

# Exhibit

# 1485



COACH HOUSES AT

LEESBURG COA INC

1928 Salk Ave  
Tavares, FL 32778

TEMP - RETURN SERVICE REQUESTED



0/0 33  
2 oz D  
07.2.0  
SMI-92795

CS 80 003120 0000B3  
WILLIAM M WINDSOR  
100 E OAK TERRACE DR APT B3  
LEESBURG FL 34748-4446



▼ DETACH FOR WINDOW PLACEMENT AND RETURN IT WITH YOUR PROXY ▼

Name: WILLIAM M WINDSOR

Address: 100 E Oak Terrace Dr , Apt B3

City, State, Zip: Leesburg, FL 34748-4446

**Proxy Return Only - CS 80 003120 0000B3**

COACH HOUSES AT  
LEESBURG COA INC  
1928 Salk Ave  
Tavares, FL 32778

▼ DETACH FOR WINDOW PLACEMENT AND RETURN IT WITH YOUR DESIGNATED VOTER ▼

Name: WILLIAM M WINDSOR

Address: 100 E Oak Terrace Dr , Apt B3

City, State, Zip: Leesburg, FL 34748-4446

**Designated Voter- CS 80 003120 0000B3**

SENTRY MANAGEMENT, INC.  
2180 W Sr 434  
Ste 5000  
Longwood, FL 32779



## COACH HOUSES PROPOSED 2020 BUDGET 01/01/2020 thru 12/31/2020

32 Units/ Budget A 3/2 \$609.95\*2/2 \$550.32//Budget B 3/2 \$599.85\* 2/2 \$541.31//Budget C 3/2 \$589.74\*2/2 \$532.31

ACCOUNT	Paid Monthly	APPROVED 2019 BUDGET	PROPOSAL A 2020 BUDGET	PROPOSAL B 2020 BUDGET	PROPOSAL C 2020 BUDGET
<b>INCOME</b>					
4020	Assessments	\$213,268.68	\$222,772.50	\$219,102.71	\$215,432.91
	3 bedroom/2 bath .03305	\$587.38	\$609.95	\$599.85	\$589.74
	2 bedroom/2bath .02945	\$523.40	\$550.32	\$541.31	\$532.31
<b>EXPENSES</b>					
<b>Building Maintenance</b>					
5013	Door and Glass Repairs/Replacement	481.28	500.00	500.00	500.00
5020	Roof Repairs	1,500.00	1,500.00	1,500.00	1,500.00
5055	Inspections	246.87	254.28	254.28	254.28
5060	Plumbing Repairs	1,000.00	1,000.00	1,000.00	1,000.00
5140	Building Supplies	1,000.00	-	-	-
5142	Miscellaneous Repairs	3,000.00	3,000.00	3,000.00	3,000.00
5180	Termite Inspection	808.55	883.52	883.52	883.52
5184	Rodent Control	1,500.00	1,000.00	1,000.00	1,000.00
5250	Pest Control	-	1,280.00	1,280.00	1,280.00
5460	Special Projects	64,845.00	-	-	-
5555	Common Area Cleaning	8,640.00	4,320.00	4,320.00	4,320.00
5610	Gutter Repair	2,309.27	1,000.00	1,000.00	1,000.00
	<b>Total Building Maintenance</b>	<b>\$85,330.97</b>	<b>\$14,737.80</b>	<b>\$14,737.80</b>	<b>\$14,737.80</b>
<b>Grounds Maintenance</b>					
6040	Lawn Service	11,040.00	11,040.00	11,040.00	11,040.00
5060	Mulch	1,700.00	1,700.00	1,700.00	1,700.00
6080	Lawn Praying	1,843.99	1,899.31	1,899.31	1,899.31
6201	Trees/Sod/Plants	750.00	750.00	750.00	750.00
	<b>Total Grounds Maintenance</b>	<b>\$15,333.99</b>	<b>\$15,389.31</b>	<b>\$15,389.31</b>	<b>\$15,389.31</b>
<b>Utilities</b>					
7910	Electric	1,000.00	1,000.00	1,000.00	1,000.00
7920	Water	74.16	-	-	-
	<b>Total Utilities</b>	<b>\$1,074.16</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>
<b>Administrative &amp; Management</b>					
8020	Managmeent Fee	6,365.40	10,200.00	10,200.00	10,200.00
8040	Postage	240.00	500.00	500.00	500.00
8060	Copies/Printing/Supplies	1,157.76	2,200.00	2,200.00	2,200.00
8080	CPA Services	1,957.00	2,000.00	2,000.00	2,000.00
8084	Insurance Appraisal	3,532.00	-	-	-
8100	Legal Expense	5,000.00	102,750.26	102,750.26	102,750.26
8110	Loan Payments	37,905.24	37,905.24	37,905.24	37,905.24
8120	Insurance	18,125.32	18,724.91	18,724.91	18,724.91
200	Miscellaneous	1,000.00	1,000.00	1,000.00	1,000.00
8310	Closing Fees	235.00	250.00	250.00	250.00
8336	Engineering Study	900.00	1,000.00	1,000.00	1,000.00
8380	Meeting Hall Rental	100.00	200.00	200.00	200.00
8390	Annual Corporate Report	100.00	100.00	100.00	100.00
8460	Bureau of Condo Fees	131.84	135.80	135.80	135.80
	<b>Total Administrative &amp; Mangament</b>	<b>\$76,749.56</b>	<b>\$176,966.21</b>	<b>\$176,966.21</b>	<b>\$176,966.21</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$178,488.68</b>	<b>\$208,093.32</b>	<b>\$208,093.32</b>	<b>\$208,093.32</b>
<b>RESERVES</b>					
9106	Common Area	-	4,627.96	3,470.97	2,313.98
9110	Roof	6,390.00	4,403.60	3,302.70	2,201.80
9130	Paint	10,545.00	-	-	-
9155	Paving	1,016.00	126.61	94.96	63.31
9251	Plumbing	16,829.00	5,521.01	4,140.76	2,760.51
	<b>Total Reserves</b>	<b>\$34,780.00</b>	<b>\$14,679.18</b>	<b>\$11,009.39</b>	<b>\$7,339.59</b>
	<b>TOTAL EXPENSES</b>	<b>\$213,268.68</b>	<b>\$222,772.50</b>	<b>\$219,102.71</b>	<b>\$215,432.91</b>

