairs and railings, repair sidewalks etc. We will also be fixing any issues with the atriums and pavers that were not addressed as part of the hurricane claim. Once the busy season is over, we plan on addressing the continuation of the parking lot paving. The paving will be done in sections to avoid as many parking issue as we can.

We still have more than half of the owners who have not registered for the community website. The website is the easiest way to stay up to date with what is going on in our community. We urge everyone who has not already done so to contact us and register. Also if any of your contact information has changed please contact us so that we can update your file.

We would like to thank everyone for their patience during the construction, and for the remaining projects. We hope everyone enjoys their holidays and has a Happy New Year!

China Benson, LCAM, Property Manager, Southpointe Condominium Association Inc.



**SOUTHPOINTE CONDOMINIUM ASSOCIATION, INC.**

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**BOARD OF DIRECTORS MEETING NOTICE**

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NOTICE IS HEREBY GIVEN that the association's board of directors shall hold a board meeting **at 6pm (Eastern Standard Time) on Thursday, December 13<sup>th</sup>, 2018**, at the **Southpointe Cabana (3700 Woodgate Boulevard, Orlando, Florida, 32822)**, at which meeting the levy of assessments – the nature, estimated cost, and description of the purpose(s) of which are more particularly described in the proposed budget provided with this notice – will be considered.

**Agenda**

1. Call to Order.
2. Roll Call / Quorum Statement.
3. Proper Meeting Notice Proof.
4. Prior Meeting Minutes Review & Approval.
5. Association Finances – Consideration/Adoption of the Association's Proposed Fiscal Year 2019 Annual Budget (Copy Attached).
6. Old Business.
7. New Business.
8. Adjournment.

Dated: 11/8/18

By: 

China J. Benson, LCAM, Property Manager  
Southpointe Condominium Association, Inc.  
For the Association President, Secretary, and/or Board of Directors

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**Southpointe Condominium Association, Inc.**  
**Consolidated & Phased Budget**  
**January 1, 2019 through December 31, 2019**

<u>Acct Name</u>	<u>Amount</u>	<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>	<u>Phase 4</u>	<u>Phase 5</u>
<b>Income</b>						
4100 Interest - Operating	250	63	47	63	31	47
4105 Assessment	1,180,181	296,350	221,537	293,842	146,690	221,762
4300 Miscellaneous	25,000	6,250	4,688	6,250	3,125	4,688
4400 Washing machine income	2,400	600	450	600	300	450
4200 Vending machine income	2,100	525	394	525	263	394
	<b>1,209,931</b>	<b>303,788</b>	<b>227,115</b>	<b>301,280</b>	<b>150,409</b>	<b>227,340</b>

**Expenses**

**Common Area**

5180 Pest Control	28,000	7,000	5,250	7,000	3,500	5,250
5350 Security & Fire Protection	6,000	1,500	1,125	1,500	750	1,125
6390 Utilities	304,000	76,000	57,000	76,000	38,000	57,000
6390 Utilities Outstanding	40,000	10,000	7,500	10,000	5,000	7,500
5385 Vending machine supplies	800	200	150	200	100	150
5380 Fountain	600	150	113	150	75	113
5360 Storage	2,550	638	478	638	319	478
	<b>381,950</b>	<b>95,488</b>	<b>71,616</b>	<b>95,488</b>	<b>47,744</b>	<b>71,616</b>

**Building Maintenance**

5120 Wages - Building	95,000	23,750	17,813	23,750	11,875	17,813
5125 Payroll tax expense - bldg	9,500	2,375	1,781	2,375	1,188	1,781
5060 Bldg - repairs & maint	15,000	3,750	2,813	3,750	1,875	2,813
	<b>119,500</b>	<b>29,875</b>	<b>22,406</b>	<b>29,875</b>	<b>14,938</b>	<b>22,406</b>

