

Orchard Newsletter

December 2023

After many years of handling the invoicing, collecting of dues and assessments, and paying the bills for the association, Jeannie Weedman has advised the board that she is no longer capable of keeping up with the workload of the association. She has asked the Orchard Board to take steps to relieve of these tasks. We thank Jeannie for all the years of faithful service to the neighborhood.

Accordingly, the Board of Directors of The Orchards and Villas Condominiums Owners Association are pleased to announce that we have selected All Pro Property Management Services to manage our association. This is the same management company that River Place uses.

Following is a list of functions All Pro Property Management Services will perform for our owners:

- **Dues Invoicing** – All Pro will send dues' invoices, collect the payments from owners, and promptly deposit all payments.
- **Fines Invoicing** – All Pro will send out all fine/sanction invoices and collect payment for these.
- **Pay Bills** – All Pro will pay all bills received by the complex.
- **Maintain the General Ledger** – They will maintain the General Ledger and produce Monthly Financial Statements for the board that will include, but are not be limited to the *Balance Sheet, Income & Expense Statement, Reserve Report, A/R Report, Bank Statement, and Reconciliation Statement*. After these statements are approved, they will be posted to the owner's website.
- **Annual Budget** – They will assist with the development of the annual budget for the Orchard.
- **Interface** – They will Interface with Title companies to provide the needed information for the sale of property. Currently title companies contact them when a River Place condo is being sold and they provide the title company with any dues or fines owed the association by the owners of condos being sold.
- **Association Documents** – When a new owner is identified, All Pro sends them the association documents including, a New Owner Information Packet, the Covenant, Restrictions & Bylaws, and the Rental Q & A document.
- **Taxes** – They will make certain that all taxes are paid on a timely basis, including Federal taxes.
- **Website** – If the board so desires, they will maintain the website for the association. River Place has informed us that requests for changes to their website are made quickly.
- **Annual Elections** – They will take care of printing, folding, and mailing all documents for annual elections. In addition, they will receive the ballots, tabulate them and provide the results of the election to the board while complying with our bylaws requirement of a Secret Ballot. No individual, including board members will know how any owner voted.
- **Annual Meeting** - They will conduct the annual meeting if the board so desires.
- **Owner Contact Point** – They will serve as a clearing house for owner inquiries.
- **Owner Contact Information** – They will maintain the Registry of Owners, including emails and phone numbers. This information is not shared with anyone outside of the board of directors.
- **Owner Communications** – They will send out any correspondence to owners that is prepared by the board for distribution.
- **Bylaws Compliance** – They will encourage compliance with all association bylaws.

As you can see, All Pro will do much more than just pay bills. The board of directors is extremely pleased with the opportunity to work with this excellent organization.

Paris Hylton will continue in his present role.

At present there is no plan for an increase in our dues.

The Appleview Orchards/Villas Homeowners Association Board of Directors is responsible for maintaining the common areas of properties in the Orchard neighborhood, such as building exteriors, roads, etc. They set the amount of the annual dues with no input from the Master Board, help enforce the bylaws and Resort rules and regulations, collect any fines or sanctions imposed on owners, and arrange for maintenance and landscaping of the common areas. There are five members on this Board of Directors.

This Board is not responsible for overseeing the operation of the Swimming Pool, the Clubhouse, and the Riverwalk or for interfacing with the Resort's short term rental program. These functions are carried out by the Master Board.

All owners will receive a communication from All Pro providing all contact information for them.