COACH HOUSES RESERVE TABLE PROPOSED 2020 BUDGET

	Balance at 12-31-19	Inception Year	Useful Life	Remaining Useful Life	Replacement Cost
<b>PAINTING</b>					
	\$53,518.63	2002	15	-3	\$44,800.00
<b>PAVING</b>					
	\$13,480.64	2012	20	12	\$15,000.00
<b>PLUMBING</b>					
Upper Units	-\$34,129.59	2016	35	31	\$70,040.00
Lower Units	-\$23,717.18	2018	35	33	\$47,586.00
Total	-\$57,846.77				
<b>ROOFS</b>					
A	\$2,674.92	2011	30	21	\$15,000.00
B	\$2,674.92	2011	30	21	\$15,000.00
C	\$2,674.92	2014	30	24	\$15,000.00
D	\$2,674.92	2014	30	24	\$15,000.00
E	\$2,674.92	2015	30	25	\$15,000.00
F	\$2,674.92	2011	30	21	\$15,000.00
G	\$2,674.92	2011	30	21	\$15,000.00
H	\$2,674.92	2013	30	23	\$15,000.00
Total	\$21,399.35				\$120,000.00
<b>COMMON AREA</b>					
Intercom	\$2,724.58	2009	20	9	\$16,000.00
Painting	\$681.14	2009	15	4	\$4,000.00
Fans	\$544.91	2009	15	4	\$3,200.00
Flooring	\$4,768.00	2009	25	14	\$28,000.00
Total	\$8,718.63				\$51,200.00





Remainder to Fund	Annual Contribution	
		applied to common areas
-\$8,718.63	\$0.00	
\$1,519.36	\$126.61	
\$104,169.59	\$3,360.31	
\$71,303.18	\$2,160.70	
	\$5,521.01	
\$12,325.08	\$586.91	
\$12,325.08	\$586.91	
\$12,325.08	\$513.55	
\$12,325.08	\$513.55	
\$12,325.08	\$493.00	
\$12,325.08	\$586.91	
\$12,325.08	\$586.91	
\$12,325.08	\$535.87	
	\$4,403.60	
\$13,275.42	\$1,475.05	
\$3,318.86	\$829.72	
\$2,655.09	\$663.77	
\$23,232.00	\$1,659.43	
	\$4,627.96	
	\$14,679.19	



COACH HOUSES at LEESBURG  
BOARD OF DIRECTORS  
BUDGET ADOPTION MEETING AND  
SPECIAL MEMBERS MEETING TO VOTE ON UNDERFUNDING THE RESERVES

Thursday, November 14, 2019

5:00 P.M.

