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# *Royal Park Condominium Apartments, Inc*

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**TO: All Owners**

**RE: Notices for three Meetings and associated forms**

Enclosed you will find a lot of information. Below we have attempted to provide you with a brief description of each form using the titles on each page for your reference:

**1. 2024 BUDGET MEETING AND MEMBERSHIP SPECIAL MEETING TO VOTE UPON PARTIAL WAIVER OF RESERVES AND FIRST NOTICE OF ANNUAL MEETING. (1 PAGE)**

This is a letter with information about the Board Meeting to consider the Budget followed by a Membership Meeting to consider Partial Funding of Reserves on Wednesday, December 13<sup>th</sup>. The last paragraph mentions the First Notice of the Annual Meeting.

**2. NOTICE OF BUDGET MEETING OF THE BOARD OF DIRECTORS OF ROYAL PARK CONDOMINIUM APARTMENTS INC. (1 PAGE)**

This is the actual notice for the Board Meeting on Wednesday, December 13, 2023, to consider the budget.

**A. ROYAL PARK CONDOMINIUM APARTMENTS ASSOCIATION INC PROPOSED OPERATING BUDGET FOR 2024 (6 PAGES)**

1. The first page is a summary of the two options Full Funding or Partial Funding
2. The second and third pages (front and back) are the details of Full Funding
3. The fourth and fifth pages (front and back) are the details of Partial Funding
4. The sixth page is the Schedule of Reserves

**3. NOTICE OF SPECIAL MEETING OF THE MEMBERS OF ROYAL PARK CONDOMINIUM APARTMENTS INC (1 PAGE)** This is the actual notice for the Membership Meeting on Wednesday, December 13, 2023, to consider full or partial funding of the Reserves in the budget. **It includes important information on how you can Vote by Proxy.**

**A. LIMITED PROXY – PARTIAL WAIVER OF RESERVE FUNDING (1 PAGE)**

This is the actual proxy that needs to be completed and returned before the Special Meeting of the Membership.

**4. FIRST NOTICE OF DATE OF ANNUAL MEMBERSHIP MEETING AND BOARD OF DIRECTORS ELECTION OF ROYAL PARK CONDOMINIUM APARTMENTS, INC. AND PROCEDURES FOR QUALIFYING FOR BOARD OF DIRECTORS (1 PAGE)** This is the actual First Notice of the Annual Meeting including information about assigning a Voting Representative and running for the Board.

**A. CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE (VOTING CERTIFICATE) (2 PAGES FRONT & BACK)**  
This form is not required for units owned by a single individual or a married couple. In all other cases this certificate is required to designate who can cast a ballot for Directors. There are limits as to who can be designated. Please follow the detailed instructions on the back of the form.

**B. WRITTEN NOTICE OF INTENT TO BE A CANDIDATE FOR THE BOARD OF DIRECTORS OF ROYAL PARK CONDOMINIUM APARTMENTS, INC. (1 PAGE)**

This form may be used for its stated purpose.



# ROYAL PARK CONDOMINIUM APARTMENTS, INC.

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119 Royal Park Drive, #1A, Oakland Park, FL 33309  
Office: (954) 739-6300 Fax: (954) 731-4341

## 2024 BUDGET MEETING AND MEMBERS SPECIAL MEETING TO VOTE UPON PARTIAL WAIVER OF RESERVES And FIRST NOTICE OF ANNUAL MEETING

Dear Royal Park Owners,

It is that time of year again when we must adopt a Budget for the upcoming year, 2024. A Budget Committee has assisted the Board in considering what changes might be needed to the Budget to meet the Association's expenses and comply with Florida law.

The enclosed proposed Budget will be considered by the Board of Directors at the annual Budget Meeting, on Wednesday, December 13, 2023. The proposed Budget includes the amount for fully funding reserves, as required by Florida law, and, alternatively, an amount which would provide for partially funding reserves. By law, reserves must be funded for at least the roof, painting and parking resurfacing, in addition to other established reserves, unless the unit owners vote in favor of waiving the funding of reserves. The Condominium Act has been recently amended to require full funding of reserve items listed in the Statute in the future, no longer providing for a vote to waive funding after December 31, 2024. The Association has scheduled a Special Meeting providing unit owners the opportunity to decide whether to partially waive the funding of reserves for the 2024 Budget to fund \$1,601,970.00, which is twenty-five (25%) percent of the required \$6,407,879.00, if the proposed Budget is adopted. In the past, the waiver was more significant, so this amount would start to build up reserves. Maintenance will be \$1,718.62 per quarter for a one bedroom unit and \$2,193.02 per quarter for a two bedroom unit if the owners approve the partial waiver of reserves funding, as opposed to \$3,180.45 for a one bedroom unit and \$4,093.40 for a 2 bedroom unit if reserve funding is not partially waived and full funding is required, pursuant to Florida law.