**Landscaping Maintenance**

6010 Irrigation	300	75	56	75	38	56
6120 Wages - Landscaping	70,000	17,500	13,125	17,500	8,750	13,125
6125 Payroll tax exp. - Landscaping	7,000	1,750	1,313	1,750	875	1,313
6340 Plants, mulch, rocks & other	3,000	750	563	750	375	563
6180 Equipment repair	2,500	625	469	625	313	469
6235 Equipment rental	1,000	250	188	250	125	188
6245 Yard trash removal	7,000	1,750	1,313	1,750	875	1,313
6185 Fuel	3,500	875	656	875	438	656
	<b>94,300</b>	<b>23,575</b>	<b>17,681</b>	<b>23,575</b>	<b>11,788</b>	<b>17,681</b>

**Pool Clubhouse Expense**

7080 Pool repairs & maint	13,500	3,375	2,531	3,375	1,688	2,531
7040 Pool supplies	3,000	750	563	750	375	563
	<b>16,500</b>	<b>4,125</b>	<b>3,094</b>	<b>4,125</b>	<b>2,063</b>	<b>3,094</b>

**Administrative Expense**

8120 Wages - Administration	75,000	18,750	14,063	18,750	9,375	14,063
8125 Payroll tax expense - admin	8,000	2,000	1,500	2,000	1,000	1,500
8250 Mileage reimbursement	1,500	375	281	375	188	281
6277 Audit fees	6,500	1,625	1,219	1,625	813	1,219
6276 Accounting fees	20,000	5,000	3,750	5,000	2,500	3,750
8230 Bank Charges - Administrative	2,000	500	375	500	250	375
8070 Dues & subscriptions	2,500	625	469	625	313	469

8060 Janitorial / cleaning	6,000	1,500	1,125	1,500	750	1,125
8137 Liability insurance	128,200	32,050	24,038	32,050	16,025	24,038
8132 Workers comp. insurance	8,000	2,000	1,500	2,000	1,000	1,500
8135 Health insurance	12,000	3,000	2,250	3,000	1,500	2,250
6270 Legal fees	20,000	5,000	3,750	5,000	2,500	3,750
8140 Licenses & taxes	1,600	400	300	400	200	300
6260 Office expense	4,000	1,000	750	1,000	500	750
6278 Payroll fees	2,700	675	506	675	338	506
8040 Postage & delivery	4,000	1,000	750	1,000	500	750
6285 Repairs & maintenance	1,000	250	188	250	125	188
6286 Sewer system	3,000	750	563	750	375	563
8155 Telephone	3,000	750	563	750	375	563
8160 Cell phones	2,100	525	394	525	263	394
8420 Bad Debt	15,000	3,750	2,813	3,750	1,875	2,813
6240 Contingency	45,000	11,250	8,438	11,250	5,625	8,438
	<b>371,100</b>	<b>92,775</b>	<b>69,581</b>	<b>92,775</b>	<b>46,388</b>	<b>69,581</b>

<b>Total Expenses</b>	<b>983,350</b>	<b>245,838</b>	<b>184,378</b>	<b>245,838</b>	<b>122,919</b>	<b>184,378</b>
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**RESERVES**

2210 Roofs	84,795	21,199	15,899	21,199	10,599	15,899
2230 Paint	6,060	808	808	1,616	1,616	1,212
2250 Roads	18,197	5,774	1,391	5,774	928	4,330
2290 Pool	1,456	52	351	468	234	351
2300 Siding	86,323	22,679	18,710	18,947	10,395	15,592
	<b>196,831</b>	<b>50,512</b>	<b>37,159</b>	<b>48,004</b>	<b>23,772</b>	<b>37,384</b>

Profit / (Loss)	<b>29,750</b>	<b>7,438</b>	<b>5,578</b>	<b>7,438</b>	<b>3,719</b>	<b>5,578</b>
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Note: Profit from Miscellaneous, Washing Machine, & Vending Machine Income

**Southpointe Condominium Association, Inc.  
Consolidated & Phased Budget  
January 1, 2019 through December 31, 2019**

<b>Operations</b>				
	Units	Monthly Assessment	Annual Total	Phase Total
Phase 1	112	182.92	2,194.98	245,838
Phase 2	84	182.91	2,194.98	184,378
Phase 3	112	182.92	2,194.98	245,838
Phase 4	56	182.91	2,194.96	122,918
Phase 5	84	182.91	2,194.98	184,378
<b>TOTAL</b>	<b>448</b>			<b>983,350</b>

