THE VILLAGES AT EMERALD LAKES FOUR CONDOMINIUM ASSOCIATION, INC
C/O Onsite Property Management Office
7555 Mill Pond Circle
Naples, FL 34109
Phone 239-591-0802
emeraldlakes@earthlink.net

Sales Application Instructions

No application will be processed unless fully and properly completed, everything included, and appropriate checks included. The application must be submitted at least 20 days prior to closing. Any application received less than 20 days prior to Closing is subject to a $100.00 fine.

PLEASE INCLUDE ALL THE FOLLOWING:

1 A **$150.00** application fee, made payable to the Villages At Emerald Lakes Four Condominium Inc. must be submitted with this application. **Mail your application to Emerald Lakes at the address above.**

2 A fee of **$50.00 per Applicant and or Occupant age 18 or older,** to run a background check For Canadian citizens the cost is $100.00 per Applicant and or Occupant **age 18 or older.** Please make this check payable to Villages At Emerald Lakes Four Condominium Inc.

3. A fully executed copy of the sales contract must be enclosed with this application.

4. A Legible Copy of a Driver's License or photo I.D. for each Applicants and or occupants **age 18 or older.**

5. *Name and email of the owner or agent to notify with approval:

Name:_____Email:_____

Please sign here that you have read the above rules and agree to abide by these and other Rules & Regulations as set forth in the condominium documents. I am aware that a criminal background check will be done for every applicant or occupant age 18 or older and older.

Applicant Signature Date Co- Applicant Signature Date

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APPLICATION FOR APPROVAL OF SALE

1. There is a non-refundable $150.00 application fee made payable to The Villages of Emerald Lakes Four
2. Please include a complete signed copy of the sales contract with your application.
3. Please include a legible copy of a current driver's license for each occupant in the condo.

Registration forms not completely filled out will be returned and will delay the processing of your application.

Current owner's name: _____

Address of property to be purchased: _____

____ I/we intend to live in the condo FULL time ____ I/we intend to rent the condo FULL time

____ I/we intend to live in the condo PART time ____ I/we do NOT intend to rent the condo

Buyer's name: _____

Buyer's contact phone: _____Secondary Phone: _____

Buyer's email address: _____

Buyer's current address: _____

Buyer's place of employment: _____ Phone: _____

Buyer's occupation: _____

Co-buyer's name: _____

Co-buyer's contact phone: _____Secondary Phone: _____

Co-buyer's email address: _____

Co-buyer's current address: _____

Co-buyer's place of employment: _____ Phone: _____

Co-buyer's occupation: _____

Please state the name, relationship and age of all other persons who will be residing at the home:

Name	Relationship	Age

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Owners of each unit may keep 1 pet normal domesticated type such as a cat or dog that do not weigh more than 20 pounds. Please include Collier County License and up to date vaccination records.

Type of Pet: _____Weight_____

A maximum of 2 parking permits will need to be acquired from the Management office (located at the clubhouse) Owners will have exclusive use of only (1) reserved parking space as well as the use of a guest parking space. Please bring a copy of your vehicle registration, must be registered in the applicant's name.

Vehicle #1

Make/Model: _____Year: _____ Color: _____

License #: _____ State: _____

Vehicle #2

Make/Model: _____Year: _____ Color: _____

License #: _____ State: _____

I am aware of and agree to abide by the Master Declaration of Covenants and Restrictions, By-Laws and all Rules and Regulations of The Villages at Emerald Lakes Association, Inc. I understand and agree that the Board of Directors, in the event it approves this sale, is authorized to act as the owner's agent with full power and authority to take whatever action may be required, to prevent violations by owners and their guests of the Emerald Lakes Restrictions, By-Laws, Rules and Regulations.

Buyer's signature: _____Date:_____

Co-Buyer's signature: _____ Date: _____

_____APPROVED _____DISAPPROVED by the Villages at Emerald Lakes Four Association, Inc.

_____ _____
Board of Directors representative signature: Date

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Check the Emerald Lakes website EmeraldLakesResidents.com for updated information regarding the community.