**Please return the enclosed proxy to the office on or before December 13, 2023, or attend the December 13, 2023, Budget Meeting at 7:00 p.m. and Members Special Meeting immediately following the Budget Meeting, at the Royal Park Condominium Apartments Clubhouse.** If at the December 13<sup>th</sup> Meeting the Association does not receive 50% + 1 votes of the unit owners, by proxy or in person, approving the partial funding of reserves, the Association will be required to fully fund the reserves and, if the proposed Budget is adopted, your quarterly maintenance for 2024 will be \$3,180.45 for a one bedroom unit and \$4,093.40 for a two bedroom unit. **Please note that voting to waive partial funding of the reserves may cause the Association to assess for major reserve items when replacements are needed, but not fully covered by the partial reserve funds, and, unless the Statutes are revised in the next few years, full funding will be required and waiver will not be permitted after December 31, 2024.**

Also enclosed is a First Notice of Annual Meeting, with a form Written Notice of Intent to be a Candidate for the Board Of Directors of Royal Park Condominium Apartments, Inc., as well as a Voting Certificate form. Instructions are provided with the forms.

Thank you for your support and participation.

Sincerely,

THE BOARD OF DIRECTORS  
November 21, 2023



**NOTICE OF BUDGET MEETING OF THE BOARD OF DIRECTORS OF  
ROYAL PARK CONDOMINIUM APARTMENTS, INC.**

**TO ALL MEMBERS:**

On **December 13, 2023, at 7:00 p.m., in the Royal Park Condominium Apartments Clubhouse, at 122 Royal Park Drive, Oakland Park, Florida**, a Budget Meeting will be held for the purpose of considering and voting on the proposed annual Budget for Royal Park Condominium Apartments, Inc. for the year 2024, and such other business as may lawfully be conducted. Attached is a copy of the proposed 2024 Budget, with the proposed reserves schedules with full funding and an alternative Budget with proposed reserve schedules with partial funding. The Board will approve a Budget, but whether there will be full or partial funding of reserves will depend upon whether the unit owners vote in favor of waiving partial funding of reserves at a Special Meeting of the Members, which will occur immediately following this Budget Meeting.

**AGENDA:**

1. Certifying Quorum - Call to order.
2. Proof of Notice of Meeting.
3. Reading and disposal of unapproved minutes.
4. Consideration and approval of 2024 Budget.
5. Adjournment.

Dated: November 21, 2023

**BY ORDER OF THE BOARD OF DIRECTORS**



Royal Park Condominium Apartments Association, Inc.  
Proposed Operating Budget for 2024  
671 Units  
January 1, 2024 through December 31, 2024

Updated: 11/14/2023

		2024 168 Units 1 Bedroom		2024 503 Units 2 Bedroom
<u>Proposed payment with partial reserve funding</u>	25%	<u>0.001216693</u>		<u>0.001581701</u>
	Quarterly	\$ 1,718.62	\$	2,193.02
	Annual	\$ 6,874.48	\$	8,772.08
 <u>Proposed payment with full reserve funding</u>				
	Quarterly	\$ 3,180.45	\$	4,093.40
	Annual	\$ 12,721.80	\$	16,373.60





Royal Park Condominium Apartments Association, Inc.  
Proposed Operating Budget for 2024  
**671 Units - Full Reserve Funding**  
January 1, 2024 through December 31, 2024