<b>Reserves</b>				
	Units	Monthly Assessment	Annual Total	Phase Total
Phase 1	112	37.58	451.00	50,512
Phase 2	84	36.86	442.37	37,159
Phase 3	112	35.72	428.61	48,004
Phase 4	56	35.38	424.50	23,772
Phase 5	84	37.09	445.05	37,384
<b>TOTAL</b>				<b>196,831</b>

<b>TOTAL MONTHLY ASSESSMENT</b>			
Phase 1	<b>220.50</b>	2,645.98	296,350.00
Phase 2	<b>219.78</b>	2,637.35	221,537.00
Phase 3	<b>218.63</b>	2,623.59	293,842.00
Phase 4	<b>218.29</b>	2,619.46	146,690.00
Phase 5	<b>220.00</b>	2,640.02	221,762.00
	<b>1,097.20</b>	<b>13,166.40</b>	<b>1,180,181.00</b>

Southpointe Condo Association  
Reserve Calculation  
FYE: December 31, 2019

Total Reserve

COMPONENT	ESTIMATED REMAINING USEFUL LIFE (YEARS)	ESTIMATED CURRENT REPLACEMENT COST	REPLACEMENT FUND AT DECEMBER 31, 2018	Difference	Adjustment for amount over funded	Anticipated additional reserve funding	Balance to be funded	Current amount to be funded
Roofs	15	\$ 1,650,000	\$ 378,067	\$ 1,271,933	\$ -		\$ 1,271,933	\$ 84,795
Painting	4/3/2/1	71,000	58,072	12,928			12,928	6,060
Paving	1	79,000	55,906	23,094		23,170	23,094	18,197
Pool/Spa	16	19,500	(10,443)	29,943			29,943	1,456
Siding	10 / 11 / 12	998,000	114	997,886			997,886	86,323
<b>TOTALS</b>		<b>\$ 2,817,500</b>	<b>\$ 481,716</b>	<b>\$ 2,335,784</b>			<b>\$ 2,335,784</b>	<b>\$ 196,831</b>

Phase 1

COMPONENT	ESTIMATED REMAINING USEFUL LIFE (YEARS)	ESTIMATED CURRENT REPLACEMENT COST	REPLACEMENT FUND AT DECEMBER 31, 2018	Difference	Adjustment for amount over funded	Anticipated additional reserve funding	Balance to be funded	Current amount to be funded	Monthly cost per unit	Annual cost per unit
Roofs	15	\$ 412,500	\$ 94,517	\$ 317,983	\$ -	\$ -	\$ 317,983	\$ 21,199	15.77	1,766.24
Painting	4	17,750	14,518	3,232			3,232	808	0.60	67.20
Paving	1	19,750	13,976	5,774		5,793	5,774	5,774	4.30	481.60
Pool/Spa	15	4,875	(2,611)	7,486			778	52	0.04	4.48
Siding	11	249,500	29	249,471		6,708	249,471	22,679	16.87	1,889.44
<b>TOTALS</b>		<b>\$ 704,375</b>	<b>\$ 120,429</b>	<b>\$ 583,946</b>			<b>\$ 583,946</b>	<b>50,512</b>	<b>37.58</b>	<b>4,208.96</b>

Phase 2

COMPONENT	ESTIMATED REMAINING USEFUL LIFE (YEARS)	ESTIMATED CURRENT REPLACEMENT COST	REPLACEMENT FUND AT DECEMBER 31, 2018	Difference	Adjustment for amount over funded	Anticipated additional reserve funding	Balance to be funded	Current amount to be funded	Monthly cost per unit	Annual cost per unit
Roofs	15	\$ 309,375	\$ 70,888	\$ 238,487	\$ -	\$ -	\$ 238,487	\$ 15,899	15.78	1,325.52
Painting	3	13,313	10,888	2,424			2,424	808	0.60	67.20
Paving	1	14,813	10,482	4,330		4,344	4,330	1,391	1.38	115.92
Pool/Spa	16	3,656	(1,958)	5,614			5,614	351	0.35	29.40
Siding	10	187,125	21	187,104		5,031	187,104	18,710	18.56	1,559.04
<b>TOTALS</b>		<b>\$ 528,281</b>	<b>\$ 90,322</b>	<b>\$ 437,960</b>			<b>\$ 437,960</b>	<b>\$ 37,159</b>	<b>36.87</b>	<b>3,097.08</b>

