

**SEA COLONY WEST, PHASE VII
CONDOMINIUM
Annual Meeting Notice**

March 30, 2026

Dear Sea Colony West, Phase VII Homeowner:

This letter is your official notice of the Annual Meeting of Sea Colony West, Phase VII Condominium Association of Owners (Units 4901-6403) to be held **Saturday, May 2, 2026, at 12:30 p.m. via Zoom and in-person at the Freeman Fitness Center Community Room, 38994 West Way Drive, Bethany Beach, DE 19930.**

The order of business shall be as follows:

1. Call to Order
2. Proof of Meeting Notice
3. Approval of Previous Annual Meeting Minutes – May 3, 2025
4. Introduction of Candidates for Council
5. Election of Council Member
6. Council Report
7. 2026-2027 Budget Review
8. Phase VII 2026-2027 Budget Ratification
9. Old Business
10. New Business
11. Election Results
12. Adjournment

To Join Zoom meeting please use the link provided:

<https://us02web.zoom.us/j/88017999684?pwd=bbbHMYq4ccL5Z0oWvIk5VgdZj0Lgx.1>

If you are unable to attend the meeting in-person or via Zoom, it is important that you submit the Proxy/Ballot by clicking the link no later than Friday, May 1, 2026, so we may achieve a quorum and make decisions necessary to the successful operation of our Condominium Association.

To submit your Proxy/Ballot, click the link below:

[2026 West Phase VII Proxy/Ballot](#)

Sea Colony West, Phase VII Council

Steve Skipper, President

Aref Milanizadeh, Vice President

Mitch Kulberg, Secretary/Treasurer

Sea Colony West Phase VII
Annual Meeting Minutes
May 3, 2025

The Annual Meeting for West Phase VII was held Saturday, May 3, 2025, via Zoom and in person at the Edgewater Building conference room. Phase VII was represented by Steven Skipper, President, and Mitch Kulberg, Secretary/Treasurer. Aref Milanizadeh, Vice President, was not present due to a previous engagement. Teresa Travatello, Community Association Manager, and Lisa Taglienti represented West Property Management/Troon Management.

Mr. Skipper called the meeting to order at 11:02 A.M. Six proxies were received by email and six owners attended the meeting in person or via zoom, which did not constitute a quorum. Mr. Skipper welcomed all those attending and stated that the Phase VII By-Laws require an annual meeting, and that Delaware law also requires that Homeowner Association (HOA) boards present an annual budget for ratification. As there were no objections from anyone in attendance, the meeting continued without a quorum.

Proof of the Annual Meeting Notice was displayed.

The May 11, 2024, Annual Meeting Minutes were provided to homeowners with the Annual Meeting Notice. A motion was made to dispense with the reading of the minutes and accept the 2024 Annual Meeting Minutes as submitted; motion was seconded, and all were in favor.

Council Report:

Communications:

Mr. Skipper stated that important information from The Council, West Property Management (WPM) and the Sea Colony Recreational Association (SCRA) is and will continue to be distributed by email.

- It is important that WPM has your correct and current email address.
- You should add the WPM email addresses to your email contacts so that their emails go to your inbox and not your junk folder.
- Please ensure that WPM has your current contact info (permanent address, home/cell phones, in addition to email addresses).

If any of your contact information changes, please notify WPM. The following emails are new for key WPM personnel involved in owner communications:

Teresa Travatello – teresa.travatello@seacolony.com

Lisa Taglienti - lisa.taglienti@seacolony.com

Annual Meeting Notice:

Mr. Skipper stated that the Council plans to provide more advance notice for next year's annual meeting. Some issues with finalizing the budget put us behind our typical timeline for distributing the Annual Meeting Notice with the budget information. The Phase VII by-laws require providing notice of the annual meeting no later than 10 days and no more than 30 days prior to the meeting. This year the official notification was distributed via email on 4/18/2025 and a follow-on paper copy was mailed to all owners. In order to provide more notice for next year's Annual Meeting, the Council plans to send out a "Save The Date" email at least 30 days prior to the Annual Meeting. A separate email with the official annual meeting notice with budget details will be provided within the time period provided in the by-laws.

The Phase VII by-laws state that the Phase meeting is held on the first Saturday in May. Next year's annual meeting will be on Saturday, May 2, 2026.

Phase VII HOA Quarterly Payments:

Mr. Skipper encouraged all owners to be on time with your Phase VII quarterly payments. The Council changed the late payment process to match the process used by SCRA. Any owner who is late with payment will be notified of the late payment status after 30 days (email/letter/phone call) and late fees begin to accrue. A demand letter, lien against the property and court trial are follow-on actions that can be used to obtain the late payment. Late paying owners are responsible for any legal fees. Last year, a lien had to be placed against an owner's property due to late payment and legal fees were incurred by the late paying owner.

Parking Space Lease Renewal:

In late March 2025, Phase VII renewed the annual parking space agreement with SCRA to provide parking for the West Lake Activity Center and pickleball courts. The lease started on 4/1/25 and runs through 3/31/26. This lease provides eleven Woodland View parking spaces for SCRA use: the previous eight parking spaces and the three adjacent ones near the entrance path from the parking lot to the pickleball courts. After lengthy negotiations, SCRA agreed to pay \$6,500 for the one-year lease.

