

Dover Green Condominium Association
Monthly Meeting of the Board of Directors
Thursday, January 9, 2025 7:30 p.m.
Dover Green Clubhouse
5353 Skelly Square

AGENDA

Call to Order

Minutes of Previous Meeting

Treasurer's Report

COMMITTEE REPORTS

Maintenance
Clubhouse
Lease/Sales

Caryn Wheeler/Ivan Martinez
Gladys Orlando/Deborah Ferencak
Janice O'Brien/Gladys Orlando

Correspondence

UNFINISHED BUSINESS

Pressure washing
Sod
Gutter cleaning

NEW BUSINESS

OPEN MEMBER FORUM

MINUTES OF JOINT MEETING OF BOARD OF DIRECTORS
AND OFFICERS OF DOVER GREEN CONDOMINIUM ASSOCIATION INC

A joint meeting of the Board of Directors and Officers of Dover Green Condominium Association Inc. was held on January 9, 2025. Present were: Caryn Wheeler, Gladys Orlando, Deborah Ferencak, Christine Oliver & Janice O'Brien. Mike Flynn & Ivan Matinez were absent. Six residents/owners also attended.

Minutes of Previous Meeting: Gladys moved, and Deborah seconded the motion to accept the minutes of the previous regular meeting. The motion passed unanimously.

TREASURER'S REPORT: Caryn reported: 4 units are between 2 and 3 months behind for \$5,728. They are working to get current. 6 units owe for 2 months for a total of \$6,660. 17 units owe for the current month for \$9,900. Total outstanding is currently \$22,288.

COMMITTEE REPORTS:

Maintenance: Caryn reported that when the power went out recently from an OUC sub-station issue, the main control board of our sprinkler system burned out. We have now gotten a new one and it has been re-programmed. Also, when OUC was repairing their electrical issue, they hit a major sprinkler pipe. Gus will check with Alex to make sure the sprinklers are now working properly. (OUC probably will not re-pay us for their mistakes.) Gus was able to get a taller ladder to continue our gutter cleaning. He will also be handling our upcoming pressure washing which will begin soon. He also will be fixing the main water cut off at the Crosthwaite unit as it is leaking. He is completing all previous roof repairs as well as the interiors related to them. We have some trees that need to be removed and are working to see when that can be done.

We have had many good comments from residents on how good our pool looks since Gus has been taking care of it.

Club House: Gladys reported there is one party scheduled for January and 2 in April, so far.

Sales & Leases: Janice and Deborah interviewed Lauren Scott, daughter of owner, Susan Scott Kroll, (McMahon Ct.) on 1/8/2025. Janice moved and Deborah seconded the motion to accept her tenancy. The motion carried unanimously.

CORRESPONDENCE:

Caryn reported that we received a thank-you note from Lourdes Valls-Sanchez. We also received a note from the Eldridge's regarding pressure washing.

UNFINISHED BUSINESS:

Deborah reported that some new sod is waiting for the irrigation system to be completed. Gus will be working on completing the gutter cleaning. He still has 1 ½ buildings to do. He will also be working on the bricks at the end of Emerald Isle and the concrete sections leading to the pool.

NEW BUSINESS:

Florida storm issues have caused the state Legislature to enact several new laws affecting condos; especially condos with 3 or more floors. There is now a required 4 hr. class for new board members. 4 of us will be attending the one offered January 11th.

Deborah Ferencak is replacing her windows soon. She was reminded that any replacements must match our current windows in color and style. She said they would and that she will give us any screens in good shape for other owners to use.

OPEN MEMBER FORUM:

An owner brought up the gutter replacement issue. Since it is not time to get bids for replacing the roof/and or gutters, we can only make a definitive decision when that time arrives. He also requested that we pressure wash the exterior fence. This will be done.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,



Janice G. O'Brien, Secretary

Next Board Meeting: Thursday, February 13, 2025, in the Clubhouse at 7:30PM



CONDOMINIUM ASSN., INC. 5353 Skelly Square / Orlando, FL 32812 / 

February 18, 2025

Dear Dover Green Owner:

In accordance with Florida Statutes 718.111(13)(d)3, enclosed is the year-end report of cash receipts and expenditures for 2024. Please review the report so you have a better understanding of where and how your money is being spent. Any questions should be submitted in writing and sent to the Association or dropped in the mailbox at the Clubhouse. We will respond to all questions at the next monthly Board meeting.

All owners are requested to re-read the Rules and remind all persons residing in the unit of the Rules. Please remember that nothing can be attached to the buildings or the fences. This includes not hanging items from existing nails or hooks or on the light fixtures or mailboxes. Also, **no glass is permitted in the pool area.**

We again remind you that the dumpsters on O'Shaughnessy are for **recycling only**; not for furniture, tires, etc. All boxes must be broken down and nothing can be left in front of or next to the dumpsters.

Please tell a Board member if you need a green pool/tennis court pass. The cost is approximately \$12.00. **You are required to have it with you at the pool and tennis courts and may be asked to leave if you don't have it.**

Maintenance fees in the amount of \$560.00 are due on the first of each month. If necessary, the budget will be re-assessed after determination of our insurance premium for 2025 and whether the insurance company requires us to re-roof.

Contact information for Board members is:

Caryn Wheeler, President, Maintenance Co-Director 407 208-9100
Gladys Orlando, Vice President, Clubhouse Co-Director, Leases & Sales Co-Director 407 529-6947
Janice O'Brien, Secretary, Leases & Sales Co-Director 407 741-3115
Mike Flynn, Treasurer 407 405-4296
Deborah Ferencak, Clubhouse Co-Director 407 497-5087
Ivan Martinez, Maintenance Co-Director 407 925-1076
Christine Oliver, Director at Large 407 277-9882

Sincerely,


Caryn Wheeler, President
For the Board of Directors

DOVER GREEN CONDOMINIUM ASSOCIATION, INC.			
Schedule of Receipts and Expenditures			
For the Twelve Months Ending December 31, 2024			
	Actual	Budget	Over/(Under) Budget
Cash on hand and in bank at Dec. 31, 2023	143,238.80		
Assessments Received	535,015.67	534,600	415.67
Transfer to Reserves	(91,752.00)	91,752.00	(183,504.00)
Special Assessments Received	-		-
Interest Income	-		
Operating Funds Available	443,263.67		
Spent:			
Lawn Service, Spraying,	35,585.00	43,000.00	(7,415.00)
Tree Trimming	1,000.00	22,666.67	(21,666.67)
Repair & Maint - Equipment,	1,220.67	-	
Fences, Sprinklers	(35.00)	2,100.00	(2,135.00)
Trees, Shrubs, Grass, Gas, Oil, Small tools	1,221.75	5,440.00	(4,218.25)
Pool Supplies, repairs	25,765.37	36,400.00	(10,634.63)
Repair & Maint - Plumbing, Streetlights,		-	
Buildings, Electrical	55,748.75	7,075.00	48,673.75
Clubhouse maint, supplies, telephone	1,946.55	925.00	1,021.55
Utilities	38,387.37	44,215.00	(5,827.63)
**** Insurance	166,244.70	240,100.00	(73,855.30)
Administrative - legal, office supplies,		-	
copy expense, postage	2,651.93	4,450.00	(1,798.07)
Income Taxes	1,708.00	750.00	958.00
SBA Loan	26,013.00	24,012.00	2,001.00
Condo Filing Fee		324.00	(324.00)
Misc Expenses		400.00	(400.00)
Uncategorized Expense	0.37	-	0.37
Total Expenditures	357,458.46	431,858	(75,620)
Cash on hand and in bank at December 31, 2024	85,805.21		
	-		
Misc. Income	(550.00)		
Prepaid Assessments (Assessments paid in advance)	2,001.00		

DOVER GREEN CONDOMINIUM ASSOCIATION, INC.
Schedule of Reserve Receipts and Expenditures
For the Twelve Months Ending December 31, 2024

Current

	Balance at		Assessments		Interest		Amounts		Year		Balance at	
	12/31/2023		Transferred		Received		Spent		Activity	12/31/2024		
Deferred Maintenance Fund												
Painting	\$ 17,342.91	\$	19,255.32		4.94				19,260.26			36,603.17
Pool Liner/Pump	\$ 28,434.21	\$	2,886.84						2,886.84			31,321.05
Tennis Courts	\$ 8,408.77	\$	1,652.40						1,652.40			10,061.17
Reseal Streets	\$ 13,744.08	\$	2,818.80						2,818.80			16,562.88
Pool Deck	\$ 7,944.54	\$	486.00						486.00			8,430.54
Privacy Fences	\$ 6,050.12	\$	2,002.32						2,002.32			8,052.44
Tree Maintenance	\$ 1,599.56	\$	6,901.20				9,200.00		(2,298.80)			(699.24)
Legal/Document Revision	\$ -	\$	1,668.60									
Total Deferred Maintenance	\$ 83,524.19	\$	36,002.88		4.94		9,200.00		26,807.82			110,332.01

Capital Improvement Fund

Roots	580,694.25		28,868.40						28,868.40			609,562.65
Paving	107,196.39		6,978.96						6,978.96			114,175.35
Replumbing	13,012.23								-			13,012.23
Clubhouse Interior	15,301.99								-			15,301.99
Well/Pump	4,808.08								-			4,808.08
Clubhouse A/C & W/H	15,338.98		1,973.16						1,973.16			17,312.14
Siding	-		10,254.60						10,254.60			10,254.60
Tennis Court Fence	4,880.25		165.24						165.24			5,045.49
Tennis Court Lights	4,386.96		398.52						398.52			4,785.48
Perimeter Fence	27,683.86		2,002.32						2,002.32			29,686.18
Legal Fund	-								-			-
Total Capital Improvements	773,302.99		50,641.20						50,641.20			823,944.19
Insurance Deductible Fund	113,359.04				7,353.83				7,353.83			120,712.87
Reserve for Legal/Document	-								-			-
Interest Income	18,982.58				7,742.90		850.00		6,892.90			25,875.48
Mandatory Audit	-								-			-
Mandatory Appraisal (2024)	4,001.72		301.32						301.32			4,303.04
Termite Bond	25,201.32		4,801.68						4,801.68			30,003.00
Underfunded Reserve Account	47,845.24				559.57				559.57			48,404.81
Total Combined	1,066,217.08		91,747.08		15,101.67		10,050.00		97,358.32			1,163,575.40

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Dover Green Clubhouse
5353 Skelly Square

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Treasurer's Report

COMMITTEE REPORTS

Maintenance
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Lease/Sales

Caryn Wheeler/Ivan Martinez
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Janice O'Brien/Gladys Orlando

Correspondence

UNFINISHED BUSINESS

Pressure washing
Sod
Gutter cleaning

NEW BUSINESS

OPEN MEMBER FORUM

MINUTES OF JOINT MEETING OF BOARD OF DIRECTORS
AND OFFICERS OF DOVER GREEN CONDOMINIUM ASSOCIATION INC

A joint meeting of the Board of Directors and Officers of Dover Green Condominium Association Inc. was held on Feb.13,2025. Present were: Caryn Wheeler, Gladys Orlando, Deborah Ferencak, Ivan Martinez, Christine Oliver & Janice O'Brien. Mike Flynn was absent.

Minutes of Previous Meeting: Deborah moved, and Christine seconded the motion to accept the minutes of the previous regular meeting. The motion passed unanimously.

