



Date Stamp

# The Shores at Berkshire Lakes Master Homeowner's Assoc, Inc. Sales Checklist

Dear Prospective Owner,

Please submit the following for approval to purchase in The Shores at Berkshire Lakes:

- \_\_\_\_ Signed Application Checklist
- \_\_\_\_ Completed Application to Purchase
- \_\_\_\_ \$100 Non-refundable Application Fee – Payable to **May Management**
- \_\_\_\_ Completed Pet Registration form and supplements (*if applicable*)
- \_\_\_\_ \$40 Non-refundable Background Check Fee per adult (call for international fee) payable to May Management for each adult over the age of 18
- \_\_\_\_ Completed Directory and Email and Home Watch Consent
- \_\_\_\_ Completed Access Form
- \_\_\_\_ Sales Contract with applicable condo/HOA disclosure(s)
- \_\_\_\_ \$1,050 Capital Contribution payable to The Shores at Berkshire Lakes MHOA, will be collected at the closing

Unit Address \_\_\_\_\_

Title Company \_\_\_\_\_ Phone # \_\_\_\_\_

Missing or incomplete information will result in the delay of processing your application. Complete application **MUST** be received 20 days prior to occupancy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

If you have any questions please contact May Management at 239-262-1396 or [spalmer@maymgt.com](mailto:spalmer@maymgt.com).

Thank You,  
May Management

# The Shores at Berkshire Lakes Master Homeowners Association, Inc. Application for Approval to Purchase

Date Stamp

I/we hereby apply for approval to purchase \_\_\_\_\_  
 in The Shores at Berkshire Lakes with closing scheduled for \_\_\_\_\_, 20\_\_.

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:**

**APPLICANT INFORMATION**

Last Name	First	Middle
Home Address		Apartment/Unit #
City	State	ZIP
Phone #	Cell #	Other Phone #
Email Address		
Employer	Employer's Phone #	

**APPLICANT INFORMATION**

Last Name	First	Middle
Home Address		Apartment/Unit #
City	State	ZIP
Phone #	Cell #	Other Phone #
Email Address		
Employer	Employer's Phone #	

**OCCUPANTS**

Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.

Full Name	Relationship	Date of Birth

**UNIT USE**

I/we am purchasing this unit with the intention to:

\_\_\_\_\_ Reside on Full-Time Basis \_\_\_\_\_ Reside on Part-Time Basis \_\_\_\_\_ Lease the Unit

**REFERENCES**

Please list two references.

Name	
Address	Phone ( )
Name	
Address	Phone ( )

**VEHICLES**

No commercial or recreational vehicles or trucks are permitted unless kept in the garage at all times.

Year	Make	Model	License plate #	State
Year	Make	Model	License plate #	State

**DISCLAIMER AND SIGNATURE**

In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.

I/we have received, read and understand the Declaration and the Rules and Regulations of The Shores at Berkshire Lakes Master Homeowner's Assoc, Inc. and will comply.

Signature	Date
Signature	Date

**Return this request to:**  
 The Shores at Berkshire Lakes Master Homeowner's Assoc, Inc. c/o  
 May Management  
 11100 Bonita Beach Rd, #101  
 Bonita Springs, Florida 34135  
 (239) 262-1396 phone

[spalmer@maymft.com](mailto:spalmer@maymft.com)



**APPLICATION APPROVAL**

Approved	Date
_____	_____
Disapproved	By: _____
_____	Board Officer or Director

# May Management

11100 Bonita Beach Rd, #101  
Bonita Springs, Florida 34135  
(239) 262-1396, phone  
[spalmer@maymgt.com](mailto:spalmer@maymgt.com)

Date Stamp

## Owner Information Update

Owner Name: \_\_\_\_\_

Community Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Alternate Address (if applicable): \_\_\_\_\_

Contact Numbers:

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Phone Type*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Phone Type*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Phone Type*

Email Address(es): \_\_\_\_\_

By signing this consent, I/we authorized the Association to print the completed information any applicable Community Directory and send correspondence and/or official notices via e-mail:

**All**

**Invoices Only**

**Directory**

**None**

### HOME WATCH

Name of Home Watch: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**EMERGENCY CONTACT** - Please provide the Association with a contact person in case of an emergency.

Emergency Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

I/We occupy this residence:    **Full-time**    **Part-time/2<sup>nd</sup> Home**    **Investment/Rent it out**

\_\_\_\_\_  
Signature

Please return to May Management Services  
11100 Bonita Beach Rd, FL 341    (239) 262-1396  
or email [spalmer@maymgt.com](mailto:spalmer@maymgt.com)

# New IQ Tele Entry/Access Control Update Form

Property or Community: \_\_\_\_\_

Resident/Renter Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Previous Resident/Renter: \_\_\_\_\_

Expires on: \_\_\_\_\_  Owner  Renter  Vendor

## Phone Number for Tele Entry Directory

Name to Display:

Phone Number (with Area Code):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Credentials (Cards, Key Fobs, Stickers, Labels)

Type:

Facility Code : Credential Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please (check one):

- Add this Resident
- Remove this Resident or Credential
- Update this Resident or Credential

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SEND**

# ASSOCIATION PET REGISTRATION

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

## OWNER INFORMATION

Name(s)

Community Name

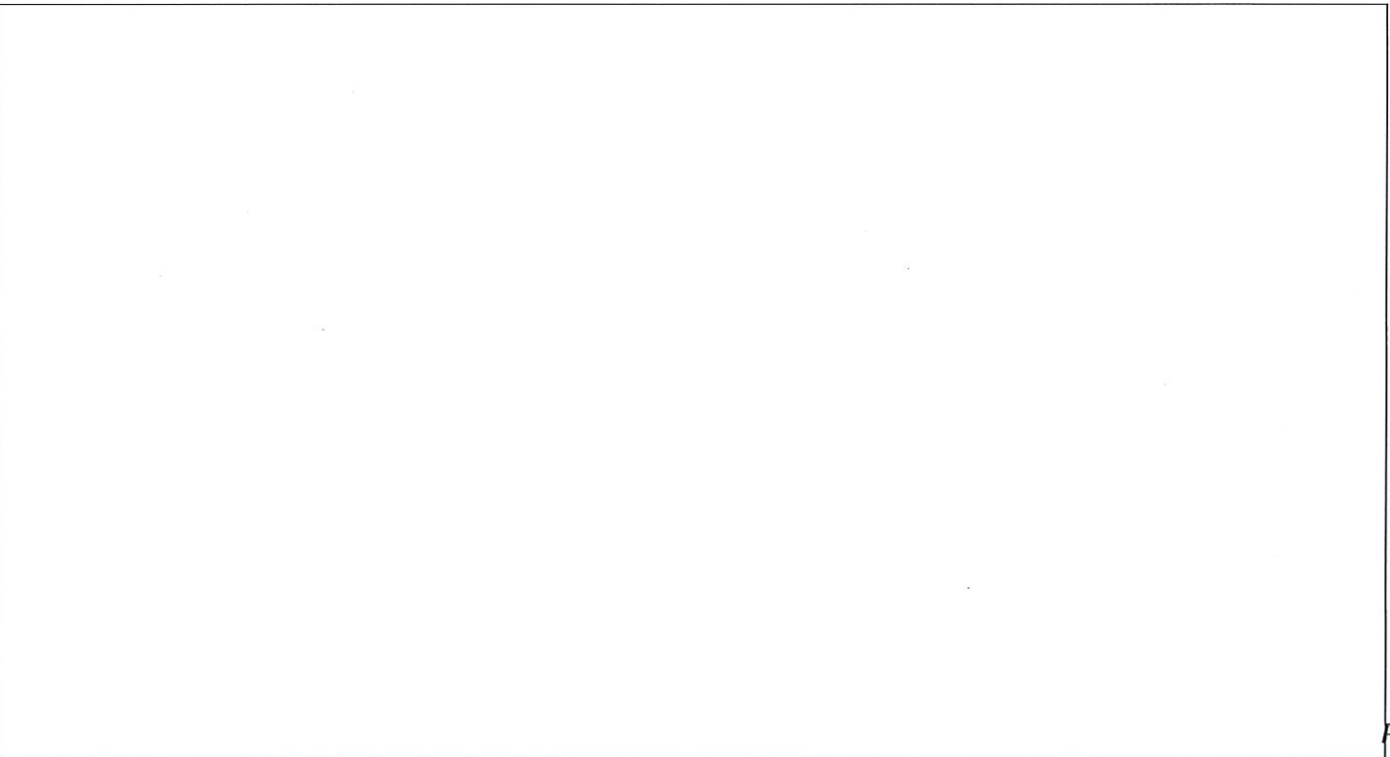
Address

## PET INFORMATION

Name		Date of Birth
Sex	Weight	
Species	Breed	
Primary Color	Secondary Color <i>(if applicable)</i>	
License #	Expiration Date	County/State
Rabies Vaccination Date	Microchip # <i>(if applicable)</i>	