Termite Protection:

- Our new Pest Control provider (Home Paramount) and WPM recommended converting to a new termite control system: Sentricon.
- Sentricon bait traps are installed around the property and the bait is taken back to the termite nest. This method replaces the termiticide spray approach and is more effective and better for the environment.
- The start-up cost to convert all 16 buildings to the Sentricon protection in FY25-26 is \$12,000. The Council decided to convert 8 buildings in FY25-FY26 and 8 buildings in FY26-FY27. We will use the SCRA parking space lease money to cover the \$6,000 payment in FY25-FY26 so there will no increase in FY25-FY26 fees for this change.
- The start-up cost for the remaining 8 buildings in FY26-FY27 is \$6,100.

- After the first year, there is a warranty/maintenance cost of \$200 per building. Our cost in FY26-FY27 would be \$6,100 + \$1,600 = \$7,700. In FY27-FY28, our cost would be \$3,200.
- The cost for the “old” termite protection approach was around \$1,200 but this was only for units to be sprayed with liquid termiticide every few years.
- The Sentricon approach provides each unit with a termite protection system that is regularly monitored and maintained.
- After initial termite protection installation for all 16 buildings, the annual maintenance costs are \$3,200, which is an increased annual cost of approximately \$2,000. That increase is about \$63 per owner per year.

Teresa Travatello stated that all Sea Colony West Phases have decided to convert to the Sentricon Termite Protection System. More information on the Sentricon Termite Protection System is provided in the Enclosure.

Landscaping Report:

Mr. Skipper stated that during the past 3 years, the top landscaping priority was tree maintenance. The past year, the Private Place courtyard makeover was a priority. In the next 3-5 years, replacing some of the old hedge bushes in poor condition will become a higher priority. Adding more plants in the Private Place courtyard also is a consideration. Mr. Skipper mentioned that although significant progress with tree maintenance has been completed, there are several Pin Oak trees that are diseased and slowly dying and a couple of them will likely need to be removed this coming fiscal year as well as some trimming of trees encroaching on roofs and decks. Mrs. Skipper mentioned some of the hedge bushes are at the end of their life cycles and will need to be replaced. The preference is to replace old hedges with plants (not hedges). Owners who wish to fund their own landscaping projects need to submit an architecture review request. The Council welcomes such owner funded improvements. A question was asked if the Landscaping Company (Ruppert) could edge the asphalt walkways to remove the overgrown grass. Mrs. Skipper (Phase VII Landscaping Committee Co-Chair) stated that she would discuss this situation with the WPM Landscaping Manager (Scott Freedman). Mr. Tam asked about an irrigation system for the Private Place Courtyard. Mr. Skipper stated that funding an irrigation system is not in the budget but the Landscape Committee has a watering plan. Kathy Skipper stated that some of the plants in Courtyard are failing and Sposato Landscaping will replace them under their warranty (probably in the September/October timeframe). Mr. Tam asked if the Phase could get a discount on plants. Mrs. Skipper stated that in the past, Sposato offered 1-gallon plants at about \$5.00 a piece for Phase Community Day projects but these plants do not come with a warranty. A question was asked what if an owner wants an irrigation system. The response was the owner would need the Council to approve the request because common area is owned by the HOA and governed by the Council.

Budget Review:

Mr. Skipper reported on the proposed FY25-26 Budget. The Operating Budget increased by 2.48% due to inflation. For FY25-26, the Long-Term Reserve (LTR) cost remained at

\$213/quarter (no increase). He stated that next year the overall HOA quarterly dues should be lower because the special assessment will be completed. However, for FY26-27, the LTR amount will need to be increased to cover the annual LTR costs while continuing to allow the LTR reserve amount to increase. However, this anticipated increased LTR amount for FY26-27 would be significantly less than the current LTR amount plus the special assessment amount.

The Phase collected \$2,300 in late owner payment fees. The FY24-25 Operating Budget Surplus was rolled over into the FY25-FY26 Operating Budget. Total maintenance cost increased due to the increased pest control costs for the new termite protection system. Mr. Skipper stated that four buildings are painted every year and that this cost is continuing to increase due to the aging buildings and the increase in rotted wood replaced prior to painting. A major cost driver in the budget is insurance costs. After several years of significant increases, the insurance costs are starting to stabilize. There is a projected 5% increase for insurance this year and if the actual cost is lower, the surplus will be rolled over to the next fiscal year.

Mr. Skipper reported on the LTR and Capital Projects. The roofs for all units have been replaced. The Brighton Run parking lot new asphalt pavement is planned for FY25-26. Three decks projects were completed in FY24-25. While the owners were responsible and paid for the new deck boards, the deck foundation beams/joists replacement and some of the deck fencing replacements were paid for by the Phase HOA. We are projecting the same number of owner deck projects with similar replacement costs (with escalation) in FY25-26 as most of the unit deck foundation and deck fencing wood are aging will need to be replaced as part of the deck project.

The Gazebo makeover is tentatively planned in the FY26-27 budget. A committee could be formed to gather information on the Phase interest in spending money on the Gazebo makeover. As a minimum, the Gazebo roof would need to be replaced along with some wood replacement (railings/benches) and a complete cleaning and staining.

