

Colonial Manor West Apartments Condominium Association
2424 NE 9th St
Fort Lauderdale, FL 33304

From: The Board of Directors
To: All Unit Owners
Date: December 8, 2022
Subject: Second Notice: 2023 Annual meeting

This mailing constitutes the “SECOND NOTICE” for the Annual Meeting to be held on Saturday, January 14, 2023 at 1:00PM in the Community Room at Colonial Manor West.

This year there will be **NO** election of board members. Only 2 owners submitted their names for election to the 5 board openings (Simon Malak, Gerasim Nyagolov, Ann Smalarz, Gustavo Pineiro, & Erika Wagner.). No additional candidates submitted their names. As a result, those 5 individuals will constitute the Board for 2023.

Included in this mailing are the following:

- 1) The second notice for the Annual Meeting.
- 2) Notice for the short organizational board meeting to follow the Annual Meeting.
- 3) A limited proxy to vote on the waiver of reserves. Don't confuse what a “YES” or “NO” vote means. Remember, a “YES” vote (to waive reserves) results in a lower monthly fee. A “NO” (do not waive reserves) means reserves will be collected and your monthly fee will go up by about 10%.
- 4) A listing of your monthly or annual maintenance fee (on the back of this letter).

NOTE: It is VERY IMPORTANT that you send in this proxy (or drop it in the Association's mail drop box) if you don't plan to attend the Annual Meeting. If we cannot get a quorum of unit owners (>19) to either attend the meeting in person or send in their proxy, then a vote to wave reserves cannot be held and reserves WILL be collected (i.e. a 10% increase). So return that proxy!

All of this information has also been posted on our Association's web site and can be printed out from there at: www.colonialmanorwest.yolasite.com under the “Annual Meeting” tab.

Please note: There is **a change** in your maintenance fees for this year. The monthly or yearly amount of your condo fee is indicated on the back of this letter for your unit(s). There are two amounts listed- 1. is the amount of our monthly/yearly dues without reserves 2. is if we collect reserves in advance of January 1, 2024 when it will be mandatory to collect reserves. Please pay your new adjusted amount listed on the back for 2023 and pay the amount for January 2023 assuming that we will be collecting reserves.

You are welcome to pay your maintenance fees monthly, quarterly, semiannually or the full amount as a single payment. The choice is yours. **At a minimum, monthly payments are due by the first of each month.** Please note that the condo association has to RECEIVE the check by the fifth of the month. For faster processing, please pay by Zelle to colonialmanorwest@gmail.com.

Should you have any questions, please contact me at one of the email addresses below or drop a note in the Association's mail box.

Simon Malak, Treasurer
(310)-701-2600
colonialmanorwest@gmail.com or
simon.says769@gmail.com

Budget: ANNUAL MONTHLY

RESRV + BUD ANNUAL MONTHLY

Unit #	% ownership	\$217,650	
101	2.2647%	\$4,929	\$411
102	2.3328%	\$5,077	\$423
103	2.3328%	\$5,077	\$423
104	2.5792%	\$5,614	\$468
105	2.3553%	\$5,126	\$427
106	2.3553%	\$5,126	\$427
107	2.3553%	\$5,126	\$427
108	2.3553%	\$5,126	\$427
109	3.8048%	\$8,281	\$690
110	2.1215%	\$4,617	\$385
111	3.5175%	\$7,656	\$638
112	2.2647%	\$4,929	\$411
201	2.2647%	\$4,929	\$411
202	3.5175%	\$7,656	\$638
203	2.1215%	\$4,617	\$385
204	3.8048%	\$8,281	\$690
205	2.1215%	\$4,617	\$385
206	3.5102%	\$7,640	\$637
207	3.5102%	\$7,640	\$637
208	2.1215%	\$4,617	\$385
209	3.8048%	\$8,281	\$690
210	2.1215%	\$4,617	\$385
211	3.5175%	\$7,656	\$638
212	2.2647%	\$4,929	\$411
301	2.2647%	\$4,929	\$411
302	3.5175%	\$7,656	\$638
303	2.1215%	\$4,617	\$385
304	3.8048%	\$8,281	\$690
305	2.1215%	\$4,617	\$385
306	3.5102%	\$7,640	\$637
307	3.5102%	\$7,640	\$637
308	2.1215%	\$4,617	\$385
309	3.8048%	\$8,281	\$690
310	2.1215%	\$4,617	\$385
311	3.5175%	\$7,656	\$638
312	2.2647%	\$4,929	\$411
Total	100.0000%	\$217,650	\$18,138

