

**Colonial Manor West Apartments Condominium Association**  
**2424 NE 9<sup>th</sup> St**  
**Fort Lauderdale, FL 33304**

**From:** Board of Directors  
**To:** All unit owners  
**Subject:** 2024 Annual Meeting & November Board Meeting Notices  
**Date:** November 01, 2023

Enclosed in this mailing are several important notices:

- 1) The “First Notice of Date of 2024 Annual Meeting” as required by Florida Law.
- 2) A copy of the “Notice of Intent to be a Candidate of the Board of Directors” - If you wish to run for the Board of Directors you must complete this form and submit it to the Association **no later than Nov. 24, 2023.**
- 3) A copy of the “Certificate of Appointment of Voting Representative”. *NOTE: The names of ALL the titled owners of your unit are indicated on the address label for this mailing.* If this label shows that your unit is owned by 2 or more individuals or by a corporation, then you **MUST** have a voting certificate on file with the Association indicating the name of the individual authorized to vote on behalf of your unit. **Without this voting certificate, you will not be able to vote at the Annual Meeting.** (Note: If you have previously submitted such a document for prior elections and there are no changes, then this certificate is still in effect). *If you are the sole owner of your unit, there is no need to submit this certificate.*
- 4) Notice of an upcoming Board of Directors meeting to be held on **Wednesday, Nov. 15, 2024 at 6:00PM** to discuss and adopt our 2023 Budget and required Reserve funding.
- 5) A copy of the proposed 2024 Budget.

All of these documents have also been emailed to all owners who have supplied us with their email address. They have also been posted on our website at [colonialmanorwest.yolasite.com](http://colonialmanorwest.yolasite.com) under the tab labeled “Annual Meeting”.

Per the existing Boards vote that will be ratified at the **November 15, 2023** Budget Meeting, the Annual Meeting has been scheduled for **Saturday, January 13th, 2024 at 12:00PM in the Community Room.** Please make every effort to attend this meeting.

Should you have any questions, please contact myself or any other board member.

Sincerely,

Jillian Panzella, Property Manager  
Colonial Manor West Condo Association  
Email address: [colonialmanorwest@gmail.com](mailto:colonialmanorwest@gmail.com)

Enclosures: First Notice of Date of Annual Meeting  
Notice of Intent to be a Candidate of the Board of Directors  
Certificate of Appointment of Voting Representative (only for units with multiple owners)  
Nov. 14th Board Meeting Notice  
Copy of the proposed 2024 Budget

**FIRST NOTICE OF DATE OF ANNUAL MEETING  
AND BOARD ELECTION FOR  
COLONIAL MANOR WEST APARTMENTS CONDOMINIUM ASSOCIATION, INC.  
AND PROCEDURE FOR QUALIFYING FOR BOARD**

**TO ALL MEMBERS:**

On **Saturday, January 13, 2024, at 12:00 PM**, in the **Community Room** at Colonial Manor West, 2424 NE 9th Street, Fort Lauderdale, Florida, the Annual Meeting of the Association will be held for the purpose of electing directors, voting to waive reserves and such other business as may lawfully be conducted. Subsequent to this "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEETING" that will specify the agenda and advise of other important information concerning the Annual Meeting.

The purpose of this notice is to advise you of the date, time and place of the Annual Meeting and Election and to inform you of the process for qualifying for the Board.

**QUALIFYING FOR THE BOARD**

On or before **November 24, 2023** you must give written notice, either by mail or in person, to the Association of your intent to run for the Board, addressed to the Association's mailing address: **Colonial Manor West Apartments Condominium Association, Inc., c/o Secretary, 2424 NE 9th Street, Fort Lauderdale, FL 33304**. The enclosed "Notice of Intent to be a Candidate for the Board/Candidate Certification Form" may be used for that purpose.

You may submit an "Information Sheet", no larger than 8.5 inches by 11 inches, containing your qualifications and/or platform for office. This information sheet must be submitted to the Association on or before **November 24, 2023**. Please note that it is the position of the Division of Condominiums, Timeshares and Mobile Homes (the "Division") that you must also submit a Certification Form attesting to your reading and understanding of the governing documents, condominium laws and governmental agency regulations. The enclosed notice of Intent/Candidate Certification Form may be used for this purpose, but if you choose to use a separate form, the Candidate Certification Form must be submitted to the Association on or before **November 24, 2023**.