New gutters for all units are another major LTR project under consideration. Sealing of the Private Place and Woodland View parking lots are other LTR projects identified in the LTR Study. The Council will need to prioritize these projects and determine which projects should be addressed during the next 3-5 years.

A motion was made to ratify the proposed FY2025-2026 budget as submitted; seconded and all were in favor to ratify the budget. Delaware Law states that 51% or more owners must vote against the proposed budget in order for the budget not to be approved.

Election of Officers

Aref Milanizadeh's term (the remainder of the 3-year term of former Council member Ms. Mary Ellen McFadden) has ended. He previously indicated that he was interested in continuing to serve on the Council. No other nominations for the open Council position were received.

A motion was made for Aref Milanizadeh to be re-elected and serve on the Council for a three-year term until 2028; seconded and all were in favor.

Old/New Business

Owner Jack Robinson raised a concern regarding a blind spot on the 90-degree turn on Brighton Lane near the mailboxes located by the West Lake Activity Center pickleball courts. Mr. Robinson stated that there is a potential safety situation in this area with traffic from vehicles, pedestrians, cyclists, and WPM golf carts. Mr. Skipper stated that he would contact Patti Dubuque, the Sea Colony General Manager, regarding this concern.

As there was no other business to discuss, a motion was made to adjourn the meeting at 12:11PM; the motion was seconded, and all were in favor.

Enclosure: Sentricon System Information Sheet

Sentricon System Information Sheet

1. How the Sentricon System Works

- The Sentricon System is installed around the perimeter of a structure by placing bait stations in the soil. These stations contain bait that attracts termites that come within an unsafe distance of the protected structure.
- When termites find the bait, they consume it and take it back to their colony, where it is shared with other termites, including the queen.
- The active ingredient in the bait disrupts the termites' ability to molt (shed their exoskeleton), which is a necessary part of their life cycle. Eventually, this prevents the colony from sustaining itself, leading to its elimination.

2. Components of the Sentricon System

- **Bait Stations:** These are the physical units placed in the ground, spaced around the perimeter of the building. The stations are discreet, usually flush with the ground, so they don't interfere with landscaping or yard use.
- **Recruit HD Bait:** Sentricon uses a specific bait called Recruit HD that contains noviflumuron, an insect growth regulator. This bait is highly palatable to termites and designed to spread throughout the colony.
- **Monitoring System:** Some Sentricon systems use monitoring-only stations that are checked regularly to detect termite activity. If termites are found, bait is then added to these stations.

3. Installation and Maintenance

- **Professional Installation:** Only licensed Home Paramount pest control professionals can install and maintain the Sentricon System. Installation involves strategically placing bait stations at intervals around the building, often every 10-15 feet, depending on site conditions.
- **Routine Monitoring:** Certified Home Paramount Technicians return periodically (typically every 3 to 12 months, depending on the service plan) to check the stations. If termite activity is found, they ensure bait is present and monitor progress to confirm that the colony is being eliminated. Your plan will also include a full property inspection by a Certified Inspection specialist. He/she will be looking for any issues inside and outside the property also a crawlspace if there is one available. This is a no charge service included as long as the renewal fee is made.
- **Replacement and Refilling:** The bait may be replaced as needed to keep the stations effective. All parts of the system are fully maintained by Home Paramount and are replaced in the event any part of the system is damaged, or the age of the system is not fully effective.

4. Benefits of the Sentricon System

- **Non-Invasive:** Unlike liquid termiticides that may require drilling and trenching around the property, the Sentricon System is minimally disruptive and safe for most landscaping.
- **Targeted Action:** The bait targets termites specifically, reducing the impact on other insects and wildlife.
- **Proven Efficacy:** Sentricon has been shown effective in eliminating termite colonies, including large

colonies, by targeting the queen and worker termites.

- **Environmentally Friendly:** The active ingredient in the bait has low toxicity to humans, pets, and wildlife. It's considered a green alternative compared to some other termite treatments.
- **Ongoing Protection:** As long as the system is regularly monitored and maintained, it offers continuous termite protection, deterring new colonies from entering the area.

Candidate Information

Homeowner Name: Mitchell Kulberg

Sea Colony Address: 39471 Woodland View (Unit 5201), Bethany Beach, Delaware 19930

Length of Ownership: 3 years

Statement of Interest

I truly enjoy Sea Colony and want to help in any way I can to keep it wonderful and running smoothly. I've been on the board for a couple of years now and find it interesting and rewarding.

Qualifications / Relevant Experience

I've been on the Sea Colony Phase 7 board for two years as well as the local high school board of Ed and am a local committee member in my New Jersey town and have a lot of experience dealing with infrastructure issues.

**Sea Colony Phase VII West
Budget Overview
FY26-27
(July 1, 2026 – June 30, 2027)**

The Phase VII FY26-FY27 budget is a product of an initial draft budget created by West Property Management (WPM), multiple reviews by the Council, recommended changes, and subsequent budget revisions. The budget was approved by the Council on March 23, 2026.

Overview: The total quarterly assessments for FY26-27 are \$2,376 compared to \$2,518 in FY25-26, a reduction of 5.64%. This is primarily due to the completion of the 5-year special assessment to cover roof replacement costs.