TREASURER'S REPORT: Caryn reported: 2 units are 3 months behind for \$ 2,940 but they are making payments to get caught up. 8 units are 2 months behind for \$ 8,950. 19 units owe for the current month for \$10,640. Total outstanding right now is \$ 22,530. The Schedule of Receipts and Expenditures dated Jan.31,2025 was available for distribution.

COMMITTEE REPORTS:

Maintenance: Caryn reported that pressure washing our sidewalks is progressing. Gus is cleaning the sidewalks and the interior fences & lastly the perimeter fence. There are 2 roof leaks to be fixed and the completion of the repair to the unit that was driven into by a car a while back. During the sprinkler assessment, it was found that 75 sprinkler heads had to be replaced. After that was done, an issue was then discovered with the pump which is still being determined. An outside electrical issue on Tipperary was fixed recently. Soon the sidewalk by the pool and at the end of Emerald Isle will be fixed. Caryn reported she has heard a number of people are unhappy with the lawn service. Others present at the meeting also agreed with this. Ivan was given a written copy of the specifications needed for our lawn service to try and find a better one.

Clubhouse: Gladys reported at this time are 2 parties scheduled for April; 1 for May and 1 for August.

Sales & Leases: We have 3 units up for sale but there have been no interviews since our Jan. meeting.

CORRESPONDENCE: We received a letter from the Eldridges.

UNFINISHED BUSINESS:

Our gutter cleaning is basically completed. Gus will go back to re-evaluate a few of the worst areas as a final assessment. Since our sprinklers are still not working, we will have to wait longer to get new sod. Also, there are 7 or 8 trees that need work, but we are waiting to receive the new insurance bill to know what \$\$ will be available for this.

NEW BUSINESS:


An owner in attendance said she is need of a ramp for their unit for her disabled husband & having some tree work done by her unit to keep the acorns, etc. off the sidewalk as well. She said the work will be done by a group that helps disabled people stay in their homes. Caryn responded that will be fine but we will need to see a plan for the walkway and copies of the

licenses & workers' comp. insurance information for the workers to be able to work on our property.

OPEN MEMBER FORUM:

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,



Janice G. O'Brien, Secretary

Next Board Meeting: Thursday, March 13, 2025 in the Clubhouse at 7:30PM

DOVER GREEN CONDOMINIUM ASSOCIATI

Schedule of Receipts and Expenditures For the One Month Ending January 31, 2025

	Actual	Budget	Over/(Under) Budget
Cash on hand and in bank at Dec. 31, 2024	251,873.64		
Assessments Received	45,310.00	45,360	(50.00)
Transfer to Reserves	(22,937.88)	8,580.17	(31,518.05)
Special Assessments Received	-		-
Interest Income	-		-
Operating Funds Available	<u>274,245.76</u>		
Spent:			
Wages	-	2,833.33	(2,833.33)
Payroll taxes, Workman's Comp, Payroll service maintenace services	-	-	-
Lawn Service, Spraying, Tree Trimming	7,000.00	3,583.33	3,416.67
Repair & Maint - Equipment, Fences, Sprinklers	913.24	175.00	738.24
Trees, Shrubs, Grass, Gas, Oil, Small tools	-	453.33	(453.33)
Pool Supplies, repairs	-	3,033.33	(3,033.33)
Repair & Maint - Plumbing, Streetlights, Buildings, Electrical	5,400.00	589.58	4,810.42
Clubhouse maint, supplies, telephone	114.99	77.08	37.91
Utilities	-	3,684.58	(3,684.58)
**** Insurance	-	20,008.33	(20,008.33)
Administrative - legal, office supplies, copy expense, postage	-	370.83	(370.83)
Income Taxes	-	62.50	(62.50)
SBA Loan	2,001.00	2,001.00	-
Condo Filing Fee	-	27.00	(27.00)
	-	33.33	(33.33)
Uncategorized Expense	500.00	-	500.00
Total Expenditures	<u>15,929.23</u>	<u>36,933</u>	<u>(21,003)</u>
Cash on hand and in bank at January 31, 2025	<u>258,316.53</u>		
	-		

DUVER GREEN CONDOMINIUM ASSOCIATION, INC.
Schedule of Reserve Receipts and Expenditures
For the One Month Ending January 31, 2025

	Balance at			Current			Balance at	
	12/31/2025	Assessments	Transferred	Year	Activity	12/31/2025	12/31/2025	
Deferred Maintenance Fund								
Painting	\$ 36,603.17	\$ -	1,604.61	1,604.61	38,207.78			
Pool Liner/Pump	\$ 31,321.05	\$ -	240.57	240.57	31,561.62			
Tennis Courts	\$ 10,061.17	\$ -	137.70	137.70	10,198.87			
Reseal Streets	\$ 16,562.88	\$ -	234.90	234.90	16,797.78			
Pool Deck	\$ 8,430.54	\$ -	40.50	40.50	8,471.04			
Privacy Fences	\$ 8,052.44	\$ -	166.86	166.86	8,219.30			
Tree Maintenance	\$ -	\$ -	575.10	575.10	575.10			
Legal/Document Revision	\$ 1,668.60	\$ -	-	-	1,668.60			
Total Deferred Maintenance	\$ 111,031.25	\$ 3,000.24	-	3,000.24	114,031.49			

Capital Improvement Fund

Roofs	609,562.65	2,405.70	2,405.70	611,968.35
Paving	114,175.35	581.58	581.58	114,756.93
Replumbing	13,012.23	-	-	13,012.23
Clubhouse Interior	15,301.99	-	-	15,301.99
Well/Pump	4,808.08	-	-	4,808.08
Clubhouse A/C & W/H	17,312.14	164.43	164.43	17,312.14
Siding	10,254.60	854.55	854.55	11,109.15
Tennis Court Fence	5,045.49	13.77	13.77	5,059.26
Tennis Court Lights	4,785.48	33.21	33.21	4,818.69
Perimeter Fence	29,686.18	166.86	166.86	29,853.04
Legal Fund	-	-	-	-
Total Capital Improvements	823,944.19	4,220.10	4,220.10	827,999.86

Insurance Deductible Fund	120,712.87	-	-	120,712.87
Reserve for Legal/Document	-	-	-	-
Interest Income	25,875.48	-	-	25,875.48
Mandatory Audit	-	-	-	-
Mandatory Appraisal (2024)	4,303.04	25.11	25.11	4,328.15
Termite Bond	30,003.00	400.14	400.14	30,403.14
Underfunded Reserve Account	47,870.00	-	-	47,870.00
Total Combined	1,163,739.83	7,645.59	7,645.59	1,171,220.99

Dover Green Condominium Association
Monthly Meeting of the Board of Directors
Thursday, March 13, 2025 7:30 p.m.
Dover Green Clubhouse
5353 Skelly Square

AGENDA

Call to Order

Minutes of Previous Meeting

Treasurer's Report

COMMITTEE REPORTS

Maintenance
Clubhouse
Lease/Sales

Caryn Wheeler/Ivan Martinez
Gladys Orlando/Deborah Ferencak
Janice O'Brien/Gladys Orlando

Correspondence

UNFINISHED BUSINESS

Pressure washing
Sod
Well pump

NEW BUSINESS

Landscape contracts

OPEN MEMBER FORUM

**MINUTES OF JOINT MEETING OF BOARD OF DIRECTORS
AND OFFICERS OF DOVER GREEN CONDOMINIUM ASSOCIATION INC**

A joint meeting of the Board of Directors and Officers of Dover Green Condominium Association Inc. was held on March 13, 2025. Present were: Caryn Wheeler, Gladys Orlando, Ivan Martinez, Christine Oliver & Janice O'Brien. Mike Flynn & Deborah Ferencak were absent. We met inside the clubhouse with 4 residents/owners also attending.

Minutes of Previous Meeting: Gladys moved, and Christine seconded the motion to accept the minutes of the previous regular meeting. The motion passed unanimously.

TREASURER'S REPORT: Caryn reported: Three units are 2+ months behind for \$4040. Five units are 2 months behind for \$5,600. Fifteen units still owe for the current month for \$8,400. Currently, total outstanding is \$18,040. Payments are being made by the units that are behind.

Caryn said Mike will get our Corporate Tax return completed by Mar. 15th when it is due, or he will file for an extension.

The Schedule of Receipts and Expenditures ending Feb. 28, 2025, for the operating and reserve budgets was available for distribution.

COMMITTEE REPORTS:

Maintenance: Caryn reported that Gus will be away for a few days, mostly over the weekend. He still needs to repair a water cut off on Emerald Isle. He fixed at least 1 roof leak on Emerald Isle. The clubhouse bathroom still needs some more work and the wall that was hit by the car is not yet completed.

Clubhouse: Gladys reported there is 1 party scheduled for April, August & September at this time.

Sales & Leases: No Report

CORRESPONDENCE:

UNFINISHED BUSINESS:

All pressure washing within our black fenced area is completed. The black fence will be done later after more pressing items are completed.

Gus is still working on our well pump and sprinklers. A part fell into the well that is at least 150' down. We have Reserve money to replace the pump. Of course, any new sod is delayed until the well pump & sprinklers are done.

NEW BUSINESS:

Ivan interviewed 2 lawn service companies & gave the Board copies of the two proposals. Both companies have the appropriate insurance & licenses. He had observed their work at other locations before asking for a proposal. He said they have many more workers available

than our current contractor. After discussion, he moved to accept the Palacios Landscaping LLC contract to replace our current lawn service. The motion was seconded by Christine and passed unanimously. Caryn stated that we must give 30-day notice to our current contractor before the new contractor can start.

Caryn also noted that copies of proposed contracts are available for interested owners attached to our outside bulletin board prior to the meeting.

Christine stated there is a coyote and a fox in our fenced area that was seen chasing cats, squirrels, etc. (even though cats are NOT ALLOWED to be outside our units by the City & Dover Green). Since they may have diseases, please beware of them. She will contact wildlife control to hopefully trap and re-locate them.

Ivan inquired when he should get tree trimming/ removal estimates. Caryn stated that we need to get our new insurance bill before we do that to keep our finances in order. That bill should be coming in a few weeks.