## PHOTO IDENTIFICATION

*Please provide a picture of you animal attached in the space below.*



**VETERINARIAN INFORMATION**

Name

Address

City

State

ZIP

Phone #

Fax #

**DISCLAIMER AND SIGNATURE**

I/we represent that the above information is factual and correct and agree that any falsification or misrepresentation in this registration form will justify further investigation by the Board. I/we agree that the above reference pet is licensed with Collier County per their Animal Control Ordinance. I/we agree that if the above referenced pet dies, I/we will notify Anchor Associates of the death and will complete a new form if a replacement pet is obtained.

I/we understand that the ability to keep such a pet is a privilege, not a right. Failure to adhere to the Declaration and Rules & Regulations regarding pets shall result in action taken by the Board of Directors.

Signature

Date

Signature

Date

**REGISTRATION REQUIREMENTS**

The following items must be included in order to properly register your pet:

- \_\_\_\_\_ Completed Pet Registration form
- \_\_\_\_\_ Copy of Certificate of Vaccinations
- ===== Picture of your pet

**Return this registration form to:**

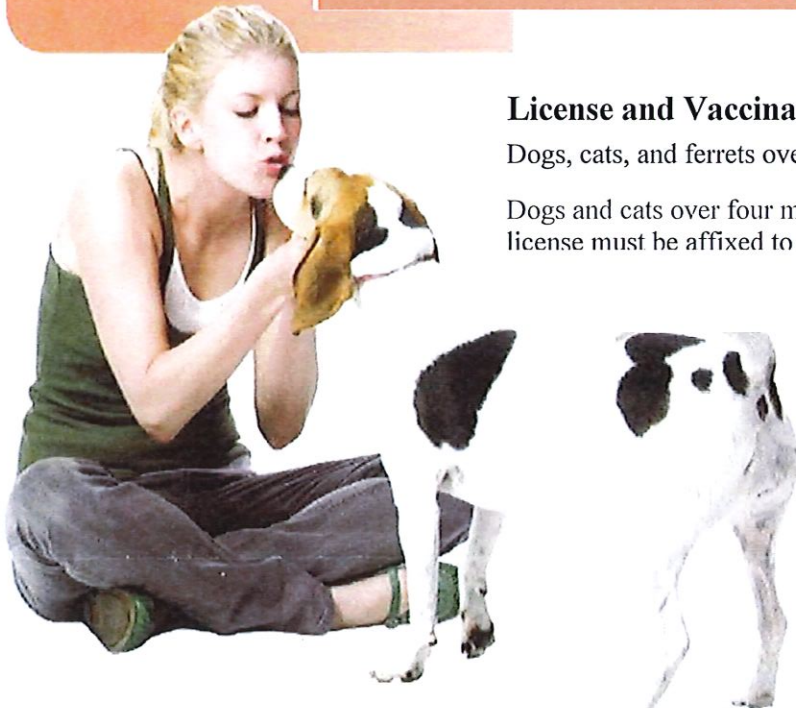
May Management Services  
 11100 Bonita Beach Rd,  
 Bonita Springs, Florida 34135  
 (239) 262-1396  
[spalmer@maymgt.com](mailto:spalmer@maymgt.com)

Date Stamp

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# KNOW THE LAW

*Understand the expectations for responsible pet ownership in Collier County*



## **License and Vaccinate Your Pet**

Dogs, cats, and ferrets over four months old must have a current rabies vaccination.

Dogs and cats over four months old must have a valid annual County license. The license must be affixed to the collar or harness unless the animal is confined.

## **Proper Animal Care**

Pets and livestock must be provided with adequate shelter, a sufficient quantity of good and wholesome food and water, exercise, and fresh air.

Pets may not be confined in an unattended motor vehicle under conditions or for lengths of time that may endanger the health and/or physical well-being of the animal.

## **Collier County**

Public Services Division  
Domestic Animal Services

## **Be a Good Neighbor**

Pets must be confined to the owner's property or walked on a leash. Pets may not run at large.

Pets may not chase, run after, or jump at vehicles or bicycles using the right-of-way; and may not snap, growl, snarl, jump upon, or threaten persons using the right-of-way.

Pet feces must be immediately removed and properly disposed of. Pets may not create a sanitary nuisance on public or private property.

Pets may not make noise that is offensive and of such a continuous duration of time that it creates a nuisance.

## **For the Dog Owner**

Any enclosure used as a primary means of confinement for a dog must meet the size and structural integrity requirements defined in the Animal Control Ordinance.

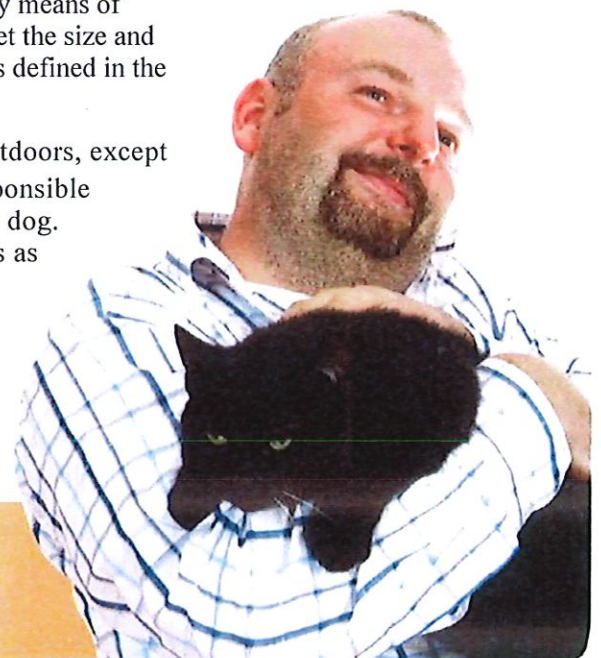
A dog may not be tethered outdoors, except when in visual range of a responsible party located outside with the dog.

Additional specific conditions as defined in the Animal Control Ordinance must also be met.

Owners must confine a female dog in heat so that she cannot be bred, unless the breeding is specific and intentional.

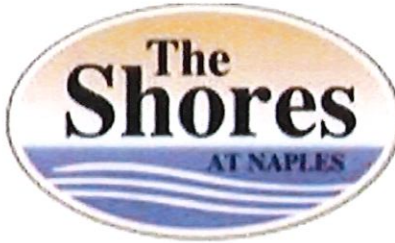
*Failure to comply with any of these regulations could result in a fine up to \$500.*

Questions? Call DAS at (239) 252-PETS (7387) or visit us online at [www.collicrpets.com](http://www.collicrpets.com).