Operating Budget. The proposed Operating Budget for FY26-27 is \$270,178 compared to a projected FY25-26 Final Budget of \$255,586. The FY26-27 Operating Budget includes an expected surplus of \$10,380 so the planned FY26-27 Operating Budget expenses are \$259,798, an increase of \$4,212. The Operating Budget consists of Maintenance (WPM Maintenance support, Landscaping Contract, Tree Maintenance and Phase Landscaping Improvements, Trash Removal, Extermination, Exterior Building Painting, etc.), Administration (Management Fees, Insurance, Audits, etc.) and Utilities (Parking Lot/Common Area Electricity, Cable TV/internet, Water).

The increase to the Operating Budget reflects increases for improved lake maintenance (with new vendor), water fees, and snow removal costs in addition to cost of living (inflation) increases in services/payroll. The budget also includes two new expenses: improvements to the West Property Management maintenance yard – our allocated portion is \$398.00 and the projected cost for the insurance required Property Appraisal in the fall of 2026 – our allocated portion is \$191.00.

\$6,500 of the expected surplus is from the SCRA parking space lease renewal. This surplus amount will likely be moved to Long Term Reserve (LTR) to cover the cost of planned LTR projects in FY26-27. The additional \$3,880 surplus is from the Council's decision to accelerate the Sentricon termite treatment for the remaining buildings in FY25-26. The payment for the Sentricon treatments for the remaining buildings is included in the FY26-27 budget as it was not in the FY25-26 budget. From a FY26-27 budget perspective it appears to be a surplus but it is really payment in arrears for work performed prior to FY26-27.

Long Term Reserve Budget. The FY26-27 quarterly assessment for LTR is \$325 compared to FY25-26 amounts of \$213 (LTR) and \$368 (LTR special assessment), a reduction of \$256. The significant FY26-27 LTR expenses are the gazebo roof replacement and the Woodland View parking lot sealant coating. Other major recurring LTR expenses include deck fence/deck foundation replacements/repairs and asphalt walkway repairs.

The Council looks forward to seeing you at the Annual Meeting. If you can't attend the meeting (in person or virtually), please take advantage of the electronic Proxy/Ballot form.

SEA COLONY TENNIS COMMUNITY PHASE VII
PROPOSED OPERATING BUDGET
JULY 1, 2026 TO JUNE 30, 2027

REVENUE SUMMARY

Revenue from Assessments

32 units x 4 quarters x \$2,051 /quarter \$262,528
 Annual Parking Lease from SCRA \$6,500

TOTAL ASSESSMENTS \$269,028

Interest / Late Fees / Other 150
 Prior Year Excess Income/Deficit 0
 Interest Income 1,000

TOTAL OPERATING REVENUE \$270,178

EXPENSE SUMMARY

Maintenance 101,891
 Administration 120,049
 Utilities 48,238

TOTAL OPERATING EXPENSES \$270,178

Revenue from Long Term Reserve Assessments

32 units x 4 quarters x \$325 /quarter \$41,600

TOTAL LONG TERM ASSESSMENTS \$41,600

SUMMARY OF QUARTERLY ASSESSMENTS

| <u>Year</u> | <u>Operating</u> | <u>Long Term</u> | <u>Insurance</u> | <u>Special</u> | <u>Total</u> | <u>Increase</u> |
|----------------|------------------|------------------|------------------|----------------|----------------|-----------------|
| *2010-11 | \$852 | \$130 | | \$250 | \$1,232 | 29.82% |
| *2011-12 | \$1,000 | \$140 | | \$250 | \$1,390 | 12.82% |
| 2012-13 | \$925 | \$170 | | \$0 | \$1,095 | -21.22% |
| 2013-14 | \$925 | \$170 | | \$0 | \$1,095 | 0.00% |
| 2014-15 | \$1,049 | \$140 | | \$0 | \$1,189 | 8.58% |
| 2015-16 | \$1,134 | \$140 | | \$0 | \$1,274 | 7.15% |
| 2016-17 | \$1,100 | \$174 | | \$0 | \$1,274 | 0.00% |
| 2017-18 | \$1,140 | \$174 | | \$0 | \$1,314 | 3.14% |
| 2018-19 | \$1,181 | \$175 | | \$0 | \$1,356 | 3.20% |
| 2019-20 | \$1,275 | \$179 | | \$0 | \$1,454 | 7.23% |
| 2020-21 | \$1,270 | \$184 | | \$0 | \$1,454 | 0.00% |
| **2021-22 | \$1,345 | \$184 | | \$368 | \$1,897 | 30.47% |
| **2022-23 | \$1,530 | \$184 | | \$368 | \$2,082 | 9.75% |
| **2023-24 | \$1,668 | \$193 | \$46 | \$368 | \$2,275 | 9.27% |
| **2024-25 | \$1,886 | \$203 | | \$368 | \$2,457 | 8.00% |
| **2025-26 | \$1,937 | \$213 | | \$368 | \$2,518 | 2.48% |
| 2026-27 | \$2,051 | \$325 | | \$0 | \$2,376 | -5.64% |