RULES AND REGULATIONS

INITIAL EACH RULE AND REGULATION LISTED BELOW

_____THE BOARD OF DIRECTORS OF THE ASSOCIATION MAY IMPOSE UP TO A $100.00 FINE FOR EACH VIOLATION OF THESE RULES AND REGULATIONS OR ANY OF THE CONDOMINIUM DOCUMENTS.

_____ LEASES ARE FOR A MINIUM OF 90 DAYS.

A. GENERAL RULES

_____ 1. **LEASES**

a. Notice by the Unit Owner. An owner intending to lease his unit shall give to the Board of Directors or its designee written notice of such intention at least twenty (20) days prior to the first day of occupancy under the lease together with the name and address of the proposed lessee, a fully executed copy of the proposed lease, and such other information as the Board may reasonably require.

b. Board Action. After the required notice and all information has been provided, the Board shall have twenty (20) days in which to approve or disapprove the proposed lease. If the Board neither approves nor disapproves within that time, its failure to act shall be deemed the equivalent of approval, and on demand the Board shall issue a written letter of approval to the lessee.

c. Failure to Give Notice or Obtain Approval. If proper 20 Business day notice is not given, the Board, at its election, will impose a fine of $100.00. Any lease entered into without board approval, may be treated as a nullity, and the Board shall have the power to evict the lessee without securing consent to such eviction from the owner.

d. Occupancy during Lease Term. No one but the lessee, his family members within the first degree of relationship by blood, adoption or marriage, and his spouse and temporary house guests may occupy the unit.

_____ 2 No boats or , commercial vehicles including vans, pickup trucks and any unmarked trucks with construction associated material in the bed. Approved vehicles on association property are, for wheel passenger automobiles, SUVS's and light duty pickup trucks.

_____3. No exterior radio, television or data reception antenna or any exterior wiring for any purpose may be installed without the written consent of the Directors.

_____4. All common elements inside and outside the building will be used for their designated purposes only, and nothing belonging to owners, their tenants or guests shall be kept therein or thereon without the approval of the Directors, and such areas shall at all times be kept free of obstruction. Owners are financially responsible to the Association for damage to the common elements caused by themselves, their tenants, guests and family members.

_____5. No pets of any kind are permitted in leased units. If a violation of the pet rule is found, a fine of up to $100.00 per month will be imposed on the owner of the condo.

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_____6. Disposition of trash or garbage shall be within the garbage receptacles which are located at the north and south ends of each village. Trash must be securely bagged. ***Do not leave anything outside of Dumpster.*** All cartons, boxes, etc. must be broken down. **Dumping of furniture, large bulk items is strictly enforced with surveillance cameras**. No plastic bags allowed in recycling receptacles.

_____7. All persons occupying any residence shall be registered with the Management Office, this includes, owners renters and guests. A copy of these Rules and Regulations must be given to the tenants and guests by the owner, or the owner's agent.

_____8. Children shall be under the direct control of a responsible adult. Children under the age of 12 may not be permitted to run, play tag or act boisterously on the condominium property. Skateboarding "Big Wheels", or loud obnoxious toys are prohibited. Children may be removed from the common elements for misbehavior by or on the instruction of the Directors.

_____9. Loud and disturbing noises are prohibited. All radios, televisions, tape machines, compact disc players, stereos, singing and playing of musical instruments, etc. shall be regulated to sound levels that will not disturb others in the building.

_____10. The use of gas barbecue grills is not permitted on condominium property, gas grills shall not be used on lanais.

_____11. Lawns, shrubbery or other exterior plantings shall not be altered, moved or added to without permission of the association.

_____12. No articles belonging to the tenants are to be kept in or on the sidewalks, stairways, landings, and hallways.

_____13. Repair, construction, decorating or re-modeling work shall only be carried out on Mondays through Saturdays between the hours of 9:00 a.m. and 5:00 p.m. and the rules for decorators and subcontractors set forth herein must be complied with. Under no circumstance may remodeling debris be disposed of in the Village dumpsters.

