



## WINSTON TOWERS 100 ASSOCIATION, INC.

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250 174<sup>th</sup> Street  
Sunny Isles Beach,  
Florida, 33160-3332  
wt100@atlanticbb.net

Phone: (305) 932-0850  
Fax: (305) 792-5329

December 16, 2019

RE: Proposed 2020 Budget Explanation Letter

Dear Owners:

Enclosed is the proposed annual 2020 Operating Budget and 2020 Proposed Reserves Schedule. As required by Rule 61B-22.003 of the Rules of the Florida Division of Corporations, the above Schedules have been prepared and are available for your review. The 2020 budget has been prepared based on the projected revenues, expenses and expenditures from 2019 and management's estimates of projected revenues, expenses and expenditures for 2020. In order to balance the budget in 2020 based on the 2020 projected revenues, expenses and expenditures it has been determined that the annual maintenance fees must be increased by 7%. The increased expenditures are caused by a number of factors including increases in electricity costs, payroll and related payroll costs and building repairs and improvements. Considering the unit owners have always voted to waive the reserve requirement there are no funds in revenue for building repairs and improvements and consequently all repairs and improvements need to be funded with current maintenance fees or special assessments.

Please go to our website at [www.winstontowers100.net](http://www.winstontowers100.net) to review a complete record of proposed Budget 2020, proposed fees schedule 2020 and 2019-2020 profit and loss budget overview.

There are two budget options to consider:

Option A proposes an operating budget with **NO** reserve funding and lower maintenance fees.

Option B proposes an operating budget with reserve funding and higher maintenance fees.

The Board is recommending Budget Option A with no reserve funding in order to keep the maintenance fees low for the coming year. In order to successfully waive reserve funding, a majority of the membership (i.e., 51% of unit owners) must vote against funding the statutory reserves otherwise we are required by Florida Statutes to fully fund. If unit owners do not submit their vote, all owners will be forced to pay higher monthly maintenance fee.

Enclosed in this package you will find a Limited Proxy to cast your vote. A vote "**AGAINST**" reserve funding means lower maintenance fees as listed in Budget Option A. A vote "**FOR**" reserve funding increases the maintenance fees as listed in Budget Option B.

**Please plan on attending the Budget meeting to be held on January 2, 2020 at 6:00 p.m. in the Auditorium. If you cannot attend the meeting, please vote on the Limited Proxy and mail, email or hand deliver the completed proxy to the office prior to the commencement of the meeting.**

If you have any questions, call the office at (305) 932-0850.

By Order of the Board of Winston Towers 100 Association, Inc.

Norman Peselev, President



**WINSTON TOWERS 100 ASSOCIATION, INC.**

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**NOTICE IS HEREBY GIVEN that a Budget Meeting for the year of 2020 will be held on:**

**Date:** Wednesday, January 2, 2020

**Time:** 6:00 P.M.

**Location:** Auditorium

**AGENDA**

1. ROLL CALL OF THE BOARD & ESTABLISH QUORUM
2. MOTION TO WAIVE READING OR PRIOR MINUTES
3. PROOF OF NOTICE FOR BUDGET MEETING
4. ELECTRONIC VOTING RESOLUTION
5. NEW BUSINESS
  - a. VOTE ON WAIVING RESERVE FUNDING
  - b. INTERNET INCREASE
  - c. REVIEW OF 2020 BUDGET, EVALUATING BUDGET, APPROVING BUDGET FOR 2020
  - d. 50 YEARS RECERTIFICATION
  - e. BALCONIES AND POOL REPAIR
6. UNFINISHED BUSINESS
  - a. BRIEF UPDATE ON THE EXPENSES FOR THE 2018-2019 CONSTRUCTION PROJECTS
  - b. ONGOING CONSTRUCTION, ELEVATOR, LIGHTS AND OTHER REPAIRS UPDATE
  - c. ADJOURNMENT

Dated: December 16, 2019



WINSTON TOWERS 100 ASSOC. INC. • 250 – 174th Street, Sunny Isles Beach, Florida 33160 • (305) 932-0850  
Fax (305) 792-5329

Date: 12/16/2019

Re: Atlantic Broadband Increase

Dear residents,

The charges for Internet service from Atlantic Broadband have been increasing every year. This coming year of 2020 we are increasing the charges for this element.