The Information Sheet and ballots will be mailed to voting members, with the Second Notice of the Annual Meeting, not less than fourteen (14) days prior to the date of the Annual meeting.

**VOTING CERTIFICATE**

A voting certificate is being provided to determine who the voting representative will be for your unit only if your unit is owned by more than one person or by a corporation. Please note the following information about VOTING CERTIFICATES:

- A voting certificate is for the purpose of establishing who is authorized to vote for a unit owned by more than one person (even if husband and wife) or by a corporation. A voting certificate is **not** needed if the unit is owned by only one person.
- A voting certificate is **not a proxy** and may not be used as such. Only an owner or the appropriate corporate officer may be named on a voting certificate, **not a third party**.
- A voting certificate must be signed by **all** of the owners of the unit or the appropriate corporate officer.
- A voting certificate is enclosed with this notice for your use if needed.
- The person designated in the voting certificate will receive the Second Notice pertaining to the election of directors and be authorized to cast the ballot for the election.

Dated: November 01, 2023

**BY ORDER OF THE BOARD OF DIRECTORS**

- You are the only owner of your unit. **You do NOT** have to submit a Certificate of Appointment.
  
- Your unit is owned by more than 2 individuals or by a corporation. **You MUST** have a Certificate of Appointment on file with the Association if you wish to vote on board members or reserves. You currently **DO NOT** have such a certificate on file. Please complete the enclosed certificate and return it to us.
  
- Your unit is owned by more than 2 individuals (or by a corporation). We already have a Certificate of Appointment on file designating \_\_\_\_\_ as the voting representative for your unit. Submit a new certificate **only if there is a CHANGE** in the voting representative.
  
- You are the only owner of your unit. **You do NOT** have to submit a Certificate of Appointment.
  
- Your unit is owned by more than 2 individuals or by a corporation. **You MUST** have a Certificate of Appointment on file with the Association if you wish to vote on board members or reserves. You currently **DO NOT** have such a certificate on file. Please complete the enclosed certificate and return it to us.
  
- Your unit is owned by more than 2 individuals (or by a corporation). We already have a Certificate of Appointment on file designating \_\_\_\_\_ as the voting representative for your unit. Submit a new certificate **only if there is a CHANGE** in the voting representative.
  
- You are the only owner of your unit. **You do NOT** have to submit a Certificate of Appointment.
  
- Your unit is owned by more than 2 individuals or by a corporation. **You MUST** have a Certificate of Appointment on file with the Association if you wish to vote on board members or reserves. You currently **DO NOT** have such a certificate on file. Please complete the enclosed certificate and return it to us.
  
- Your unit is owned by more than 2 individuals (or by a corporation). We already have a Certificate of Appointment on file designating \_\_\_\_\_ as the voting representative for your unit. Submit a new certificate **only if there is a CHANGE** in the voting representative.
  
- You are the only owner of your unit. **You do NOT** have to submit a Certificate of Appointment.
  
- Your unit is owned by more than 2 individuals or by a corporation. **You MUST** have a Certificate of Appointment on file with the Association if you wish to vote on board members or reserves. You currently **DO NOT** have such a certificate on file. Please complete the enclosed certificate and return it to us.
  
- Your unit is owned by more than 2 individuals (or by a corporation). We already have a Certificate of Appointment on file designating \_\_\_\_\_ as the voting representative for your unit. Submit a new certificate **only if there is a CHANGE** in the voting representative.

**NOTICE OF INTENT TO BE  
A CANDIDATE FOR THE BOARD OF DIRECTORS  
OF  
COLONIAL MANOR WEST APARTMENTS CONDOMINIUM ASSOCIATION, INC.  
AND  
CONDOMINIUM ASSOCIATION CANDIDATE CERTIFICATION FORM\***

I, (print name) \_\_\_\_\_ hereby place my name in nomination as a candidate for the Board of Directors. I (circle one) am/am not enclosing an Information Sheet about myself. I understand that I am responsible for the accuracy of the information contained in the Information Sheet.

I certify that I have read and understand, to the best of my ability, the governing documents of Colonial Manor West Apartments Condominium Association, Inc. and the provisions of Chapter 718 and any applicable rules.

Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\*required by section 718.112(2)(d)3, of Chapter 718, Florida Statutes.

**PLEASE NOTE: UNDER THE AMENDED PROVISIONS OF THE CONDOMINIUM ACT, YOU WILL NOT BE ELIGIBLE FOR BOARD MEMBERSHIP IF ANY OF THE FOLLOWING APPLY:**

- I. IN A CONDOMINIUM WITH MORE THAN 10 UNITS, IF YOU AND A CO-OWNER OF YOUR UNIT WOULD SERVE ON THE BOARD AT THE SAME TIME;**
- II. YOU WERE A DIRECTOR WHO WAS SUSPENDED OR REMOVED BY THE DIVISION AND SUCH SUSPENSION OR REMOVAL TIME PERIOD IS PENDING;**
- III. YOU ARE CURRENTLY A DIRECTOR AND YOU ARE MORE THAN 90 DAYS DELINQUENT IN THE PAYMENT OF REGULAR ASSESSMENTS;**
- IV. YOU WERE CONVICTED OF A FELONY IN FLORIDA OR CONVICTED OF AN OFFENSE IN ANOTHER JURISDICTION THAT WOULD BE CONSIDERED A FELONY IN FLORIDA (UNLESS YOUR CIVIL RIGHTS HAVE BEEN RESTORED FOR A PERIOD OF (NO LESS THAN FIVE YEARS AS OF THE DATE OF THE ELECTION)); AND/OR**
- V. YOU ARE A DIRECTOR CHARGED WITH A FELONY THEFT OR EMBEZZLEMENT OFFENSE INVOLVING THE ASSOCIATION'S FUNDS OR PROPERTY AND SUCH CRIMINAL CHARGE IS PENDING.**