_____14. These Rules and Regulations shall apply equally to owners, their families, guests, staff, invitees and lessees.

_____

Applicant's Signature Date

_____

Co-Applicant's Signature Date

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FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET

Q. What are my voting rights in the Condominium Association?
A. Members of the Association are entitled to one vote for each unit owned by them.

Q. What restrictions exist on my right to use my unit?
A. Purchase/Sale approval is required.
20 lb. Dog or cat maximum in unit. One per unit.
No commercial vehicles, no trucks, boats or camper (no trucks over ¾ ton).
No signs or banners shall be placed on or exhibited.
Children under 10 years of age are not permitted in the pool area unless accompanied by an adult.
No Motor Homes, Recreational Vehicles or Motorcycles allowed.

Q. What restrictions exist in the Condominium Documents on the leasing of my unit?
A. The lease term must be a minimum of 90 days and a maximum of 1 year; however, there is a rental maximum of three times per year.
Rental application must be submitted to the Board for approval.
You may not rent to tenants who have pets.
There is a $100.00 application fee that must be submitted with the application.
There is a $50.00 Fee per Applicant/Occupant age 18 or older, for background checks.

Q. How much are my assessments to the Condominium Association for my unit type and when are they due?
A. See current Budget. Assessments are paid quarterly and are due on: Jan 1st, April 1st, July 1st, and Oct 1st.

Q. Do I have to be a member in any other Association? If so, what is the name of the Association and what are my voting rights in this Association? Also, how much are my assessments.?
A. Yes. All owners are members of the Master Association called the Emerald Lakes Resident's Association, Inc.
There are no individual voting rights to the Master Association. Each Association has a voting representative.
Assessments are included in your quarterly assessment and are currently $162.00 per quarter.

Q. Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?
A. There are no additional rent or land use fees.

Q. Is the Condominium Association or other mandatory membership association involved in any court cases in which it may face liability in excess of $100,000?
If so, identify each such case.
A. No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINUM DOCUMENTS.

The Villages at Emerald Lakes Four Condominium Association, Inc.