## The Shores Pet Policy

9.12 Pets and Animals. No horses, reptiles, livestock or poultry of any kind (including, without limitation, pigs, goats and chickens) shall be raised, bred or kept on any Parcel, except for commonly accepted household pets such as dogs, cats and birds. Pets may not be kept, bred or maintained for any commercial purposes. All pets shall be contained in Residences and shall not be permitted to run freely. When outside a Living Unit, all pets must be carried or secured with a hand held leash. The Owner, pet's owner or handler, as applicable, must pick up all of the pet's solid waste and deposit it in the Owner's own trash container. In the event that any pet becomes a nuisance or exhibits aggressive behavior or becomes a danger in the Board's sole discretion, the Master Board of Directors may order the Owner and the pet's owner, as applicable, to permanently remove the same from the Living Unit and shall if necessary, have the right to seek injunctive relief requiring the Owner and the pet's owner, as applicable, to remove the pet in the event the pet is not removed after receipt of such notice. Tenants and Guests are permitted to keep pets in Residences with written permission from the Owner of the respective Living Unit. Pets are further subject to all local laws and ordinances and the Rules and Regulations adopted by the Master Board, which may be amended from time to time.



7845 Berkshire Pines Drive, Naples, Florida 34104  
Phone: 239-353-5913 Fax: 239-353-5098

**LEASE POLICY (7-31-2019)**

**Section 9.4 of the Amended and Restated Declaration of Restrictions and Protective Covenants covers Leasing so please read that section carefully.**

**Notice by Owner Intending to Lease**

Owner or designee must give the Master Board written notice of the owner's intention to lease at least 25 days in advance of the first day of occupancy, together with a fully executed copy of the proposed lease. Tenant may not occupy the Unit until at least Five (5) days following receipt of written approval by the Master Association.

**Term of Lease and Frequency of Leasing**

The maximum lease term is Six (6) months and the minimum lease term is Thirty (30) consecutive days. Owners may lease only the entire Unit. No Unit may be leased more often than Four (4) times in any calendar year, nor any combination of Leases and allowing guests to occupy a Unit when the owner is not in residence. The first day of the lease shall determine in which year the lease occurs. No subleasing or assignment of lease rights by the tenant is allowed.

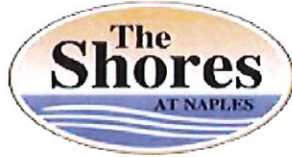
Any person acquiring title to a Unit after June 28, 2019 is prohibited from leasing the Unit for a period of Two (2) years from the date of purchase.

**Occupancy during Lease Term**

Guests shall not occupy leased Units unless the Tenant and/or his or her family are in residence. The total number of occupants of a leased parcel is limited to Two (2) persons per bedroom.

**Board of Directors**

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



**7845 Berkshire Pines Drive, Naples, Florida 34104 Phone:  
239-649-6357 Fax: 239-649-7495 5098**

### **Rules and Regulations Version 6/17/2021**

**The definitions contained in the Declaration of Covenants and Restrictions for The Shores at Berkshire Lakes, as amended from time to time, are incorporated herein as part of these Rules and Regulations**

**The Association reserves the right to fine, restrict or limit privileges, and/or take any other authorized action for violation of any of the following rules.**

1. The Shores Parcel Owners and/or Lessees of each Shores parcel and their family, guests, and invitees shall abide by each and every term and provision of these Rules and Regulations, the Declaration of Covenants and Restrictions, the Articles of Incorporation, the By-Laws of the Association, and the Architectural Control Committee Guidelines, as they may be amended from time to time.
2. Bicycles, mopeds, roller blades, skateboards, ATV's, scooters or go-karts, or other similar vehicles or toys are not permitted in the Clubhouse, tennis courts, pool deck, or Veranda area. Please use the bike racks on either side of the Clubhouse.
3. Any damage to the Common Areas, Master Association Property, or equipment of the Association caused by any Shores Parcel Owner, a family member, guest, invitee, or lessee shall be repaired or replaced at the expense of such Shores Parcel Owner.
4. Shores Parcel Owners, their families, guests, invitees, and Lessees will obey the posted parking and traffic regulations installed for the safety and welfare of all within the community.

5. Except as permitted by law, no television or radio masts, towers, poles, antennas, aerials, or appurtenances may be erected, constructed, or maintained without first obtaining written approval from the Architectural Control Committee (ACC).
6. No outdoor clotheslines or other outdoor clothes drying shall be located or conducted on any parcel unless they are hung in an area that is not visible to neighbors or the street.
7. All chalk shall promptly be removed from roadways and sidewalks anywhere within the complex upon completion of an activity.
8. Except on pick-up day, all trash receptacles shall be kept inside. Receptacles shall be placed at roadside no earlier than 6:00 pm on the evening prior to the designated collection day and must be properly stored by 7:00 pm on the designated collection day.
9. Motor Vehicles - No vehicle shall be parked overnight on any street or right of way within the Properties. Vehicles may be parked on the street no later than 10:00 pm on Sunday through Thursday, and no later than 1:00 am on Friday and Saturday without prior written consent of the Association.

**None of the following vehicles may be parked, stored, or kept on the Properties unless they are enclosed in a garage:**

- commercial trucks or other commercial vehicles, including any vehicles with commercial lettering or signs painted to or affixed to the vehicle and vehicles with commercial equipment placed upon the vehicle - trucks - recreational vehicles - campers – motorcycles – trailers or semi-trailers – mobile homes – motor homes – busses – tractors - boats or boat trailers. For purposes of this section, “commercial trucks or other commercial vehicles” shall mean those which are not designed and used for customary personal/family purposes. The absence of commercial-type lettering or graphics on a vehicle shall not be dispositive as to whether a vehicle is a commercial vehicle.

The foregoing restrictions shall not be deemed to prohibit the temporary parking of commercial vehicles while making delivery to or from, or while used in connection with providing services to the Shores Properties.

The Association may require that cars, trucks, motorcycles, motor scooters, mopeds, and the like be equipped with appropriate noise muffling equipment so that the operation of same does not create an unreasonable annoyance to the residents of the Properties.

Vehicles shall always be parked vertically in driveways and shall not be parked horizontally (i.e., parallel to the street).

10. Watercraft - Specifically limited to small kayak, canoe, rowboat, or fishing boat with an electric motor. These items must be in good working order and meet all safety requirements for the specific watercraft. Such watercraft shall be stored in the garage when not in use and shall not be left overnight anywhere on the properties, including the shoreline, or otherwise exposed anywhere on the Shores parcel owner's property.
11. All Recreational Equipment including but not limited to goal nets, bicycles, mopeds, all-terrain vehicles must be stored in the garage when not in immediate use. Portable basketball nets must be stored indoors during hurricanes.
12. All Facilities including but not limited to common areas, parking lot, pool, exercise room, ballroom, billiards room, library and card room may not be used to conduct paid lessons, trade or for any other commercial purpose without the written consent of the Association. All paid individuals providing these services must supply proof of proper insurance, W9 Tax Form, and Certifications to the Association prior to being engaged in the activity.
13. Access to the Lake and Clubhouse is from 5:00 am to 10:00 pm. Smoking is not permitted in the Clubhouse, pool, pool deck area, bocce ball court or tennis/pickleball courts. "Smoking" shall include the carrying, burning, inhaling, exhaling, breathing, possessing, or otherwise handling or controlling of any lit, heated, or smoldering product containing any amount of tobacco or cloves, including, but not limited to, any cigarette, cigar, pipe, e-cigarette, vapor product, or other similar product. Access to any room in the Clubhouse facility is limited to Shores Parcel Owners and Lessees. Guest limit is (4) per household. Shores Parcel Owners and Lessees must accompany and remain with their guests while at the lake, Clubhouse, bocce ball court, tennis/pickleball courts, pool or any other amenity area provided by the Association. All persons while at the lake,

Clubhouse, bocce ball court, tennis court, pool or any other amenities provided by the Association are required to identify themselves using their current I.D. cards. Anyone utilizing the Association amenities without proper identification will be removed. Pets are not permitted in the Clubhouse, pool area, library, billiards room, fitness center, bocce ball court, or tennis/pickleball courts at any time.

No access card doors shall be propped open except for the ballroom door during Board sanctioned events. No food is allowed in the Clubhouse unless it is a Board sanctioned event. HOA sponsored events, classes, or activities that have been scheduled and posted on the monthly calendar have priority in use of their respective area.