	<b>PROPOSED</b>	2024 Projected Annual	2024 Projected Quarterly	1 Bedroom Quarterly 0.001216693	2 Bedroom Quarterly 0.001581701
<b>Income:</b>					
Maintenance assessment - Operating	\$ 3,596,852	\$ 3,596,852	\$ 899,213	\$ 1,094.07	\$ 1,422.29
Maintenance assessment - Reserves	6,407,879	6,407,879	1,601,970	1,949.11	2,533.84
Comcast expenses by Unit	368,430	368,430	92,108	137.27	137.27
<b>Total Maintenance Assessment</b>		<b>10,373,162</b>	<b>2,593,291</b>	<b>3,180.45</b>	<b>4,093.40</b>
<b>Miscellaneous income:</b>					
Miscellaneous	1,000	1,000	250	0.30	0.40
Operating interest	1,200	1,200	300	0.37	0.47
Application fees	25,500	25,500	6,375	7.76	10.08
Decals	3,000	3,000	750	0.91	1.19
Comcast signing bonus	-	-	-	-	-
Estoppels letters	13,200	13,200	3,300	4.02	5.22
Late fees, interest	15,000	15,000	3,750	4.56	5.93
Laundry income	208,580	208,580	52,145	63.44	82.48
Returned check charges	300	300	75	0.09	0.12
Laundry cards	-	-	-	-	-
Clubhouse rentals	900	900	225	0.27	0.36
<b>Total Association Income</b>	<b>\$ 10,641,842</b>	<b>\$ 10,641,842</b>	<b>\$ 2,660,461</b>	<b>\$ 3,262.17</b>	<b>\$ 4,199.65</b>
<b>Utilities:</b>					
Electricity	\$ 100,800	\$ 100,800	\$ 25,200	\$ 30.66	\$ 39.86
Garbage Collection and Recycling	63,816	63,816	15,954	19.41	25.23
Guardgate Phone and Internet	2,760	2,760	690	0.84	1.09
Office Phone and Internet	4,080	4,080	1,020	1.24	1.61
Water and Sewer	432,240	432,240	108,060	131.48	170.92
	<b>603,696</b>	<b>603,696</b>	<b>150,924</b>	<b>183.63</b>	<b>238.71</b>
<b>Service contracts:</b>					
Comcast cable	368,430	368,430	92,108	137.27	137.27
Software Contracts	20,223	20,223	5,056	6.15	8.00
Elevator service contract	48,000	48,000	12,000	14.60	18.98
Fire alarm contract	9,360	9,360	2,340	2.85	3.70
Holiday lights contract	-	-	-	-	-
Landscape/Irrigation contract	60,000	60,000	15,000	18.25	23.73
Lift station maint contract	7,500	7,500	1,875	2.28	2.97
Pest control contract	25,020	25,020	6,255	7.61	9.89
Cameras and Maintenance	10,020	10,020	2,505	3.05	3.96
Pool maint contract	15,720	15,720	3,930	4.78	6.22
Gatehouse Bathroom	2,580	2,580	645	0.78	1.02
Kings 3 Elevator Telephones Monitoring	11,520	11,520	2,880	3.50	4.56
Security contract	300,000	300,000	75,000	91.25	118.63
Tree trimming contract (pre-hurricane)	17,040	17,040	4,260	5.18	6.74
	<b>895,413</b>	<b>895,413</b>	<b>223,854</b>	<b>297.55</b>	<b>345.67</b>
<b>Repairs and maintenance:</b>					
Maintenance Supplies	50,000	50,000	12,500	15.21	19.77
Clubhouse repairs and expenses	9,000	9,000	2,250	2.74	3.56
Concrete repairs	100,000	100,000	25,000	30.42	39.54
Doggie Bags	6,500	6,500	1,625	1.98	2.57
Electrical repairs/supplies	35,000	35,000	8,750	10.65	13.84
Elevator certificates	5,500	5,500	1,375	1.67	2.17
Elevator repairs	35,000	35,000	8,750	10.65	13.84
Fire extinguisher repairs	3,000	3,000	750	0.91	1.19
Fire alarm inspection/repairs	20,000	20,000	5,000	6.08	7.91
Gatehouse supplies/repairs	72,500	72,500	18,125	22.05	28.67
Golf cart repairs/supplies	11,000	11,000	2,750	3.35	4.35
Gym Equip rep/supplies	1,000	1,000	250	0.30	0.40
Hurricane Repairs and Cleanup	5,000	5,000	1,250	1.52	1.98
Irrigation repairs	10,000	10,000	2,500	3.04	3.95
Cleaning supplies	18,000	18,000	4,500	5.48	7.12
Keys/door repairs	25,000	25,000	6,250	7.60	9.89

Royal Park Condominium Apartments Association, Inc.  
Proposed Operating Budget for 2024  
**671 Units - Full Reserve Funding**  
January 1, 2024 through December 31, 2024

	<b>PROPOSED</b>	2024 Projected Annual	2024 Projected Quarterly	1 Bedroom Quarterly 0.001216693	2 Bedroom Quarterly 0.001581701
Cameras & Software	35,000	35,000	8,750	10.65	13.84
Laundry Machine Repairs	-	-	-	-	-
Landscape improvements/repair	20,000	20,000	5,000	6.08	7.91
Lift station rep/clean/propane	100,000	100,000	25,000	30.42	39.54
Iguana Removal Service	3,500	3,500	875	1.06	1.38
Plumbing repairs	75,000	75,000	18,750	22.81	29.66
Pool repairs/supplies	20,000	20,000	5,000	6.08	7.91
Roofs maint/repair	11,000	11,000	2,750	3.35	4.35
Structural reserve study	95,000	95,000	23,750	28.90	37.57
Hydro jet drain Maint 107 + 109	6,000	6,000	1,500	1.83	2.37
	<u>772,000</u>	<u>772,000</u>	<u>193,000</u>	<u>234.83</u>	<u>305.28</u>
<b>Administrative:</b>					
Accounting	42,000	42,000	10,500	12.78	16.61
Audit	7,000	7,000	1,750	2.13	2.77
Bank charges	1,000	1,000	250	0.30	0.40
Copier expenses	1,837	1,837	459	0.56	0.73
Legal fees	60,000	60,000	15,000	18.25	23.73
Licenses & fees	5,000	5,000	1,250	1.52	1.98
Office expense & supplies	8,000	8,000	2,000	2.43	3.16
Office computers	3,000	3,000	750	0.91	1.19
Parking decals	600	600	150	0.18	0.24
Postage	5,000	5,000	1,250	1.52	1.98
Postage machine	850	850	213	0.26	0.34
Printing/reproduction	3,000	3,000	750	0.91	1.19
Screening fees	5,000	5,000	1,250	1.52	1.98
Signage	600	600	150	0.18	0.24
Uniforms/Shirts	1,200	1,200	300	0.37	0.47
Drug testing	-	-	-	-	-
	<u>144,087</u>	<u>144,087</u>	<u>36,022</u>	<u>43.82</u>	<u>57.01</u>
<b>General Expenses:</b>					
Staff Payroll	340,000	340,000	85,000	103.42	134.44
Bad debt expense	-	-	-	-	-
CNB Bank Loan Payment	421,203	421,203	105,301	128.12	166.55
	<u>761,203</u>	<u>761,203</u>	<u>190,301</u>	<u>231.54</u>	<u>300.99</u>
<b>Insurance:</b>					
Ins finance charges	36,745	36,745	9,186	11.18	14.53
Flood insurance	-	-	-	-	-
Liability insurance/umbrella	285,550	285,550	71,388	86.86	112.91
Property insurance	727,292	727,292	181,823	221.22	287.59
Worker's Comp insurance	7,976	7,976	1,994	2.43	3.15
	<u>1,057,563</u>	<u>1,057,563</u>	<u>264,391</u>	<u>321.69</u>	<u>418.18</u>
Total expenses before reserve funding	4,233,962	4,233,962	1,058,492	1,313.06	1,665.84
Full Reserve Funding	<u>6,407,879</u>	<u>6,407,879</u>	<u>1,601,970</u>	<u>1,949.11</u>	<u>2,533.84</u>
Total Association Expenses \$	<u>10,641,842</u>	<u>\$ 10,641,842</u>	<u>\$ 2,660,462</u>	<u>\$ 3,262.17</u>	<u>\$ 4,199.68</u>