**Special Assessment of \$368.00 quarter for 20 quarters for roof replacement 7/1/2021-6/30/2026

SEA COLONY TENNIS COMMUNITY PHASE VII
PROPOSED OPERATING BUDGET
JULY 1, 2026 TO JUNE 30, 2027

| Description | Actual 24-25 | Budget 25-26 | Projected Final 25-26 | Proposed Budget 26-27 |
|-----------------------------------|------------------|------------------|-----------------------------|-----------------------------|
| REVENUE | | | | |
| Operating Assessments | \$233,600 | \$247,936 | \$247,936 | \$269,028 |
| Late Fees / Other | 5,338 | 150 | 150 | 150 |
| Rental Income/ Parking Spaces | 4,125 | 0 | 0 | 0 |
| Tree Grant | 3,200 | 0 | 0 | 0 |
| Insurance Assessment | 0 | 0 | 0 | 0 |
| Operating Interest Income | 0 | 1,000 | 1,000 | 1,000 |
| Surplus from prior years | | 6,500 | 6,500 | 0 |
| Legal Fee Income | 0 | 0 | 0 | 0 |
| TOTAL REVENUE | \$246,263 | \$255,586 | \$255,586 | \$270,178 |
| MAINTENANCE | | | | |
| Gross Payroll | 14,828 | 17,950 | 17,950 | 18,259 |
| Uniforms | 234 | 200 | 200 | 200 |
| Gas Allowance | 0 | 30 | 30 | 30 |
| Landscaping Contract | 20,524 | 21,990 | 21,990 | 22,212 |
| Grounds Supplies | 9,246 | 10,581 | 10,581 | 12,198 |
| Gutter Maintenance | 75 | 600 | 600 | 500 |
| Golf Cart Maintenance | 257 | 500 | 500 | 500 |
| Lake Maintenance | 2,370 | 1,100 | 1,449 | 2,476 |
| Trash Removal | 3,326 | 3,480 | 3,480 | 3,684 |
| Exterminating | 2,161 | 8,171 | 9,058 | 5,586 |
| Plumbing Supplies | 226 | 150 | 150 | 150 |
| Electrical Supplies | 317 | 300 | 300 | 300 |
| Building Supplies | 4,930 | 5,000 | 5,000 | 5,000 |
| Sub Contractor Labor | 14,038 | 15,000 | 15,000 | 15,000 |
| Zone Equipment | 135 | 158 | 158 | 158 |
| Exterior Painting / Spray washing | 18,630 | 15,240 | 15,240 | 15,240 |
| Special Project | 0 | 0 | 0 | 398 |
| TOTAL MAINTENANCE | \$91,297 | \$100,450 | \$101,686 | \$101,891 |
| ADMINISTRATION | | | | |
| Management Fees | 7,366 | 4,772 | 4,508 | 4,881 |
| Insurance | 86,323 | 90,393 | 89,100 | 90,544 |
| Auditing | 4,200 | 4,750 | 4,750 | 4,800 |
| G&A Payroll | 6,507 | 7,469 | 7,469 | 7,800 |
| Office Supplies | 393 | 675 | 550 | 675 |
| Postage | 160 | 300 | 200 | 300 |
| Legal | 740 | 150 | 150 | 150 |
| Miscellaneous | 845 | 519 | 319 | 519 |
| Operating Reserves | 0 | 0 | 0 | 0 |
| Income Tax Expense | 192 | 0 | 0 | 10380 |
| TOTAL ADMINISTRATION | \$106,726 | \$109,028 | \$107,046 | \$120,049 |
| UTILITIES | | | | |
| Electricity | 3,484 | 3,600 | 3,600 | 3,600 |
| Cable Television | 22,536 | 23,250 | 23,509 | 24,458 |
| Water Fees | 18,195 | 19,258 | 19,258 | 20,180 |
| TOTAL UTILITIES | \$44,215 | \$46,108 | \$46,367 | \$48,238 |
| TOTAL OPERATING EXPENSES | \$242,238 | \$255,586 | \$255,099 | \$270,178 |
| NET OPERATING SURPLUS | \$4,025 | \$0 | \$487 | \$0 |
| (DEFICIT) | | | | |
| Inter-Equity Transfer | | | | |

**SEA COLONY TENNIS COMMUNITY PHASE VII
PROPOSED OPERATING BUDGET
JULY 1, 2026 TO JUNE 30, 2027**

MAINTENANCE

| Account | Description | Budget |
|------------------------------------|--|--|
| Gross Payroll | See attachment C for allocations 1 Full Time Project Manager 6 Full Time Maintenance Staff 1 Full Time Assistant Project Manager 1 Full Time Landscape Manager - Salary 2 Part Time Maintenance Staff Related Payroll Costs 25% and proj salary adjustments 3% | |
| TOTAL GROSS PAYROLL | | \$18,259 |
| Uniforms | Uniforms allocation for personnel | |
| TOTAL UNIFORMS | | \$200 |
| Gas Allowance | Reimbursement for maintenance personnel using personal vehicles for the association | |
| TOTAL GAS ALLOWANCE | | \$30 |
| Landscaping Contract | \$1,833 X 6 Months \$1,869 X 6 Months | 10,998 11,214 |
| TOTAL LANDSCAPING CONTRACT | | \$22,212 |
| Grounds Supplies | Grounds Supplies Core Aeration/Overseeding Replacements/ Tree Maintenance Mulch Snow Removal / Ice Melt Ditch Cleaning - Community Wide Allocation | 1,681 0 7,091 1,700 1,300 426 |
| TOTAL GROUNDS SUPPLIES | | \$12,198 |
| Gutter Maintenance | Gutter Cleaning and repairs | 500 |
| TOTAL GUTTER MAINTENANCE | | \$500 |
| Golf Cart Maintenance | Maintenance, repairs and gas for work carts | 500 |
| TOTAL GOLF CART MAINTENANCE | | \$500 |