Phase 3

COMPONENT	ESTIMATED REMAINING USEFUL LIFE (YEARS)	ESTIMATED CURRENT REPLACEMENT COST	REPLACEMENT FUND AT DECEMBER 31, 2018	Difference	Adjustment for amount over funded	Anticipated additional reserve funding	Balance to be funded	Current amount to be funded	Monthly cost per unit	Annual cost per unit
Roofs	15	\$ 412,500	\$ 94,517	\$ 317,983	\$ -	\$ -	\$ 317,983	\$ 21,199	15.77	1,766.24
Painting	2	17,750	14,518	3,232			3,232	1,616	1.20	134.40
Paving	1	19,750	13,976	5,774		5,793	5,774	5,774	4.30	481.60
Pool/Spa	16	4,875	(2,611)	7,486			7,486	468	0.35	39.20
Siding	10	249,500	29	249,471		6,708	249,471	18,947	14.10	1,579.20
<b>TOTALS</b>		<b>\$ 704,375</b>	<b>\$ 120,429</b>	<b>\$ 583,946</b>			<b>\$ 583,946</b>	<b>\$ 48,004</b>	<b>35.72</b>	<b>4,000.64</b>

Phase 4

COMPONENT	ESTIMATED REMAINING USEFUL LIFE (YEARS)	ESTIMATED CURRENT REPLACEMENT COST	REPLACEMENT FUND AT DECEMBER 31, 2018	Difference	Adjustment for amount over funded	Anticipated additional reserve funding	Balance to be funded	Current amount to be funded	Monthly cost per unit	Annual cost per unit
Roofs	15	\$ 206,250	\$ 47,258	\$ 158,992	\$ -	\$ -	\$ 158,992	\$ 10,599	15.77	883.12
Painting	1	8,875	7,259	1,616			1,616	1,616	2.40	134.40
Paving	1	9,875	6,988	2,887		2,896	2,887	928	1.38	77.28
Pool/Spa	16	2,438	(1,305)	3,743			3,743	234	0.35	19.60
Siding	12	124,750	14	124,736		3,354	124,736	10,395	15.47	866.32
<b>TOTALS</b>		<b>\$ 352,188</b>	<b>\$ 60,214</b>	<b>\$ 291,973</b>			<b>\$ 291,973</b>	<b>\$ 23,772</b>	<b>35.37</b>	<b>1,980.72</b>

Phase 5

COMPONENT	ESTIMATED REMAINING USEFUL LIFE (YEARS)	ESTIMATED CURRENT REPLACEMENT COST	REPLACEMENT FUND AT DECEMBER 31, 2018	Difference	Adjustment for amount over funded	Anticipated additional reserve funding	Balance to be funded	Current amount to be funded	Monthly cost per unit	Annual cost per unit
Roofs	15	\$ 309,375	\$ 70,888	\$ 238,487	\$ -	\$ -	\$ 238,487	\$ 15,899	15.77	1,324.68
Painting	2	13,313	10,888	2,424			2,424	1,212	1.20	100.80
Paving	1	14,813	10,482	4,330		4,344	4,330	4,330	4.30	361.20
Pool/Spa	16	3,656	(1,958)	5,614			5,614	351	0.35	29.40
Siding	12	187,125	21	187,104		1,258	187,104	15,592	15.47	1,299.48
<b>TOTALS</b>		<b>\$ 528,281</b>	<b>\$ 90,322</b>	<b>\$ 437,960</b>			<b>\$ 437,960</b>	<b>\$ 37,384</b>	<b>37.09</b>	<b>3,115.56</b>

**SOUTHPOINTE CONDOMINIUM ASSOCIATION, INC.**

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**SECOND NOTICE OF ANNUAL MEMBERS MEETING & DIRECTOR ELECTION**

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NOTICE IS HEREBY GIVEN that the association's annual members meeting will be held at **6:30pm (Eastern Standard Time) on Thursday, December 13<sup>th</sup>, 2018**, at the **Southpointe Cabana (3700 Woodgate Boulevard, Orlando, Florida, 32822)**, and at that meeting an election will be held to fill five (5) vacancies on the association's board of directors.