Royal Park Condominium Apartments Association, Inc.  
Proposed Operating Budget for 2024  
**671 Units - Reserve Funding - Partial**  
January 1, 2024 through December 31, 2024  
**Partial Funding Rate 25%**

	<b>PROPOSED</b>	2024 Projected Annual	2024 Projected Quarterly	1 Bedroom Quarterly 0.001216693	2 Bedroom Quarterly 0.001581701
<b>Income:</b>					
Maintenance assessment - Operating	\$ 3,596,852	\$ 3,596,852	\$ 899,213	\$ 1,094.07	\$ 1,422.29
Maintenance assessment - Reserves	1,601,970	1,601,970	400,492	487.28	633.46
Comcast expenses by Unit	368,430	368,430	92,108	137.27	137.27
<b>Total Maintenance Assessment</b>		<b>5,567,252</b>	<b>1,391,813</b>	<b>1,718.62</b>	<b>2,193.02</b>
<b>Miscellaneous income:</b>					
Miscellaneous Income	1,000	1,000	250	0.30	0.40
Interest - Operating	1,200	1,200	300	0.37	0.47
Application fees	25,500	25,500	6,375	7.76	10.08
Decals	3,000	3,000	750	0.91	1.19
Comcast signing bonus	-	-	-	-	-
Estoppel letters	13,200	13,200	3,300	4.02	5.22
Late fees, interest	15,000	15,000	3,750	4.56	5.93
Laundry income	208,580	208,580	52,145	63.44	82.48
Returned check charges	300	300	75	0.09	0.12
Laundry cards	-	-	-	-	-
Clubhouse rentals	900	900	225	0.27	0.36
		-	-	-	-
<b>Total Association Income</b>	<b>\$ 5,835,932</b>	<b>\$ 5,835,932</b>	<b>\$ 1,458,983</b>	<b>\$ 1,800</b>	<b>\$ 2,299</b>
<b>Utilities:</b>					
Electricity	\$ 100,800	\$ 100,800	\$ 25,200	\$ 30.66	\$ 39.86
Garbage Collection and Recycling	63,816	63,816	15,954	19.41	25.23
Guardgate Phone and Internet	2,760	2,760	690	0.84	1.09
Office Phone and Internet	4,080	4,080	1,020	1.24	1.61
Water and Sewer	432,240	432,240	108,060	131.48	170.92
	603,696	603,696	150,924	183.63	238.71
<b>Service contracts:</b>					
Comcast cable	368,430	368,430	92,108	137.27	137.27
Software Contracts	20,223	20,223	5,056	6.15	8.00
Elevator service contract	48,000	48,000	12,000	14.60	18.98
Fire alarm contract	9,360	9,360	2,340	2.85	3.70
Holiday lights contract	-	-	-	-	-
Landscape/Irrigation contract	60,000	60,000	15,000	18.25	23.73
Lift station maint contract	7,500	7,500	1,875	2.28	2.97
Pest control contract	25,020	25,020	6,255	7.61	9.89
Cameras and Maintenance	10,020	10,020	2,505	3.05	3.96
Pool maint contract	15,720	15,720	3,930	4.78	6.22
Gatehouse Bathroom	2,580	2,580	645	0.78	1.02
Kings 3 Elevator Telephones Monitoring	11,520	11,520	2,880	3.50	4.56
Security contract	300,000	300,000	75,000	91.25	118.63
Tree trimming contract (pre-hurricane)	17,040	17,040	4,260	5.18	6.74
	895,413	895,413	223,854	297.55	345.67
<b>Repairs and maintenance:</b>					
Maintenance Supplies	50,000	50,000	12,500	15.21	19.77
Clubhouse repairs and expenses	9,000	9,000	2,250	2.74	3.56
Concrete repairs	100,000	100,000	25,000	30.42	39.54
Doggie Bags	6,500	6,500	1,625	1.98	2.57
Electrical repairs/supplies	35,000	35,000	8,750	10.65	13.84
Elevator certificates	5,500	5,500	1,375	1.67	2.17
Elevator repairs	35,000	35,000	8,750	10.65	13.84
Fire extinguisher repairs	3,000	3,000	750	0.91	1.19
Fire alarm inspection/repairs	20,000	20,000	5,000	6.08	7.91
Gatehouse supplies/repairs	72,500	72,500	18,125	22.05	28.67
Golf cart repairs/supplies	11,000	11,000	2,750	3.35	4.35
Gym Equip rep/supplies	1,000	1,000	250	0.30	0.40
Hurricane Repairs and Cleanup	5,000	5,000	1,250	1.52	1.98
Irrigation repairs	10,000	10,000	2,500	3.04	3.95
Cleaning supplies	18,000	18,000	4,500	5.48	7.12