OPEN MEMBER FORUM:

An owner present inquired about fencing his backyard & getting a cement flooring within it. Caryn re-iterated he must use the same fence type; it must align with the current fences & any sprinklers would need to be moved. After a brief discussion of possible drainage issues with the cement floor & the cement truck not being able to drive on the grass to prevent sprinkler damage, the owner was advised to present a drawing and request to the Board prior to beginning work.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,



Janice G. O'Brien, Secretary

Next Board Meeting: Thursday, April 10, 2025, in the Clubhouse at 7:30PM

DOVER GREEN CONDOMINIUM ASSOCIATI

Schedule of Receipts and Expenditures For the Two Months Ending Feb.28, 2025

	Actual	Budget	Over/(Under) Budget
Cash on hand and in bank at Dec. 31, 2024	250,163.64		
Assessments Received	90,620.00	90,720	(100.00)
Transfer to Reserves	(22,937.88)	17,160.33	(40,098.21)
Special Assessments Received	-		-
Interest Income	-		
Operating Funds Available	<u>317,845.76</u>		
Spent:			
Wages	6,734.53	5,666.67	1,067.86
Payroll taxes, Workman's Comp, Payroll service maintenace services	-	-	-
Lawn Service, Spraying, Tree Trimming	10,200.00	3,583.33	6,616.67
Repair & Maint - Equipment, Fences, Sprinklers	913.01	350.00	563.01
Trees, Shrubs, Grass, Gas, Oil, Small tools	-	906.67	(906.67)
Pool Supplies, repairs	-	6,066.67	(6,066.67)
Repair & Maint - Plumbing, Streetlights, Buildings, Electrical	7,408.06	1,179.17	6,228.89
Clubhouse maint, supplies, telephone	356.52	154.17	202.35
Utilities	3,169.41	7,369.17	(4,199.76)
**** Insurance	-	40,016.67	(40,016.67)
Administrative - legal, office supplies, copy expense, postage	-	741.67	(741.67)
Income Taxes	-	125.00	(125.00)
SBA Loan	4,002.00	4,002.00	-
Condo Filing Fee	-	54.00	(54.00)
	-	66.67	(66.67)
Uncategorized Expense	480.00	-	480.00
Total Expenditures	<u>33,263.53</u>	<u>70,282</u>	<u>(37,018)</u>
Cash on hand and in bank at Feb 28, 2025	<u>284,582.23</u>		
	-		

DOVER GREEN CONDOMINIUM ASSOCIATION, INC.
Schedule of Reserve Receipts and Expenditures
For the Two Months Ending Feb. 28, 2025

	Balance at 12/31/2025	Assessments Transferred	Interest Received	Amounts Spent	Current	
					Year Activity	Balance at 2/28/2025
Deferred Maintenance Fund						
Painting	\$ 36,603.17	\$ 3,217.60			3,217.60	39,820.77
Pool Liner/Pump	\$ 31,321.05	\$ 481.14			481.14	31,802.19
Tennis Courts	\$ 10,061.17	\$ 275.40			275.40	10,336.57
Reseal Streets	\$ 16,562.88	\$ 469.80			469.80	17,032.68
Pool Deck	\$ 8,430.54	\$ 81.00			81.00	8,511.54
Privacy Fences	\$ 8,052.44	\$ 333.72			333.72	8,386.16
Tree Maintenance	\$ -	\$ 1,666.98			1,666.98	1,666.98
Legal/Document Revision	\$ 1,668.60					
Total Deferred Maintenance	\$ 111,031.25	\$ 6,525.64	-	-	6,525.64	117,556.89

	Balance at 12/31/2025	Assessments Transferred	Interest Received	Amounts Spent	Current	
					Year Activity	Balance at 2/28/2025
Capital Improvement Fund						
Roofs	609,562.65	7,009.74			7,009.74	616,572.39
Paving	114,175.35	1,163.16			1,163.16	115,338.51
Replumbing	13,012.23				-	13,012.23
Clubhouse Interior	15,301.99				-	15,301.99
Well/Pump	4,808.08				-	4,808.08
Clubhouse A/C & W/H	17,312.14	328.86			328.86	17,312.14
Siding	10,254.60	1,709.10			1,709.10	11,963.70
Tennis Court Fence	5,045.49	27.54			27.54	5,073.03
Tennis Court Lights	4,785.48	66.42			66.42	4,851.90
Perimeter Fence	29,686.18	288.36			288.36	29,974.54
Legal Fund	-				-	-
Total Capital Improvements	823,944.19	10,593.18	-	-	10,593.18	834,208.51

Insurance Deductible Fund	120,712.87				-	120,712.87
Reserve for Legal/Document	-				-	-
Interest Income	25,875.48				-	25,875.48
Mandatory Audit	-				-	-
Mandatory Appraisal (2024)	4,303.04	50.22			50.22	4,353.26
Termite Bond	30,003.00				-	30,003.00
Underfunded Reserve Account	47,870.00				-	47,870.00
Total Combined	1,163,739.83	17,169.04	-	-	17,169.04	1,180,580.01

Dover Green Condominium Association
Monthly Meeting of the Board of Directors
Thursday, April 10, 2025 7:30 p.m.
Dover Green Clubhouse
5353 Skelly Square

AGENDA

Call to Order

Minutes of Previous Meeting

Treasurer's Report

COMMITTEE REPORTS

Maintenance
Clubhouse
Lease/Sales

Interview of tenant 5360 Skelly

Caryn Wheeler/Ivan Martinez
Gladys Orlando/Deborah Ferencak
Janice O'Brien/Gladys Orlando

Correspondence

UNFINISHED BUSINESS

Sod
Well pump

NEW BUSINESS

OPEN MEMBER FORUM

**MINUTES OF JOINT MEETING OF BOARD OF DIRECTORS
AND OFFICERS OF DOVER GREEN CONDOMINIUM ASSOCIATION INC**

A joint meeting of the Board of Directors and Officers of Dover Green Condominium Association Inc. was held on April 10, 2025. Present were: Caryn Wheeler, Gladys Orlando, Deborah Ferencak, Ivan Martinez, Christine Oliver & Janice O'Brien. Mike Flynn was absent. 9 residents/owners also attended.

Minutes of Previous Meeting: Gladys moved and Deborah seconded the motion to accept the minutes of the previous regular meeting. The motion passed unanimously.

TREASURER'S REPORT: Caryn reported: 8 units are 2 months behind for a total of \$4,480. 7 units owe misc. amounts for \$570. As of this date, 24 units owe for the current month for \$13,440. Total outstanding is \$18,490. Those units that are behind in payments are making progress in clearing them.

COMMITTEE REPORTS:

Maintenance: Caryn reported that 2 roof leaks have been fixed as well as 2 water cut-offs. A number of streetlights have been repaired. Our pool was recently inspected by the Health Dept. and passed. The lights at our entrance as well as the lights in front of the first building on Emerald Isle are not working. We are working to locate the problem but it has been very difficult to locate the origination point of the power for those lights. The expense is not in the parts for the repair but in locating the problem.

Our new lawn service starts May 1. They will probably be out this weekend to do some initial cleanup.

A tree limb recently fell into a car on Skelly. The tree was very dangerous and needed to be removed. In addition, the tree on Emerald Isle where the limb fell during the hurricane was getting worse and was in danger of falling on the building, so that tree was removed also.

Clubhouse: Gladys reported there is 1 party scheduled for April and 1 for August.

Sales & Leases: Janice and Gladys finally interviewed two of the 4 named lessees at unit #1006 on Skelly. They have lived there almost 2 years without an interview, as neither the owner nor his realtor gave the people any information about our rules or the form to fill out to be interviewed, or the need to be interviewed before moving in. During the interview we discovered that they have recently gotten a golden retriever puppy as an emotional support animal. It will soon be over our weight limit of 20 lb. The letter regarding it being an emotional support animal does not comply with ADA regulations as it was from a veterinarian, not a healthcare professional. A letter has been sent to the owner and residents that they must either: 1- get rid of the dog, or 2- move out by May15, 2025. We cannot approve their lease of the unit since the dog weight is in violation of our documents.

CORRESPONDENCE:

None

UNFINISHED BUSINESS:

Right now, sod cannot be purchased, of course, until the well and pump for the sprinklers is fixed. Fixing the well is turning out to be a bigger problem than we first expected as it has a submersible pump. We are working on finding the solution.

NEW BUSINESS:

Caryn talked to Mark, our insurance agent, but as yet he has no definite prices for the renewal of our policy. Any discounts we may receive will probably be offset by an increase in the required valuation. We need to keep the policy we have, because policies like it are no longer being written. Our policy has one deductible for any number of buildings that may get damaged at one time. Today any policies being written have a deductible for EACH building damaged at the same time.

OPEN MEMBER FORUM:

Christine reported on her efforts to have the fox and coyote removed by the forest service. The forest service needs PICTURES of these two animals to remove them. **So, if anyone has any pictures of them, PLEASE email them to Christine at: TAZ745@gmail.com as soon as you can.**

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,



Janice G. O'Brien, Secretary

Next Board Meeting: Thursday, May 8, 2025 in the Clubhouse at 7:30PM

Dover Green Condominium Association
Monthly Meeting of the Board of Directors
Thursday, May 8, 2025 7:30 p.m.
Dover Green Clubhouse
5353 Skelly Square

AGENDA

Insurance Renewal – Mark Combs

Call to Order

Minutes of Previous Meeting

Treasurer's Report

COMMITTEE REPORTS

Maintenance

Clubhouse

Lease/Sales

Gaylord sale to Sheridan/Johns

Caryn Wheeler/Ivan Martinez

Gladys Orlando/Deborah Ferencak

Janice O'Brien/Gladys Orlando

Correspondence

UNFINISHED BUSINESS

Well pump

Sod

NEW BUSINESS

OPEN MEMBER FORUM

MINUTES OF JOINT MEETING OF BOARD OF DIRECTORS
AND OFFICERS OF DOVER GREEN CONDOMINIUM ASSOCIATION INC

A joint meeting of the Board of Directors and Officers of Dover Green Condominium Association Inc. was held on May 8, 2025. Present were: Caryn Wheeler, Gladys Orlando, Deborah Ferencak, & Janice O'Brien. Mike, Ivan, Christine were absent. A quorum was met. 3 residents/owners also attended. Mark Combs, our insurance agent was present to make his presentation before our meeting began. His goal, as always, is to preserve our current coverage that allows a deductible for each building, which is no longer being written in Florida. Although the rates this year have decreased 14%, our complex valuation has increased by 31%. Both bids he has received also require us to replace the electric panel in our basement. We will have a final determination of insurance costs when we prove that the panel has been replaced. Caryn presented 2 bids to have this done. Akos Electric was the lowest, has the proper insurance & licenses and has worked for us before. Caryn moved & Gladys seconded to accept their bid. It was approved unanimously. Before & after pictures of the panel will be sent to Mark so he can prove to the insurance companies that it has been replaced, as required, so he can then give us their actual rates for the coming period. After that, he left and our meeting continued.

Minutes of Previous Meeting: Gladys moved, and Deborah seconded the motion to accept the minutes of the previous regular meeting. The motion passed unanimously.

TREASURER'S REPORT: Caryn reported that: 10 units are 2 months behind for \$11,000. It is still early, but 13 units owe for the current month for \$10,080. Units owing for 3 or more months is \$3,450. There are also miscellaneous unpaid amounts at \$1,800. Usually these are from not adding our increases to their payment. **PLEASE NOTE: OUR CURRENT MONTHLY FEE IS \$560 per month & due by the 10th of the month.** Total outstanding as of tonight is \$26,530.

The Schedule of Receipts and Expenditures was not available for distribution at this time. We soon hope to have Mike able to come to the office again.

COMMITTEE REPORTS:

Maintenance: Caryn reported that the lights at our entrance have been fixed. It was very complicated and there still needs to be a little more work there for the long term.

Our gutters were recently cleaned.

2 roof leaks were fixed: 1 on Tipperary & 1 on McMahon. There are 2 other minor roof leaks yet to be done.

Several water cut-offs have been repaired.

The well pump repair is in progress (for our sprinklers.)

More work is still needed in the clubhouse bathrooms.

The pool chlorinator must be replaced & is on order. One of the pool pumps also must be replaced.

The new lawn service has started this week. Please contact Ivan if you have questions or problems with the new lawn service.

Christine has now sent pictures of the fox to the state wildlife office to get it moved.