	\$239,415	
	\$5,422	\$452
	\$5,585	\$465
	\$5,585	\$465
	\$6,175	\$515
	\$5,639	\$470
	\$5,639	\$470
	\$5,639	\$470
	\$5,639	\$470
	\$9,109	\$759
	\$5,079	\$423
	\$8,421	\$702
	\$5,422	\$452
	\$5,422	\$452
	\$8,421	\$702
	\$5,079	\$423
	\$9,109	\$759
	\$5,079	\$423
	\$8,404	\$700
	\$8,404	\$700
	\$5,079	\$423
	\$9,109	\$759
	\$5,079	\$423
	\$8,404	\$700
	\$8,404	\$700
	\$5,079	\$423
	\$9,109	\$759
	\$5,079	\$423
	\$8,421	\$702
	\$5,422	\$452
	\$5,422	\$452
	\$8,421	\$702
	\$5,079	\$423
	\$9,109	\$759
	\$5,079	\$423
	\$8,421	\$702
	\$5,422	\$452
Total	\$239,415	\$19,951

**SECOND NOTICE OF ANNUAL MEETING
COLONIAL MANOR WEST APARTMENTS
CONDOMINIUM ASSOCIATION, INC.**

TO ALL MEMBERS:

On Saturday, January 14, 2023, at 1:00 PM., in the Community Room, the Annual Members Meeting of Colonial Manor West Apartments Condominium Association, Inc. shall be held for the purpose of voting on the waiver of reserves and such other business as may be lawfully conducted. Because only 2 members of the Association submitted their names to serve on the board (there are 5 positions), which are currently on the Board, there will be no election this year. The Board of Directors for 2023 will continue from the previous year and consists of the following individuals: Simon Malak, Gerasim Nyagolov, Ann Smalarz, Gustavo Pineiro, & Erika Wagner. (NOTE: There will be a short organizational Board Meeting, directly after the membership meeting to appoint officers for 2023. A separate notice for that meeting is included on the opposite side of this page).

The following is the agenda for the Annual Meeting as stipulated in our condo documents:

1. Election of the chairman of the meeting
2. Calling of the roll and certifying proxies
3. Proof of notice of meeting or waiver of notice
4. Reading and disposal of any unapproved minutes
5. Reports of officers
6. Reports of committees
7. Vote on waiver of reserves
8. New business
9. Owner input
10. Adjournment

Please note: A majority of the members (i.e. >19) must be present either in person or by proxy to constitute a quorum. Should a quorum of the membership be in attendance, the Association shall conduct all business scheduled. If not, the meeting cannot be held.

Also enclosed with this Notice is a proxy form. The proxy is for the purpose of appointing another person to attend the meeting for you and vote on the waiver of reserves on your behalf. **If you cannot attend the meeting, please submit your proxy so that a quorum can be established.**

BY ORDER OF THE BOARD OF DIRECTORS

Simon Malak, Treasurer

Dated: December 8, 2022

NOTICE

**ANNUAL BOARD MEETING &
ORGANIZATION BOARD MEETING**

Zoom: <https://us02web.zoom.us/j/5473428528>

Saturday, January 14, 2023

1:00 PM

Community Room

AGENDA

- Review and approve minutes of the 11/09/22 meeting.
- Other business.
- Owner questions and comments.
- Adjourn.
- Organizational Board meeting.
- Select officers of the Association for 2023.