14. Parking at the Clubhouse - Clubhouse parking is to accommodate Shores Parcel Owners, Lessees, their families, and guests attending an HOA approved function and/or while using one of the facilities. Parking of vehicles servicing the facilities or as part of an HOA approved function are permitted. Examples include, but are not limited to: landscaping vehicles, blood mobile, caterers, vendors or repair personnel. Parking for any other purpose is prohibited and subject to a fine and/or towing off premises at the owner's expense. Overnight parking is permitted only with an approved permit which can be obtained from the HOA management company. Each homeowner is entitled to one parking permit for a period of one week, once per month.

15. The Community Pool - is open from 5:00 AM until 10:00 PM for use by The Shores Parcel Owners, Lessees, and their guests. Guest limit is (4) per household. The Shores Parcel Owners and Lessees are to accompany their guests and remain with them while at the pool and are responsible for their guests and their children's actions.

All non-proficient swimmers must be accompanied by a proficient swimmer. Snacks and beverages are to be kept in the Veranda areas only. Glass is not permitted in the Veranda areas or pool deck.

16. The Fitness Center – There is a minimum age of 16 years old to use the fitness equipment. When using the equipment, users shall disinfect and dry the equipment after each use. Proper attire must be worn at all times: this includes athletic shoes, sneakers, shorts or slacks and a shirt. Wet swimwear, (sandals),

and street shoes are not permitted. Users shall limit time on exercise equipment to (30) minutes if others are waiting. No food or drink is permitted in the fitness center, other than plastic water bottles. Battery operated personal players are permitted with the use of ear buds or headphones. Personal fans, electric or battery operated, are not permitted. Anyone using this facility is doing so at his/her own risk.

The Shores Parcel Owners, and Lessees are permitted (2) guests per household in the fitness center and must always remain with them.

The Association assumes no responsibility for the actions or behavior taking place in this facility or personal items left in the fitness center.

17. Tennis/Pickleball Courts - Courts are open from 7:00 am to 10:00 pm. Courts are for the use of The Shores Parcel Owners, Lessees, and their guests only. Guest limit is (3) per match.

Courts may not be used for any purpose other than the game of tennis and the game of pickleball.

Proper tennis attire is required: it includes shorts or slacks, shirts and athletic (tennis) shoes. Street shoes and playing shirtless are not permitted.

In the event people are waiting to use the tennis/pickleball courts, occupancy of the court(s) is limited to one (1) hour for singles matches and one and a half (1.5) hours for doubles matches beginning when the existing players FIRST occupy the court.

The courts are for the use of The Shores Parcel Owners, Lessees and their guests and all play at their own risk.

Please report any accident immediately, call (239) 262-1396 and/or 911.

18. Complaints shall be in written form including a signature and submitted to the HOA management company office.

19. The feeding of ANY wildlife within the boundaries of The Shores is prohibited. This includes bird feeders.

20. United States Flag - Any Shores Parcel Owner or Lessee may display a flag/flags as prescribed by ACC/Landscape Guidelines AC-8 and Chapter 720 of the Florida Statutes. Using a wall mounted bracket attached to the area next to the garage door is permissible.

21. The use of barbeque grills in any of the common areas including but not limited to the pool deck and Clubhouse parking lot is prohibited. Association sanctioned events are excluded.
22. "For Sale" or "For Rent" signs or any other signs, displays or advertising shall not be maintained or permitted on any part of the Common Area, on any Shores Parcel or in any dwelling except in such locations and in accordance with the requirements, as stipulated in the ACC Guidelines - AC-5. Approved "For Sale" signs can be obtained from Artype 239-332-1174 [www.artypeinc.com](http://www.artypeinc.com) or Lykins Signtek 239-594-8494 [www.lykins-signtek.com](http://www.lykins-signtek.com)
23. No permanent Basketball Net may be attached to any physical part of the home. All Basketball Nets must be portable. Portable Basketball Nets are only permitted in driveways and are not to be located on any other part of the property. Basketball Nets are to be located centered to the homeowner's garage door and not out by the street. Portable Basketball Nets, stands, and poles are to be black in color. Portable Basketball Nets may remain upright in driveways when not in use. Portable Basketball Nets must be stored in the homeowner's garage during hurricanes. Portable Basketball Nets must be kept in good working condition and well maintained. Basketball may only be played between the hours of 9:00 AM and 9:00 PM.
24. Pets – The maximum number of domesticated dogs and/or cats, permitted per unit is two (2). Dogs and cats must be leashed at all times when outside of a unit and are not permitted to run freely outside. If the dogs and/or cats are tied up outside unattended they need to be in the backside of the unit away from the street. Dogs and cats may not chase, run after, or jump at vehicles or bicycles using the right-of-way; and may not snap, growl, snarl, jump upon, or threaten persons using the right-of-way. Dogs and cats may not make noise that is offensive and of such a continuous duration of time that it creates a nuisance. Any person(s) walking a dog and cat must clean up the animal waste and deposit it in their own trash receptacle. No resident/guest/lessee is permitted to maintain in the unit a bull terrier (pit bull), Rottweiler, Doberman, German Shepard or any dog of any size/weight/breed of violent temperament as determined by animal control and the Association. All Shores Parcel Owners must register their dogs and cats by completing the pet

registration form at the management companies' office and provide a Veterinarian Certificate. After the initial form is completed, updated vaccination records must be available to the Association upon request. All cats and/or dogs registered with the management company as of June 17, 2021, are considered grandfathered for the purposes of this section.

25. Leasing - The maximum lease term is Six (6) months. The minimum Lease term is 30 consecutive days. No Unit may be leased more often than four (4) times in any calendar year, nor any combination of Leases and allowing Guests to occupy a Unit when the owner is not in residence more than four (4) times per year, and no option for the Tenant to extend or renew the Lease for any additional period shall be permitted unless approved by the Master Board. Any purchaser of a Unit is prohibited from leasing their Unit for a period of two (2) years from the date of purchase. All Guests staying while the owner is not in residence must register with the management company. A non-family guest staying in a residence without an owner in residence may do so for up to (14) fourteen consecutive days. Guests staying in a residence without an owner in residence are limited to two (2) guest per bedroom.

26. Any consent or approval given under these Rules and Regulations by the Association may be modified, added to or repealed at any time in accordance with the governing documents of the Association.

**I/We have read, understood, and acknowledge the above Rules & Regulations for The Shores at Berkshire Lakes Homeowners Association Inc.**

**Date:** \_\_\_\_\_

**Owner or Lessee Signature**

**Date:** \_\_\_\_\_

**Owner or Lessee Signature**

The Shores at Berkshire Lakes Master Homeowners Association, Inc.  
APPROVED Budget