Clubhouse: Gladys reported that currently, 1 party is scheduled for August.

Sales & Leases: No report

CORRESPONDENCE:

Sympathy cards were recently sent to the Duff and Buchholz families.

We also received a letter from an owner regarding **unknown people knocking on their door to scam people. Don't open your doors to unknown people to stay safe. City police can also be contacted if they won't go away.**

UNFINISHED BUSINESS:

The well pump is being worked on (to fix the sprinklers) and when fixed, we can then order new sod.

NEW BUSINESS:

None

OPEN MEMBER FORUM:

An owner, in attendance, complained about the new lawn service getting mud on his vehicle. He was asked to let Ivan know so he can handle it.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,



Janice G. O'Brien, Secretary

Next Board Meeting: Thursday, June 12, 2025 in the Clubhouse at 7:30PM

Location Name	*Street Address	No. of Units	*City	*State Code	*Zip
Bldg 1	5363-5399 Skelly Square	5	Orlando	FL	32812
Bldg 2	5360-5398 Skelly Square	5	Orlando	FL	32812
Bldg 3	5367-5395 Emerald Isle Drive	4	Orlando	FL	32812
Bldg 4	5343-5361 Emerald Isle Drive	4	Orlando	FL	32812
Bldg 5	5319-5337 Emerald Isle Drive	3	Orlando	FL	32812
Bldg 6	5301-5315 Emerald Isle Drive	5	Orlando	FL	32812
Bldg 7	2204-2222 McMahon Ct	5	Orlando	FL	32812
Bldg 8	2217-2223 McMahon Ct	5	Orlando	FL	32812
Bldg 9	2205-2211 McMahon Ct	5	Orlando	FL	32812
Bldg 10	2214-2228 OHara Court	5	Orlando	FL	32812
Bldg 11	2242-2258 OHara Court	5	Orlando	FL	32812
Bldg 12	2243-2257 OHara Court	5	Orlando	FL	32812
Bldg 13	2215-2229 OHara Court	5	Orlando	FL	32812
Bldg 14	2202-2208 Tipperary Court	5	Orlando	FL	32812
Bldg 15	2218-2240 Tipperary Court	5	Orlando	FL	32812
Bldg 16	2201-2241 Tipperary Court	10	Orlando	FL	32812
Bldg 17	5353 Skelly Square	1	Orlando	FL	32812
Pool	5353 Skelly Square	1	Orlando	FL	32812
Tennis	5353 Skelly Square	4	Orlando	FL	32812
Maintenance	5353 Skelly Square	1	Orlando	FL	32812

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Property - Total Insured Value	W&H	W&H Ded	AOP Ded
TIV 2024-25	14,435,870	5%	Per Blding
TIV 2025-26	18,871,128	3%	Per Blding
Variance \$	4,435,258	-2%	N/A
Variance %	31%	-40%	N/A
Rate	-13.88%		
Prem 24-25	\$ 143,897.00		
Prem 25-26	\$ 167,095.40		
Variance \$	\$ 23,198.40		
Variance %	16%		

General Liability	Limits
Currently	\$ 13,000.05 \$1 Million / \$2 Million
At Renewal	\$ 13,000.05 \$1 Million / \$2 Million
Variance \$	- N/A
Currently %	0% N/A

Directors & Officers / Crime	Limits
Currently	\$ 2,463.66 \$1 Million / \$2 Million
At Renewal	\$ 2,666.18 \$1 Million / \$2 Million
Crime	Included \$1,250,000
Variance \$	\$ 202.52 N/A
Currently %	8% N/A

Umbrella / Excess	Limits
Currently	\$ 1,713.24 \$5,000,000
At Renewal	\$ 3,310.37 \$5,000,000
Variance \$	\$ 1,597.13 N/A
Currently %	93% N/A

Workers Compensation / If Any Policy	Limits
Currently	\$ 490.00 100k/500k/100k
At Renewal	\$ 428.00 100k/500k/100k
Variance \$	\$ (62.00) N/A
Currently %	-13% N/A

Combined	
2024-2025	\$ 161,563.95
2025-2026	\$ 183,833.82
Variance:	\$ 22,269.87
Variance:	13.8%
Objective:	< 15.0%

Dover Green Condominium Association
Monthly Meeting of the Board of Directors
Thursday, June 12, 2025 7:30 p.m.
Dover Green Clubhouse
5353 Skelly Square

AGENDA

Call to Order

Minutes of Previous Meeting

Treasurer's Report

COMMITTEE REPORTS

Maintenance

Clubhouse

Lease/Sales

Gaylord sale to Sheridan/Johns

Villasmil lease

Caryn Wheeler/Ivan Martinez

Gladys Orlando/Deborah Ferencak

Janice O'Brien/Gladys Orlando

Correspondence

UNFINISHED BUSINESS

Well pump

Sod

NEW BUSINESS

OPEN MEMBER FORUM

DOVER GREEN CONDOMINIUM ASSOCIATI

Schedule of Receipts and Expenditures For the Five Months Ending May 31, 2025

	Actual	Budget	Over/(Under) Budget
Cash on hand and in bank at Dec. 31, 2024	245,330.64		
Assessments Received	272,110.00	226,800	45,310.00
Transfer to Reserves	(74,416.00)	42,900.83	(117,316.83)
Special Assessments Received	-		-
Interest Income	-		
Operating Funds Available	443,024.64		
Spent:			
Wages	6,665.32	14,166.67	(7,501.35)
Payroll taxes, Workman's Comp, Payroll service maintenace services	-	-	-
Lawn Service, Spraying, Tree Trimming	24,650.00	17,916.67	6,733.33
Repair & Maint - Equipment, Fences, Sprinklers	913.24	875.00	38.24
Trees, Shrubs, Grass, Gas, Oil, Small tools	-	2,266.67	(2,266.67)
Pool Supplies, repairs	9,200.00	15,166.67	(5,966.67)
Repair & Maint - Plumbing, Streetlights, Buildings, Electrical	23,843.96	2,947.92	20,896.04
Clubhouse maint, supplies, telephone	710.52	385.42	325.10
Utilities	16,596.51	18,422.92	(1,826.41)
**** Insurance	221,500.00	100,041.67	121,458.33
Administrative - legal, office supplies, copy expense, postage	1,181.25	1,854.17	(672.92)
Income Taxes	4,451.00	312.50	4,138.50
SBA Loan	14,007.00	10,005.00	4,002.00
Condo Filing Fee	-	135.00	(135.00)
Uncategorized Expense	980.00	-	980.00
Total Expenditures	335,173.80	184,663	150,511
Cash on hand and in bank at May 31 2025	107,850.84		
	-		

DOVER GREEN CONDOMINIUM ASSOCIATION, INC.
Schedule of Reserve Receipts and Expenditures
For the One Month Ending May 31, 2025

	Balance at 12/31/2025	Assessments Transferred	Interest Received	Amounts Spent	Current Year Activity	Balance at 5/31/2025
Deferred Maintenance Fund						
Painting	\$ 36,603.17	\$ 8,019.00			8,019.00	44,622.17
Pool Liner/Pump	\$ 31,321.05	\$ 1,202.85			1,202.85	32,523.90
Tennis Courts	\$ 10,061.17	\$ 688.50			688.50	10,749.67
Reseal Streets	\$ 16,562.88	\$ 1,174.50			1,174.50	17,737.38
Pool Deck	\$ 8,430.54	\$ 202.50			202.50	8,633.04
Privacy Fences	\$ 8,052.44	\$ 834.30			834.30	8,886.74
Tree Maintenance	\$ -	\$ 4,167.45			4,167.45	4,167.45
Legal/Document Revision	\$ 1,668.60					
Total Deferred Maintenance	\$ 111,031.25	\$ 16,289.10	\$ -	\$ -	\$ 16,289.10	\$ 127,320.35

	Balance at 12/31/2025	Assessments Transferred	Interest Received	Amounts Spent	Current Year Activity	Balance at 5/31/2025
Capital Improvement Fund						
Roofs	\$ 609,562.65	\$ 17,524.35			17,524.35	627,087.00
Paving	\$ 114,175.35	\$ 2,907.90			2,907.90	117,083.25
Replumbing	\$ 13,012.23				-	13,012.23
Clubhouse Interior	\$ 15,301.99				-	15,301.99
Well/Pump	\$ 4,808.08				-	4,808.08
Clubhouse A/C & W/H	\$ 17,312.14	\$ 822.15			822.15	17,312.14
Siding	\$ 10,254.60	\$ 4,272.75			4,272.75	14,527.35
Tennis Court Fence	\$ 5,045.49	\$ 68.85			68.85	5,114.34
Tennis Court Lights	\$ 4,785.48	\$ 166.05			166.05	4,951.53
Perimeter Fence	\$ 29,686.18	\$ 720.90			720.90	30,407.08
Legal Fund	\$ -				-	-
Total Capital Improvements	\$ 823,944.19	\$ 26,482.95	\$ -	\$ -	\$ 26,482.95	\$ 849,604.99

Insurance Deductible Fund	\$ 120,712.87					\$ 120,712.87
Reserve for Legal/Document	\$ -					\$ -
Interest Income	\$ 25,875.48					\$ 25,875.48
Mandatory Audit	\$ -					\$ -
Mandatory Appraisal (2024)	\$ 4,303.04	\$ 125.55			125.55	\$ 4,428.59
Termite Bond	\$ 30,003.00					\$ 30,003.00
Underfunded Reserve Account	\$ 47,870.00					\$ 47,870.00
Total Combined	\$ 1,163,739.83	\$ 42,897.60	\$ -	\$ -	\$ 42,897.60	\$ 1,205,815.28

MINUTES OF JOINT MEETING OF BOARD OF DIRECTORS
AND OFFICERS OF DOVER GREEN CONDOMINIUM ASSOCIATION INC

A joint meeting of the Board of Directors and Officers of Dover Green Condominium Association Inc. was held on June 12, 2025. Present were: Caryn Wheeler, Gladys Orlando, Deborah Ferencak, Ivan Martinez, Christine Oliver & Janice O'Brien. Mike Flynn was absent. 4 residents/owners also attended.

Minutes of Previous Meeting: Gladys moved, and Deborah seconded the motion to accept the minutes of the previous regular meeting. The motion passed unanimously.

TREASURER'S REPORT: Caryn reported: One unit is 3 months behind for \$1,680. Eight units owe for 2 or 2+ months for \$4,570. 25 units owe for the current month for \$13,960. Total outstanding at this time is \$20,210. The units behind are generally working to catch up.

The Schedule of Receipts and Expenditures ending May 31, 2025 was available for distribution.

COMMITTEE REPORTS:

Maintenance: Caryn reported that our sump pump and the pool chlorinator both recently died and that each one has been replaced to keep the pool open. The electrical box in the basement workshop has been replaced which was required for the insurance renewal. The inspection of electrical box is scheduled for Tuesday. A gutter extension on Tipperary has been completed. The termite bond inspection on Emerald Isle was done. The outside pool shower has developed a leak so the water to it is turned OFF for now. New shelving has been installed in the basement workroom so supplies & tools can be organized properly. Thank you, Deborah.

Clubhouse: Gladys reported there is 1 party scheduled for June, July and August, so far.

