



NOTICE OF BOARD OF DIRECTORS' SPECIAL BOARD MEETING

ACC Guideline Revision & 2026 Budget Adoption

Thursday, December 4, 2025

6:00 pm

7845 Berkshire Pines Drive (Clubhouse Ballroom)

In-Person & Via Zoom

AGENDA

- 1. Call to Order, Roll Call of Directors, Proof of Notice, Establish Quorum**
- 2. Approval of November 19, 2025 Meeting Minutes**
- 3. New Business:**
 - a) 2026 Budget Adoption – Board Vote**
 - b) ACC Guideline AC-7 (Roofs over Lanais and Patios) Revision with the ACC Recommended Added Language** – The Board will vote to approve modification to ACC Guideline AC-7, to permit the installation of hard roofs over lanais and patios:

AC-7 (1) Screen Lanai framing shall be black, brown/bronze, or white with charcoal colored screening. Screening shall match the existing screening used here at the Shores. No solid materials (aluminum, fiberglass, etc.), in lieu of screening, shall be allowed. All screen house roof enclosures shall be screened, except as provided for in AC-7(2). Building roof line shall not be modified or extended. For villas with doors in front of the house, screened enclosure frame colors must match.

AC-7 (2). Building roof line shall not be modified or extended. For villas with doors in front of the house, screened enclosure frame colors must match.

(2) Solid panel lanai roofs are permitted subject to the following conditions:

a. Solid panel lanai roofs shall not extend more than twelve (12) feet from the rear of the building as measured from the point where the screen cage attaches to the house. The remainder of the lanai roof enclosing the lanai must be screened.

b. The solid lanai roof panels shall be aluminum or insulated composite panel systems compliant with the Florida Building Code and installed by a licensed contractor with all necessary building permits.

c. The solid panel roofs shall match ACC Guideline standards in appearance and color as specified in AC-7 (1) above.

d. The application submittal for all solid panel lanai roof requests shall include drawings prepared by a qualified architect or engineer.

e. The solid panel lanai roofline shall not exceed the height of the existing buildings' fascia, and the roofline slope must conform to manufacturer specifications (minimum ¼" per 1 foot).

f. The gutter and drainage system are required to direct water within the homeowner's property boundary.

g. All approved designs are subject to inspection by the MHOA and ACC after construction is completed.

4. Member Comments, if any

5. Adjournment

Immediately following the Special Board Meeting, the Board will hold its regular meeting – notice forthcoming.

Join Zoom Meeting Via: <https://zoom.us/join> or by Phone: 305-224-1968

Meeting ID: 537 849 8572 Passcode: 7845

The Shores at Berkshire Lakes Master Homeowner's Association, Inc.