**COLONIAL MANOR WEST APARTMENTS CONDO ASSOC. INC.**

**Budget vs. Actuals: 2023 Budget - FY23 P&L**

January - December 2023

TREASURER  
Proposed 2024  
BUDGET 12.00

|  | 2023 Total           |                      |                      |                |
|--|----------------------|----------------------|----------------------|----------------|
|  | Actual               | Budget               |                      |                |
| <b>Income</b>  |                      |                      |                      |                |
| 4000 - Maintenance Income                                      | 163,460.00           | 217,650.00           | 238,860.00           | 9.75% Increase |
| 4200 - Laundry Income  | 1,171.66             | 1,400.00             | 1,400.00             |                |
| 4400 - Estoppel Fees   | 500.00               |                      | -                    |                |
| 4500 - Late Fees   | 50.00                |                      | -                    |                |
| 4900 - Allowance for Uncollectibles                            | -111.00              | -1,000.00            | -                    |                |
| <b>Total Income</b>  | <b>\$ 165,070.66</b> | <b>\$ 218,050.00</b> | <b>\$ 240,260.00</b> |                |
| <b>Gross Profit</b>  | <b>\$ 165,070.66</b> | <b>\$ 218,050.00</b> | 240,260.00           |                |
| <b>Expenses</b>  |                      |                      |                      |                |
| 6000 - Accounting Fees - Mike Moskowitz                        | 5,380.00             | 6,000.00             | 7,000.00             |                |
| 6050 - Bank Charges  | 0.00                 | 50.00                | 50.00                |                |
| 6100 - Common Area Expenses                                    | 769.18               | 1,000.00             | 1,500.00             |                |
| 6140 - Electricity - FPL                                       |                      | 5,000.00             |                      |                |
| Electricity - Main   | 3,333.67             |                      |                      |                |
| Electricity - Small Light                                      | 121.62               |                      |                      |                |
| <b>Total 6140 - Electricity - FPL</b>                          | <b>\$ 3,455.29</b>   | <b>\$ 5,000.00</b>   | 7,500.00             |                |
| 6200 - Elevator Maintenance - Motion Elevator                  | 1,492.11             | 2,500.00             | 2,500.00             |                |
| 6230 - Elevator Telephone Expense - Verizon                    | 263.80               | 600.00               | 350.00               |                |
| 6310 - Fire Protection Services - A Tech                       | 706.20               | 1,500.00             | 2,000.00             |                |
| 6360 - Gas Expenses - TECO                                     | 1,763.98             | 3,500.00             | 2,500.00             |                |
| 6400 - Insurance   |                      |                      |                      |                |
| Commercial Liability   | 7,455.45             | 7,000.00             | 12,150.00            |                |
| <b>12/23)</b>  | <b>0.00</b>          | <b>90,000.00</b>     | <b>130,810.00</b>    |                |
| Directors & Officers Liability                                 | 1,435.06             | 1,500.00             | 1,900.00             |                |
| Fidelity & Crime   | 317.22               | 500.00               | 400.00               |                |
| <b>Flood = 8122</b>  | <b>0.00</b>          | <b>8,000.00</b>      | <b>11,100.00</b>     |                |
| General Liability  |                      |                      |                      |                |
| <b>Total 6400 - Insurance</b>                                  | <b>\$ 9,207.73</b>   | <b>\$ 107,000.00</b> | 156,360.00           |                |
| 6420 - Janitorial Services - ACE Cleaning                      | 6,394.18             | 8,400.00             | 8,500.00             |                |
| 6440 - Landscape Expenses - Tropic Star                        | 2,072.00             | 3,500.00             | 3,500.00             |                |
| 6460 - Legal Expenses  | 0.00                 | 1,500.00             | 1,500.00             |                |
| 6480 - Licenses & Permits                                      | 338.80               | 500.00               | 500.00               |                |
| <b>RES STUDY)</b>  | <b>3,204.00</b>      | <b>1,000.00</b>      | <b>1,000.00</b>      | Prop Val       |
| 6610 - Office Expenses   | 241.09               |                      | 300.00               |                |
| 6690 - Pool Expenses - Patriot Pool & Spa                      | 399.94               | 4,000.00             |                      |                |
| 01 - Monthly Maintenance                                       | 2,529.00             |                      |                      |                |
| <b>Total 6690 - Pool Expenses - Patriot Pool &amp; Spa</b>     | <b>\$ 2,928.94</b>   | <b>\$ 4,000.00</b>   | 4,000.00             |                |
| 6700 - Property Management Services                            | 9,000.00             | 15,000.00            | 12,000.00            |                |
| 6750 - Repairs & Maintenance                                   |                      | 33,000.00            |                      |                |
| Paradise Service Tech.   | 485.40               |                      |                      |                |
| Repair & Maintenance   | 2,881.35             |                      |                      |                |
| <b>Total 6750 - Repairs &amp; Maintenance</b>                  | <b>\$ 3,366.75</b>   | <b>\$ 33,000.00</b>  | 5,000.00             |                |
| 6820 - Roof Contract - SK Quality Roofing                      |                      | 2,500.00             |                      |                |
| 6860 - Termite Removal - Truly Nolen                           | 594.00               | 600.00               | 800.00               |                |
| <b>6900 - Waste Removal Services - Republic Services</b>       |                      | 5,500.00             |                      |                |
| Waste Removal - Main   | 2,374.00             |                      |                      |                |
| Waste Removal - Recycling                                      | 1,972.43             |                      |                      |                |
| <b>Total 6900 - Waste Removal Services - Republic Services</b> | <b>\$ 4,346.43</b>   | <b>\$ 5,500.00</b>   | 8,000.00             |                |
| 6920 - Water & Sewer Expenses - City of FTL                    | 9,842.06             | 15,000.00            | 14,000.00            |                |
| <b>Total Expenses</b>  | <b>\$ 65,366.54</b>  | <b>\$ 217,650.00</b> | 238,860.00           |                |
| <b>Net Operating Income</b>                                    | <b>\$ 99,704.12</b>  | <b>\$ 400.00</b>     |                      |                |
| <b>Other Income</b>  |                      |                      |                      |                |
| 8000 - Special Assessment (RESERVE FUND)                       | 193,377.05           |                      | 75,000.00            |                |
| <b>Total Other Income</b>                                      | <b>\$ 193,377.05</b> | <b>\$ 0.00</b>       | 313,860.00           |                |
| <b>Other Expenses</b>  |                      |                      |                      |                |
| 9000 - Building Renovations                                    | 63,300.00            |                      |                      |                |
| 9500 - Allocated to Reserves                                   |                      | 21,765.00            |                      |                |
| <b>Total Other Expenses</b>                                    | <b>\$ 63,300.00</b>  | <b>\$ 21,765.00</b>  |                      |                |
| <b>Net Other Income</b>  | <b>\$ 130,077.05</b> | <b>-\$ 21,765.00</b> |                      |                |
| <b>Net Income</b>  | <b>\$ 229,781.17</b> | <b>-\$ 21,365.00</b> |                      |                |