Acct. CODE	DESCRIPTION	2022 Budget	2022 Projected	2023 Budget
<b>REVENUE:</b>				
60100	Mthly Assmt - S/Family Revenue	\$ 613,548	\$ 613,548	\$ 651,593
60101	Mthly Assmt - Villas Revenue	\$ 444,781	\$ 444,781	\$ 480,880
60102	Mthly Assmt - Preserve Revenue	\$ 388,050	\$ 387,470	\$ 412,815
60200	Reserves Assessment Revenue	\$ 169,773	\$ 169,773	\$ 236,278
60500	Late Fees/Interest Assessed	\$ -	\$ 6,000	\$ -
60800	Fines/Violations Assessed	\$ -	\$ 6,200	\$ -
66700	Social Events Revenue	\$ 8,000	\$ 14,000	\$ 8,000
66800	Clubhouse Usage Revenue	\$ -	\$ 1,750	\$ -
67100	BarCode/Key/Other Revenue	\$ -	\$ 7,200	\$ -
67200	Gate Incident Fee	\$ -	\$ 4,300	\$ -
	<b>TOTAL REVENUE</b>	<b>\$ 1,624,152</b>	<b>\$ 1,655,022</b>	<b>\$ 1,789,566</b>
<b>EXPENSES</b>				
<b>UTILITIES:</b>				
70100	Electricity Expense	\$ 54,000	\$ 57,000	\$ 58,000
70200	Water & Sewer Expense	\$ 9,000	\$ 7,000	\$ 9,000
70300	Trash Removal Service	\$ 1,700	\$ 1,700	\$ 2,000
70400	Telephone/Internet Service	\$ 3,500	\$ 3,500	\$ 3,500
70500	Cable TV Service	\$ 538,720	\$ 538,700	\$ 560,112
	<b>Subtotal Utilities:</b>	<b>\$ 606,920</b>	<b>\$ 607,900</b>	<b>\$ 632,612</b>
<b>GENERAL MAINTENANCE:</b>				
71050	Gate & Access Control Mtnc	\$ 14,000	\$ 18,000	\$ 18,000
71100	Janitorial Services	\$ 22,500	\$ 19,000	\$ 20,000
71200	Pest Control	\$ 1,000	\$ -	\$ 1,000
71300	A/C Mtnc & Repairs	\$ 2,500	\$ 1,000	\$ 3,000
71700	Gym Equip Mtnc & Repairs	\$ 2,000	\$ 1,600	\$ 2,000
71900	Holiday Decorations	\$ 9,523	\$ 9,523	\$ 10,000
72450	Pressure Washing	\$ 8,800	\$ 8,800	\$ 8,800
72550	Sidewalk Mtnc & Repairs	\$ 2,500	\$ 2,500	\$ 3,000
72560	Storm Drains Maintenance	\$ 2,500	\$ 5,300	\$ 7,500
72580	Mailbox Maintenance (SF & Villas Only)	\$ -	\$ -	\$ 14,000
	<b>Subtotal General Maintenance:</b>	<b>\$ 65,323</b>	<b>\$ 65,723</b>	<b>\$ 87,300</b>
<b>POOL MAINTENANCE:</b>				
74100	Pool Mthly Service	\$ 15,168	\$ 15,268	\$ 16,146
74200	Pool/Spa Repair & Supplies	\$ 4,000	\$ 2,500	\$ 4,000
	<b>Subtotal Pool Maintenance:</b>	<b>\$ 19,168</b>	<b>\$ 17,768</b>	<b>\$ 20,146</b>
<b>GROUND MAINTENANCE:</b>				
75100	Grounds Mtnc/Fert/Pest-Common	\$ 87,625	\$ 85,165	\$ 92,580
75200	S/F Grounds Mtnc - Mthly	\$ 238,740	\$ 240,225	\$ 251,340
75250	Villas Grounds Mtnc - Mthly	\$ 112,320	\$ 112,995	\$ 119,040
75500	Mulch/ Pine Straw Mtnc	\$ 11,500	\$ 11,500	\$ 14,000
75680	Trees/Plants/Sod/Shrubs Mtnc	\$ 20,000	\$ 12,000	\$ 20,000
75681	Tree Trimming Expense	\$ 20,000	\$ 20,000	\$ 25,000
75682	Tree Removal Expense	\$ 5,000	\$ 3,000	\$ 5,000
75700	Preserve Area Maintenance	\$ 10,000	\$ 17,800	\$ 12,000
75800	Lake Mthly Maintenance	\$ 11,400	\$ 14,300	\$ 11,820
75900	Fountains Maintenance/Repairs	\$ 9,000	\$ 11,000	\$ 7,000
76100	Recreation Areas Mtnc & Repairs	\$ 3,500	\$ 3,500	\$ 4,100
77100	S/F Irrigation Mtnc	\$ 16,690	\$ 13,000	\$ 12,000
77150	Villas Irrigation Mtnc	\$ 9,620	\$ 10,000	\$ 11,676
77200	Irrigation Mtnc - Common Area	\$ 7,500	\$ 7,000	\$ 7,000
	<b>Subtotal Ground Maintenance:</b>	<b>\$ 562,895</b>	<b>\$ 561,485</b>	<b>\$ 592,556</b>
<b>CLUBHOUSE MAINTENANCE:</b>				
77300	Clubhouse Maint & Repairs	\$ 8,000	\$ 9,000	\$ 8,500
77305	Fire Protection - Clubhouse	\$ 3,500	\$ 3,000	\$ 3,500
77310	Clubhouse Pest Control - Qtrl	\$ 1,000	\$ 1,000	\$ 1,000
	<b>Subtotal Clubhouse Maintenance:</b>	<b>\$ 12,500</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>

APPROVED

The Shores at Berkshire Lakes Master Homeowners Association, Inc.  
 APPROVED Budget

Acct. CODE	DESCRIPTION	2022 Budget	2022 Projected	2023 Budget
<b>INSURANCE:</b>				
84950	Directors & Officers Ins	\$ 3,040	\$ 2,828	\$ 3,040
85000	Boiler/Equipment	\$ 798	\$ 776	\$ 793
85050	Crime Bond Insurance	\$ 1,104	\$ 1,098	\$ 1,299
85100	Property Insurance	\$ 33,621	\$ 35,206	\$ 45,434
85150	Umbrella/ Liability /Excess Liability	\$ 4,465	\$ 4,765	\$ 6,532
85200	Workers Comp Ins	\$ 650	\$ 607	\$ 600
85210	Flood Insurance	\$ 3,069	\$ 3,033	\$ 3,300
	<b>Subtotal Insurance:</b>	<b>\$ 46,747</b>	<b>\$ 48,313</b>	<b>\$ 60,998</b>
<b>ADMINISTRATIVE:</b>				
86100	Mgmt & Accounting Expense	\$ 87,864	\$ 87,864	\$ 87,864
86250	Printing and Postage	\$ 5,000	\$ 8,000	\$ 8,000
86300	Office Expense	\$ 9,000	\$ 11,000	\$ 10,000
86310	Office Equipment Expense	\$ 500	\$ -	\$ 500
86315	Website Maintenance	\$ 300	\$ 5,500	\$ 2,000
86450	PC Hrdware/Peripherals/Suppor	\$ 1,000	\$ 1,500	\$ 1,000
86670	Social Events Expense	\$ 8,000	\$ 12,000	\$ 8,000
86700	Corporate Annual Report	\$ 62	\$ 62	\$ 62
87100	Legal Expense	\$ 10,000	\$ 10,000	\$ 10,000
87110	Delinquencies Collection Exp	\$ 2,000	\$ 3,000	\$ 2,000
87250	Professional Fees & Services	\$ 1,000	\$ 1,000	\$ 1,000
87255	Fees/Licenses/Permits	\$ 500	\$ 500	\$ 500
87300	Audit Prep Fee	\$ 5,600	\$ 5,750	\$ 5,750
87700	Contingency/Unbudgeted Exp	\$ 10,000	\$ 10,000	\$ 10,000
	<b>Subtotal Administrative:</b>	<b>\$ 140,826</b>	<b>\$ 156,176</b>	<b>\$ 146,676</b>
<b>RESERVE:</b>				
94150	Rsv Contrib - Access Cntrl Sy	\$ 5,191	\$ 5,191	\$ 5,191
94200	Rsv Contrib - Fence/Prmtr Wal	\$ 10,375	\$ 10,375	\$ 10,807
94250	Rsv Contrib- Furniture & Fixt	\$ 14,245	\$ 14,245	\$ 15,711
94300	Rsv Contrib - Gatehouse	\$ 2,973	\$ 2,973	\$ 3,112
94350	Rsv Contrib - Gym Equipment	\$ 2,169	\$ 2,169	\$ 2,169
94400	Rsv Contrib - Irrigation Sys	\$ 4,746	\$ 4,746	\$ 32,018
94450	Rsv Contrib - Machinery	\$ 7,768	\$ 7,768	\$ 7,768
94500	Rsv Contrib - Lake Features	\$ 3,868	\$ 3,868	\$ 8,104
94550	Rsv Contrib - Painting	\$ 10,965	\$ 10,965	\$ 3,565
94600	Rsv Contrib - Pool	\$ 17,944	\$ 17,944	\$ 27,227
94650	Rsv Contrib - Rec Facilities	\$ 25,581	\$ 25,581	\$ 56,657
94700	Rsv Contrib - Roads/Paving	\$ 53,421	\$ 53,421	\$ 53,421
94750	Rsv Contrib - Roof	\$ 10,526	\$ 10,527	\$ 10,526
	<b>Subtotal Reserve:</b>	<b>\$ 169,773</b>	<b>\$ 169,773</b>	<b>\$ 236,278</b>
<b>TOTAL EXPENSES</b>		<b>\$ 1,624,152</b>	<b>\$ 1,640,138</b>	<b>\$ 1,789,566</b>
	<b>MINUS OTHER INCOME</b>	<b>\$ 8,000</b>		<b>\$ 8,000</b>
	<b>ADJUSTED EXPENSE BALANCE</b>	<b>\$ 1,616,152</b>		<b>\$ 1,781,566</b>
	<b>Annual Maintenance Per Unit-Single Family</b>	<b>\$ 3,875</b>		<b>\$ 4,224</b>
	<b>Monthly Maintenance Per Unit-Single Family</b>	<b>\$ 323</b>		<b>\$ 352</b>
	<b>Annual Maintenance Per Unit-Villas</b>	<b>\$ 3,180</b>		<b>\$ 3,540</b>
	<b>Monthly Maintenance Per Unit-Villas</b>	<b>\$ 265</b>		<b>\$ 295</b>
	<b>Annual Maintenance Per Unit-Preserve</b>	<b>\$ 2,392</b>		<b>\$ 2,652</b>
	<b>Monthly Maintenance Per Unit-Preserve</b>	<b>\$ 199</b>		<b>\$ 221</b>