2024 APPROVED BUDGET

For the Period January 1, 2024 through December 31, 2024

116 Units

		APPROVED AMENDED 2023 BUDGET	ACTUAL through August 31, 2023	PROJECTED ACTUAL Sept. - Dec. 23	PROJECTED 2023 Total	APPROVED 2024 BUDGET
INCOME:						
4000	Maintenance Fees	579,414.00	277,730.61	301,683.39	579,414.00	681,417.00
4001	Reserve Fees	58,586.00	39,057.32	19,528.68	58,586.00	58,663.00
4007	Application Fees	2,500.00	3,900.00	750.00	4,650.00	3,500.00
4008	Background Check Fees	2,200.00	1,500.00	700.00	2,200.00	2,200.00
4009	Late Fees		1,250.00	150.00	1,400.00	
4010	Interest/Finance Charges		348.34	225.00	573.34	
4011	Legal Fees/Collections		5,979.07	-	5,979.07	
4018	Prior Year Surplus		-	-	-	
4029	Operating Earned Interest		21.83	4.00	25.83	
Total Income		**$ 642,700.00**	**$ 329,787.17**	**$ 323,041.07**	**$ 652,828.24**	**$ 745,780.00**
OPERATING EXPENSES:						
Building Maintenance						
5000	Building Maintenance	14,000.00	6,406.13	3,200.00	9,606.13	14,000.00
5002	Janitorial Contract	18,000.00	13,185.30	5,350.00	18,535.30	19,000.00
5025	Building Pest Control	6,500.00	4,354.00	2,156.00	6,510.00	7,500.00
Total Building Maintenance		**$ 38,500.00**	**$ 23,945.43**	**$ 10,706.00**	**$ 34,651.43**	**$ 40,500.00**
Master Association Fees						
5200	Master Association Fees	133,818.00	89,212.00	44,606.00	133,818.00	143,767.00
Total Master Association Fees		**$ 133,818.00**	**$ 89,212.00**	**$ 44,606.00**	**$ 133,818.00**	**$ 143,767.00**
Safety/Security/Fire Prevention						
5530	Fire Prevention	1,000.00	620.89	300.00	920.89	1,000.00
Total Safety/Security/Fire Prevention		**$ 1,000.00**	**$ 620.89**	**$ 300.00**	**$ 920.89**	**$ 1,000.00**
Grounds Maintenance						
6016	Grounds Improvement	5,000.00	3,104.00	1,500.00	4,604.00	6,000.00
6017	Landscaping Contract	25,000.00	16,200.00	8,100.00	24,300.00	24,300.00
6021	Irrigation Maintenance	2,500.00	3,350.94	1,900.00	5,250.94	6,000.00
6030	Mulch	3,000.00	6,227.63	-	6,227.63	6,500.00
6044	Tree trimming/replacement	5,000.00	5,260.00	-	5,260.00	7,000.00
Total Grounds Maintenance		**$ 40,500.00**	**$ 34,142.57**	**$ 11,500.00**	**$ 45,642.57**	**$ 49,800.00**
Utilities						
6304	Electric	3,000.00	3,159.85	1,585.00	4,744.85	5,500.00
6318	Water & Sewer	78,000.00	50,270.06	27,415.00	77,685.06	79,500.00
6320	EV4 Portion Common Electric	1,400.00	1,750.34	615.00	2,365.34	2,800.00
6322	EV4 Portion Common Irrigation	500.00	-	675.00	675.00	700.00
6324	EV4 Portion Common Trash	31,500.00	20,506.71	10,240.00	30,746.71	32,500.00
Total Utilities		**$ 114,400.00**	**$ 75,686.96**	**$ 40,530.00**	**$ 116,216.96**	**$ 121,000.00**
Insurance						
6500	Insurance - Property	213,000.00	114,359.46	69,460.00	183,819.46	274,000.00
	Insurance - All Other					16,000.00
Total Insurance		**$ 213,000.00**	**$ 114,359.46**	**$ 69,460.00**	**$ 183,819.46**	**$ 290,000.00**
Administration						
7001	Management Fees	28,692.00	19,128.00	9,564.00	28,692.00	30,840.00
7003	Office Expense	2,300.00	2,027.67	835.00	2,862.67	2,900.00
7006	Income Tax Prep	350.00	350.00	-	350.00	350.00
7008	Corp. Annual Report	63.00	62.25	-	62.25	63.00
7009	Annual DBPR Division Fee	464.00	464.00	-	464.00	464.00
7013	Background Checks	1,500.00	1,075.00	550.00	1,625.00	1,700.00
7015	Contingency	6,527.00	-	-	-	3,233.00
7019	Legal	3,000.00	304.00	650.00	954.00	1,500.00
Total Administration		**$ 42,896.00**	**$ 23,410.92**	**$ 11,599.00**	**$ 35,009.92**	**$ 41,050.00**
TOTAL EXPENSES		**$ 584,114.00**	**$ 361,378.23**	**$ 188,701.00**	**$ 550,079.23**	**$ 687,117.00**
Reserves						
	Transfer to Reserves	58,586.00	39,057.32	19,528.68	58,586.00	58,663.00
Total Reserves		**$ 58,586.00**	**$ 39,057.32**	**$ 19,528.68**	**$ 58,586.00**	**$ 58,663.00**
TOTAL EXPENSES & RESERVES		**$ 642,700.00**	**$ 400,435.55**	**$ 208,229.68**	**$ 608,665.23**	**$ 745,780.00**

Per Unit	2023 QTR	2023 Amended 3rd and 4th QTR	2024 QTR
Maintenance Fees	$1,250.00	$1,500.00	$1,595.00

The Villages at Emerald Lakes Four Condominium Association, Inc.

