

Tributary Homeowners Association, Inc.

OFFICIAL NOTICE OF MEETING

The notice of meeting shall be mailed, delivered, or electronically transmitted to the members not less than fourteen (14) days but no more than forty-five (45) days prior to the meeting.

October 4, 2023

Dear Homeowner,

In accordance with the Tributary Homeowners Association, Inc. Governing Documents, the Annual Membership Meeting and Budget Meeting of the Association shall be held each year during the month of October or November. A copy of the budget will be mailed by December 1 to each owner that includes the January 1 assessment amount and payment instructions.

The Annual Membership and Budget Meeting will be held at the Lookout Amenity Center on **Thursday, October 19 at 5:00 p.m., located at 76183 Tributary Dr, Yulee, FL 32097.**

The Budget Meeting will be held immediately following the Annual Membership Meeting.

The **Annual Membership Meeting** agenda is as follows:

- 1. CALL TO ORDER**
- 2. ESTABLISH A QUORUM**
- 3. PROOF OF NOTICE**
- 4. OLD BUSINESS**

2022 ANNUAL MEETING MINUTES

- 5. NEW BUSINESS**
- 6. ADJOURNMENT**

The **Budget Meeting** agenda is as follows:

- 1. CALL TO ORDER**
- 2. ESTABLISH A QUORUM**
- 3. PROOF OF NOTICE**
- 4. OLD BUSINESS**

2023 BUDGET MEETING MINUTES
2024 BUDGET AND ASSESSMENT

- 5. NEW BUSINESS**
- 6. ADJOURNMENT**

Notice given by Shayna G. Talbert on October 4, 2023 as proof of compliance with the notice requirements for the 2023 Annual Meeting on behalf of the Board of Directors.

Tributary Homeowners Association, Inc.
Proposed Budget for the Period
January 1, 2024 through December 31, 2024

GL DESCRIPTION	CURRENT BUDGET	ACTUAL AS OF 6/30/2023	PROPOSED BUDGET
Revenue			
400100 Maintenance Fees (Assessments)	\$ 32,000.00	\$ 12,600.00	\$ 42,500.00
400108 Bad Debt Allowance	\$ (1,000.00)	\$ -	\$ -
400301 Transfer Resale Fee	\$ 750.00	\$ 375.00	\$ 750.00
400803 Developer Deficit Funding	\$ 163,689.00	\$ 90,182.00	\$ 111,000.00
401120 Bank Interest Income	\$ 100.00	\$ 4.00	\$ -
420111 Builder Review Fee	\$ 22,500.00	\$ 3,550.00	\$ 22,500.00
420112 Resident Review Fee			\$ 7,500.00
420170 Capital Contribution Fee	\$ 15,000.00	\$ 5,625.00	\$ 18,750.00
Total Revenue	\$ 233,039.00	\$ 112,336.00	\$ 203,000.00
General & Administrative Expenses			
530110 Legal Fees	\$ 2,500.00	\$ -	\$ 2,400.00
520100 Lifestyle Services	\$ 71,700.00	\$ -	\$ -
520105 CAM Services	\$ 110,400.00	\$ -	\$ 154,600.00
530100 Accounting Fees	\$ 6,000.00	\$ -	\$ 6,000.00
520120 Office Supplies/Postage/Welcome Packet:	\$ 10,450.00	\$ 3,415.00	\$ 6,900.00
540140 Annual Corporate Report	\$ 150.00	\$ -	\$ 100.00
Total General & Administrative Expenses	\$ 201,200.00	\$ 3,415.00	\$ 170,000.00
Insurance			
510100 Insurance	\$ 6,000.00	\$ -	\$ 6,000.00
Total Insurance	\$ 6,000.00	\$ -	\$ 6,000.00
Contracts			
600000 Management Contract	\$ 23,499.00	\$ 99,647.00	\$ 24,650.00
520131 Website	\$ 2,340.00	\$ 1,170.00	\$ 2,350.00
Total Contract Expenses	\$ 25,839.00	\$ 100,817.00	\$ 27,000.00
Total Expenses	\$ 233,039.00	\$ 104,232.00	\$ 203,000.00
Deficit from Developer	\$ (163,689.00)	\$ (90,182.00)	\$ (111,000.00)
Net Income/Loss	\$ -	\$ (8,104.00)	\$ -
ASSESSMENTS			HOMES