| | | |
|-----------------------------------|--|-------------------------|
| Lake Maintenance | Lake Maintenance Contract - Allocation | 1,632 |
| | Fountain repairs and storage | 300 |
| | Water Quality Restoration Treatments | 544 |
| TOTAL LAKE MAINTENANCE | | \$2,476 |
| Trash Removal | Contract with Waste Management | |
| | \$282 per month x 12 months | 3,384 |
| | Bulk removal | 300 |
| TOTAL TRASH REMOVAL | | \$3,684 |
| Exterminating | Pest Control | 1,801 |
| | Termite Plan - 16 bldgs annual sentricon cost | 3,200 |
| | Mosquito / Tick Program | 585 |
| TOTAL EXTERMINATING | | \$5,586 |
| Plumbing Supplies | Supplies for common area plumbing | |
| TOTAL PLUMBING SUPPLIES | | \$150 |
| Electrical Supplies | Repairs to common area electrical components, breakers, switches, etc. | |
| TOTAL ELECTRICAL SUPPLIES | | \$300 |
| Building Supplies | Roof and building materials (routine) | |
| TOTAL BUILDING SUPPLIES | | \$5,000 |
| Sub Contractor Labor | Prepare 4 Buildings To Be Painted | |
| TOTAL SUB CONTRACTOR LABOR | | \$15,000 |
| Zone Equipment | Maintenance equipment beyond tools provided by personnel | |
| TOTAL ZONE EQUIPMENT | | \$158 |
| Exterior Painting | Painting Supplies - Line Striping | 1,900 |
| | Clean Gazebo | 300 |
| | Spray wash, paint siding and trim per attachment B - painting schedule | 15,240 |
| | TOTAL EXTERIOR PAINTING | |
| Special Project | WPM Maintenance Yard Improvements | \$398 |
| TOTAL MAINTENANCE EXPENSE | | <u>\$101,891</u> |

**SEA COLONY TENNIS COMMUNITY PHASE VII
PROPOSED OPERATING BUDGET
JULY 1, 2026 TO JUNE 30, 2027**

ADMINISTRATION

| Account | Description | Budget |
|-------------------------------------|--|-------------------------|
| Management Fees | \$400 per month x 3 months | 1,200 |
| | \$409 per month x 9 months | 3,681 |
| TOTAL MANAGEMENT FEES | | \$4,881 |
| Insurance | Federal Flood Program | \$31,936 |
| | Property (Fire and Casualty) & General - Umbrella Liability & Deductible | \$54,958 |
| | Director's and Officer's Liability | \$2,864 |
| | Crime | \$595 |
| | Property Appraisal | \$191 |
| TOTAL INSURANCE | | 90,544 |
| Audit | Audit report \$4300 and filing of tax returns \$500 UHY | |
| TOTAL AUDIT | | \$4,800 |
| G&A Payroll | General and Administration Staff WPM Office - 3 Full Time Staff allocated Accounting - 2 Full Time Staff allocated Accounting A/P Staff Allocated Incl payroll costs and projected salary adj. 2026 & 2027 | |
| TOTAL G&A PAYROLL | | \$7,800 |
| Office Supplies | Office Supplies and Utilities | |
| TOTAL OFFICE SUPPLIES | | \$675 |
| Postage | Mailings to owners and Invoicing | |
| TOTAL POSTAGE | | \$300 |
| Legal | Delinquency collections | |
| TOTAL LEGAL | | \$150 |
| Miscellaneous Expense | Association Party/Annual Meeting | 100 |
| | Bank / Investment Charges | 200 |
| | Other miscellaneous expenses | 219 |
| TOTAL MISCELLANEOUS EXPENSE | | \$519 |
| OPERATING RESERVES | | \$10,380 |
| TOTAL ADMINISTRATION EXPENSE | | <u>\$120,049</u> |

**SEA COLONY TENNIS COMMUNITY PHASE VII
PROPOSED OPERATING BUDGET
JULY 1, 2026 TO JUNE 30, 2027**

UTILITIES

| Account | Description | Budget |
|-------------------------------|--|---------------------|
| Electricity | Estimated for parking and other common area lighting - \$300.00 per month includes new gazebo electrical panel | |
| TOTAL ELECTRICITY | | \$3,600 |
| Cable Television | \$62.65 x 32 units x 7 months | 14,034 |
| | \$65.15 x 32 units x 5 months | 10,424 |
| TOTAL CABLE TELEVISION | | \$24,458 |
| Water Fees | \$51.27 per unit x 32 units x 6 months | 9,844 |
| | \$53.83 per unit x 32 units x 6 months | 10,336 |
| TOTAL WATER FEES | | \$20,180 |
| TOTAL UTILITIES | | <u>48238</u> |