Schedule of Reserves for Capital Expenditures and Deferred Maintenance

For the Period: January 1, 2024 - December 31, 2024

Component	Estimated Useful Life	Estimated Remaining Useful Life	Estimated Replacement Cost	Estimated Fund Balance at 12/31/23	Required Annual Funding
Roof	25	10	550,000.00	247,793.17	30,220.68
Paint	7	1	110,000.00	86,390.27	23,609.73
Paving	15	1	55,000.00	50,167.59	4,832.41
Insurance Deductible	5	0	10,000.00	10,000.00	-
		Totals	**$725,000.00**	**$394,351.03**	**$58,662.82**

Assets		
Operating Funds		
10-1002-00 American Momentum Bank	$108,909.26	
Total Operating Funds:		$108,909.26
Reserve Funds		
11-1100-00 American Momentum Bank	395,353.15	
Total Reserve Funds:		$395,353.15
Other Current Assets		
12-1200-00 Accounts Receivable	13,338.27	
12-1220-00 Prepaid Insurance	69,144.73	
12-1230-00 Prepaid Expense	464.00	
Total Other Current Assets:		$82,947.00
Total Assets:		**$587,209.41**
Liabilities & Equity		
Liabilities		
20-2000-00 Accounts Payable	9,726.56	
20-2050-00 Prepaid Maintenance/Member Fees/Assessments	53,812.29	
Total Liabilities:		$63,538.85
Reserves		
30-3001-00 Deferred Roof Reserve	248,432.24	
30-3013-00 Deferred Paint Reserve	86,390.27	
30-3015-00 Deferred Pavement Reserve	50,167.59	
30-3021-00 Pool/Spa	262.93	
30-3036-00 Deferred Common Properties Insurance Risk	5,100.42	
30-3053-00 Deferred Insurance Deductible	4,899.73	
Total Reserves:		$395,253.18
Fund Balance		
39-3900-00 Fund Balance	83,525.30	
39-3990-00 Reserve Fund Balance	120.12	
Total Fund Balance:		$83,645.42
Net Income Gain / Loss	44,771.96	
		$44,771.96
Total Liabilities & Equity:		**$587,209.41**

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GUARDIAN PROPERTY MANAGEMENT