# COLONIAL MANOR WEST APARTMENTS CONDO ASSOC. INC.

## Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

|  | TOTAL               |                     |                      |                |
|--|---------------------|---------------------|----------------------|----------------|
|  | ACTUAL              | BUDGET              | OVER BUDGET          | % OF BUDGET    |
| <b>Income</b>  |                     |                     |                      |                |
| 4000 - Maintenance Income                                  | 167,293.02          | 217,650.00          | -50,356.98           | 76.86 %        |
| 4200 - Laundry Income                                      | 1,171.66            | 1,400.00            | -228.34              | 83.69 %        |
| 4400 - Estoppel Fees                                       | 500.00              |                     | 500.00               |                |
| 4500 - Late Fees   | 50.00               |                     | 50.00                |                |
| 4900 - Allowance for Uncollectibles                        |                     | -1,000.00           | 1,000.00             |                |
| Unapplied Cash Payment Income                              | -111.00             |                     | -111.00              |                |
| <b>Total Income</b>  | <b>\$168,903.68</b> | <b>\$218,050.00</b> | <b>\$ -49,146.32</b> | <b>77.46 %</b> |
| <b>GROSS PROFIT</b>  | <b>\$168,903.68</b> | <b>\$218,050.00</b> | <b>\$ -49,146.32</b> | <b>77.46 %</b> |
| <b>Expenses</b>  |                     |                     |                      |                |
| 6000 - Accounting Fees - Mike Moskowitz                    | 5,380.00            | 6,000.00            | -620.00              | 89.67 %        |
| 6050 - Bank Charges  | 0.00                | 50.00               | -50.00               | 0.00 %         |
| 6100 - Common Area Expenses                                | 769.18              | 1,000.00            | -230.82              | 76.92 %        |
| 6140 - Electricity - FPL                                   |                     | 5,000.00            | -5,000.00            |                |
| Electricity - Main   | 3,333.67            |                     | 3,333.67             |                |
| Electricity - Small Light                                  | 121.62              |                     | 121.62               |                |
| <b>Total 6140 - Electricity - FPL</b>                      | <b>3,455.29</b>     | <b>5,000.00</b>     | <b>-1,544.71</b>     | <b>69.11 %</b> |
| 6200 - Elevator Maintenance - Motion Elevator              | 1,492.11            | 2,500.00            | -1,007.89            | 59.68 %        |
| 6230 - Elevator Telephone Expense - Verizon                | 263.80              | 600.00              | -336.20              | 43.97 %        |
| 6310 - Fire Protection Services - A Tech                   | 706.20              | 1,500.00            | -793.80              | 47.08 %        |
| 6360 - Gas Expenses - TECO                                 | 1,792.78            | 3,500.00            | -1,707.22            | 51.22 %        |
| 6400 - Insurance   |                     |                     |                      |                |
| Commercial Liability                                       | 7,455.45            | 7,000.00            | 455.45               | 106.51 %       |
| Commercial Property + Wind                                 |                     | 90,000.00           | -90,000.00           |                |
| Directors & Officers Liability                             | 1,435.06            | 1,500.00            | -64.94               | 95.67 %        |
| Fidelity & Crime   | 317.22              | 500.00              | -182.78              | 63.44 %        |
| Flood  |                     | 8,000.00            | -8,000.00            |                |
| <b>Total 6400 - Insurance</b>                              | <b>9,207.73</b>     | <b>107,000.00</b>   | <b>-97,792.27</b>    | <b>8.61 %</b>  |
| 6420 - Janitorial Services - ACE Cleaning                  | 6,394.18            | 8,400.00            | -2,005.82            | 76.12 %        |
| 6440 - Landscape Expenses - Tropic Star                    | 2,072.00            | 3,500.00            | -1,428.00            | 59.20 %        |
| 6460 - Legal Expenses                                      |                     | 1,500.00            | -1,500.00            |                |
| 6480 - Licenses & Permits                                  | 338.80              | 500.00              | -161.20              | 67.76 %        |
| 6500 - Miscellaneous                                       | 3,204.00            | 1,000.00            | 2,204.00             | 320.40 %       |
| 6610 - Office Expenses                                     | 241.09              |                     | 241.09               |                |
| 6690 - Pool Expenses - Patriot Pool & Spa                  |                     | 4,000.00            | -4,000.00            |                |
| 01 - Monthly Maintenance                                   | 2,529.00            |                     | 2,529.00             |                |
| 02 - Add'l Services  | 399.94              |                     | 399.94               |                |
| <b>Total 6690 - Pool Expenses - Patriot Pool &amp; Spa</b> | <b>2,928.94</b>     | <b>4,000.00</b>     | <b>-1,071.06</b>     | <b>73.22 %</b> |
| 6700 - Property Management Services                        | 9,000.00            | 15,000.00           | -6,000.00            | 60.00 %        |
| 6750 - Repairs & Maintenance                               |                     | 33,000.00           | -33,000.00           |                |
| Paradise Service Tech.                                     | 485.40              |                     | 485.40               |                |
| Repair & Maintenance                                       | 2,881.35            |                     | 2,881.35             |                |