**Agenda**


1. Call to Order.
2. Meeting Chairman Election/Appointment (if Required).
3. Roll Call / Quorum Statement.
4. Proper Meeting Notice Proof.
5. Prior Meeting Minutes Review & Approval.
6. Officer Reports.
7. Committee Reports.
8. Board Election.
9. Old Business.
10. New Business.
11. Adjournment.

**Director Election**

Provided with this notice are: a ballot listing all candidates for the board of directors; an information sheet on each candidate (if any) who has duly furnished that document to the association; a small envelope for sealing ballots secretly; and a large envelope (addressed to the person or entity authorized to receive ballots for the association; containing space for the authorized voter to write his/her name and the unit or unit numbers being voted; and containing a signature space for the authorized voter) for delivering the small envelope (with each, single ballot contained therein) to the association. Ballots may be cast before or at the annual members meeting, in accordance with the instructions set forth on the ballot itself.

Dated: 11/9/18

By: \_\_\_\_\_

  
China J. Benson, LCAM, Property Manager  
Southpointe Condominium Association, Inc.

For the Association President, Secretary, and/or Board of Directors

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## *Shelby Green*

I've been a resident and owned a condo in Southpointe since 1997.

I have held a real estate license for more than 20 years and have successfully managed several rental properties in Southpointe. I care about the quality of life in the community and the value of our properties.

My goal if elected to the Board of Directors will be to work towards continued improvement in the value, condition and safety of our community.

Work Experience:

20 years' experience as a real estate agent and property manager

Education: Bachelor of Fine Arts, University of Florida



My name is Lee M. Rogers. This is my second time in Florida, I lived in the Pensacola area during Hurricane Ivan and watched it level my home. I have been in Central Florida since 2015 where I have been the Chief Executive Officer for L. Rogers Enterprises LLC. I serve as consultant to many large projects in the Central Florida Area. Have been involved in construction projects, property investment and Property Management.

I was project lead for the construction of the Songwe airport in Tanzania. I was tasked with resolving all issues inherited as part of the contract, including legal consideration of all existing contractual obligations and of course client liaison. A particularly challenging project which utilized all my cultural and regional facilitation skills!

During 2012 I was based in Mozambique I spent 6 months working on a construction project at a remote site. A very challenging project which involved the transport by barge of all construction materials & very challenging working and living conditions. I also introduced health and safety best practice and training to the local construction team.

Prior to Mozambique I was the Project Director at Protech Developments in the UK. Covering a range of retail, commercial and refurbishment projects for clients including some of the major high street retailers. I won a number of projects and, as main contractor, successfully delivering many concurrent store refurbishments. Leading a number of civil projects including a 2yr project for the construction of Hewell Grange Prison and the construction of the main runway at London City Airport.

From 1989 - 94 I was Project Manager at Alpha Construction based in South Africa. In this role I carried out general construction projects as main contractor including work on a health clinic, vehicle showroom and government housing project

I served for six years with the British Army in the Royal Corps of Signals. During this period I served throughout Europe, North Africa and Canada.

In addition I have:

- Higher National Certificate (HNC) in Construction Technology from Warwickshire Technical College

- A Diploma in Project Management the Building Industries Federation of South Africa (BIFSA).

- I am also accredited as Associate of the Chartered Institute of Building (ACIOB) and Project Management Professional (PMP).

- I am a qualified and licensed helicopter pilot.

My main goal as the board director would be to make sure all owners are heard and considered. To work to maintain property values by keeping the community safe, making sure all are following our CC&R's. Making the community enjoyable not only for residents but for visitors as well.