**YOUR TOTAL MAINTENANCE WILL INCREASE STARTING JAN. 1, 2020.**

Please see the increase breakdown.

<b>Service</b>	<b>Current Charge</b>	<b>NEW Charge Starting Jan. 1, 2020</b>
Atlantic Broadband	\$19	\$22

Sincerely,

Board of Directors  
Winston Towers 100 Assoc., Inc.

**Winston Towers 100 Assoc., Inc.  
PROPOSED ANNUAL 2020 BUDGET**

	2019 Approved Annual Budget	2020 Proposed Annual Budget	
	No Reserves Funded	Option A <u>No Reserves</u> Funding	Option B Full Reserve Funding
<b><u>REVENUES</u></b>			
100.1 · Maintenance	\$ 1,657,164.68	\$ 1,773,166.21	\$ 1,773,166.21
100.5 · Reserve Income	\$ -	\$ -	\$ 1,584,821.43
100.2 · Parking - Unit Owner	\$ 135,100.00	\$ 135,100.00	\$ 135,100.00
100.3 · Total HVAC Fees	\$ 72,900.00	\$ 73,080.00	\$ 73,080.00
100.4 · Internet Charges	\$ 92,800.00	\$ 107,448.00	\$ 107,448.00
<b><u>TOTAL MAINTENANCE</u></b>	<b><u>\$ 1,957,964.68</u></b>	<b><u>\$ 2,088,794.21</u></b>	<b><u>\$ 3,673,615.64</u></b>
101 · Parking Valet & Permits	\$ 36,400.00	\$ 32,000.00	\$ 32,000.00
102 · Remotes, Entry Cards & Garage	\$ 6,400.00	\$ 6,000.00	\$ 6,000.00
103 · Screening Fees	\$ 4,000.00	\$ 7,000.00	\$ 7,000.00
104 · Moving Fees	\$ 5,500.00	\$ 5,000.00	\$ 5,000.00
105 · Estoppel	\$ 3,800.00	\$ 7,000.00	\$ 7,000.00
108 · Interest Income	\$ 300.00	\$ 100.00	\$ 100.00
109 · Laundry Income	\$ 26,000.00	\$ 24,000.00	\$ 24,000.00
112 · Other Operating Income	\$ 8,200.00	\$ 7,000.00	\$ 7,000.00
<b><u>TOTAL REVENUES</u></b>	<b><u>\$ 2,048,564.68</u></b>	<b><u>\$ 2,176,894.21</u></b>	<b><u>\$ 3,761,715.64</u></b>
<b><u>EXPENSES</u></b>			
<b><u>ADMINISTRATIVE</u></b>			
201 · Annual Audit	\$ 5,500.00	\$ 5,800.00	\$ 5,800.00
202 · Legal	\$ 14,000.00	\$ 36,500.00	\$ 36,500.00
203 · Bank Charges	\$ 600.00	\$ 2,118.00	\$ 2,118.00
204 · Licenses & Permits	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00
206 · Office Supplies	\$ 6,000.00	\$ 5,600.00	\$ 5,600.00
207 · Postage	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
208 · WT Complex Dues & Fees	\$ 5,400.00	\$ 5,400.00	\$ 5,400.00
209 · Taxes on Assoc. Property	\$ 600.00	\$ 850.00	\$ 850.00
210 · Appraisal	\$ 650.00	\$ 475.00	\$ 475.00
211 · Printing & DOCS	\$ 2,000.00	\$ 4,500.00	\$ 4,500.00
212 · Computer Service & Software	\$ 7,000.00	\$ 6,000.00	\$ 6,000.00
214 · Other Administrative Expenses	\$ 10,000.00	\$ 9,000.00	\$ 9,000.00
<b><u>TOTAL ADMINISTRATIVE</u></b>	<b><u>\$ 57,350.00</u></b>	<b><u>\$ 82,843.00</u></b>	<b><u>\$ 82,843.00</u></b>
<b><u>MONTHLY BUILDING EXPENSES</u></b>			
301 · Trash Removal	\$ 23,000.00	\$ 24,500.00	\$ 24,500.00
302 · Trash Odor Control	\$ 5,150.00	\$ 5,150.00	\$ 5,150.00
303 · Elevator Maintenance Service	\$ 26,000.00	\$ 27,740.00	\$ 27,740.00
304 · Janitorial Service	\$ 83,552.00	\$ 89,000.00	\$ 89,000.00
305 · Landscaping Service	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00
306 · Pest Control	\$ 24,000.00	\$ 25,500.00	\$ 25,500.00
307 · Security Service	\$ 188,000.00	\$ 185,000.00	\$ 185,000.00
308 · Pool Service	\$ 9,000.00	\$ 8,000.00	\$ 8,000.00
310 · A/C Water Treatment	\$ 5,000.00	\$ 4,750.00	\$ 4,750.00
311 · Total HVAC Contract	\$ 69,426.00	\$ 69,426.00	\$ 69,426.00
312 · Internet Contract	\$ 94,529.00	\$ 107,448.00	\$ 107,448.00
313 · Cable TV	\$ 94,529.00	\$ 107,448.00	\$ 107,448.00
<b><u>TOTAL MONTHLY BUILDING EXPENSES</u></b>	<b><u>\$ 624,186.00</u></b>	<b><u>\$ 655,462.00</u></b>	<b><u>\$ 655,462.00</u></b>