ATTACHMENT B
Phase VII Painting Schedule

| BUDGETED FOR 2026 / 2027 | # of Units | Labor Cost | Trim / Siding | Spray Wash Cost | Paint Cost | Budgeted Cost |
|---------------------------------|-------------------|-------------------|----------------------|------------------------|-------------------|----------------------|
| <u>Building</u> | | | | | | |
| 4900 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5000 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 5100 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 5200 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 5300 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 5400 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5500 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5600 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5700 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5800 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5900 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6000 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6100 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6200 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6300 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6400 | 2 | \$0 | | \$290 | \$0 | \$290 |
| Total | 32 | \$8,800 | | \$4,640 | \$1,800 | \$15,240 |

| BUDGETED FOR 2027/2028 | # of Units | Labor Cost | Trim / Siding | Spray Wash Cost | Paint Cost | Budgeted Cost |
|-------------------------------|-------------------|-------------------|----------------------|------------------------|-------------------|----------------------|
| <u>Building</u> | | | | | | |
| 4900 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5000 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5100 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5200 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5300 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5400 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 5500 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 5600 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 5700 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 5800 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5900 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6000 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6100 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6200 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6300 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6400 | 2 | \$0 | | \$290 | \$0 | \$290 |
| Total | 32 | \$8,800 | | \$4,640 | \$1,800 | \$15,240 |

| BUDGETED FOR 2028/2029 | # of Units | Labor Cost | Trim / Siding | Spray Wash Cost | Paint Cost | Budgeted Cost |
|-------------------------------|-------------------|-------------------|----------------------|------------------------|-------------------|----------------------|
| <u>Building</u> | | | | | | |
| 4900 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5000 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5100 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5200 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5300 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5400 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5500 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5600 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5700 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5800 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 5900 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 6000 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 6100 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 6200 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6300 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6400 | 2 | \$0 | | \$290 | \$0 | \$290 |
| Total | 32 | \$8,800 | | \$4,640 | \$1,800 | \$15,240 |

| BUDGETED FOR 2029/2030 | # of Units | Labor Cost | Trim / Siding | Spray Wash Cost | Paint Cost | Budgeted Cost |
|-------------------------------|-------------------|-------------------|----------------------|------------------------|-------------------|----------------------|
| <u>Building</u> | | | | | | |
| 4900 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 5000 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5100 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5200 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5300 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5400 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5500 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5600 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5700 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5800 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 5900 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6000 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6100 | 2 | \$0 | | \$290 | \$0 | \$290 |
| 6200 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 6300 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| 6400 | 2 | \$2,200 | Trim / Siding | \$290 | \$450 | \$2,940 |
| Total | 32 | \$8,800 | | \$4,640 | \$1,800 | \$15,240 |

ATTACHMENT C
All West Allocation

On a Per Unit Basis - 26-27

| Phase | # of units | % Of West |
|----------------|-------------------|------------------|
| 1&2 | 58 | 4.80% |
| 3 | 24 | 1.99% |
| 4 | 24 | 1.99% |
| 5 | 18 | 1.49% |
| 6 | 79 | 6.53% |
| 7 | 32 | 2.65% |
| 8 | 100 | 8.28% |
| 9 | 16 | 1.32% |
| 10 | 46 | 3.80% |
| 11 | 44 | 3.64% |
| 12 | 48 | 3.97% |
| 13 | 40 | 3.31% |
| 14 | 32 | 2.65% |
| 15 | 112 | 9.26% |
| 16 | 46 | 3.80% |
| 17 | 84 | 6.95% |
| 18 | 68 | 5.62% |
| 19 | 119 | 9.84% |
| 20 | 197 | 16.30% |
| 21 | 5 | 0.41% |
| 22 | 12 | 0.99% |
| 23 | 5 | 0.41% |
| Total | 1209 | 100.00% |

**SEA COLONY TENNIS COMMUNITY PHASE VII
LONG TERM CAPITAL RESERVE EXPENSES**

2026-27 Long Term Reserve Assessments :