Leesburg Public Library, Meeting Room B  
100 East Main Street  
Leesburg, Florida 34748

AGENDA

- I. CALL TO ORDER
- II. ESTABLISH A QUORUM
- III. PROOF OF NOTICE OF MEETING
- IV. APPROVE PRIOR MEETING MINUTES
- V. MANAGER'S REPORT
- VI. UNFINISHED BUSINESS
  - Discussion and Vote on Carpet Cleaning
  - Litigation Update
- VII. NEW BUSINESS
  - Discussion and Vote Regarding the Establishment of a Petty Cash Fund
  - Discussion and Vote Regarding Quarterly Pest Treatment
  - Discussion Regarding Management Contract with Sentry Management
  - Discussion Regarding the Insurance Appraisal
  - Board Discussion of the Proposed 2020 Budget and Reserves
  - Board Adoption of Proposed 2020 Budget
- VIII. ADJOURNMENT

SPECIAL MEMBERS MEETING  
VOTE TO UNDERFUND THE RESERVES

6:00 P.M.

- I. CALL TO ORDER
- II. ESTABLISH A QUORUM OF THE MEMBERSHIP
- III. NEW BUSINESS
  - Discussion of Proposed 2020 Budget Reserves
  - Membership Vote on Underfunding of the Reserves
- IV. ANNOUNCEMENT OF VOTING OUTCOME FOR UNDERFUNDING THE RESERVES
- V. ADJOURNMENT

ANY MEMBER WHO NEEDS TRANSPORTATION ASSISTANCE IN ORDER TO GET TO  
AND FROM THE MEETING, PLEASE CONTACT CHARLIE ANN ALDRIDGE WITH  
SENTRY MANAGEMENT, AT LEAST ONE WEEK BEFORE THE MEETING SO THAT  
TRANSPORTATION ARRANGEMENTS CAN BE MADE FOR YOU.

SENTRY MANAGEMENT, 352.343.5706



**COACH HOUSES AT LEESBURG CONDOMINIUM ASSOCIATION INC.**

**LIMITED PROXY**

(See reverse side for instructions)

**SPECIAL MEMBERS MEETING**

**November 14, 2019**

The undersigned hereby appoints the below individual as Proxy.

\_\_\_\_\_ (Please print legibly)

or, if blank, The Secretary of the Association.

The Proxy holder may attend and represent the undersigned at the Special Members Meeting to be held on Thursday, November 14, 2019, at 5:00 p.m., at Leesburg Public Library Meeting Room B, 100 E Main Street, Leesburg, Florida 34748, and any lawful adjournment thereof.

**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.**

The Proxy holder named above has the authority to vote and act for me to the same extent that I would if personally present, with power of substitution, except that my proxyholder's authority is limited as indicated below. You may choose to grant general powers, limited powers or both.

\_\_\_\_\_ **GENERAL POWERS:** (Check "General Powers" if you want you proxyholder to vote on other issues which might come up at the meeting and for which a limited proxy is not required.)

\_\_\_\_\_ **LIMITED POWERS:** (Check "Limited Powers" for your vote to be counted on the following issues, you must indicate your preference in the blank(s) provided below)

**If the property is owned by more than one person, the Proxy must be completed by the Designated Voter on file.**

Should the reserves for the year ending December 31, 2020, be under-funded?

\_\_\_\_\_ YES \_\_\_\_\_ NO

PROPERTY ADDRESS: \_\_\_\_\_

DATED: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
PROPERTY OWNER'S/DESIGNATED VOTER'S NAME (PRINTED)

\_\_\_\_\_  
PROPERTY OWNER'S/DESIGNATED VOTER'S SIGNATURE

This Proxy is revocable by the property owner and is valid only for the meeting for which it is given and any lawful adjournment thereof. In no event is the proxy valid for more than ninety (90) days from the date of the original meeting.



### SUBSTITUTION OF PROXY

To be completed only in the event that the above named Proxy holder is unable to attend the meeting.

SUBSTITUTE NAME (PRINTED): \_\_\_\_\_

The undersigned (original proxy holder) has appointed the above substitute.

DATED: this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
PROXY SIGNATURE

=====

### LIMITED PROXY INSTRUCTIONS

A Limited Proxy is for the purpose of appointing another person to attend the meeting on your behalf, and, when allowed, vote for you in the event that you might not be able to attend. If you plan to attend the meeting and vote, then there is no need for you to return the Limited Proxy form.

To complete and submit the Limited Proxy form:

*(Note, do not send with Designated Voter Certificate – 2 return envelopes provided)*

1. If you would like to appoint a specific individual as Proxy holder, write in the name of the Proxy holder on the designated line. The Proxy holder name must be legible. In the event that there is no name, the Secretary of the Association will be the Proxy holder. If you have selected an individual to be a Proxy holder, please inform them of this designation.
2. Complete the date in the appropriate space (Required).
3. Print your name in the appropriate space (Required).
4. Sign the document (Required).
5. **If the property is owned by more than one person, the Proxy must be completed by the Designated Voter on file.**
6. Return the Limited Proxy form for the Special Members Meeting by either:
  - a. Having the Proxy holder bring it to the meeting
  - b. Mailing the Limited Proxy: Detach the blue return address slip included on the cover page. Place the blue return address slip and the folded Limited Proxy in the provided return double window envelope. For proper delivery, please be sure the mailing address with blue background is visible through the window.