**Winston Towers 100 Assoc., Inc.  
PROPOSED ANNUAL 2020 BUDGET**

	2019 Approved Annual Budget	2020 Proposed Annual Budget	
	No Reserves Funded	Option A <u>No Reserves</u> Funding	Option B Full Reserve Funding
<b><u>REPAIRS &amp; MAINTENANCE</u></b>			
403 · Pool Repair & Equipment	\$ 4,500.00	\$ 5,000.00	\$ 5,000.00
404 · Fire Equipment/Alarm System	\$ 15,000.00	\$ 17,500.00	\$ 17,500.00
405 · Fire Pump System	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00
406 · Repair Supplies & Maintenance	\$ 90,000.00	\$ 60,000.00	\$ 60,000.00
407 · Unforeseen Miscellaneous	\$ 3,000.00	\$ 7,000.00	\$ 7,000.00
409 · Pumps A/C & Generator Maintenance	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00
412 · Elevators Maintenance	\$ 10,000.00	\$ 12,500.00	\$ 12,500.00
415 · Roofing	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00
420 · Building Repairs/ Labor	\$ 28,000.00	\$ 83,409.21	\$ 83,409.21
<b><u>TOTAL REPAIRS &amp; MAINTENANCE</u></b>	<b><u>\$ 171,500.00</u></b>	<b><u>\$ 202,909.21</u></b>	<b><u>\$ 202,909.21</u></b>
<b><u>PERSONNEL</u></b>			
500 · Total Payroll	\$ 223,100.00	\$ 250,180.00	\$ 250,180.00
501 · Payroll Taxes	\$ 17,000.00	\$ 19,500.00	\$ 19,500.00
550 · Casual Labor 1099	\$ 9,000.00	\$ 5,000.00	\$ 5,000.00
<b><u>TOTAL PERSONNEL</u></b>	<b><u>\$ 249,100.00</u></b>	<b><u>\$ 274,680.00</u></b>	<b><u>\$ 274,680.00</u></b>
<b><u>UTILITIES</u></b>			
600 · Electricity	\$ 178,428.68	\$ 187,000.00	\$ 187,000.00
601 · Natural Gas	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
602 · Telephones	\$ 3,000.00	\$ 6,000.00	\$ 6,000.00
603 · Water & Sewer	\$ 300,000.00	\$ 303,000.00	\$ 303,000.00
<b><u>TOTAL UTILITIES</u></b>	<b><u>\$ 521,428.68</u></b>	<b><u>\$ 536,000.00</u></b>	<b><u>\$ 536,000.00</u></b>
<b><u>705 INSURANCE</u></b>	<b><u>\$ 410,000.00</u></b>	<b><u>\$ 410,000.00</u></b>	<b><u>\$ 410,000.00</u></b>
<b><u>801 RESERVES</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>	<b><u>\$ 1,584,821.43</u></b>
<b><u>DEFICITS (BAD DEBTS)</u></b>			
<b><u>Uncollectible Maintenance</u></b>	<b><u>\$ 15,000.00</u></b>	<b><u>\$ 15,000.00</u></b>	<b><u>\$ 15,000.00</u></b>
<b><u>TOTAL EXPENSES</u></b>	<b><u>\$ 2,048,564.68</u></b>	<b><u>\$ 2,176,894.21</u></b>	<b><u>\$ 3,761,715.64</u></b>
<b>SUMMARY</b>			
TOTAL REVENUE	<u>\$ 2,048,564.68</u>	<u>\$ 2,176,894.21</u>	<u>\$ 3,761,715.64</u>
TOTAL EXPENSES	<u>\$ 2,048,564.68</u>	<u>\$ 2,176,894.21</u>	<u>\$ 3,761,715.64</u>
NET	<u>\$ -</u>	<u>\$ (0.00)</u>	<u>\$ (0.00)</u>