Sales & Leases: Gladys moved that we accept the sale of the Gaylord unit to Debbie Sheridan and David Johns. It was seconded by Christine. It was approved unanimously. The Villasmil lease on Skelly Square was presented. An interview has been completed of lessees. They provided paperwork for an emotional support dog. Caryn moved that the lease be approved subject to receipt of the dog's vaccination certificate and city license. Janice seconded her motion and it was approved unanimously.

CORRESPONDENCE:

None

UNFINISHED BUSINESS:

So far, 3 attempts have been made to retrieve the part in the well for the sprinklers. We have scheduled another in an attempt to find a less costly way to solve the sprinkler problem. Of course, sod will be ordered after the pump is fixed.

Christine reported that she called several animal sanctuaries about capturing the fox, but all have been very expensive. Tonight, it was suggested she call the Fla. Department of Fish &

Wildlife. It was also reported there is a fox family with a den by the retention pond, with 3 pups. She will pass this on to the state officials. Other photos of the fox family were sent to her as well.

NEW BUSINESS:

Caryn stated she recently attended a Dover area neighborhood area meeting and learned that in the September- October time frame, Fredrica is scheduled to be widened, re-paved and have speed bumps added. It was noted by several in attendance that the traffic light there has recently had a more extended green time for those exiting Frederica- a very good thing.

OPEN MEMBER FORUM:

No comments.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,



Janice G. O'Brien, Secretary

Next Board Meeting: Thursday, July10, 2025, in the Clubhouse at 7:30PM

Dover Green Condominium Association
Monthly Meeting of the Board of Directors
Thursday, June 12, 2025 7:30 p.m.
Dover Green Clubhouse
5353 Skelly Square

AGENDA

Call to Order

Minutes of Previous Meeting

Treasurer's Report

COMMITTEE REPORTS

Maintenance

Clubhouse

Lease/Sales

Gaylord sale to Sheridan/Johns

Villasmil lease

Caryn Wheeler/Ivan Martinez

Gladys Orlando/Deborah Ferencak

Janice O'Brien/Gladys Orlando

Correspondence

UNFINISHED BUSINESS

Well pump

Sod

NEW BUSINESS

OPEN MEMBER FORUM

**MINUTES OF JOINT MEETING OF BOARD OF DIRECTORS
AND OFFICERS OF DOVER GREEN CONDOMINIUM ASSOCIATION INC**

A joint meeting of the Board of Directors and Officers of Dover Green Condominium Association, Inc. was held on July 10, 2025. Present were: Caryn Wheeler, Deborah Ferencak, Ivan Martinez, Christine Oliver & Janice O'Brien. Gladys Orlando & Mike Flynn were absent. We met inside the clubhouse. 5 residents/owners also attended.

Minutes of Previous Meeting: Deborah moved, and Christine seconded the motion to accept the minutes of the previous regular meeting. The motion passed unanimously.

TREASURER'S REPORT: Caryn reported: 3 units are 3 months behind for \$5,120. There are 5 units that are 2 months behind for \$5,600. 17 units owe for the current month for \$9,560. Total outstanding is \$ 20,280. The units that are behind are continuing to make their payments to catch up.

COMMITTEE REPORTS:

Maintenance: Caryn first thanked Deborah for the plants she has put in for us. Then she Reported that Gus replaced the numbers on a unit; worked on a roof on O'Hara and placed a gutter extension on Tipperary Ct. Also, he fixed a pool light and put new toilets in the ladies room of the clubhouse; also, a wall in there still needs to be repainted. He got new ropes for the pool. He replaced and relocated the outdoor shower for the pool as repairing the old one would have been extremely difficult. He fixed the light on Emerald Isle that was broken when the tree next to it was recently removed. He has also fixed some other streetlights. Juan Ortiz, an owner, is looking into the cost of new lights to improve our outdoor lighting and save on our energy costs as well.

We are making another attempt to fix the well so that we can replace the pump. Deborah mentioned that weeds & grass are growing up into the tennis court pavement & asked if our lawn service would take care of this, or who would, before the courts will need repairing. Ivan will check with our lawn service.

Clubhouse: Caryn reported there are 3 parties scheduled for July (one of which has already taken place); 3 in August and 1 in September, so far.

Sales & Leases: Janice reported that she & Gladys interviewed the son of an owner, who was living in the unit and had never been interviewed. The tenant was approved during the month. Janice and Deborah interviewed Ms. Knowles who purchased a unit on McMahan Ct. They will have an emotional support dog. Proper paperwork was provided for this except for the vet certificate and licensing. Deborah moved to accept this purchase subject to the receipt of the vet. Certificate and licensing. Janice seconded and it passed unanimously. Janice and Deborah interviewed Ashtyn Lowry for a lease on 2209 Tipperary Ct. Deborah moved to accept this lease. Janice seconded and it passed unanimously.

CORRESPONDENCE:

A letter was received from the Eldridges regarding the lawn service blowing dirt onto cars and into doorways. Others in attendance agreed with this problem. Ivan said he will talk to them.

UNFINISHED BUSINESS:

When the well is repaired and the sprinklers are all working, we will order sod.

NEW BUSINESS:


None

OPEN MEMBER FORUM:

None

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,



Janice G. O'Brien, Secretary

Next Board Meeting: Thursday, August 14, 2025 in the Clubhouse at 7:30PM

DOVER GREEN CONDOMINIUM ASSOCIATI

Schedule of Receipts and Expenditures For the Six Months Ending June 30, 2025

	Actual	Budget	Over/(Under) Budget
Cash on hand and in bank at Dec. 31, 2024	249,662.64		
Assessments Received	272,110.00	272,160	(50.00)
Transfer to Reserves	(74,416.00)	51,481.00	(125,897.00)
Special Assessments Received	-		-
Interest Income	-		
Operating Funds Available	<u>447,356.64</u>		
Spent:			
Wages	-	17,000.00	(17,000.00)
Payroll taxes, Workman's Comp, Payroll service maintenace services	-	-	-
Lawn Service, Spraying,	30,274.00	21,500.00	8,774.00
Tree Trimming	10,475.00	-	10,475.00
Repair & Maint - Equipment, Fences, Sprinklers	913.24	1,050.00	(136.76)
Trees, Shrubs, Grass, Gas, Oil, Small tools	-	2,720.00	(2,720.00)
Pool Supplies, repairs	15,200.00	18,200.00	(3,000.00)
Repair & Maint - Plumbing, Streetlights, Buildings, Electrical	40,204.57	3,537.50	36,667.07
Clubhouse maint, supplies, telephone	828.52	462.50	366.02
Utilities	20,667.37	22,107.50	(1,440.13)
**** Insurance	186,500.00	120,050.00	66,450.00
Administrative - legal, office supplies, copy expense, postage	2,762.25	2,225.00	537.25
Income Taxes	4,451.00	375.00	4,076.00
SBA Loan	16,008.00	12,006.00	4,002.00
Condo Filing Fee	-	162.00	(162.00)
	-	200.00	(200.00)
Uncategorized Expense	980.00	-	980.00
Total Expenditures	<u>329,263.95</u>	<u>221,596</u>	<u>107,668</u>
Cash on hand and in bank at June 30, 2025	<u>118,092.69</u>		
	-		

**Schedule of Reserve Receipts and Expenditures
For the Six Months Ending June 30, 2025**

	Balance at			Current			Balance at
	12/31/2025	Assessments Transferred	Interest Received	Year Activity	Amounts Spent	6/30/2025	
Deferred Maintenance Fund							
Painting	\$ 36,603.17	\$ 9,622.80	2,899	9,625.69	46,228.86		
Pool Liner/Pump	\$ 31,321.05	\$ 1,443.42		1,443.42	32,764.47		
Tennis Courts	\$ 10,061.17	\$ 826.20		826.20	10,887.37		
Resal Streets	\$ 16,562.88	\$ 1,409.40		1,409.40	17,972.28		
Pool Deck	\$ 8,430.54	\$ 243.00		243.00	8,673.54		
Privacy Fences	\$ 8,052.44	\$ 1,001.16		1,001.16	9,053.60		
Tree Maintenance	\$ -	\$ 5,000.94		1,000.94	1,000.94		
Legal/Document Revision	\$ 1,668.60						
Total Deferred Maintenance	\$ 111,031.25	\$ 19,546.92	2,899	15,549.81	126,581.06		

Capital Improvement Fund

Roots	609,562.65	21,029.22		21,029.22	630,591.87	
Paving	114,175.35	3,489.48		3,489.48	117,664.83	
Replumbing	13,012.23			-	13,012.23	
Clubhouse Interior	15,301.99			-	15,301.99	
Well/Pump	4,808.08			-	4,808.08	
Clubhouse A/C & W/H	17,312.14	986.58		986.58	17,312.14	
Siding	10,254.60	5,127.30		5,127.30	15,381.90	
Tennis Court Fence	5,045.49	82.62		82.62	5,128.11	
Tennis Court Lights	4,785.48	199.26		199.26	4,984.74	
Perimeter Fence	29,686.18	865.08		865.08	30,551.26	
Legal Fund	-			-	-	
Total Capital Improvements	823,944.19	31,779.54		31,779.54	854,737.15	
Insurance Deductible Fund	120,712.87			-	120,712.87	
Reserve for Legal/Document	-			-	-	
Interest Income	25,875.48	4,094.70		4,094.70	29,970.18	
Mandatory Audit	-			-	-	
Mandatory Appraisal (2024)	4,303.04	150.66		150.66	4,453.70	
Termite Bond	30,003.00			-	30,003.00	
Underfunded Reserve Account	47,870.00			-	47,870.00	
Total Combined	1,163,739.83	55,571.82	2,899	51,574.71	1,214,327.96	

Dover Green Condominium Association
Monthly Meeting of the Board of Directors
Thursday, August 14, 2025 7:30 p.m.
Dover Green Clubhouse
5353 Skelly Square

AGENDA

Call to Order

Minutes of Previous Meeting

Treasurer's Report

COMMITTEE REPORTS

Maintenance
Clubhouse
Lease/Sales
Kirkpatrick sale to Vargas

Caryn Wheeler/Ivan Martinez
Gladys Orlando/Deborah Ferencak
Janice O'Brien/Gladys Orlando

Correspondence

UNFINISHED BUSINESS

Well pump
Sod

NEW BUSINESS

Termite Inspection – Skelly
Fire Extinguisher inspection
Website

OPEN MEMBER FORUM

**MINUTES OF JOINT MEETING OF BOARD OF DIRECTORS
AND OFFICERS OF DOVER GREEN CONDOMINIUM ASSOCIATION INC**

A joint meeting of the Board of Directors and Officers of Dover Green Condominium Association Inc. was held on August 14, 2025. Present were: Caryn Wheeler, Gladys Orlando, Deborah Ferencak, Christine Oliver & Janice O'Brien. Mike Flynn & Ivan Martinez were absent.. 6 residents/owners also attended.

Minutes of Previous Meeting: Deborah moved, and Gladys seconded the motion to accept the minutes of the previous regular meeting. The motion passed unanimously.

TREASURER'S REPORT: Caryn reported: 2 units are 3 months behind for \$4,010. The collection process has been started on one of these and the other one will start soon if no money is received in the next few days. 6 units are 2 months behind for \$7,750. 16 units owe for the current month for \$9,130. Total outstanding is \$20,890. The Schedule of Receipts and Expenditures ending July 31, 2025, for the operating and reserve budgets was available for distribution.