Bank Account Register

Villages at Emerald Lakes 4 Condominium

12/1/2023 - 12/31/2023

Date: 1/16/2024
Time: 2:43 pm
Page: 1

Date	Description	Ref No	R	P	Transaction Amount
The Villages at Emerald Lakes Four Condominium Assoc-Amer		Prior Balance			$81,047.29
12/04/2023	Deposit from batch 55257	1772	X	X	$1,525.00
12/04/2023	Return CK# 2509 Insufficient Funds	0	X	X	(1,525.00)
12/05/2023	Collier County Utilities - Invoice: Nov 05100051401	0	X	X	(423.27)
12/05/2023	Collier County Utilities - Invoice: Nov 05100051301	0	X	X	(469.35)
12/05/2023	Collier County Utilities - Invoice: Nov 05103237801	0	X	X	(423.27)
12/05/2023	Collier County Utilities - Invoice: Nov 05100051201	0	X	X	(338.67)
12/05/2023	Collier County Utilities - Invoice: Nov 05109855401	0	X	X	(491.12)
12/05/2023	Collier County Utilities - Invoice: Nov 05108276701	0	X	X	(388.71)
12/05/2023	Collier County Utilities - Invoice: Nov 05107084601	0	X	X	(319.41)
12/05/2023	Collier County Utilities - Invoice: Nov 05107005001	0	X	X	(348.30)
12/05/2023	Collier County Utilities - Invoice: Nov 05105812501	0	X	X	(735.29)
12/05/2023	Collier County Utilities - Invoice: Nov 05103237701	0	X	X	(526.95)
12/05/2023	Collier County Utilities - Invoice: Nov 05103237101	0	X	X	(503.91)
12/05/2023	Collier County Utilities - Invoice: Nov 05103236701	0	X	X	(357.93)
12/05/2023	Collier County Utilities - Invoice: Nov 05110128701	0	X	X	(1,188.86)
12/05/2023	Collier County Utilities - Invoice: Nov 05109855601	0	X	X	(700.73)
12/06/2023	Transfer to The Villages at Emerald Lakes		X	X	(4,882.17)
12/06/2023	Guardian Property Management Inc - Invoice: 09196-23927	665	X	X	(2,725.99)
12/08/2023	Deposit from batch 55308	1773	X	X	1,686.53
12/08/2023	Deposit from batch 55313	1774	X	X	750.00
12/08/2023	Deposit from batch 55285	1775	X	X	1,845.00
12/11/2023	Deposit from batch 55400	1776	X	X	50.00
12/11/2023	Emerald Lakes Residents Association - Invoice: Dec Trash Reimb	0	X	X	(2,724.61)
12/12/2023	SARMA UNITED SCREENING SERVICES CORP - Invoice: 16869	0	X	X	(50.00)
12/15/2023	Deposit from batch 55472	1777	X	X	2,095.00
12/15/2023	Deposit from batch 55491	1778	X	X	315.75
12/15/2023	Deposit from batch 55496	1779	X	X	1,595.00
12/18/2023	Deposit from batch 55489	1785	X	X	419.00
12/19/2023	- Misc Scanned Deposit	1786	X	X	100.00
12/19/2023	Deposit from batch 55580	1788	X	X	1,595.00
12/19/2023	Deposit from batch 55611	1789	X	X	4,785.00
12/20/2023	Deposit from batch 55680	1791	X	X	3,690.00
12/20/2023	Deposit from batch 55642	1790	X	X	1,590.00
12/21/2023	Napier Sprinkler inc - Invoice Date 4/19/23	666	X	X	(379.72)
12/21/2023	Authentic Maintenance Inc - Invoice: 3071	667	X	X	(1,337.50)