It is encouraged that the Limited Proxy form be submitted well in advance of the meeting to avoid delay in registration.

**The Limited Proxy form must be received before the commencement of the meeting to be valid.**

Note, if you appoint someone as your Proxy holder and later decide you will be able to attend the meeting in person, you may withdraw your Limited Proxy when you register at the meeting.



COACH HOUSES AT LEESBURG CONDOMINIUM ASSOCIATION INC.

**DESIGNATED VOTER CERTIFICATE**

(See reverse side for instructions)

**SPECIAL MEMBERS MEETING**

**November 14, 2019**

TO THE SECRETARY OF COACH HOUSES AT LEESBURG CONDOMINIUM ASSOCIATION INC.:

THIS IS TO CERTIFY:

As of this date:

\_\_\_\_\_  
(Month Day, Year)

All owners of record for:

\_\_\_\_\_  
(Property Street Address – include unit number if the street address is shared)

Have designated:

\_\_\_\_\_  
(Print Name of one Designated Voter - must be an owner of this property)

as their DESIGNATED VOTER to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the governing documents of the Association.

This Certificate is made pursuant to the governing documents of the Association and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

\_\_\_\_\_  
(1) PROPERTY OWNER'S NAME (PRINTED)

\_\_\_\_\_  
(1) PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
(2) PROPERTY OWNER'S NAME (PRINTED)

\_\_\_\_\_  
(2) PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
(3) PROPERTY OWNER'S NAME (PRINTED)

\_\_\_\_\_  
(3) PROPERTY OWNER'S SIGNATURE

**This Certificate is not valid until all owners of record have signed above, including the Designated Voter.**

**CORPORATE OWNERSHIP ATTESTATION:**

If this property is owned by a corporation, this Designated Voting Certificate must be signed by the President or Vice President of the Corporation and attested by the Secretary or Assistant Secretary of the Corporation.

\_\_\_\_\_  
Officer Name (Printed)

\_\_\_\_\_  
Officer Signature

\_\_\_\_\_  
Corporate Title (President or VP)

\_\_\_\_\_  
ATTEST: Secretary Name (Printed)

\_\_\_\_\_  
Secretary Signature

NOTE: This form is not a Proxy and should not be used as such.

80 003120



## **DESIGNATED VOTER CERTIFICATE INSTRUCTIONS**

A Designated Voting Certificate is required by your Association for the purpose of establishing who is authorized to vote for a property owned by more than one person (even if husband and wife), or a corporation. A Designated Voting Certificate is not needed if the unit is owned by only one person. Only one owner or corporate officer can be the Designated Voter.

Only the person designated on the Voting Certificate will be authorized to cast the Ballot for the election. This information will remain in effect until a change in the record ownership of the property occurs, or the property owners choose to designate a new Designated Voter.

The Voting Certificate must be submitted to the Association prior to the scheduled time of the meeting. A Voting Certificate is not a Proxy and may not be used as such.

To complete and submit the Designated Voter Certificate:  
(Note, do not send with Proxy – 2 return envelopes provided)

1. Complete the date in the appropriate space (Required).
2. Print the property street address in the appropriate space (Required). It is necessary to include unit number if the street address is shared amongst multiple units.
3. Print the name of the Designated Voter in the appropriate space (Required). This must be an owner of record, or corporate office for the corporation that owns the property. If two names are listed in this space, the Certificate is invalid.
4. Have all owners of record sign the document on the provided lines (Required). The Designated Voter also needs to sign the document. All owners of record must sign the Certificate for it to be valid. Note, if the owner of the property is a corporation, only the Corporate Ownership Attestation needs to be signed. If there are more than three owners of record, please make a copy of this form, complete #1 - #3 above on the copy and have the additional owners sign the copy/second page.
5. If the property is owned by a corporation, the Corporate Ownership Attestation needs to be completed by the appropriate officers.
6. Return the Designated Voter Certificate for the Special Members Meeting by either:
  - a. Having the Designated Voter bring it to the meeting
  - b. Mailing the Certificate: Detach the pink return address slip included on the cover page. Place the pink return address slip and the folded Certificate in the provided return double window envelope. For proper delivery, please be sure the mailing address with pink background is visible through the window.