WINSTON TOWERS 100 ASSOCIATION, INC.

2020 PROPOSED RESERVES SCHEDULE

<u>Component Name</u>	<u>Estimated Remaining Years</u>	<u>Estimated Replacement Cost</u>	<u>Annual Reserve Addition 2020</u>
Roofing	7	<u>\$ 550,000.00</u>	<u>\$ 78,571.43</u>
Painting/Waterproofing	0	<u>\$ 350,000.00</u>	<u>\$ 350,000.00</u>
Paving	2	<u>\$ 100,000.00</u>	<u>\$ 50,000.00</u>
Elevators	0	<u>\$ 500,000.00</u>	<u>\$ 500,000.00</u>
Water Tower	8	<u>\$ 250,000.00</u>	<u>\$ 31,250.00</u>
Garage	0	<u>\$ 300,000.00</u>	<u>\$ 300,000.00</u>
Generator	0	<u>\$ 80,000.00</u>	<u>\$ 80,000.00</u>
Surveillance System	0	<u>\$ 100,000.00</u>	<u>\$ 100,000.00</u>
Access Control	0	<u>\$ 95,000.00</u>	<u>\$ 95,000.00</u>
	<b>Total:</b>	<u>\$ 2,325,000.00</u>	<u>\$ 1,584,821.43</u>

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

**NOTICE OF SPECIAL MEETING OF BOARD OF DIRECTORS OF WINSTON  
TOWERS 100 ASSOCIATION INC. REGARDING RESOLUTION TO APPROVE  
AND  
ADOPT ELECTRONIC VOTING FOR MEMBERSHIP**

Please be advised that on the following date, time and place, the Board of Directors of Winston Towers 100 Association Inc. will hold a Special Meeting of the Board of Directors to consider the adoption and approval of a Resolution in accordance with Florida Statute 718.128 for approval of electronic voting for all members.

Date of Meeting: January 2, 2020

Time of Meeting: 6:00 P.M.

Location of Meeting: Winston Towers 100 Association Inc.

Auditorium at 250 174<sup>th</sup> Street

Sunny Isles Beach, Florida 33160

Business to be considered: Adoption of a resolution by the Board of Directors to adopt and approve electronic voting pursuant to Florida Statute 718.128.