Proposed Budget

January 1, 2026 thru December 31, 2026

Acct. CODE	DESCRIPTION	2025 Budget	2025 Projected	2026 Budget	2026 Quarterly	2026 Monthly
REVENUE:						
60100	Mthly Assmt - S/Family Revenue	\$ 698,490	\$ 698,490	\$ 729,267	182,317	60,772
60101	Mthly Assmt - Villas Revenue	\$ 517,559	\$ 517,599	\$ 541,517	135,379	45,126
60102	Mthly Assmt - Preserve Revenue	\$ 450,329	\$ 450,329	\$ 458,666	114,667	38,222
60200	Reserves Assessment Revenue	\$ 269,793	\$ 269,793	\$ 239,966	59,991	19,997
60500	Late Fees/Interest Assessed	\$ -	\$ 5,500	\$ -	-	-
66700	Social Events Revenue	\$ 8,000	\$ 12,000	\$ 8,000	2,000	667
67100	Barcode/Key/Other Revenue	\$ -	\$ 5,750	\$ -	-	-
67200	Gate Incident Fee	\$ -	\$ 250	\$ -	-	-
67400	Collection Cost Recovered	\$ -	\$ 3,709	\$ -	-	-
TOTAL REVENUE		\$ 1,944,170	\$ 1,963,420	\$ 1,977,417	\$ 494,354	\$ 164,785
EXPENSES						
UTILITIES:						
70100	Electricity Expense	\$ 61,000	\$ 58,000	\$ 61,000	\$ 15,250	\$ 5,083
70200	Water & Sewer Expense	\$ 10,000	\$ 18,000	\$ 12,000	\$ 3,000	\$ 1,000
70300	Trash Removal Service	\$ 3,000	\$ 2,800	\$ 3,000	\$ 1,601	\$ 250
70400	Telephone/Internet Service	\$ 3,750	\$ 3,560	\$ 3,250	\$ 813	\$ 271
70500	Cable TV Service	\$ 581,100	\$ 577,619	\$ 590,940	\$ 147,735	\$ 49,245
Subtotal Utilities:		\$ 658,850	\$ 659,979	\$ 670,190	\$ 168,399	\$ 55,849
GENERAL MAINTENANCE:						
71050	Gate & Access Control Mtn	\$ 18,000	\$ 30,000	\$ 18,000	\$ 4,500	\$ 1,500
71100	Janitorial Services /Supplies	\$ 35,000	\$ 33,500	\$ 35,000	\$ 8,750	\$ 2,917
71200	Pest Control	\$ 4,500	\$ 4,000	\$ 4,500	\$ 1,125	\$ 375
71300	A/C Mtn & Repairs	\$ 3,000	\$ 2,100	\$ 3,000	\$ 750	\$ 250
71700	Gym Equip Mtn & Repairs	\$ 2,300	\$ 3,250	\$ 3,250	\$ 813	\$ 271
71900	Holiday Decorations	\$ 10,000	\$ 9,911	\$ 10,000	\$ 2,500	\$ 833
72450	Pressure Washing	\$ 9,600	\$ 9,600	\$ 9,600	\$ 2,400	\$ 800
72550	Sidewalk Mtn & Repairs	\$ 4,000	\$ 3,500	\$ 4,000	\$ 1,000	\$ 333
72560	Storm Drains Maintenance	\$ 8,000	\$ 9,400	\$ 10,000	\$ 2,500	\$ 833
72580	Mailbox Maintenance (SF & Villas Only)	\$ 1,000	\$ 1,000	\$ 30,000	\$ 7,500	\$ 2,500
Subtotal General Maintenance:		\$ 95,400	\$ 106,261	\$ 127,350	\$ 31,838	\$ 10,613
POOL MAINTENANCE:						
74100	Pool Mthly Service	\$ 18,600	\$ 17,200	\$ 23,000	\$ 5,750	\$ 1,917
74200	Pool/Spa Repair & Supplies	\$ 5,000	\$ 10,112	\$ 5,000	\$ 1,250	\$ 417
Subtotal Pool Maintenance:		\$ 23,600	\$ 27,312	\$ 28,000	\$ 7,000	\$ 2,333
GROUND MAINTENANCE:						
75100	Grounds Mtn/Fert/Pest-Common	\$ 98,200	\$ 98,160	\$ 101,105	\$ 25,276	\$ 8,425
75200	S/F Grounds Mtn - Mthly	\$ 266,604	\$ 266,580	\$ 274,580	\$ 68,645	\$ 22,882
75250	Villas Grounds Mtn - Mthly	\$ 126,257	\$ 126,240	\$ 130,027	\$ 32,507	\$ 10,836
75500	Mulch/ Pine Straw Mtn	\$ 15,500	\$ 15,000	\$ 15,500	\$ 3,875	\$ 1,292
75680	Trees/Plants/Sod/Shrubs Mtn	\$ 45,000	\$ 40,000	\$ 40,000	\$ 10,000	\$ 3,333
75681	Tree Trimming Expense	\$ 18,000	\$ 18,000	\$ 18,000	\$ 4,500	\$ 1,500
75682	Tree Removal Expense	\$ 7,500	\$ 5,000	\$ 7,500	\$ 1,875	\$ 625
75700	Preserve Area Maintenance	\$ 20,000	\$ 20,000	\$ 20,000	\$ 5,000	\$ 1,667
75800	Lake Mthly Maintenance	\$ 11,820	\$ 12,952	\$ 13,296	\$ 3,324	\$ 1,108
75900	Fountains Maintenance/Repairs	\$ 7,000	\$ 5,000	\$ 7,000	\$ 1,750	\$ 583
76100	Recreation Areas Mtn & Repairs	\$ 4,000	\$ 6,000	\$ 4,000	\$ 1,000	\$ 333
77100	S/F Irrigation Mtn	\$ 15,773	\$ 13,000	\$ 15,800	\$ 3,950	\$ 1,317
77150	Villas Irrigation Mtn	\$ 16,168	\$ 12,000	\$ 15,500	\$ 3,875	\$ 1,292
77200	Irrigation Mtn - Common Area	\$ 9,000	\$ 13,500	\$ 14,000	\$ 3,500	\$ 1,167
Subtotal Ground Maintenance:		\$ 660,822	\$ 651,432	\$ 676,308	\$ 169,077	\$ 56,359

Proposed

The Shores at Berkshire Lakes Master Homeowner's Association, Inc.