Jillian Panzella, Property Manager

Posted: 12/08/2023

LIMITED PROXY

The undersigned owner(s) or designated voter of unit No. _____ in **Colonial Manor West Apartments** appoints (Check one):

_____ a) The Secretary of the Association, on behalf of the Board of Directors, or

_____ b) _____ (if you check b, write in the name of your proxy) as my proxy holder* to attend the meeting of the members of **Colonial Manor West Apartments Condominium Association, Inc. to be held on Saturday, January 14, 2023 at 1:00 PM in the Community Room at Colonial Manor West, 2424 NE 9th Street, Fort Lauderdale, FL 33304.** The proxy holder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxy holder’s authority is limited as indicated below:

GENERAL POWERS – (You may choose to grant general powers, limited powers or both. Check “General Powers” if you want your proxy holder to vote on other issues which might come up at the meeting and for which a limited proxy is not required).

_____ I authorize and instruct my proxy to use his or her best judgment on all other matters which properly come before the meeting and for which a general power may be used.

LIMITED POWERS (FOR YOUR VOTE TO BE COUNTED ON THE FOLLOWING ISSUE, YOU MUST INDICATE YOUR PREFERENCE IN THE BLANK(S) PROVIDED BELOW).

I SPECIFICALLY AUTHORIZE AND INSTRUCT MY PROXY HOLDER TO CAST MY VOTE IN REFERENCE TO THE FOLLOWING MATTER AS INDICATED BELOW:

- 1) Should the reserves required by Section 718.122(2)(f), Florida Statutes, be waived for the 2023 fiscal/calendar year?

YES

NO

WAIVING OF RESERVES, IN WHOLE OR IN PART, OR ALLOWING ALTERNATIVE USES OF EXISTING RESERVES, MAY RESULT IN UNIT OWNER LIABILITY FOR PAYMENT OF UNANTICIPATED SPECIAL ASSESSMENTS REGARDING THOSE ITEMS.

Dated: _____, 20____

SIGNATURE(S) OF ALL OWNERS OR THE DESIGNATED VOTER

*Failure to check either (a) or (b), or, if (b) is checked, failure to write in the name of the proxy, is an appointment of the Secretary of the Association as your proxy holder.

DO NOT COMPLETE THIS SECTION. This section is only to be filled in by the proxy holder if they wish to appoint a substitute proxy holder.

SUBSTITUTION OF PROXY

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

DATED: _____, 20____
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

LIMITED PROXY – PAGE 2 OF 2

Send this proxy to:

**Secretary
Colonial Manor West
2424 NE 9th St
Fort Lauderdale, FL 33304**

Or drop it in the Association’s mail drop box located next to the first-floor elevator.

NOTE: Proxys must be received before the annual meeting to be valid.

COLONIAL MANOR WEST
Minutes - Board of Directors Meeting
November 09, 2022

Call to order - The meeting was called to order at ~5:03 PM by Simon Malak. Three board members were in attendance either in person or via Zoom: Gerasim Nyagolov, Gustavo Pineiro & Simon Malak which constituted a quorum. Also present were ~9 other owners.

Approval of minutes - A motion was made to waive the reading of the minutes of the last board meeting (10/11/22) since they were available in a previous email. The minutes were accepted as written by a unanimous vote.

Updates – The board reviewed the following updates concerning the complex.