Royal Park Condominium Apartments Association, Inc.  
Proposed Operating Budget for 2024  
**671 Units - Reserve Funding - Partial**  
January 1, 2024 through December 31, 2024  
**Partial Funding Rate 25%**

	PROPOSED	2024 Projected Annual	2024 Projected Quarterly	1 Bedroom Quarterly 0.001216693	2 Bedroom Quarterly 0.001581701
Keys/door repairs	25,000	25,000	6,250	7.60	9.89
Cameras & Software	35,000	35,000	8,750	10.65	13.84
Laundry Machine Repairs	-	-	-	-	-
Landscape improvements/repair	20,000	20,000	5,000	6.08	7.91
Lift station rep/clean/propane	100,000	100,000	25,000	30.42	39.54
Iguana Removal Service	3,500	3,500	875	1.06	1.38
Plumbing repairs	75,000	75,000	18,750	22.81	29.66
Pool repairs/supplies	20,000	20,000	5,000	6.08	7.91
Roofs maint/repair	11,000	11,000	2,750	3.35	4.35
Structural reserve study	95,000	95,000	23,750	28.90	37.57
Hydro jet drain Maint 107 + 109	6,000	6,000	1,500	1.83	2.37
	<u>772,000</u>	<u>772,000</u>	<u>193,000</u>	<u>234.83</u>	<u>305.28</u>
Administrative:					
Accounting	42,000	42,000	10,500	12.78	16.61
Audit	7,000	7,000	1,750	2.13	2.77
Bank charges	1,000	1,000	250	0.30	0.40
Copier expenses	1,837	1,837	459	0.56	0.73
Legal fees	60,000	60,000	15,000	18.25	23.73
Licenses & fees	5,000	5,000	1,250	1.52	1.98
Office expense & supplies	8,000	8,000	2,000	2.43	3.16
Office computers	3,000	3,000	750	0.91	1.19
Parking decals	600	600	150	0.18	0.24
Postage	5,000	5,000	1,250	1.52	1.98
Postage machine	850	850	213	0.26	0.34
Printing/reproduction	3,000	3,000	750	0.91	1.19
Screening fees	5,000	5,000	1,250	1.52	1.98
Signage	600	600	150	0.18	0.24
Uniforms/Shirts	1,200	1,200	300	0.37	0.47
Drug testing	-	-	-	-	-
	<u>144,087</u>	<u>144,087</u>	<u>36,022</u>	<u>43.82</u>	<u>57.01</u>
General Expenses:					
Staff Payroll	340,000	340,000	85,000	103.42	134.44
Bad debt expense	-	-	-	-	-
CNB Bank Loan Payment	421,203	421,203	105,301	128.12	166.55
	<u>761,203</u>	<u>761,203</u>	<u>190,301</u>	<u>232</u>	<u>301</u>
Insurance:					
Ins finance charges	36,745	36,745	9,186	11.18	14.53
Flood insurance	-	-	-	-	-
Liability insurance/umbrella	285,550	285,550	71,388	86.86	112.91
Property insurance	727,292	727,292	181,823	221.22	287.59
Worker's Comp insurance	7,976	7,976	1,994	2.43	3.15
	<u>1,057,563</u>	<u>1,057,563</u>	<u>264,391</u>	<u>321.69</u>	<u>418.18</u>
Total expenses before reserve funding	4,233,962	4,233,962	1,058,492	1,313.06	1,665.84
Partial reserve funding	1,601,970	1,601,970	400,492	487.28	633.46
Total Association Expenses \$	<u>\$ 5,835,932</u>	<u>\$ 5,835,932</u>	<u>\$ 1,458,984</u>	<u>\$ 1,800.34</u>	<u>\$ 2,299.30</u>