Proposed Budget

January 1, 2026 thru December 31, 2026

Acct. CODE	DESCRIPTION	2025 Budget	2025 Projected	2026 Budget	2026 Quarterly	2026 Monthly
CLUBHOUSE MAINTENANCE:						
77300	Clubhouse Maint & Repairs	\$ 10,000	\$ 20,000	\$ 14,000	\$ 3,500	\$ 1,167
77305	Fire Protection - Clubhouse	\$ 3,500	\$ 6,234	\$ 5,000	\$ 1,250	\$ 417
	Subtotal Clubhouse Maintenance:	\$ 13,500	\$ 26,234	\$ 19,000	\$ 4,750	\$ 1,583
INSURANCE:						
84950	Directors & Officers Ins	\$ 3,600	\$ 3,534	\$ 3,803	\$ 951	\$ 317
85000	Boiler/Equipment	\$ -	\$ 531	\$ 1,299		\$ 108
85050	Crime Bond Insurance	\$ 1,300	\$ 1,418	\$ 1,300	\$ 325	\$ 108
85100	Property Insurance	\$ 45,000	\$ 34,725	\$ 35,000	\$ 8,750	\$ 2,917
85150	Umbrella/ Liability /Excess Liability	\$ 8,110	\$ 10,309	\$ 14,900	\$ 3,725	\$ 1,242
85200	Workers Comp Ins	\$ 600	\$ 506	\$ 506	\$ 127	\$ 42
	Subtotal Insurance:	\$ 58,610	\$ 51,023	\$ 56,808	\$ 13,877	\$ 4,734
ADMINISTRATIVE:						
86100	Mgmt & Accounting Expense	\$ 95,483	\$ 95,483	\$ 95,483	\$ 23,871	\$ 7,957
86250	Printing and Postage	\$ 8,250	\$ 7,000	\$ 8,250	\$ 2,063	\$ 688
86300	Office Expense	\$ 14,000	\$ 11,000	\$ 14,000	\$ 3,500	\$ 1,167
86310	Office Equipment Expense	\$ 500	\$ 890	\$ 500	\$ 125	\$ 42
86315	Website Maintenance	\$ 4,000	\$ 1,600	\$ 1,200	\$ 300	\$ 100
86450	PC Hardware/Peripherals/Support	\$ 500	\$ -	\$ 500	\$ 125	\$ 42
86670	Social Events Expense	\$ 8,000	\$ 12,000	\$ 8,000	\$ 2,000	\$ 667
86700	Corporate Annual Report	\$ 62	\$ 122	\$ 62	\$ 16	\$ 5
87100	Legal Expense	\$ 5,000	\$ 25,000	\$ 10,000	\$ 2,500	\$ 833
87110	Delinquencies Collection Exp	\$ 5,000	\$ 312	\$ 5,000	\$ 1,250	\$ 417
87250	Professional Fees & Services	\$ 3,500	\$ 1,350	\$ 3,500	\$ 875	\$ 292
87255	Fees/Licenses/Permits	\$ 500	\$ 575	\$ 500	\$ 125	\$ 42
87300	Audit Prep Fee	\$ 7,800	\$ 7,600	\$ 7,800	\$ 1,950	\$ 650
87700	Contingency/Unbudgeted Exp	\$ 11,000	\$ -	\$ 5,000	\$ 1,250	\$ 417
	Subtotal Administrative:	\$ 163,595	\$ 162,932	\$ 159,795	\$ 39,949	\$ 13,316
RESERVE:						
94150	Rsv Contrib - Access Cntrl Sys	\$ 5,191	\$ 5,191	\$ 5,191	\$ 1,298	\$ 433
94200	Rsv Contrib - Fence/Prmtr Wall	\$ 11,330	\$ 11,330	\$ 11,330	\$ 2,832	\$ 944
94250	Rsv Contrib - Furniture & Fixt	\$ 20,691	\$ 20,691	\$ 20,785	\$ 5,196	\$ 1,732
94300	Rsv Contrib - Gatehouse	\$ 3,112	\$ 3,112	\$ 3,112	\$ 778	\$ 259
94350	Rsv Contrib - Gym Equipment	\$ 5,381	\$ 5,381	\$ 5,378	\$ 1,345	\$ 448
94400	Rsv Contrib - Irrigation Sys	\$ 19,714	\$ 19,714	\$ 20,241	\$ 5,060	\$ 1,687
94450	Rsv Contrib - Machinery	\$ 34,248	\$ 34,248	\$ 6,082	\$ 1,520	\$ 507
94500	Rsv Contrib - Lake Features	\$ 17,096	\$ 17,096	\$ 17,094	\$ 4,274	\$ 1,425
94550	Rsv Contrib - Painting	\$ 3,565	\$ 3,565	\$ 3,564	\$ 891	\$ 297
94600	Rsv Contrib - Pool	\$ 43,556	\$ 43,556	\$ 41,370	\$ 10,343	\$ 3,448
94650	Rsv Contrib - Rec Facilities	\$ 6,201	\$ 6,201	\$ 6,109	\$ 1,527	\$ 509
94700	Rsv Contrib - Roads/Paving	\$ 75,850	\$ 75,850	\$ 75,850	\$ 18,963	\$ 6,321
94750	Rsv Contrib - Roof	\$ 23,860	\$ 23,860	\$ 23,860	\$ 5,965	\$ 1,988
	Subtotal Reserve:	\$ 269,793	\$ 269,795	\$ 239,966	\$ 59,991	\$ 19,997
	TOTAL EXPENSES	\$ 1,944,170	\$ 1,954,967	\$ 1,977,417	\$ 494,880	\$ 164,785
MINUS OTHER INCOME						
		\$ 8,000		\$ 8,000		
ADJUSTED EXPENSE BALANCE						
		\$ 1,936,170		\$ 1,969,417		
Annual Maintenance Per Unit-Single Family						
		\$ 4,560		\$ 4,680		
Monthly Maintenance Per Unit-Single Family						
		\$ 380		\$ 390		
Annual Maintenance Per Unit-Villas						
		\$ 3,840		\$ 3,936		
Monthly Maintenance Per Unit-Villas						
		\$ 320		\$ 328		
Annual Maintenance Per Unit-Preserve (Condos)						
		\$ 2,916		\$ 2,903		
Monthly Maintenance Per Unit-Preserve (Condos)						
		\$ 243		\$ 242		