12/21/2023	Optimal Outsource - Invoice: OPT0924534	668	X	X	(186.12)
12/21/2023	Pro-Tech Plumbing & Air - Multiple Invoices	669	X	X	(2,515.57)
12/21/2023	Santiago G Lawn Care - Invoice: 1184	670	X	X	(3,375.00)
12/21/2023	Deposit from batch 55689	1792	X	X	1,595.00
12/25/2023	Deposit from batch 55769	1793	X	X	1,595.00
12/26/2023	Deposit from batch 55707	1794	X	X	3,117.50
12/26/2023	Deposit from batch 55802	1795	X	X	3,190.00
12/27/2023	Deposit from batch 55814	1796	X	X	3,656.60
12/27/2023	Deposit from batch 55842	1798	X	X	3,190.00
12/27/2023	DBPR - APP # 689555	0	X	X	(464.00)
12/27/2023	Return - No Account/ Unable to Locate Account	0	X	X	(1,522.50)
12/27/2023	Deposit from batch 55807	1797	X	X	1,500.00
12/28/2023	Deposit from batch 55837	1799	X	X	1,595.00
12/28/2023	Deposit from batch 55875	1800	X	X	6,380.00

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Date	Description	Ref No	R	P	Transaction Amount
12/28/2023	Emerald Lakes Residents Association - Invoice: Electric 4th Qtr	0	X	X	($627.26)
12/28/2023	FPL Autopay - Invoice: Dec 93897-29345	0	X	X	(27.75)
12/28/2023	FPL Autopay - Invoice: Dec 61687-34116	0	X	X	(28.03)
12/28/2023	FPL Autopay - Invoice: Dec 81108-29465	0	X	X	(27.85)
12/28/2023	FPL Autopay - Invoice: Dec 72660-68308	0	X	X	(28.03)
12/28/2023	FPL Autopay - Invoice: Dec 69442-16032	0	X	X	(28.02)
12/28/2023	FPL Autopay - Invoice: Dec 93915-64193	0	X	X	(28.06)
12/28/2023	FPL Autopay - Invoice: Dec 97025-87271	0	X	X	(28.02)
12/28/2023	FPL Autopay - Invoice: Dec 22843-92095	0	X	X	(29.22)
12/28/2023	FPL Autopay - Invoice: Dec 26146-47226	0	X	X	(28.16)
12/28/2023	FPL Autopay - Invoice: Dec 29145-77545	0	X	X	(27.97)
12/28/2023	FPL Autopay - Invoice: Dec 37789-60124	0	X	X	(28.14)
12/28/2023	FPL Autopay - Invoice: Dec 42950-37370	0	X	X	(28.84)
12/28/2023	FPL Autopay - Invoice: Dec 48996-36528	0	X	X	(28.01)
12/28/2023	FPL Autopay - Invoice: Dec 91700-54069	0	X	X	(28.13)
12/29/2023	Deposit from batch 55878	1802	X	X	1,595.00
12/29/2023	Deposit from batch 55874	1801	X	X	3,190.00
12/29/2023	Deposit from batch 55912	1803	X	X	1,950.00
12/30/2023	Deposit from batch 55922	1804	X	X	3,190.00
12/31/2023	Interest		X	X	2.03
	The Villages at Emerald Lakes Four Condominium Assoc-American Momen-Ope				**$108,909.26**
The Villages at Emerald Lakes Four Condominium Assoc-Amer		Prior Balance			$390,387.35
12/06/2023	Transfer from The Villages at Emerald Lakes		X	X	4,882.17
12/31/2023	Interest		X	X	83.63
	The Villages at Emerald Lakes Four Condominium Assoc-American Momen-Res				**$395,353.15**
	Association Total				**$504,262.41**