- *Review and approval of the proposed 2023 budget (both with and without reserves) NOTE: A copy of the proposed budget was provided with the Annual Meeting notice:* Treasurer stated different line items in budget that went over budget. The biggest increase is in insurance is due to this past hurricane season. Treasurer calculated 2023 budget by taking accumulated numbers up until October 2022, dividing that number by 10, multiplying it by 12, adding 10% (estimated increase of costs) to get the new budget for each item going forward in 2023. All where in favor to approve budget as it stands.
- *Reserve fund discussion:* Balance of Special Assessment Fund of over \$4900.00 was converted from the title of Special Assessment account to our new Reserve Account. In anticipation of CMW funding the 2023 reserve, 10% of the operating budget was proposed to be added to the reserve account.
- *Reserve study:* To take place in March/ April 2023. \$4900 is reserve fund to be applied toward the reserve study. All owners to email CMW with any questions on reserve study to be presented to retained reserve study company. Should owners wish to “waive reserves”, they must select he option on the “Limited Proxy” page from Annual Meeting packet and submit no later than 12/31/22.

Other business –

- *Impact door/ window assessment:* To be discussed at Annual Meeting.
- *Lawsuit:* Claim has been filed with AJ Libel.
- *Waste Management:* Resolved. CMW received credits and discounts.
- *Construction in units:* Owners to advise PM of any construction (scope and length/ term the work will be conducted in) in their individual units so that notification may be sent to the building.
- *Guest parking:* Owners to notify PM of any parking issues.

Owner input and questions –

- *Owner asked the following questions answered by Board:*
 - *The proposed budget for our commercial property and wind insurance is forecast to be \$90,000 in 2023 when it was \$49,000 in 2022. Do we have other bids for insurance and how much was their quote? Is this policy the best value for the money?* We cannot take on other bids due to hurricane Ian. We are planning after insurance companies open in Florida to rebid to see if we get the best value for our money after this year. We are expected to pay 70k in insurance. The reason for the increase, AJ Libel explained that insurance companies have lost money due to hurricane Ian and they stopped writing in Florida. Some companies are going bankrupt. Our Florida insurance companies are

secondary insurance companies and buy “re-insurance” policies. It is expected this year to be 70k and what is expected in 2023 is 90k which is budgeted for in the budget.

- *Please confirm the reasons why we are nearly doubling the budget for Janitorial Services. We now use a professional commercial cleaning company that was the lowest bid we negotiated for. All previous “resident” cleaners quit.*
- *The Board is proposing \$15,000 for Property Management Services for 2023, please confirm the reason why we are now employing a management company? Is this a requirement as we now must operate with a reserve or was this a decision made by the board for another reason? The added 3k acts as a buffer for operating expenses while calculating the budget. Board cannot serve its full potential the way it needs to be served. Board needed to centralize issues raised and needed someone to handle those. As a result, Board hired a Property Manager as an assistant to the Board to manage the building’s and owners’ needs.*

Adjournment – There being no further questions, the meeting ended at ~6:31 PM.

Respectfully submitted,
Jillian Panzella

COLONIAL MANOR WEST APARTMENTS CONDO ASSOC. INC.
Budget Analysis for 2023
 January - Sept 2022