## Louis Columna "Lou"

3773 Atrium Drive  
Orlando, FL 32822  
lou\_501@hotmail.com



### EDUCATION

Master of Business Administration (MBA), Ross School of Business, University of Michigan, Ann Arbor, MI  
Master of Engineering (ME), Civil and Environmental Engineering, University of California, Berkeley, CA

### PROFESSIONAL EXPERIENCE

Regional Sales Manager - South America, Dornbracht Americas, Atlanta, GA  
Sales Manager, Panda Kitchen & Bath, Orlando, FL  
Studio Manager, KB Home, Fort Myers, FL  
General Manager, Coprosa, Dominican Republic (importer/distributor of kitchen cabinets)  
International Account Executive, Masco Corporation, Taylor, MI  
Civil Engineer, Dominican Republic (various construction projects)

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### ADDITIONAL INFORMATION

I am very happy to live in Southpointe. I moved in 2010. This is a wonderful community with great people. I feel that each condo owner should get involved and contribute their time, experience and ideas. The board, management and staff need our support to maintain and improve this great community.

That is why I am running to serve as board member. I am a civil engineer and a professional manager. I have done it before. I am confident that with your vote and your support, not only during the election time but also throughout the year, we will continue to make Southpointe a great place to live that we can proudly call home, sweet home.

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### INFORMACIÓN ADICIONAL

Desde hace seis años tengo el placer de vivir en Southpointe. Ésta es una excelente comunidad. Pienso que una de las maneras de aumentar el valor de nuestras propiedades y de mantener nuestra calidad de vida es que todos contribuyamos con nuestro tiempo y esfuerzo a mantener y mejorar nuestra comunidad.

Es por esto que soy candidato a miembro de la junta directiva. Yo soy ingeniero civil y administrador de empresas. Tengo la experiencia. Espero que con su apoyo, no solamente con su voto sino también durante el año, hacer de éste un maravilloso lugar donde juntos podamos canalizar todas las iniciativas, el entusiasmo y la solidaridad que la comunidad hispano-parlante sabe ofrecer y poder llamar Southpointe con orgullo nuestro hogar, dulce hogar.

## *Robert H. Hum*

My name is Robert (Bob) Hum. I am a Canadian. So far, my wife and I spent about 3 months here in the winter. We had rented in Southpointe in 2007 and 2008. We like it so much we bought in 2009.

I am seeking a Director's position because I believe my knowledge and experience can be an asset to support the owners of Southpointe. My priorities, if I am elected as Director, would be:

- 1) To make sure safety and security for the residents of Southpointe continue.
- 2) To maintain the quality and value of Southpointe as owners would demand this.
- 3) To support owners and residents when required.
- 4) To initiate Director's meetings (1-2) where owners would be solicited to contribute topics and issues for discussion in the agenda. Since many of the owners are "Snowbirds", I would like to schedule these meetings in January to March time frame. This is not the Annual General Meeting of the owners, but it would be open to all owners/residents and would provide a vehicle for inputs from the owners.

Whether I am in Orlando or in my home in Canada, I am available and open to any discussions on any topics concerning the welfare of the Southpointe.

Although I am not here for the major part of the year, other Directors have operated using telephone for the Director's meetings. I will suggest that we could do video meetings using Skype or similar means instead of just voice.

### ***My Residences***

Canadian Address: 27 Chinook Crescent, Ottawa, Ontario, Canada K2H7C9

Telephone: 613-828-7808

Orlando Address: 3785 Atrium Dr., Orlando 32822

Telephone: 407-868-6517

Email: r.hum@sympatico.ca

Here are my background and experience.

***Education:*** PhD in Physics

### ***Work Experience:***

Canadian Government: Communications Research Center, National Research Council of Canada and Canadian Space Agency.

Retired in 2001 as the Director of Space Science and Application for the Canadian Space Agency working with the international partners such as NASA, ISAS/NASDA (Japan), CNES (France), Swedish Space Board, Russian Academy of Science and other countries.

As Director, I had a budget of about \$40M annually with projects ranging from \$500K to over \$45M (over 10 years). Budgetary allocations and decision making are major parts of the responsibilities.

After 2001, worked as consultant to Canadian Space Agency, Canadian space industry and University of Calgary until 2015. At this point, I am the President of two private Canadian Corporations.