# COLONIAL MANOR WEST APARTMENTS CONDO ASSOC. INC.

## Budget vs. Actuals: 2023 Budget - FY23 P&L

January - December 2023

|  | TOTAL               |                      |                       |                    |
|--|---------------------|----------------------|-----------------------|--------------------|
|  | ACTUAL              | BUDGET               | OVER BUDGET           | % OF BUDGET        |
| <b>Total 6750 - Repairs &amp; Maintenance</b>                  | <b>3,366.75</b>     | <b>33,000.00</b>     | <b>-29,633.25</b>     | <b>10.20 %</b>     |
| 6820 - Roof Contract - SK Quality Roofing                      |                     | 2,500.00             | -2,500.00             |                    |
| 6860 - Termite Removal - Truly Nolen                           | 594.00              | 600.00               | -6.00                 | 99.00 %            |
| 6900 - Waste Removal Services - Republic Services              |                     | 5,500.00             | -5,500.00             |                    |
| Waste Removal - Main   | 2,761.94            |                      | 2,761.94              |                    |
| Waste Removal - Recycling                                      | 1,584.49            |                      | 1,584.49              |                    |
| <b>Total 6900 - Waste Removal Services - Republic Services</b> | <b>4,346.43</b>     | <b>5,500.00</b>      | <b>-1,153.57</b>      | <b>79.03 %</b>     |
| 6920 - Water & Sewer Expenses - City of FTL                    | 9,842.06            | 15,000.00            | -5,157.94             | 65.61 %            |
| <b>Total Expenses</b>  | <b>\$65,395.34</b>  | <b>\$217,650.00</b>  | <b>\$ -152,254.66</b> | <b>30.05 %</b>     |
| NET OPERATING INCOME   | <b>\$103,508.34</b> | <b>\$400.00</b>      | <b>\$103,108.34</b>   | <b>25,877.09 %</b> |
| Other Income   |                     |                      |                       |                    |
| 8000 - Special Assessment                                      | 199,319.04          |                      | 199,319.04            |                    |
| <b>Total Other Income</b>                                      | <b>\$199,319.04</b> | <b>\$0.00</b>        | <b>\$199,319.04</b>   | <b>0.00%</b>       |
| Other Expenses   |                     |                      |                       |                    |
| 9000 - Building Renovations                                    | 63,300.00           |                      | 63,300.00             |                    |
| 9500 - Allocated to Reserves                                   |                     | 21,765.00            | -21,765.00            |                    |
| <b>Total Other Expenses</b>                                    | <b>\$63,300.00</b>  | <b>\$21,765.00</b>   | <b>\$41,535.00</b>    | <b>290.83 %</b>    |
| NET OTHER INCOME   | <b>\$136,019.04</b> | <b>\$ -21,765.00</b> | <b>\$157,784.04</b>   | <b>-624.94 %</b>   |
| NET INCOME   | <b>\$239,527.38</b> | <b>\$ -21,365.00</b> | <b>\$260,892.38</b>   | <b>-1,121.12 %</b> |