Written notice of this meeting (at which the resolution will be considered) will be mailed, delivered, or electronically transmitted to the unit owners and posted conspicuously on the condominium property or association property at least 14 days before the meeting. Evidence of compliance with the 14-day notice requirement will be made by an affidavit executed by the person providing the notice and filed with the official records of the association.

Date of Posting/Delivery: 12/17/19

Winston Towers 100 Association Inc.  
Board of Directors

By:  \_\_\_\_\_

Name: Slava Butler, Title Treasurer

**RESOLUTION OF THE BOARD OF DIRECTORS OF WINSTON TOWERS 100  
ASSOCIATION INC. FOR APPROVAL AND  
ADOPTION OF ELECTRONIC VOTING FOR MEMBERSHIP**

Be it resolved that the Board of Directors of Winston Towers 100 Association Inc. has considered the proposal provided for the providing of electronic voting for the membership of the Association. In accordance with Florida Statute 718.128, the adoption and approval of electronic voting is approved for Winston Towers 100 Association Inc. The officers, employees and agents of the condominium association are directed and authorized to take such actions as may be necessary to institute and adopt such electronic voting; however, all such persons are directed that such electronic voting shall comply with Florida Statute 718.128, to-wit:

- (i) 718.128 (1) The association provides each unit owner with:
  - (a) A method to authenticate the unit owner's identity to the online voting system.
  - (b) For elections of the board, a method to transmit an electronic ballot to the online voting system that ensures the secrecy and integrity of each ballot.
  - (c) A method to confirm, at least 14 days before the voting deadline, that the unit owner's electronic device can successfully communicate with the online voting system.
- (ii) 718.128(2) The association uses an online voting system that is:
  - (a) Able to authenticate the unit owner's identity.
  - (b) Able to authenticate the validity of each electronic vote to ensure that the vote is not altered in transit.
  - (c) Able to transmit a receipt from the online voting system to each unit owner who casts an electronic vote.
  - (d) For elections of the board of administration, able to permanently separate any authentication or identifying information from the electronic election ballot, rendering it impossible to tie an election ballot to a specific unit owner.
  - (e) Able to store and keep electronic votes accessible to election officials for recount, inspection, and review purposes.
- (iii) 718.128(3) A unit owner voting electronically pursuant to this section shall be counted as being in attendance at the meeting for purposes of determining a quorum. A substantive vote of the unit owners may not be taken on any issue other than the issues specifically identified in the



electronic vote, when a quorum is established based on unit owners voting electronically pursuant to this section.

(v) 718.128(4) The association shall provide for and authorize an online voting system pursuant to this section by a board resolution. The board resolution must provide that unit owners receive notice of the opportunity to vote through an online voting system, must establish reasonable procedures and deadlines for unit owners to consent, in writing, to online voting, and must establish reasonable procedures and deadlines for unit owners to opt out of online voting after giving consent. The foregoing is set forth in the attachment provided by the software contractor who will be installing such system.

(vi) 718.128 (5) A unit owner's consent to online voting is valid until the unit owner opts out of online voting according to the procedures established by the board of administration pursuant to the foregoing subparagraph.

#### ATTACHMENT TO RESOLUTION

- A. All unit owners shall receive notice of the opportunity to vote through an online voting system;
- B. The following procedures and deadlines are adopted for unit owners to consent in writing to online voting, to-wit:
  - a. In order for a unit owner to consent in writing to on-line voting, the following must be observed:
    - i. Procedures: all consents from eligible members must be received, in writing, by filling out the form on the online voting system. An eligible member must consent to online voting through the online voting system no later than twenty-four (24) hours prior to a meeting for which a vote will be required.
- C. The following procedures and deadlines are adopted for unit owners to opt out of online voting after giving consent, to-wit:
  - a. In order for a unit owner to opt out of online voting after giving consent the following must be observed:
    - i. Procedures: that the Association shall give all members eligible to vote, who have consented to casting their vote through the online voting system the opportunity to opt out of the online voting system. An eligible member must opt out of online voting through the online voting system no later than thirty (30) days prior to a meeting for which a vote will be required.