	2022 Actual	2022 Monthly Actual	2023 BUD ANNUAL ANALYSIS	2022 Budget	2023 PROP BUD
Income					
4000 - Maintenance Income	120,627.03			156,190.00	\$ 217,650.00
4200 - Laundry Income	974.30		1,400.00	2,000.00	\$ 1,400.00
4900 - Allowance for Uncollectibles			-1,000.00	-1,000.00	\$ (1,000.00)
Total Income	\$ 121,601.33			\$ 157,190.00	\$ 218,050.00
Gross Profit	\$ 121,601.33			\$ 157,190.00	
Expenses					
6000 - Accounting Fees - Mike Moskowitz	4,460.00	495.56	6,541.33	6,100.00	\$ 6,000.00
6050 - Bank Charges	25.00	2.78	36.67	90.00	\$ 50.00
6100 - Common Area Expenses	537.07	59.67	787.70	1,500.00	\$ 1,000.00
6140 - Electricity - FPL		0.00	0.00	4,000.00	\$ 5,000.00
Electricity - Main	3,117.45	346.38	4,572.26		
Electricity - Small Light	197.37	21.93	289.48		
Total 6140 - Electricity - FPL	\$ 3,314.82	368.31	4,861.74	\$ 4,000.00	
6200 - Elevator Maintenance - Motion Elevator	1,492.11	165.79	2,188.43	4,000.00	\$ 2,500.00
6230 - Elevator Telephone Expense - Verizon	397.19	44.13	582.55	400.00	\$ 600.00
6310 - Fire Protection Services - A Tech		0.00	0.00	1,500.00	\$ 1,500.00
6360 - Gas Expenses - TECO	2,238.16	248.68	3,282.63	2,000.00	\$ 3,500.00
6400 - Insurance		0.00	0.00		
Commercial Liability	5,975.20	663.91	8,763.63	7,000.00	\$ 7,000.00
Commercial Property + Wind		0.00	0.00	49,000.00	\$ 90,000.00
Directors & Officers Liability	1,355.44	150.60	1,987.98	1,000.00	\$ 1,500.00
Fidelity & Crime	313.18	34.80	459.33	500.00	\$ 500.00
Flood		0.00	0.00	8,000.00	\$ 8,000.00
Total 6400 - Insurance	\$ 7,643.82	849.31	11,210.94	\$ 65,500.00	
6420 - Janitorial Services - ACE Cleaning	2,800.00	311.11	4,106.67	4,500.00	\$ 8,400.00
6440 - Landscape Expenses - Tropic Star	2,240.00	248.89	3,285.33	3,000.00	\$ 3,500.00
6460 - Legal Expenses	598.00	66.44	877.07	2,000.00	\$ 1,500.00
6480 - Licenses & Permits	338.80	37.64	496.91	500.00	\$ 500.00
6500 - Miscellaneous	365.94	40.66	536.71	1,500.00	\$ 1,000.00
6690 - Pool Expenses - Aloha Pool Svcs		0.00	0.00	4,000.00	
01 - Monthly Maintenance	2,139.00	237.67	3,137.20		
02 - Add'l Services	568.00	63.11	833.07		
Total 6690 - Pool Expenses - Aloha Pool Svcs	\$ 2,707.00	300.78	3,970.27	\$ 4,000.00	\$ 4,000.00
6700 - Property Management Services	2,500.00	277.78	3,666.67		\$ 15,000.00
6730 - Redemption Credit	-10.61	-1.18	-15.56		\$ -
6750 - Repairs & Maintenance		0.00	0.00	30,000.00	
ATech	1,599.65	177.74	2,346.15		
Mid-South Painting	6,200.00	688.89	9,093.33		
Paradise Service Tech.	15,572.50	1,730.28	22,839.67		
Repair & Maintenance	18,376.74	2,041.86	26,952.55		
Total 6750 - Repairs & Maintenance	\$ 41,748.89	4,638.77	61,231.71	\$ 30,000.00	\$ 33,000.00
6820 - Roof Contract - SK Quality Roofing	2,000.00	222.22	2,933.33	8,000.00	\$ 2,500.00
6860 - Termite Removal - Truly Nolen	540.00	60.00	792.00	600.00	\$ 600.00
6900 - Waste Removal Services - Republic Services		0.00	0.00	5,000.00	
Waste Removal - Main	2,603.85	289.32	3,818.98		
Waste Removal - Recycling	1,496.99	166.33	2,195.59		
Total 6900 - Waste Removal Services - Republic Services	\$ 4,100.84	455.65	6,014.57	\$ 5,000.00	\$ 5,500.00
6920 - Water & Sewer Expenses - City of FTL	10,433.04	1,159.23	15,301.79	13,000.00	\$ 15,000.00
Total Expenses	\$ 90,470.07	10,052.23	132,689.44	\$ 157,190.00	\$ 217,650.00
RESERVE					\$ 21,765.00
Total Budget with Reserve					\$ 239,415.00