APPROVED

The Shores at Berkshire Lakes Master Homeowners Association, Inc.  
 APPROVED Reserve Schedule

Acct. Code	Reserve Fund	Replacement Cost	Total Life	Remaining Life	Projected Balance 12/31/22	Additional Required	Annual Required
54150	Reserve Access Cntrl System	\$ 78,500	15	13	\$ 11,013	\$ 67,487	\$ 5,191
54200	Reserve Fence/Prmtr Wall	\$ 455,000	50	35	\$ 76,770	\$ 378,230	\$ 10,807
54250	Reserve Furniture & Fixture	\$ 200,000	30	7	\$ 90,021	\$ 109,979	\$ 15,711
54300	Reserve Gatehouse	\$ 81,000	35	14	\$ 37,431	\$ 43,569	\$ 3,112
54350	Reserve Gym Equipment	\$ 35,000	15	4	\$ 26,325	\$ 8,675	\$ 2,169
54400	Reserve Irrigation System	\$ 400,000	15	11	\$ 47,797	\$ 352,203	\$ 32,018
54450	Reserve Machinery	\$ 45,000	10	3	\$ 21,695	\$ 23,305	\$ 7,768
54500	Reserve Lake Features	\$ 62,000	15	4	\$ 29,583	\$ 32,417	\$ 8,104
54550	Reserve Painting	\$ 35,000	7	7	\$ 10,047	\$ 24,953	\$ 3,565
54600	Reserve Pool	\$ 200,000	15	5	\$ 63,863	\$ 136,137	\$ 27,227
54650	Reserve Rec Facilities	\$ 100,000	25	1	\$ 43,343	\$ 56,657	\$ 56,657
54700	Reserve Roads/Paving	\$ 520,000	24	4	\$ 306,316	\$ 213,684	\$ 53,421
54750	Reserve Roof	\$ 200,000	25	16	\$ 31,577	\$ 168,423	\$ 10,526
54800	Reserve Infrastr Repair				\$ 146,500		
54999	Unallocated Interest				\$ 16,700		
<b>TOTAL</b>		<b>\$ 2,411,500</b>			<b>\$ 958,981</b>	<b>\$ 1,615,719</b>	<b>\$ 236,278</b>

APPROVED

**The Shores at Berkshire Lakes Homeowners Association,  
Inc.**

Run Date: 01/17/2023  
Run Time: 01:10 PM

**FUND BALANCE SHEET**

**Assets**

Account	Operating	Reserves	Total
<b>Assets</b>			
10150 Operating #5351 - First Horizon	\$219,751.36	\$0.00	\$219,751.36
10155 Debit 42846 - First Horizon	\$566.79	\$0.00	\$566.79
11150 Rsrvs MM 45254 - First Horizon	\$0.00	\$97,677.40	\$97,677.40
11151 Rsrvs ICS 45254 - First Horizon	\$0.00	\$519,667.74	\$519,667.74
11155 NYCB CD# 7799 2.75% 12/29/23	\$0.00	\$245,000.00	\$245,000.00
11350 Synovus CD#1791 .08% -11/18/23	\$0.00	\$81,352.85	\$81,352.85
12100 A/R Mthly Assessments	\$33,035.00	\$0.00	\$33,035.00
12500 A/R Late charges/Interest	\$2,378.23	\$0.00	\$2,378.23
12800 A/R Misc Charges	\$100.00	\$0.00	\$100.00
12950 A/R Fines/Violations	\$5,000.00	\$0.00	\$5,000.00
15300 Allowance for Doubtful Accts	(\$14,316.33)	\$0.00	(\$14,316.33)
16200 Prepaid Insurances	\$31,549.58	\$0.00	\$31,549.58
16250 Prepaid Expenses	\$2,200.00	\$0.00	\$2,200.00
18100 Prepaid Electric - FPL Deposit	\$260.67	\$0.00	\$260.67
<b>Assets Total</b>	<b>\$280,525.30</b>	<b>\$943,697.99</b>	<b>\$1,224,223.29</b>
<b>Total Assets:</b>	<b>\$280,525.30</b>	<b>\$943,697.99</b>	<b>\$1,224,223.29</b>

**Liabilities**

Account	Operating	Reserves	Total
<b>Liabilities</b>			
30400 Accrued Expenses	\$9,418.50	\$0.00	\$9,418.50
31100 Prepaid Owner Assessments	\$35,361.65	\$0.00	\$35,361.65
31150 Owner's Refundable Deposits	\$9,540.00	\$0.00	\$9,540.00
<b>Liabilities Total</b>	<b>\$54,320.15</b>	<b>\$0.00</b>	<b>\$54,320.15</b>
<b>Total Liabilities:</b>	<b>\$54,320.15</b>	<b>\$0.00</b>	<b>\$54,320.15</b>

**Equity**

Account	Operating	Reserves	Total
<b>Equity</b>			
54150 Rsv- Access Control System	\$0.00	\$11,013.02	\$11,013.02
54200 Rsv- Fences & Perimeter Wall	\$0.00	\$76,770.72	\$76,770.72
54250 Rsv- Furniture & Fixtures	\$0.00	\$79,756.29	\$79,756.29
54300 Rsv- Gatehouse	\$0.00	\$37,431.70	\$37,431.70
54350 Rsv- Gym Equipment	\$0.00	\$26,326.03	\$26,326.03
54400 Rsv- Irrigation System	\$0.00	\$42,685.65	\$42,685.65
54450 Rsv- Machinery	\$0.00	\$21,695.25	\$21,695.25
54500 Rsv- Lake Features	\$0.00	\$29,583.09	\$29,583.09
54550 Rsv- Painting	\$0.00	\$10,047.33	\$10,047.33
54600 Rsv- Pool	\$0.00	\$63,863.70	\$63,863.70
54650 Rsv- Recreational Facilities	\$0.00	\$43,342.40	\$43,342.40
54 700 Rsv- Roads/Paving	\$0.00	\$306,315.66	\$306,315.66
54750 Rsv- Roof	\$0.00	\$31,578.04	\$31,578.04
54800 Rsv- Infrastrctr Repairs	\$0.00	\$145,810.41	\$145,810.41
54999 Rsv- Unallocated Interest	\$0.00	\$17,478.70	\$17,478.70
55100 Owner's Equity (Beg of Year)	\$239,525.70	\$0.00	\$239,525.70
<b>Equity Total</b>	<b>\$239,525.70</b>	<b>\$943,697.99</b>	<b>\$1,183,223.69</b>
Current Year Net Income/(Loss)	(\$13,320.55)	\$0.00	(\$13,320.55)