COMMITTEE REPORTS:

Maintenance: Caryn reported that since our last meeting: 3 lights on Skelly, 3 on Emerald Isle and 1 on Tipperary have been repaired. Two gutters on Emerald Isle & 2 gutters on Tipperary were fixed. The outside pool shower lost its pull chain & was replaced. The two posts by the first speed bump on Emerald Isle were replaced. At our entrance, the lights on the north side were replaced and the lights on the south side will be replaced as soon as the new lights are received. The hallway to the ladies' room in the clubhouse has been painted. Lightning hit the modem on the office computer requiring it to be replaced. Recently, on a bright & clear day, on McMahon Ct., a limb fell on an owner's car and totaled it.

The work being done on our trees should be completed by this Saturday. The laurel oaks growing over buildings & parking spaces are being thinned & having branches removed to prepare them for the storm season. Thinning the branches allows wind to blow through the trees, so they should remain standing during a storm.

Ivan has talked with the yard maintenance company about cleaning the drains at the end of the streets and not blowing lawn debris into them in order to help prevent flooding.

Clubhouse: Gladys reported there are 2 parties scheduled for August and 2 for September.

Sales & Leases: Janice reported that she and Deborah have interviewed Ken Vargas & Paola Guerro who are purchasing the Kirkpatrick unit on Emerald Isle. Janice moved to accept the sale. Deborah seconded and the motion passed unanimously.

CORRESPONDENCE:

None

UNFINISHED BUSINESS:

Joan Ortiz has been helping Gus to resolve our well problem and they are making progress. Joan explained some of the issues and they now have a plan to get it working again. As soon as it is operating again, we will order sod. A big thank-you to Joan for helping Gus!

NEW BUSINESS:

Caryn asked Deborah to arrange for the termite inspection due for her building. Our fire extinguishers are also due for inspection. We hope that the men who helped last time will consider doing that again. We need to start working on our website which is required, by the state, to be ready by January 1, 2026. Christine volunteered to work with the developer.

OPEN MEMBER FORUM:

Joan Ortiz brought up that lightning has been causing issues in his unit. He asked if any others have had issues with lightning too; a board member said yes. He explained that it can travel on underground wires and cause unexpected outages. He asked about being able to put a lightning rod into the ground by his unit to help prevent future issues. He explained what that would involve. The board said there should be no problem with him doing that.

Lourdes Valls-Sanchez said her son, Gabriel, will remain in her unit. She is also interviewing others to rent 2 of the other bedrooms. She realizes that we will need to interview her tenants.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,



Janice G. O'Brien, Secretary

Next Board Meeting: Thursday, September 11, 2025, in the Clubhouse at 7:30PM

DOVER GREEN CONDOMINIUM ASSOCIATI

Schedule of Receipts and Expenditures For the Six Months Ending July 31, 2025

	Actual	Budget	Over/(Under) Budget
Cash on hand and in bank at Dec. 31, 2024	246,649.61		
Assessments Received	317,470.00	317,520	(50.00)
Transfer to Reserves	(82,995.52)	60,061.17	(143,056.69)
Special Assessments Received	-		-
Interest Income	-		
Operating Funds Available	481,124.09		
Spent:			
Wages	-	19,833.33	(19,833.33)
Payroll taxes, Workman's Comp, Payroll service maintenace services	-	-	-
Lawn Service, Spraying,	33,924.00	25,083.33	8,840.67
Tree Trimming	10,475.00	-	10,475.00
Repair & Maint - Equipment, Fences, Sprinklers	913.24	1,225.00	(311.76)
Trees, Shrubs, Grass, Gas, Oil, Small tools	-	3,173.33	(3,173.33)
Pool Supplies, repairs	15,200.00	21,233.33	(6,033.33)
Repair & Maint - Plumbing, Streetlights, Buildings, Electrical	43,204.57	4,127.08	39,077.49
Clubhouse maint, supplies, telephone	946.52	539.58	406.94
Utilities	24,007.90	25,792.08	(1,784.18)
**** Insurance	186,500.00	140,058.33	46,441.67
Administrative - legal, office supplies, copy expense, postage	2,807.31	2,595.83	211.48
Income Taxes	4,451.00	437.50	4,013.50
SBA Loan	18,009.00	14,007.00	4,002.00
Condo Filing Fee	-	189.00	(189.00)
Reconcile Adjustments	452.70	233.33	219.37
Uncategorized Expense	980.00	-	980.00
Total Expenditures	341,871.24	258,528	83,343
Cash on hand and in bank at July 31, 2025	139,252.85		
	-		

DUVEN GREEN CONDOMINIUM ASSOCIATION, INC.
Schedule of Reserve Receipts and Expenditures
For the Seven Months Ending July 31, 2025

	Balance at		Assessments		Interest		Amounts		Current	
	12/31/2025	Transferred	Received	Spent	Year	Balance at	7/31/2025	Activity		
Deferred Maintenance Fund										
Painting	\$ 36,603.17	\$ 11,226.60	2.89		11,229.49	47,832.66				
Pool Liner/Pump	\$ 31,321.05	\$ 1,683.99			1,683.99	33,005.04				
Tennis Courts	\$ 10,061.17	\$ 963.90			963.90	11,025.07				
Reseal Streets	\$ 16,562.88	\$ 1,644.30			1,644.30	18,207.18				
Pool Deck	\$ 8,430.54	\$ 283.50			283.50	8,714.04				
Privacy Fences	\$ 8,052.44	\$ 1,168.02			1,168.02	9,220.46				
Tree Maintenance	\$ -	\$ 5,834.43			4,000.00	1,834.43				
Legal/Document Revision	\$ 1,668.60									
Total Deferred Maintenance	\$ 111,031.25	\$ 22,804.74	2.89	4,000.00	18,807.63	129,838.88				
Capital Improvement Fund										
Roofs	609,562.65	24,534.09			24,534.09	634,096.74				
Paving	114,175.35	4,071.06			4,071.06	118,246.41				
Replumbing	13,012.23				-	13,012.23				
Clubhouse Interior	15,301.99				-	15,301.99				
Well/Pump	4,808.08				-	4,808.08				
Clubhouse A/C & W/H	17,312.14	1,151.01			1,151.01	17,312.14				
Siding	10,254.60	5,981.85			5,981.85	16,236.45				
Tennis Court Fence	5,045.49	96.39			96.39	5,141.88				
Tennis Court Lights	4,785.48	232.47			232.47	5,017.95				
Perimeter Fence	29,686.18	1,009.26			1,009.26	30,695.44				
Legal Fund	-				-	-				
Total Capital Improvements	823,944.19	37,076.13			37,076.13	859,869.31				
Insurance Deductible Fund	120,712.87				-	120,712.87				
Reserve for Legal/Document	-				-	-				
Interest Income	25,875.48		4,094.70		4,094.70	29,970.18				
Mandatory Audit	-				-	-				
Mandatory Appraisal (2024)	4,303.04	175.77			175.77	4,478.81				
Termite Bond	30,003.00				-	30,003.00				
Underfunded Reserve Account	47,870.00				-	47,870.00				
Total Combined	1,163,739.83	60,056.64	4,097.59	4,000.00	60,154.23	1,222,743.05				

**FIRST NOTICE OF
ANNUAL MEETING AND BOARD ELECTION OF
DOVER GREEN CONDOMINIUM ASSOCIATION, INC.
AND
PROCEDURE FOR QUALIFYING FOR BOARD**

TO ALL MEMBERS:

On Wednesday, November 5, 2025 at 7:30 P.M., at the Dover Green Clubhouse, 5353 Skelly Square, Orlando, FL, the Annual Meeting of the Association will be held for the purpose of electing directors, carrying over any unexpended funds and such other business as may lawfully be conducted. Subsequent to this "FIRST NOTICE" you will receive a "SECOND NOTICE OF ANNUAL MEETING" which Notice will specify the Agenda and advise of other important information concerning the Annual Meeting.

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

QUALIFYING FOR THE BOARD

On or before September 26, 2025, you must give written notice to the Association either in person or by mail addressed to the Association's mailing address, 5353 Skelly Square, Orlando, Florida 32812, of your desire to run for the Board. The "Notice of Intent to be a Candidate for the Board" on the reverse side of this notice may be used for that purpose.

You may submit an Information Statement, no larger than 8 ½"x 11", containing your qualifications and/or platform for office. This Information Statement must be submitted to the Association on or before September 26, 2025.

The Information Statement and ballots will be mailed to voting members along with the Second Notice at least fourteen (14) days prior to the Annual Meeting (October 22, 2025).

OVER

DOVER GREEN CONDOMINIUM ASSOCIATION, INC.

**NOTICE OF INTENT TO BE A CANDIDATE
FOR THE BOARD OF DIRECTORS**

I, _____, hereby place my name in nomination as a candidate for the Board of Directors. I (circle one) am/am not enclosing an Information Statement about myself. I certify that I am not a convicted felon who is without the right to vote in the district of my residence. I understand that I am responsible for the accuracy of the information contained in the Information Statement.

I hereby certify and attest, as required by Section 718.112(2)(d)3.b., Fla. Stat. (2010), that I have read and understand, to the best of my ability, the governing documents of the Association, the provisions of Chapter 718, Florida Statutes and the applicable administrative rules relating to condominiums found in Chapter 61B of the Florida Administrative Code.

I understand that pursuant to Sections 718.112(2)(d)1 and 718.112(2)(n), Fla. Stat. (2010), that I am not eligible to be an officer or director of the Association if I am more than ninety (90) days delinquent in the payment of regular assessments to the Association.

I also understand and agree that pursuant to 718.112(2)(d)1, Fla. Stat. in a condominium association of more than 10 units, co-owners of a unit may not serve as members of the board of directors at the same time unless they own more than one unit or unless there are not enough eligible candidates to fill the vacancies on the board at the time of the vacancy.

Date: _____

Sign _____

Print: _____

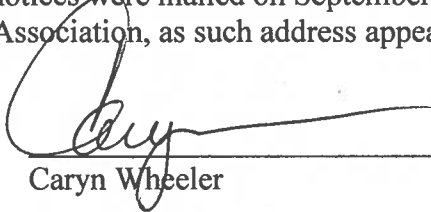
OVER

Dover Green Condominium Association, Inc.

**AFFIDAVIT OF MAILING
TO UNIT OWNERS OF
FIRST NOTICE OF ANNUAL MEETING
NOVEMBER 5, 2025**


STATE OF FLORIDA
COUNTY OF ORANGE

Before me, personally appeared CARYN WHEELER who deposes and says that copies of the First Notice of Annual Owners' Meeting and Election of Directors of DOVER GREEN CONDOMINIUM ASSOCIATION, INC., scheduled for Wednesday, November 5, 2025 at 7:30 p.m., AT THE DOVER GREEN CLUBHOUSE, 5353 SKELLY SQUARE, ORLANDO, FL 32812, were mailed by U.S. MAIL in accordance with Article 3, Section 3.3 of the By-Laws of Dover Green Condominium. The notices were mailed on September 5, 2025 to each unit owner at the address last furnished to the Association, as such address appears in the records of the Association.