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GUARDIAN PROPERTY MANAGEMENT

Income Statement - Operating

Villages at Emerald Lakes 4 Condominium

12/31/2023

Date: 1/16/2024
Time: 2:43 pm
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Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-date Actual	Year-to-date Budget	Year-to-date Variance	Annual Budget
OPERATING INCOME							
Income							
4000-00 Maintenance Fees	$41,966.33	$41,966.28	$0.05	$445,595.93	$445,596.00	($0.07)	$445,596.00
4001-00 Reserve Fees	4,882.17	4,882.13	0.04	58,586.00	58,586.00	-	58,586.00
4007-00 Application Fees - Purchase/Lease	100.00	208.37	(108.37)	5,200.00	2,500.00	2,700.00	2,500.00
4008-00 Background Check - Lease/Purchase	-	183.37	(183.37)	2,100.00	2,200.00	(100.00)	2,200.00
4009-00 Late Fees	-	-	-	1,725.00	-	1,725.00	-
4010-00 Interest/Finance Charge	262.12	-	262.12	1,047.87	-	1,047.87	-
4011-00 Legal Fees/Collections	-	-	-	6,322.93	-	6,322.93	-
4020-00 Master Common Assessment	11,151.50	11,151.50	-	133,818.07	133,818.00	0.07	133,818.00
4021-00 Master Common Pass Thru	(11,151.52)	(11,151.50)	(0.02)	(133,818.28)	(133,818.00)	(0.28)	(133,818.00)
4029-00 Operating/Earned Interest	2.03	-	2.03	29.49	-	29.49	-
4045-00 Deferred Reserve Transfer	(4,882.17)	(4,882.13)	(0.04)	(58,586.00)	(58,586.00)	-	(58,586.00)
4049-00 Reserve Income Recognition	(103.78)	-	(103.78)	-	-	-	-
4050-00 Reserve Interest	83.63	-	83.63	881.85	-	881.85	-
Total Income	$42,310.31	$42,358.02	($47.71)	$462,902.86	$450,296.00	$12,606.86	$450,296.00
Total OPERATING INCOME	**$42,310.31**	**$42,358.02**	**($47.71)**	**$462,902.86**	**$450,296.00**	**$12,606.86**	**$450,296.00**
OPERATING EXPENSE							
Building Maintenance							
5000-00 Building Maintenance	2,515.57	1,166.63	(1,348.94)	10,565.31	14,000.00	3,434.69	14,000.00
5002-00 Janitorial Contract	1,337.50	1,500.00	162.50	18,535.30	18,000.00	(535.30)	18,000.00
5025-00 Pest Control/Perimeter/Interior	1,015.00	541.63	(473.37)	6,517.00	6,500.00	(17.00)	6,500.00
Total Building Maintenance	$4,868.07	$3,208.26	($1,659.81)	$35,617.61	$38,500.00	$2,882.39	$38,500.00
Safety/Security/Emergency Response							
5530-00 Fire Equipment Service/Repair	1,209.11	83.37	(1,125.74)	1,830.00	1,000.00	(830.00)	1,000.00
Total Safety/Security/Emergency Respo	$1,209.11	$83.37	($1,125.74)	$1,830.00	$1,000.00	($830.00)	$1,000.00
Grounds Maintenance							
6016-00 Grounds improvement	1,350.00	416.63	(933.37)	4,454.00	5,000.00	546.00	5,000.00
6017-00 Grounds/Lawn Maintenance	2,025.00	2,083.37	58.37	24,300.00	25,000.00	700.00	25,000.00
6021-00 Irrigation/Sprinkler Maintenance	395.05	208.37	(186.68)	5,082.06	2,500.00	(2,582.06)	2,500.00
6030-00 Mulch	-	250.00	250.00	6,227.63	3,000.00	(3,227.63)	3,000.00
6044-00 Tree Trimming	-	416.63	416.63	5,260.00	5,000.00	(260.00)	5,000.00
Total Grounds Maintenance	$3,770.05	$3,375.00	($395.05)	$45,323.69	$40,500.00	($4,823.69)	$40,500.00
Utilities							
6304-00 Electricity	394.23	250.00	(144.23)	4,753.15	3,000.00	(1,753.15)	3,000.00
6318-00 Water/Sewer/Storm	6,784.60	6,500.00	(284.60)	77,510.57	78,000.00	489.43	78,000.00
6320-00 EV4 Portion Common Electric	627.26	116.63	(510.63)	2,377.60	1,400.00	(977.60)	1,400.00
6322-00 EV4 Portion Common Irrigation	322.80	41.63	(281.17)	322.80	500.00	177.20	500.00
6324-00 EV4 Portion Common Trash	2,724.61	2,625.00	(99.61)	31,206.35	31,500.00	293.65	31,500.00
Total Utilities	$10,853.50	$9,533.26	($1,320.24)	$116,170.47	$114,400.00	($1,770.47)	$114,400.00
Insurance							
6500-00 Insurance	17,286.19	22,583.30	5,297.11	183,819.19	213,000.00	29,180.81	213,000.00
Total Insurance	$17,286.19	$22,583.30	$5,297.11	$183,819.19	$213,000.00	$29,180.81	$213,000.00
Administrative							
7001-00 Management Fees/Contract	2,391.00	2,391.00	-	28,692.00	28,692.00	-	28,692.00
7003-00 Office Expense	521.11	191.63	(329.48)	2,976.83	2,300.00	(676.83)	2,300.00
7006-00 Accounting Income Tax Prep 1120 H	-	29.13	29.13	350.00	350.00	-	350.00
7008-00 Annual Corp Rpt/State Filing Fee	-	5.25	5.25	62.25	63.00	0.75	63.00
7009-00 Annual DPBR/Division Fee	-	38.63	38.63	464.00	464.00	-	464.00
7013-00 Background Check	50.00	125.00	75.00	1,275.00	1,500.00	225.00	1,500.00
7015-00 ContingencyOther/Misc	-	543.88	543.88	-	6,527.00	6,527.00	6,527.00
7019-00 Legal Fees/Expenses	-	250.00	250.00	647.86	3,000.00	2,352.14	3,000.00
Total Administrative	$2,962.11	$3,574.52	$612.41	$34,467.94	$42,896.00	$8,428.06	$42,896.00
Reserves							
8000-00 Roof Reserves Expense	-	-	-	902.00	-	(902.00)	-

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Description	Current Period Actual	Current Period Budget	Current Period Variance	Year-to-date Actual	Year-to-date Budget	Year-to-date Variance	Annual Budget
Total Reserves	$-	$-	$-	$902.00	$-	($902.00)	$-
Total OPERATING EXPENSE	**$40,949.03**	**$42,357.71**	**$1,408.68**	**$418,130.90**	**$450,296.00**	**$32,165.10**	**$450,296.00**
Net Income:	**$1,361.28**	**$0.31**	**$1,360.97**	**$44,771.96**	**$0.00**	**$44,771.96**	**$0.00**

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