The Shores at Berkshire Lakes Homeowners Association, Inc.  
As of: 12/31/2022

FUND BALANCE SHEET

Account	Operating	Reserves	Total
Total Equity:	\$226,205.15	\$943,697.99	\$1,169,903.14
Total Liabilities & Equity	\$280,525.30	\$943,697.99	\$1,224,223.29

# The Shores at Berkshire Lakes Homeowners Association, Inc.

Run Date:  
Run Time:

## INCOME STATEMENT

### Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Income</b>							
60100 Mthly Assmt - S/Family Revenue	51,129.00	51,129.00	0.00	613,548.00	613,548.00	0.00	613,548.00
60101 Mthly Assmt - Villas Revenue	37,065.08	37,065.12	(0.04)	444,780.96	444,781.00	(0.04)	444,781.00
60102 Mthly Assmt - Preserve Revenue	32,289.17	32,337.50	(48.33)	387,470.04	388,050.00	(579.96)	388,050.00
60200 Reserves Assessment Revenue	14,147.75	14,147.75	0.00	169,773.00	169,773.00	0.00	169,773.00
60500 Late Fees/Interest Assessed	375.00	0.00	375.00	6,682.01	0.00	6,682.01	0.00
60800 Fines/Violations Assessed	0.00	0.00	0.00	5,700.00	0.00	5,700.00	0.00
66700 Social Events Revenue	2,520.00	666.63	1,853.37	17,316.00	8,000.00	9,316.00	8,000.00
66800 Clubhouse Usage Revenue	250.00	0.00	250.00	1,925.00	0.00	1,925.00	0.00
67100 RFID/KeyCard/Other Revenue	595.00	0.00	595.00	9,165.00	0.00	9,165.00	0.00
67200 Gate Incident Fee	0.00	0.00	0.00	3,311.65	0.00	3,311.65	0.00
<b>Income Total</b>	<b>138,371.00</b>	<b>135,346.00</b>	<b>3,025.00</b>	<b>1,659,671.66</b>	<b>1,624,152.00</b>	<b>35,519.66</b>	<b>1,624,152.00</b>
<b>Total Income</b>	<b>138,371.00</b>	<b>135,346.00</b>	<b>3,025.00</b>	<b>1,659,671.66</b>	<b>1,624,152.00</b>	<b>35,519.66</b>	<b>1,624,152.00</b>

### Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
<b>Utilities</b>							
70100 Electricity Expense	4,983.24	4,500.00	(483.24)	56,082.95	54,000.00	(2,082.95)	54,000.00
70200 Water & Sewer Expense	534.58	750.00	215.42	6,292.91	9,000.00	2,707.09	9,000.00
70300 Trash Removal Service	258.36	141.63	(116.73)	1,822.70	1,700.00	(122.70)	1,700.00
70400 Telephone/Internet Service	272.06	291.63	19.57	3,244.83	3,500.00	255.17	3,500.00
70500 Cable TV Service	44,880.82	44,893.37	12.55	538,569.84	538,720.00	150.16	538,720.00
<b>Utilities Total</b>	<b>50,929.06</b>	<b>50,576.63</b>	<b>(352.43)</b>	<b>606,013.23</b>	<b>606,920.00</b>	<b>906.77</b>	<b>606,920.00</b>
<b>General Maintenance</b>							
71050 Gate & Access Control MtnC	222.56	1,166.63	944.07	19,967.45	14,000.00	(5,967.45)	14,000.00
71100 Janitorial Services	3,650.00	1,875.00	(1,775.00)	20,748.00	22,500.00	1,752.00	22,500.00
71200 Pest Control	0.00	83.37	83.37	0.00	1,000.00	1,000.00	1,000.00
71300 A/C MtnC & Repairs	0.00	208.37	208.37	1,399.96	2,500.00	1,100.04	2,500.00
71700 Gym Equip MtnC & Repairs	856.53	166.63	(689.90)	2,270.13	2,000.00	(270.13)	2,000.00
71900 Holiday Decorations	0.00	793.62	793.62	9,523.00	9,523.00	0.00	9,523.00
72450 Pressure Washing	2,200.00	733.37	(1,466.63)	8,800.00	8,800.00	0.00	8,800.00
72550 Sidewalk MtnC & Repairs	1,480.00	208.37	(1,271.63)	9,205.00	2,500.00	(6,705.00)	2,500.00
72560 Storm Drains Maintenance	1,775.00	208.37	(1,566.63)	5,300.00	2,500.00	(2,800.00)	2,500.00
<b>General Maintenance Total</b>	<b>10,184.09</b>	<b>5,443.73</b>	<b>(4,740.36)</b>	<b>77,213.54</b>	<b>65,323.00</b>	<b>(11,890.54)</b>	<b>65,323.00</b>
<b>Pool Maintenance</b>							
74100 Pool Mthly Service	1,345.50	1,264.00	(81.50)	15,268.50	15,168.00	(100.50)	15,168.00
74200 Pool/Spa Repair & Supplies	686.00	333.37	(352.63)	4,182.25	4,000.00	(182.25)	4,000.00
<b>Pool Maintenance Total</b>	<b>2,031.50</b>	<b>1,597.37</b>	<b>(434.13)</b>	<b>19,450.75</b>	<b>19,168.00</b>	<b>(282.75)</b>	<b>19,168.00</b>
<b>Grounds Maintenance</b>							
75100 Grounds MtnC/Fert/Pest-Common	7,112.00	7,302.12	190.12	86,372.05	87,625.00	1,252.95	87,625.00
75200 S/F Grounds MtnC - Mthly	20,060.00	19,895.00	(165.00)	240,225.00	238,740.00	(1,485.00)	238,740.00
75250 Villas Grounds MtnC - Mthly	9,435.00	9,360.00	(75.00)	112,995.00	112,320.00	(675.00)	112,320.00
75500 Mulch/ Pine Straw MtnC	9,418.50	958.37	(8,460.13)	9,418.50	11,500.00	2,081.50	11,500.00
75680 Plants/Sod/Shrubs MtnC	0.00	1,666.63	1,666.63	13,639.24	20,000.00	6,360.76	20,000.00
75681 Tree Trimming Expense	490.00	1,666.63	1,176.63	20,039.00	20,000.00	(39.00)	20,000.00
75682 Tree Removal Expense	2,750.00	416.63	(2,333.37)	2,750.00	5,000.00	2,250.00	5,000.00
75700 Preserve Area Maintenance	0.00	833.37	833.37	17,799.23	10,000.00	(7,799.23)	10,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
75800 Lake Mthly Maintenance	985.00	950.00	(35.00)	14,300.99	11,400.00	(2,900.99)	11,400.00
75810 Lake Improvements/Repairs	0.00	0.00	0.00	1,595.00	0.00	(1,595.00)	0.00
75900 Fountains Maintenance/Repairs	1,078.00	750.00	(328.00)	11,349.23	9,000.00	(2,349.23)	9,000.00
76100 Recreation Areas Mtnc & Repair	100.00	291.63	191.63	3,113.50	3,500.00	386.50	3,500.00
77100 S/F Irrigation Mtnc	1,302.86	1,390.87	88.01	7,044.59	16,690.00	9,645.41	16,690.00
77150 Villas Irrigation Mtnc	991.43	801.63	(189.80)	5,799.67	9,620.00	3,820.33	9,620.00
77200 Irrigation Mtnc - Common Areas	798.06	625.00	(173.06)	11,858.30	7,500.00	(4,358.30)	7,500.00
77250 2022 Hurricane Ian	0.00	0.00	0.00	17,859.40	0.00	(17,859.40)	0.00
<b>Grounds Maintenance Total</b>	<b>54,520.85</b>	<b>46,907.88</b>	<b>(7,612.97)</b>	<b>576,158.70</b>	<b>562,895.00</b>	<b>(13,263.70)</b>	<b>562,895.00</b>
<b>Clubhouse Maintenance</b>							
77300 Clubhouse Maint & Repairs	1,276.71	666.63	(610.08)	11,964.72	8,000.00	(3,964.72)	8,000.00
77305 Fire Protection - Clubhouse	0.00	291.63	291.63	2,048.33	3,500.00	1,451.67	3,500.00
77310 Clubhouse Pest Control - Qtrly	0.00	83.37	83.37	968.35	1,000.00	31.65	1,000.00
<b>Clubhouse Maintenance Total</b>	<b>1,276.71</b>	<b>1,041.63</b>	<b>(235.08)</b>	<b>14,981.40</b>	<b>12,500.00</b>	<b>(2,481.40)</b>	<b>12,500.00</b>
<b>Insurance</b>							
84950 Directors & Officers Ins	238.45	253.37	14.92	2,829.13	3,040.00	210.87	3,040.00
85000 Boiler/Equipment Ins	65.50	66.50	1.00	775.50	798.00	22.50	798.00
85050 Crime Bond Insurance	100.70	92.00	(8.70)	1,097.94	1,104.00	6.06	1,104.00
85100 Property & Liability Ins	3,365.50	2,802.75	(562.75)	35,206.18	33,621.00	(1,585.18)	33,621.00
85150 Umbrella/Excess Liability	472.10	372.12	(99.98)	4,765.00	4,465.00	(300.00)	4,465.00
85200 Workers Comp Ins	49.91	54.13	4.22	608.93	650.00	41.07	650.00
85210 Flood Insurance	276.25	255.75	(20.50)	3,033.88	3,069.00	35.12	3,069.00
<b>Insurance Total</b>	<b>4,568.41</b>	<b>3,895.62</b>	<b>(672.79)</b>	<b>48,316.56</b>	<b>46,747.00</b>	<b>(1,569.56)</b>	<b>46,747.00</b>
<b>Administrative</b>							
86100 Mgmt & Accounting Expense	7,322.00	7,322.00	0.00	87,764.00	87,864.00	100.00	87,864.00
86250 Printing and Postage	739.62	416.63	(322.99)	7,966.50	5,000.00	(2,966.50)	5,000.00
86300 Office Expense	835.00	750.00	(85.00)	11,600.41	9,000.00	(2,600.41)	9,000.00
86310 Office Equipment Expense	0.00	41.63	41.63	0.00	500.00	500.00	500.00
86315 Website Maintenance	100.00	25.00	(75.00)	5,829.57	300.00	(5,529.57)	300.00
86450 PC Hrdware/Peripherals/Support	0.00	83.37	83.37	1,495.86	1,000.00	(495.86)	1,000.00
86670 Social Events Expense	2,753.25	666.63	(2,086.62)	16,317.22	8,000.00	(8,317.22)	8,000.00
86700 Corporate Annual Report	0.00	0.00	0.00	61.25	62.00	0.75	62.00
87100 Legal Expense	350.00	833.37	483.37	8,795.75	10,000.00	1,204.25	10,000.00
87110 Delinquencies Collection Exp	740.00	166.63	(573.37)	2,682.00	2,000.00	(682.00)	2,000.00
87250 Professional Fees & Services	0.00	83.37	83.37	1,000.00	1,000.00	0.00	1,000.00
87255 Fees/Licenses/Permits	0.00	41.63	41.63	500.00	500.00	0.00	500.00
87300 Audit Prep Fees	0.00	0.00	0.00	5,750.00	5,600.00	(150.00)	5,600.00
87700 Contingency/Unbudgeted Exp	806.87	833.37	26.50	11,322.47	10,000.00	(1,322.47)	10,000.00
<b>Administrative Total</b>	<b>13,646.74</b>	<b>11,263.63</b>	<b>(2,383.11)</b>	<b>161,085.03</b>	<b>140,826.00</b>	<b>(20,259.03)</b>	<b>140,826.00</b>
<b>Reserves</b>							
94150 Rsv Contrib - Access Cntrl Sys	432.67	432.63	(0.04)	5,192.04	5,192.00	(0.04)	5,192.00
94200 Rsv Contrib - Fence/Prmtr Wall	864.58	864.62	0.04	10,374.96	10,375.00	0.04	10,375.00
94250 Rsv Contrib - Furniture & Fixt	1,187.09	1,187.01	(0.08)	14,245.08	14,245.00	(0.08)	14,245.00
94300 Rsv Contrib - Gatehouse	247.75	247.75	0.00	2,973.00	2,973.00	0.00	2,973.00
94350 Rsv Contrib - Gym Equipment	180.75	180.75	0.00	2,169.00	2,169.00	0.00	2,169.00
94400 Rsv Contrib - Irrigation Sys	395.50	395.50	0.00	4,746.00	4,746.00	0.00	4,746.00
94450 Rsv Contrib - Machinery	647.33	647.33	0.00	7,767.96	7,768.00	0.04	7,768.00
94500 Rsv Contrib - Lake Features	322.33	322.37	0.04	3,867.96	3,868.00	0.04	3,868.00
94550 Rsv Contrib - Painting	913.75	913.75	0.00	10,965.00	10,965.00	0.00	10,965.00
94600 Rsv Contrib - Pool	1,495.33	1,495.37	0.04	17,943.96	17,944.00	0.04	17,944.00
94650 Rsv Contrib - Rec Facilities	2,131.75	2,131.75	0.00	25,581.00	25,581.00	0.00	25,581.00
94700 Rsv Contrib - Roads/Paving	4,451.75	4,451.75	0.00	53,421.00	53,421.00	0.00	53,421.00
94750 Rsv Contrib - Roof	877.17	877.13	(0.04)	10,526.04	10,526.00	(0.04)	10,526.00
<b>Reserves Total</b>	<b>14,147.75</b>	<b>14,147.71</b>	<b>(0.04)</b>	<b>169,773.00</b>	<b>169,773.00</b>	<b>0.00</b>	<b>169,773.00</b>
<b>Total Expense</b>	<b>151,305.11</b>	<b>134,874.20</b>	<b>(16,430.91)</b>	<b>1,672,992.21</b>	<b>1,624,152.00</b>	<b>(48,840.21)</b>	<b>1,624,152.00</b>

Net Income	(12,934.11)	471.80	(13,405.91)	(13,320.55)	0.00	(13,320.55)	0.00
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**The Shores at Berkshire Lakes  
Master Homeowner's Assoc, Inc.  
2023 Frequently Asked Questions**

**Q: What are my voting rights in the Association?**

A: There is one membership in the Association assigned to each unit in the Association. Each member of the Association has the right to cast one (1) vote on all matters that come before the members of the Association. The total number of possible votes of the Association is 517.

**Q: What restrictions exist in the Governing Documents on my right to use my unit?**

A: There are certain restrictions including residential use, minors, access, fire hazards, garbage, leasing, antennas, noise, obstructions, signs, parking, windows, balconies, pets and the exterior appearance of the units which are set forth, in detail, in the Declaration.

**Q: What restrictions exist in the Governing Documents on the leasing of my unit?**

A: Lease terms are a minimum of thirty (30) days and a maximum of six (6) months with no more than four (4) leases in a calendar year. Application must be submitted **25 days prior** to the beginning of the lease along with a non-refundable \$150.00 application fee, as well as a non-refundable \$50.00 Background Check fee for each occupant age 18 and over and is subject to approval by the Board of Directors prior to occupancy.

**Q: How much are my assessments to the Association for my home and when are they due?**

A: Each owner of a unit in this Association is obligated to pay assessments to the Association in monthly installments from \$242 - \$390. These payments are due on the first day of each quarter regardless if notice is received or not.

**Q: Do I have to be a member in any other Association? If so, what is the name of the Association and is there a separate assessment?**

A: No.

**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: No.

**Q: Is the 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 Association Documents.