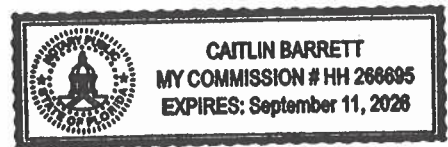


Caryn Wheeler

The foregoing instrument was acknowledged before me this 5th day of September, 2025 by CARYN WHEELER, as President of DOVER GREEN CONDOMINIUM ASSOCIATION, INC., a Florida not for profit corporation, on behalf of said corporation. She is personally known to me and did not take an oath.



Notary Public, State of Florida at Large
My commission expires:



Dover Green Condominium Association
Monthly Meeting of the Board of Directors
Thursday, September 11, 2025 7:30 p.m.
Dover Green Clubhouse
5353 Skelly Square

AGENDA

Call to Order

Minutes of Previous Meeting ✓

Treasurer's Report ✓

COMMITTEE REPORTS

Maintenance
Clubhouse
Lease/Sales

✓ Duff sale to Torres
✓ Holbrook/Love sale to Gaylord

Caryn Wheeler/Ivan Martinez
Gladys Orlando/Deborah Ferencak
Janice O'Brien/Gladys Orlando

Correspondence

UNFINISHED BUSINESS

Well pump
Sod

NEW BUSINESS

Kroll – new storm door ✓
← Fire Extinguisher inspection
/ Website

OPEN MEMBER FORUM

MINUTES OF JOINT MEETING OF BOARD OF DIRECTORS
AND OFFICERS OF DOVER GREEN CONDOMINIUM ASSOCIATION INC

A joint meeting of the Board of Directors and Officers of Dover Green Condominium Association Inc. was held on 9/11/2025. Present were: Caryn Wheeler, Deborah Ferencak, Ivan Martinez & Janice O'Brien. Gladys Orlando, Mike Flynn & Christine Oliver were absent. 5 residents/owners also attended.

Minutes of Previous Meeting: Deborah moved, and Ivan seconded the motion to accept the minutes of the previous regular meeting. The motion passed unanimously.

TREASURER'S REPORT: Caryn reported: 2 units are 3 months behind for \$3,360. One notice has been sent. 5 units are 2 months behind for \$5,600. 20 units owe for the current month for \$11,200. Total outstanding is \$ 24,740.

The Schedule of Receipts and Expenditures ending August 31,2025 for the operating and reserve budgets was available for distribution.

COMMITTEE REPORTS:

Maintenance: Caryn reported that the leaning light post on Tipperary Ct. was fixed. A porch leak on Tipperary was also repaired. A pre-sale inspection of 2203 Tipperary was said to show that it had termites. Truly Nolan then came to inspect that area but only found dry rot, which was then repaired. Our clubhouse ice machine was repaired. The unit which previously was hit by a car, should be completely repaired by the 12th. Our tree trimming should be completed by this weekend, as the rain has caused some delays. There was a huge mess in the ladies' room around September 5. Assuming it was children who made the mess, owners are reminded to please accompany their children into the bathrooms. This is your property and you are responsible for it.

Clubhouse: Deborah reported there was one party that already took place this month.

Sales & Leases: Janice reported that she and Deborah interviewed Mrs. Sylvia Cartagena & Mr. Roberto Torres on September 9th who are planning to buy 2203 Tipperary. Their closing is scheduled later this month. They have no pets. Janice moved to approve them; Deborah seconded and the motion passed unanimously. Janice reported that on September 6th, she and Deborah interviewed Mr. & Mrs. Daniel Gaylord who are buying 2208 McMahon Ct. They have no pets. Janice moved and Deborah seconded to approve this sale. It passed unanimously.

CORRESPONDENCE:

None

UNFINISHED BUSINESS:

Caryn asked Joan Ortiz to report on the progress being made in repairing our well. He reported that although he tried, his truck doesn't have the right leverage to pull the piece out of the well. However, he believes he will soon have access to a lift that will be able to do it. As

we said before, sod will be ordered after we know our well and sprinklers are working properly.

NEW BUSINESS:

We have received a written request (with a photo) from Susan Kroll for a new storm door. The photo and written description show it will match our current ones. Ivan moved and Deborah seconded to approve the request. It was approved unanimously

Mike Dougherty and Sean Camplin brought all of the fire extinguishers to the clubhouse for tomorrow's inspection. They have also very kindly agreed to replace them all on our buildings after the inspection is done. **THANK YOU, Mike & Sean!!**

Our website will be done by the deadline of January 1, 2026, as our state has mandated. Caryn & Christine are working to get this done.

OPEN MEMBER FORUM:

No comments.

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,


Janice G. O'Brien, Secretary

Next Board Meeting:

Thursday, October 9, 2025 in the Clubhouse at 7:30PM

Our **ANNUAL MEETING is NOVEMBER 5, 2025** in the Clubhouse at 7:30PM

DOVER GREEN CONDOMINIUM ASSOCIATI

Schedule of Receipts and Expenditures for the Six Months Ending August 31, 2025

	Actual	Budget	Over/(Under) Budget
Cash on hand and in bank at Dec. 31, 2024	249,699.61		
Assessments Received	362,830.00	362,880	(50.00)
Transfer to Reserves	(91,575.04)	68,641.33	(160,216.37)
Special Assessments Received	-		-
Interest Income	-		
Operating Funds Available	520,954.57		
Spent:			
Wages	-	22,666.67	(22,666.67)
Payroll taxes, Workman's Comp, Payroll service maintenace services	-	-	-
Lawn Service, Spraying,	37,574.00	28,666.67	8,907.33
Tree Trimming	18,725.00	-	18,725.00
Repair & Maint - Equipment, Fences, Sprinklers	901.24	1,400.00	(498.76)
Trees, Shrubs, Grass, Gas, Oil, Small tools	-	3,626.67	(3,626.67)
Pool Supplies, repairs	15,200.00	24,266.67	(9,066.67)
Repair & Maint - Plumbing, Streetlights, Buildings, Electrical	47,280.07	4,716.67	42,563.40
Clubhouse maint, supplies, telephone	946.52	616.67	329.85
Utilities	27,468.04	29,476.67	(2,008.63)
**** Insurance	186,500.00	160,066.67	26,433.33
Administrative - legal, office supplies, copy expense, postage	2,807.31	2,966.67	(159.36)
Income Taxes	4,451.00	500.00	3,951.00
SBA Loan	20,010.00	16,008.00	4,002.00
Condo Filing Fee	-	216.00	(216.00)
Reconcile Adjustments	452.70	266.67	186.03
Uncategorized Expense	980.00	-	980.00
Total Expenditures	363,295.88	295,461	67,835
Cash on hand and in bank at August 31, 2025	157,658.69		
	-		

**Schedule of Reserve Receipts and Expenditures
For the Eight Months Ending August 31, 2025**

	Balance at 12/31/2025	Assessments		Interest Received	Amounts		Current Year Activity	Balance at 8/31/2025
		Transferred	Spent		Spent			
Deferred Maintenance Fund								
Painting	\$ 36,603.17	\$ 12,830.40	\$ 2.89		\$ 12,833.29		\$ 49,436.46	
Pool Liner/Pump	\$ 31,321.05	\$ 1,924.56			\$ 1,924.56		\$ 33,245.61	
Tennis Courts	\$ 10,061.17	\$ 1,101.60			\$ 1,101.60		\$ 11,162.77	
Reseal Streets	\$ 16,562.88	\$ 1,879.20			\$ 1,879.20		\$ 18,442.08	
Pool Deck	\$ 8,430.54	\$ 324.00			\$ 324.00		\$ 8,754.54	
Privacy Fences	\$ 8,052.44	\$ 1,334.88			\$ 1,334.88		\$ 9,387.32	
Tree Maintenance	\$ -	\$ 6,667.92			\$ 4,000.00		\$ 2,667.92	
Legal/Document Revision	\$ 1,668.60							
Total Deferred Maintenance	\$ 111,031.25	\$ 26,062.56	\$ 2.89		\$ 22,065.45		\$ 133,096.70	

Capital Improvement Fund

Roofs	609,562.65	28,038.96			\$ 28,038.96		\$ 637,601.61
Paving	114,175.35	4,652.64			\$ 4,652.64		\$ 118,827.99
Replumbing	13,012.23				-		\$ 13,012.23
Clubhouse Interior	15,301.99				-		\$ 15,301.99
Well/Pump	4,808.08				-		\$ 4,808.08
Clubhouse A/C & W/H	17,312.14	1,315.44			\$ 1,315.44		\$ 17,312.14
Siding	10,254.60	6,836.40			\$ 6,836.40		\$ 17,091.00
Tennis Court Fence	5,045.49	110.16			\$ 110.16		\$ 5,155.65
Tennis Court Lights	4,785.48	265.68			\$ 265.68		\$ 5,051.16
Perimeter Fence	29,686.18	1,153.44			\$ 1,153.44		\$ 30,839.62
Legal Fund	-				-		-
Total Capital Improvements	\$ 823,944.19	\$ 42,372.72			\$ 42,372.72		\$ 865,001.47

Total Capital Improvements

Insurance Deductible Fund	120,712.87				-		\$ 120,712.87
Reserve for Legal/Document	-				-		-
Interest Income	25,875.48	4,094.70			\$ 4,094.70		\$ 29,970.18
Mandatory Audit	-				-		-
Mandatory Appraisal (2026)	4,303.04	200.88			\$ 200.88		\$ 4,503.92
Termite Bond	30,003.00				-		\$ 30,003.00
Underfunded Reserve Account	47,870.00				-		\$ 47,870.00
Total Combined	\$ 1,163,739.83	\$ 68,636.16	\$ 4,097.59		\$ 4,000.00		\$ 1,231,158.14

Dover Green Condominium Association
Monthly Meeting of the Board of Directors
Thursday, October 9, 2025 7:30 p.m.
Dover Green Clubhouse
5353 Skelly Square

AGENDA

Call to Order

Minutes of Previous Meeting

Treasurer's Report

COMMITTEE REPORTS

Maintenance
Clubhouse
Lease/Sales

Caryn Wheeler/Ivan Martinez
Gladys Orlando/Deborah Ferencak
Janice O'Brien/Gladys Orlando

Correspondence

UNFINISHED BUSINESS

Well pump
Fire Extinguisher inspection
Sod
Website

NEW BUSINESS

Oliver – new storm door
Gaylord – new windows
Suspend Voting Rights – 1037, 1047, 1055

OPEN MEMBER FORUM

DOVER GREEN CONDOMINIUM ASSOCIATI

Schedule of Receipts and Expenditures For the Nine Months Ending Sept. 30, 2025

	Actual	Budget	Over/(Under) Budget
Cash on hand and in bank at Dec. 31, 2024	249,699.61		
Assessments Received	408,190.00	408,240	(50.00)
Transfer to Reserves	(91,575.04)	77,221.50	(168,796.54)
Special Assessments Received	-		-
Interest Income	-		
Operating Funds Available	566,314.57		
Spent:			
Wages	-	25,500.00	(25,500.00)
Payroll taxes, Workman's Comp, Payroll service maintenace services	-	-	-
Lawn Service, Spraying, Tree Trimming	41,174.00 18,725.00	32,250.00	8,924.00 18,725.00
Repair & Maint - Equipment, Fences, Sprinklers	913.24	1,575.00	(661.76)
Trees, Shrubs, Grass, Gas, Oil, Small tools	-	4,080.00	(4,080.00)
Pool Supplies, repairs	21,200.00	27,300.00	(6,100.00)
Repair & Maint - Plumbing, Streetlights, Buildings, Electrical	51,349.99	5,306.25	46,043.74
Clubhouse maint, supplies, telephone	1,066.52	693.75	372.77
Utilities	27,468.04	33,161.25	(5,693.21)
**** Insurance	186,500.00	180,075.00	6,425.00
Administrative - legal, office supplies, copy expense, postage	3,500.31	3,337.50	162.81
Income Taxes	4,451.00	562.50	3,888.50
SBA Loan	22,011.00	18,009.00	4,002.00
Condo Filing Fee	-	243.00	(243.00)
Reconcile Adjustments	405.32	300.00	105.32
Uncategorized Expense	980.00	-	980.00
Total Expenditures	379,744.42	332,393	47,351
Cash on hand and in bank at Sept. 30, 2025	186,570.15		
	-		