Robert Hum, Nov, 2018

## SHAWN L. SINGLETARY

3765 Atrium Drive  
Orlando, Fl. 32822  
407-760-0019  
[ssingletary@cfl.rr.com](mailto:ssingletary@cfl.rr.com)

### EDUCATION:

Master in Business Administration  
University of South Carolina  
Bachelor of Science, Biology  
Member Kappa Sigma social fraternity  
University of South Carolina

### EXPERIENCE

#### **ASSOCIATION MANAGER**

Orlando, Florida

Association Manager, October 2003 to Present

Currently Association Manager of a 238-unit condominium association. Duties include supervising day to day maintenance operations, collecting assessments from owners, preparing and attending board and association meetings, preparation of annual budget, rules compliance with residents and screening of applicants for sales and rentals. Have managed over (50) associations in the past and have experience with real estate sales and rentals.

#### **WESTON MANAGEMENT**

Columbia, S.C.

Property Manager, August 2001 to April 2003

Manager of seven condominium associations totaling 770 units and assisting the rental property manager of a rental portfolio of over 250 units. Responsible for planning and attending meetings, formulating budgets, supervising contractors on special projects, and ensuring residents in compliance with rules and regulations.

#### **ASSOCIATION MANAGER**

Orlando, Fl.

Property Manager, April 1999 to March 2001

Manager of a 117 unit condominium responsible for all aspects of management including supervision of daily maintenance, preparation of budgets, bookkeeping for association receipts and expenditures, meeting preparations, correspondence with homeowners, residents, and vendors, rules enforcement, and contract negotiation and supervision of contractors. Also, worked at Hunter's Creek Community Association, a 3,500 unit homeowner's association, as a Community Standards Inspector responsible for inspecting builders for compliance to community standards and monitoring and citing homeowners for compliance to Rules and Regulations for Hunter's Creek Community Association.

#### **SENTRY MANAGEMENT**

Kissimmee, Fl.

Property Manager, October 1998 to March 1999

Multi-site manager for condominiums and homeowner associations in Central Florida responsible for day to day operations, contractor negotiations, and meeting preparations for associations. Responsible for numerous projects at different sites simultaneously. Responsible for follow up and inspection of completed projects.

#### **DON ASHER & ASSOCIATES**

Orlando, Fl. 32801

Property Manager, July 1997 to June 1998

On-site manager for one property for part of day and managed five other condominiums and homeowners' associations. Leased and managed rental units, weekends and nights. Responsible for day to day operations, budgeting, contract negotiation and bidding with vendors, arranged board meetings, and followed up requests from board members.

#### **ONE THOUSAND OAKS CONDOMINIUM ASSOCIATION, INC.**

Orlando, Fl. 32806

Manager, December 1993 to July 1997

Supervised daily maintenance, prepared monthly financial statements, prepared annual budgets, prepared weekly payrolls, served as treasurer of association, prepared management and treasurer's report at board meetings, composed newsletters, responsible for all correspondence with owners, renters, buyers and vendors.

#### **WINTER PARK WOODS**

Orlando, Fl. 32792

Manager, January 1990 to March 1993

Managed 248-unit condominium responsible for supervising maintenance and special projects for property. In addition, prepared budgets for board approval, managed budget on monthly basis, and prepared reserve calculations. Also, assisted in writing new rules and amendments to association

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## **CANDIDATE INFORMATION SHEET**

NAME: Elvira F. Cruz

**PERMANENT ADDRESS:**

Orlando, Florida 32812

**EDUCATION:**

Studied Law in University of Lima -Lima, Peru  
Licensed Community Association Mgr. (LCAM)

**WORK BACKGROUND:**

Current – Property Investor.

Voluntary help to Condominium Associations in the Orlando are to create a drug-free and crime free communities.

**PRIOR CONDOMINIUM EXPERIENCE:**

7 years consecutively elected as Director/President at Sunset Lake Condominium Association, Orlando, Florida. Through strict, diligent security procedures and processes, evolved a condominium association laden with crime, drugs and prostitution, to one of the most desirable associations in the area. Property values have more than tripled since starting my term in office at Sunset Lake.