\$41,600

| Capital Projects | Project Cost | Remaining Life | Year to Replace Or Repair | 5 roofs | 2 roofs | 2025-26 | 2026-2027 | 2027-2028 | 2028-2029 | 2029-2030 | 2030-2031 | Total |
|--|--------------|----------------|---------------------------|----------|----------|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | | 2023-24 | 2024-25 | | | | | | | |
| Building Replacements | | | | | | | | | | | | |
| Asphalt Shingles | \$235,891 | Varies | Varies | \$97,142 | \$17,261 | | | | | | | \$249,133 |
| Crawl space Insulation | \$36,480 | Cont. | Cont. | | | | | | | | | \$0 |
| Trim / Siding | \$11,428 | Varies | Varies | \$1,481 | \$0 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$14,909 |
| Non Estimated Structural Repairs | \$16,000 | Varies | Varies | \$0 | \$4,195 | \$4,400 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$37,769 |
| Deck Fence Replacement | \$16,000 | Varies | Varies | \$486 | \$5,525 | \$5,800 | \$5,800 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$34,605 |
| Pavement Replacements | | | | | | | | | | | | \$0 |
| Asphalt Pavement (brighton run) | \$12,195 | 2 | 20-21 | | \$0 | \$12,200 | | | | | | \$24,050 |
| Asphalt Pavement | \$13,050 | 22 | 40-41 | | | | | | | | | \$0 |
| Asphalt Repairs(Road/Parking Lot) | \$2,800 | Varies | Varies | \$0 | \$0 | \$500 | \$500 | \$800 | | | | \$1,800 |
| Asphalt Parking Lot Sealer - Woodland View | | | | | | | \$5,410 | | | | | |
| Parking Curbs | \$4,566 | Cont. | Cont. | \$0 | \$0 | \$0 | \$0 | \$0 | | | | \$0 |
| Asphalt Walkways | \$55,700 | Cont. | Cont. | \$0 | \$3,329 | \$1,713 | \$3,600 | \$3,708 | \$3,819 | \$3,934 | \$4,052 | \$30,480 |
| Concrete Courtyard Pavers | \$24,700 | Cont. | Cont. | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Concrete Courtyard Renovation Project | | | | | \$7,440 | | | | | | | |
| Miscellaneous Replacement | | | | | | | | | | | | \$0 |
| Gazebo Roof | \$3,200 | 3 | 21-22 | | | | \$22,000 | | | | | \$22,000 |
| Gazebo Wood Replacement/Cleaning/Stain | | | | | | | | \$12,000 | | | | |
| Gazebo Cleaning | \$500 | Varies | Varies | | | \$500 | | | | \$500 | | \$1,000 |
| Boardwalk Cleaning / Stain | \$2,000 | Varies | Varies | | | \$2,000 | | | | \$2,200 | | \$24,068 |
| Bulkhead | \$25,000 | Cont. | Cont. | \$0 | \$0 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$1,000 | \$22,550 |
| Pilings | | | | | | | | | | | | \$0 |
| Piling Study | | | | \$2,450 | | | | | | | | \$8,900 |
| Piling Repairs | \$10,750 | 0 | 24-25 | \$6,450 | \$13,200 | \$2,150 | \$2,200 | | | | | \$59,948 |
| Landscaping Replacements/Tree Maint. | \$11,717 | Varies | | \$2,635 | \$4,050 | \$3,675 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$2,000 | \$22,077 |
| Miscellaneous | | | | | | | | | | | | \$0 |
| Electrical Repairs | | | | | | | | | | | | \$5,800 |
| Golf Cart Purchase | | | | | \$542 | | | | | | | |
| Bank Fees/Miscellaneous | \$750 | N/A | N/A | | \$25 | | | | | | | \$25 |
| LTR Study | | | | \$897 | \$239 | | | \$1,136 | | | | \$3,416 |

TOTAL :

| | | | | | | | | | | | | |
|------------------|--|--|--|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| \$500,891 | | | | \$111,541 | \$55,806 | \$35,938 | \$48,510 | \$29,144 | \$15,319 | \$18,134 | \$15,552 | \$562,530 |
|------------------|--|--|--|------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|

CASH FLOW ANALYSIS :

| | 5% | 5% | 5% | 5% | 5% | 5% | 5% | 5% |
|--------------------------------------|-----------|----------|----------|----------|----------|----------|-----------|-----------|
| Starting Reserve Balance | \$33,657 | \$17,522 | \$36,087 | \$75,517 | \$69,607 | \$85,143 | \$116,688 | \$147,711 |
| Contribution from Assessments | 24,704 | 25,984 | 27,264 | 41,600 | 43,680 | 45,864 | 48,157 | 50,565 |
| Interest on Long Term Funds | 1,598 | 1,283 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Transfer of Operating Reserve Excess | 22,000 | | 0 | 0 | 0 | 0 | 0 | 0 |
| Net Revenue over / under expenses | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contribution From Special Assessment | 47,104 | 47,104 | 47,104 | 0 | 0 | 0 | 0 | 0 |
| Total Funds Available | 129,063 | 91,893 | 111,455 | 118,117 | 114,287 | 132,007 | 165,845 | 199,276 |
| Less: Loan Payments | 0 | 0 | 0 | 0 | | | | |
| Less : Project Expense | (111,541) | (55,806) | (35,938) | (48,510) | (29,144) | (15,319) | (18,134) | (15,552) |

YEAR END BALANCE : Actual Cash

| | | | | | | | |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|
| \$17,522 | \$36,087 | \$75,517 | \$69,607 | \$85,143 | \$116,688 | \$147,711 | \$183,725 |
|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|

| Phase 7 | |
|------------------------|----------------------------|
| <i>Building</i> | <i>Install Date</i> |
| 4900 | 8/8/2025 |
| 5000 | 8/8/2025 |
| 5100 | 8/8/2025 |
| 5200 | 8/8/2025 |
| 5300 | 8/8/2025 |
| 5400 | 8/8/2025 |
| 5500 | 8/8/2025 |
| 5600 | 8/8/2025 |
| 5700 | 25/26 |
| 5800 | 25/26 |
| 5900 | 25/26 |
| 6000 | 25/26 |
| 6100 | 6/16/2025 |
| 6200 | 25/26 |
| 6300 | 25/26 |
| 6400 | 25/26 |