Royal Park Condominium Apartments Association, Inc.  
Proposed Operating Budget for 2024  
671 Units  
January 1, 2024 through December 31, 2024

Schedule of Reserves

Components	Estimated Replacement Cost	Estimated Useful Life	Estimated Remaining Life	Balance 1/1/2024 Projected	Full Funding 2024	25% Partial Funding 2024
Interest	-	-		15,128	-	-
Roofs **	4,501,224	20		280,288	4,220,936	1,055,234
Paving	1,839,313	8		289,837	1,549,476	387,369
Painting	393,900	8	2	29,503	182,199	45,550
Elevator	1,900,000	25	25	13,785	75,449	18,862
Handrails, concrete & doors	1,323,504	25	18	7,078	73,135	18,284
Laundry	-			35,274		-
Clubhouse	-	-		1,180		-
Plumbing	1,313,010	40	30	43,709	42,310	10,578
Lift Station	408,504	20	7	7,220	57,326	14,332
Pools	113,400	15	12	1,269	9,344	2,336
Canal Walls	<u>3,390,000</u>	25	17	29,021	<u>197,705</u>	<u>49,426</u>
<b>Totals</b>	<b><u>15,182,855</u></b>			<b><u>753,292</u></b>	<b><u>6,407,879</u></b>	<b><u>1,601,970</u></b>

Partial Funding Rate                      25%

\*\* Roof Costs

13 Roofs based on current replacement costs



# NOTICE OF SPECIAL MEETING OF THE MEMBERS OF ROYAL PARK CONDOMINIUM APARTMENTS, INC.

## TO ALL MEMBERS:

On **December 13, 2023**, immediately following the Budget Meeting which shall commence at **7:00 p.m.**, in the **Royal Park Condominium Apartments Clubhouse**, at **122 Royal Park Drive, Oakland Park, Florida**, a Special Members Meeting will be held for the purpose of voting on a resolution to partially waive the funding of reserves for the annual Budget for Royal Park Condominium Apartments, Inc. for the year 2024, and such other business as may lawfully be conducted.

### AGENDA:

1. Certifying Quorum - Call to order.
2. Proof of Notice of Meeting.
3. Reading and disposal of unapproved minutes.
4. Consideration and vote upon resolution for partial waiver of reserves for 2024 Budget.
5. Adjournment.

Dated: November 21, 2023.

### BY ORDER OF THE BOARD OF DIRECTORS

A majority of all Association members (a “quorum”) must be present, in person or by proxy, at the Meeting, in order for the business to be conducted. It is **VERY IMPORTANT** that you either attend or provide a limited proxy in order to conduct business at this Meeting.

### VOTING BY PROXY

If you are unable to attend the Meeting and wish to vote by proxy, please note the following information about PROXIES:

1. A proxy is for the purpose of appointing another person to vote for you as you specifically direct (except for nonsubstantive items) in case you are not able to attend the Meeting. You must vote “YES” or “NO” for the waiver of reserves funding. It must be signed by all owners of the unit or the one among them that they designated on a Voting Certificate.
2. The fully completed and executed proxy should be submitted to the Association and must be received by the Association prior to the scheduled time of the Meeting. It can be hand delivered, either by you or by your proxy, or mailed to the Association at 119 Royal Park Drive, #1A, Oakland Park, Florida 33309 or emailed to [rpmanager@rpcondos.com](mailto:rpmanager@rpcondos.com). A proxy form is enclosed with this Notice for your use.
3. If you appoint a proxy and later decide you will be able to attend the Meeting in person, you may withdraw your proxy when you register at the Meeting.
4. A proxy may be revoked in writing or superseded by a later proxy to another person. It also may be assigned (substituted) by the person designated on the proxy to a third person, if the person you designate as proxy decides that he or she will be unable to attend the Meeting.





**LIMITED PROXY – PARTIAL WAIVER OF RESERVE FUNDING**

The undersigned, owner(s) or designated voter of **Condominium No.** \_\_\_\_\_, **Unit No.** \_\_\_\_\_ of Royal Park Condominium Apartments, Inc., appoints \_\_\_\_\_ (print name of proxyholder) or, if blank, the Secretary of the Association, as my proxyholder to attend the Special Meeting of the Members of Royal Park Condominium Apartments, Inc., to be held on December 13, 2023, immediately following the Budget Meeting called for 7:00 p.m., in the Royal Park Condominium Apartments Clubhouse, at 122 Royal Park Drive, Oakland Park, Florida.

The proxyholder 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:

**GENERAL POWERS.** I authorize and instruct my proxy to use his or her best judgment on all matters that properly come before the Meeting for which a general power may be used and for which a Limited Proxy is not required (which would include non-substantive matters).