Vice President at Mosaic at Millenia Condominium Association, Inc. Board Member consecutively for last 5 years.

Lead the security effort in another community in Orange County laden with crime, prostitution and drugs. That community has been crime free for over 2.5 years now.

Awarded Orlando Hero in 2012 by Orlando Mayor Buddy Dyer,

Awarded Excellence in Safety and Security from Orange County Mayor Teresa Jacobs in 2013.

My priorities are Safety, Security and financial responsibility for the community and to not permit the management to over exercise their authority with Lawyers and Foreclosure threats for being slightly late on association dues.

The unit owners of a Condominium Association should be respected by the Management and the Board, but unfortunately, most management companies act as though these communities are their property and "we" are just tenants.

The Unit Owners are THE OWNERS of the community, and each owner has voting and speech rights.

I am available to discuss concerns about the property with any owner.

Elvira F. Cruz  
(407) 797-7760  
Email: elv\_cru@msn.com

**SOUTHPOINTE CONDOMINIUM ASSOCIATION, INC.**

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**BOARD OF DIRECTORS ELECTION BALLOT  
(12-13-2018 Annual Members Meeting)**

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**Instructions**

Only one (1) vote is permitted for each condominium unit owned, by the person duly-authorized to vote for the condominium unit.  There are five (5) vacancies on the board to be filled by this election. Accordingly, if you are the authorized voter, you may cast a vote for up to five (5) of the candidates on this ballot. If you vote for more than five (5) candidates, your ballot will be invalid and, therefore, disregarded. Write-in candidates are not permitted.  To complete this ballot, in the space provided below, mark a cross ("X") in the box to the left of the name of the candidate(s) for whom you wish to vote. Then, insert this ballot into the small envelope provided, and seal that envelope. Then, insert the small envelope into the large envelope provided, and seal that envelope. Then, write your name and unit or unit numbers being voted *legibly* on the large envelope, and sign the large envelope. Then, deliver (by mail or hand) the large envelope (with small envelope – containing a single ballot – enclosed therein) to the person or entity to whom the large envelope is addressed prior to, or before the polls are closed at, the annual members meeting.  This board election must be by secret ballot. Do not sign or otherwise identify your name or unit on the ballot or on the small envelope; print your name and unit or unit numbers being voted on the large envelope only. Each small envelope may contain only one ballot; if you are entitled to cast more than one ballot, separate small envelopes – each containing only a single ballot – may be enclosed with one large envelope. Any small envelope containing more than one ballot shall be marked as disregarded (and any ballots contained therein shall not be counted). Any large envelope not signed by the eligible voter shall be marked as disregarded (and any ballots contained therein shall not be counted). Once received by the association, no ballot may be rescinded or changed.

**Candidates**

- BERUBE, Maurice
  - COLE, DeAnn
  - COLUMNNA, Luis
  - CRUZ, Elvira
  - GREEN, Shelby
  - HUM, Robert
  - NALBONE, Jacquelyn
  - ROGERS, Lee
  - SINGLETARY, Shawn
  - TILLEY, Ocheane
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**SOUTHPOINTE CONDOMINIUM ASSOCIATION, INC.**

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**BOARD OF DIRECTORS MEETING NOTICE**

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NOTICE IS HEREBY GIVEN that the association's board of directors shall hold a board meeting **directly after the 6:30pm (Eastern Standard Time) annual members meeting on Thursday, December 13<sup>th</sup>, 2018**, at the **Southpointe Cabana (3700 Woodgate Boulevard, Orlando, Florida, 32822)**.

**Agenda**

1. Call to Order.
2. Roll Call / Quorum Statement.
3. Proper Meeting Notice Proof.
4. Prior Meeting Minutes Review & Approval.
5. Association Officer Election/Appointment.
6. Old Business.
7. New Business.
8. Adjournment.

Dated: 11/8/18

By: \_\_\_\_\_



China J. Benson, LCAM, Property Manager  
Southpointe Condominium Association, Inc.  
For the Association President, Secretary, and/or Board of Directors

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