Proposed

The Shores at Berkshire Lakes Master Homeowner's Association, Inc.

Proposed Reserve Schedule

January 1, 2026 thru December 31, 2026

Acct. Code	Reserve Fund	Replacement Cost	Total Life	Remaining Life	Projected Balance 12/31/25	Additional Required	Annual Required
54150	Reserve Access Cntrl System	\$ 78,500	15	10	\$ 26,588	\$ 51,912	\$ 5,191
54200	Reserve Fence/Prmtr Wall	\$ 455,000	50	32	\$ 92,446	\$ 362,554	\$ 11,330
54250	Reserve Furniture & Fixture	\$ 200,000	30	4	\$ 116,861	\$ 83,139	\$ 20,785
54300	Reserve Gatehouse	\$ 81,000	35	11	\$ 46,768	\$ 34,232	\$ 3,112
54350	Reserve Gym Equipment	\$ 35,000	15	1	\$ 29,622	\$ 5,378	\$ 5,378
54400	Reserve Irrigation System	\$ 300,000	15	13	\$ 36,866	\$ 263,134	\$ 20,241
54450	Reserve Machinery	\$ 60,000	10	5	\$ 29,592	\$ 30,408	\$ 6,082
54500	Reserve Lake Features	\$ 62,000	15	1	\$ 44,906	\$ 17,094	\$ 17,094
54550	Reserve Painting	\$ 35,000	7	4	\$ 20,743	\$ 14,257	\$ 3,564
54600	Reserve Pool	\$ 200,000	15	4	\$ 34,520	\$ 165,480	\$ 41,370
54650	Reserve Rec Facilities	\$ 100,000	25	24	\$ 6,201	\$ 93,799	\$ 6,109
54700	Reserve Roads/Paving	\$ 520,000	24	1	\$ 444,150	\$ 75,850	\$ 75,850
54750	Reserve Roof	\$ 400,000	25	13	\$ 89,824	\$ 310,176	\$ 23,860
54800	Reserve Infrastr Repair				\$ 25,000		
54999	Unallocated Interest				\$ 24,000		
TOTAL		\$ 2,526,500			\$ 1,068,087	\$ 1,507,413	\$ 239,966

Proposed