**LIMITED POWERS.** (For your vote to be counted on the following issues, you must indicate your preference in the blank(s) provided below, Yes or No, and then sign and print your name below and list your building and unit number above.)

I specifically authorize and instruct my proxyholder to cast my vote in reference to the following matters only as indicated below:

**RESOLUTION FOR PARTIAL WAIVER OF RESERVE FUNDING FOR 2024:**

Should the funding of reserves required by F.S. 718.112(2)(f) be partially waived for the next fiscal/calendar year partially waiving funding of reserves to fund \$1,601,970.00, as specifically itemized per the proposed Reserve Schedule? (Full funding of reserves would require funding \$6,407,879.00.)

\_\_\_\_\_ **Yes (Partial Waiver of Funding)**  
(Fund 25% of the proposed Budget Reserve funding)  
(rounded to \$1,601,970.00)

\_\_\_\_\_ **No (Full Funding)**  
(Fully fund reserves)  
(Proposed Budget full funding: \$6,407,879.00.)

As required to be disclosed, pursuant to F.S. 718.112(2)(f)(4), **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.**

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature(s) of owner(s) or designated voter

\_\_\_\_\_  
Print Name

**SUBSTITUTION OF PROXY**

The undersigned, appointed as proxy above, hereby designates \_\_\_\_\_ to substitute for me in the proxy set forth above.

Dated: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Proxyholder

**THIS PROXY IS REVOCABLE BY THE UNIT OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THE PROXY VALID FOR MORE THAN NINETY (90) DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.**



**FIRST NOTICE OF DATE OF ANNUAL MEMBERSHIP MEETING AND BOARD OF DIRECTORS ELECTION OF ROYAL PARK CONDOMINIUM APARTMENTS, INC. AND PROCEDURES FOR QUALIFYING FOR BOARD OF DIRECTORS**

**TO ALL MEMBERS:**

The purpose of this Notice is to advise you of the date, time and place of the Annual Meeting and Election of the Board of Directors, and to inform you of the process of qualifying for the Board of Directors.

1. **ANNUAL MEMBERSHIP MEETING:** On **Monday, February 5, 2024, at 7:00 p.m., in the Royal Park Condominium Apartments Clubhouse, at 122 Royal Park Drive, Oakland Park, Florida**, the Annual Membership Meeting of the Association will be held for the purpose of electing Directors, and such other business as may lawfully be conducted. Subsequent to this “FIRST NOTICE”, you will receive a “SECOND NOTICE OF ANNUAL MEMBERSHIP MEETING”, which Notice will specify the agenda and advise of other important information concerning the Annual Membership Meeting.
2. **ELECTION OF BOARD OF DIRECTORS:** On **Monday, February 5, 2024**, at 7:00 p.m., in the Royal Park Condominium Apartments Clubhouse, at 122 Royal Park Drive, Oakland Park, Florida,
3. **QUALIFYING FOR THE BOARD**  
**On or before Wednesday, December 27, 2023**, you must give written notice, either by mail or in person, to the Association of your desire to run for the Board, addressed to the Association’s mailing address: **Royal Park Condominium Apartments, Inc., 119 Royal Park Drive, #1A, Oakland Park, Florida 33309.**

The attached “Written Notice of Intent to be a Candidate for the Board of Directors” (“Notice of Intent”) may be used for that purpose. Please be advised that any Notice of Intent not received and signed for in the office by **Wednesday, December 27, 2023**, will not be accepted.

**On or before Monday, January 1, 2024**, every candidate who timely submits a Notice of Intent may submit a Candidate Information Sheet, one side of one sheet, no larger than 8½ inches by 11 inches, containing your qualifications and/or platform for office.

The Candidate Information Sheet and Ballots will be mailed to voting members, with the Second Notice of Annual Meeting, not less than fourteen (14) days prior to the date of the Annual Membership Meeting.

**The following is a list of documents included with this First Notice: See each document for information and instructions:**

1. Certificate of Appointment of Voting Representative
2. Written Notice of Intent to be a Candidate

Dated: Tuesday, November 21, 2023

**By Order of the Board of Directors.**



**CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE**

**(Voting Certificate)**

**(This form is not a proxy and cannot not be used as such [F.S. 718.112(2)(d)4].  
Please be sure to designate one of the joint owners of the unit,  
not a third person, as the Voting Representative.)**

To the Secretary of Royal Park Condominium Apartments, Inc. (the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Royal Park Condominium Apartments Building \_\_\_\_\_, Unit (Apartment) No. \_\_\_\_\_ have designated

(Print name of voting representative): \_\_\_\_\_

as their representative 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 Declaration, the Articles, and the Bylaws of the Association. A Voting Certificate must be signed by all of the owners of the unit or the appropriate corporate officer of a corporate owner, all authorized signor(s) of a unit owned by a partnership, or of a unit owned by a Trust, or of an LLC owned unit.

The following examples illustrate the proper use of this Certificate:

1. Unit owned by John Jones only. No Voting Certificate required.
2. Unit owned by spouses, Bill and Mary Rose. Voting Certificate should designate either Bill or Mary as the voting representative (Not a Third Person).
3. Unit owned by John Doe, his brother, Jim Doe and their sister Mary Smith. Voting Certificate is required designating either John, Jim or Mary as the voting representative (Not a Third Person).
4. Unit owned by a corporation (i.e. ABC Inc.) a Voting Certificate must be filed designating an officer or employee entitled to vote, signed by the President or Vice President of the corporation and attested by the Secretary or Assistant Secretary of the corporation.

This Certificate is made pursuant to the Declaration and the Bylaws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED: \_\_\_\_\_, 202\_\_ . SIGNED BY OWNERS:

Sign Name: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Sign Name: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Sign Name: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Sign Name: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**This certificate is not required unless one has never been filed and the unit is owned by more than one owner, a Corporation, a LLC, or a Trust OR the owners as stated above wish to change their designee.**

*More Voting Certificate Information on the back*

# Use of a Certificate of Appointment of Voting Representative

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A “VOTING CERTIFICATE” is to determine who the voting representative will be for your unit if your unit is owned by more than one person or a corporation. It needs to be filed only once, either when a unit has a new set of owners or if the designee changes. Please note the following information about “VOTING CERTIFICATES”:

1. A “VOTING CERTIFICATE” is for the purpose of establishing who is authorized to vote for a unit owned by more than one person (other than married spouses) or an entity. A “VOTING CERTIFICATE” is not needed if the unit is owned by only one person. If a unit is owned by married spouses they may, but are not required to, submit a “VOTING CERTIFICATE”.
2. A “VOTING CERTIFICATE” **is not a proxy and may not be used as such**. Only an owner or the appropriate corporate officer of a corporate owned unit, appropriate partner of a unit owned by a partnership owned unit, or appropriate trustee of a unit owned by a Trust may be named on a “VOTING CERTIFICATE”, not a third party.
3. A “VOTING CERTIFICATE” must be signed by **all** of the owners of the unit or the appropriate corporate officer of a corporate owned unit, authorized signor(s) of a unit owned by a partnership owned unit or of a unit owned by a Trust.
4. A “VOTING CERTIFICATE” is enclosed with Notices of the Annual Meeting, on our website and in the office for your use, if needed.

## **General Instructions**

Do not return your “VOTING CERTIFICATE” in any BALLOT ENVELOPE with your Ballot for any Election. If it is in one of the BALLOT ENVELOPES, it will not be effective for that Election. Hand it in separately or use the separate MAILING ENVELOPE that is provided for the Annual Meeting.

**WRITTEN NOTICE OF INTENT TO BE A CANDIDATE  
FOR THE BOARD OF DIRECTORS OF  
ROYAL PARK CONDOMINIUM APARTMENTS, INC.**

I, (PRINT NAME) \_\_\_\_\_, hereby place my name in nomination as a candidate for the Board of Directors. I (CIRCLE ONE) **am/ am not** enclosing an Information Sheet about myself. I understand that I am responsible for the accuracy of the information contained in the Information Sheet.

Signature: \_\_\_\_\_  
Candidate

Dated: \_\_\_\_\_, 202\_\_\_\_\_

**A “WRITTEN NOTICE OF INTENT TO BE A CANDIDATE” (“NOTICE OF INTENT”) MUST be received in the office at Royal Park Condominium Apartments Inc. by the end of business on Wednesday, December 27, 2023.**

**Please be advised that any “NOTICE OF INTENT” not received and signed for in the office on or before Wednesday, December 27, 2023, will not be accepted.**

**Any candidate who timely submits a “NOTICE OF INTENT” who wants an Information Sheet included with the “SECOND NOTICE OF ANNUAL MEMBERSHIP MEETING” must ensure that such Information Sheet (one side of one sheet), no larger than 8½ inches by 11 inches, containing your qualifications and/or platform for office is received in the office at Royal Park Condominium Apartments Inc. by the end of business on Monday, January 1, 2024. Note: Your Candidate Information Sheet will be duplicated exactly as it is in black and white only.**

Eligibility restrictions: Pursuant to Florida Statutes Section 718.112,

1. a person who is delinquent in the payment of assessments to the Association,
2. or a person who has been suspended or removed as an Officer or Director by the Division under the Florida Condominium Act, which would include,
3. but is not limited to, a suspension for being more than 90 days delinquent in the payment of any monetary obligation due to the Association, is not eligible to be a candidate.
4. A person charged by information or indictment with a felony theft or embezzlement offense involving the association’s funds or property also may not be appointed or elected to a position as a director or officer, unless and until the charges are resolved without a finding of guilt.
5. A person who has been convicted of any felony in this state or in a United States District or Territorial Court, or who has been convicted of any offense in another jurisdiction that would be considered a felony if committed in this state, is not eligible for board membership unless such felon’s civil rights have been restored for at least 5 years as of the date on which such person seeks election to the board.