**Schedule of Reserve Receipts and Expenditures
For the Nine Months Ending Sept. 30, 2025**

	Assessments		Interest Received	Amounts Spent	Current Year Activity	Balance at 9/30/2025
	12/31/2025	Transferred				
Deferred Maintenance Fund						
Painting	\$ 36,603.17	\$ 14,434.20	3.48		14,437.68	51,040.85
Pool Liner/Pump	\$ 31,321.05	\$ 2,165.13			2,165.13	33,486.18
Tennis Courts	\$ 10,061.17	\$ 1,239.30			1,239.30	11,300.47
Reseal Streets	\$ 16,562.88	\$ 2,114.10			2,114.10	18,676.98
Pool Deck	\$ 8,430.54	\$ 364.50			364.50	8,795.04
Privacy Fences	\$ 8,052.44	\$ 1,501.74			1,501.74	9,554.18
Tree Maintenance	\$ -	\$ 7,501.41		4,000.00	3,501.41	3,501.41
Legal/Document Revision	\$ 1,668.60					
Total Deferred Maintenance	\$ 111,031.25	\$ 29,320.38	3.48	4,000.00	25,323.86	136,355.11

Capital Improvement Fund

Roofs	609,562.65	31,543.83			31,543.83	641,106.48
Paving	114,175.35	5,234.22			5,234.22	119,409.57
Replumbing	13,012.23				-	13,012.23
Clubhouse Interior	15,301.99				-	15,301.99
Well/Pump	4,808.08				-	4,808.08
Clubhouse A/C & W/H	17,312.14	1,479.87			1,479.87	17,312.14
Siding	10,254.60	7,690.95			7,690.95	17,945.55
Tennis Court Fence	5,045.49	123.93			123.93	5,169.42
Tennis Court Lights	4,785.48	298.89			298.89	5,084.37
Perimeter Fence	29,686.18	1,297.62			1,297.62	30,983.80
Legal Fund	-				-	-
Total Capital Improvements	823,944.19	47,669.31			47,669.31	870,133.63

Insurance Deductible Fund

Insurance Deductible Fund	120,712.87				-	120,712.87
Reserve for Legal/Document	-				-	-
Interest Income	25,875.48		4,097.33		4,097.33	29,972.81
Mandatory Audit	-				-	-
Mandatory Appraisal (2026)	4,303.04	225.99			225.99	4,529.03
Termite Bond	30,003.00				-	30,003.00
Underfunded Reserve Account	47,870.00				-	47,870.00
Total Combined	1,163,739.83	77,215.68	4,100.81	4,000.00	77,316.49	1,239,576.45

**MINUTES OF JOINT MEETING OF BOARD OF DIRECTORS
AND OFFICERS OF DOVER GREEN CONDOMINIUM ASSOCIATION INC**

A joint meeting of the Board of Directors and Officers of Dover Green Condominium Association Inc. was held on October 9, 2025. Present were: Caryn Wheeler, Gladys Orlando, Deborah Ferencak, Ivan Martinez, Christine Oliver & Janice O'Brien. Mike Flynn was absent. We met inside the clubhouse. 5 residents/owners also attended.

Minutes of Previous Meeting: Deborah moved, and Gladys seconded the motion to accept the minutes of the previous regular meeting. The motion passed unanimously.

TREASURER'S REPORT: Caryn reported: Six units are partially or fully 3 months behind for a total of \$5,710. Nine units are partially or fully behind 2 months for a total of \$14,290. Twelve units owe for the current month plus \$100 shortage for \$6,820. (Some units are still not paying the increase from last January.) Total outstanding is \$26,820. Two units that are 3 months behind are currently in the 2nd phase of collection. Unit 1081 is in foreclosure with their bank although we have been paid so far.

The Schedule of Receipts and Expenditures ending October 9, 2025, for the operating and reserve budgets was available for distribution.

COMMITTEE REPORTS:

Maintenance: Caryn reported that the repairs inside and out on Unit 1001, that was hit by a car, are complete. Two roof leaks on Skelly have been fixed. 1 of 2 roof leaks on Emerald Isle is completed. The other would be completed, except we had a water pipe leak on McMahon requiring immediate attention. Gus had a very difficult time finding the water cutoff at the meter as it was completely covered by grass & dirt. He will map each water cutoff for future reference. 2 valves in the urinals of the clubhouse were replaced. Also, a perimeter fence latch on Frederica was replaced.

Clubhouse: Gladys reported there are 2 parties scheduled for December, besides the Dover Green Party on Dec. 6.

CORRESPONDENCE: NONE

UNFINISHED BUSINESS:

We received notice that several of our fire extinguishers need to be serviced or replaced. We had expected that to occur when they were recently inspected, but apparently the company needs to make another trip to do that. Mike Dougherty said he knows which ones need to be serviced/ replaced & will take care of that when the company lets him know when they will come here.

Gus and Joan are making the arrangements to rent the special crane needed to fix our well, to use over a weekend, as soon as possible. Again, getting new sod depends on getting our well & sprinklers working properly.

Christine reported that the website preparation and set-up is going well. She & Angel Torres are working well together. A mailing to owners will be going out with the next annual meeting notification (very soon) asking for owners' email addresses, so owners will be able to use the "private" section of the website. If you want to do that, be sure to respond to that notification.

NEW BUSINESS:

Christine Oliver presented photos of a new storm door that she wants to install. Gladys moved and Deborah seconded to approve the installation, except using black hardware for the door. The motion carried unanimously.

Caryn received a request from a unit on Emerald Isle to have an exhaust fan for the ½ bath downstairs to be vented out through the siding on the front wall. Also, they want to exhaust the upstairs baths with additional vents going through the roof when we re-roof. The Association owns the outside of our buildings. Gladys moved and Christine seconded that we do not approve their request to put a hole in the siding for the downstairs vent and not approve additional vents on the roof. The motion carried with 5 in favor and Ivan Martinez voting against.

The Board re-affirmed the approval given during the month for the Gaylords to replace their windows using windows that look identical to the current ones.

In accordance with the statutes, Caryn recommended that for the annual meeting we suspend the voting rights of Units 1037, 1047 and 1055, due to arrears of 3 months in their monthly fees. Gladys moved to suspend these units from voting at the next Annual Meeting. Christine seconded the motion and it passed unanimously

OPEN MEMBER FORUM:

There being no further business to come before the Board, the meeting was adjourned.

Respectfully Submitted,



Janice G. O'Brien, Secretary

Annual Meeting: Wed., Nov. 5, 2025 in the clubhouse at 7:30PM

Next Board Meeting: Thursday, Nov. 13, 2025 in the clubhouse at 7:30PM

SECOND NOTICE OF ANNUAL MEETING

OF

DOVER GREEN CONDOMINIUM ASSOCIATION, INC.

TO ALL MEMBERS:

On **Wednesday, November 5, 2025, at 7:30 P.M., at the Dover Green Clubhouse, 5353 Skelly Square, Orlando, Florida**, the Annual Meeting of the Association will be held for the purpose of such business as may lawfully be conducted. An identification of agenda items is as follows:

1. Certify a quorum – Call to order
2. Proof of Notice of Meeting
3. Reading and disposal of unapproved minutes
4. Discussion of ballot items
5. Voting on ballot
6. Unfinished Business
7. New Business
8. Adjournment

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. No election of directors is necessary since there are 7 candidates. It is, however, **VERY IMPORTANT** that you either **attend** or **provide a limited Proxy** in order to conduct other business at the meeting and vote on the issues on the ballot. If we do not get a quorum we have to adjourn and re-notice the meeting. This costs all of us money.

The 2026 Board of Directors will be:

Deborah Ferencak (407 497-5087)
Daniel Gaylord (407 341-7037)
Ivan Martinez (407 925-1076)
Janice O'Brien (407 741-3115)
Christine Oliver (407 227-9882)
Gladys Orlando (407 529-6947)
Caryn Wheeler (407 208-9100)

PLEASE NOTE: The proposed Budget will be adopted by the Board at the December 11 meeting.

(OVER)

VOTING BY PROXY

If you are unable to attend the Annual 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 non-substantive items) in the event that you might not be able to attend the meeting. The proxy must be signed by all owners of the unit or the one among them that they designated on a Voting Certificate.
2. The Proxy should be submitted to the Association Secretary **prior to the scheduled time of the meeting**. It can be mailed to the above address or hand delivered, either by you or your Proxyholder. It is encouraged that the Proxy be submitted as long before the meeting as possible, in order to avoid delay in registration.
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 may also 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.
5. A Proxy form is enclosed with this notice for your use, if needed.

Again, please be sure to return your Proxy or attend the Annual Meeting.

Dated October 22, 2025

Sincerely,



Caryn Wheeler, President
For the Board of Directors

(OVER)

**DOVER GREEN CONDOMINIUM ASSN.
2026 Operating Budget**

	2026 Budget	Per Month
Maintenance Services	\$34,000.00	\$34.98
		\$0.00
Total	\$34,000.00	\$34.98
Lawn/Landscaping/Trees/Fences		
Lawn Service	\$43,000.00	\$44.24
Fertilizer & Spraying	\$1,000.00	\$1.03
Trees Plants Flowers Grass Mulch	\$4,440.00	\$4.57
Fences	\$4,400.00	\$4.53
Sprinklers	\$1,500.00	\$1.54
Miscellaneous	\$200.00	\$0.21
Total Lawn/Landscaping/Trees/Fences	\$54,540.00	\$56.11
Pool:		
Pool Repair & Maintenance	\$36,000.00	\$37.04
Miscellaneous	\$400.00	\$0.41
Total Pool	\$36,400.00	\$37.45
Repair & Maintenance - General		
Streetlights	\$1,000.00	\$1.03
Buildings - Other	\$4,350.00	\$4.48
Drainage	\$500.00	\$0.51
Pond Maintenance	\$275.00	\$0.28
Fire Extinguisher Service	\$800.00	\$0.82
Miscellaneous Repairs & Maintenance	\$150.00	\$0.15
Total General Repair & Maintenance	\$7,075.00	\$7.28
Clubhouse Expense:		
Clubhouse Repairs & Maintenance Spraying	\$300.00	\$0.31
Clubhouse Supplies	\$150.00	\$0.15
Propane	\$200.00	\$0.21
Miscellaneous	\$275.00	\$0.28
Total Clubhouse Expense	\$925.00	\$0.95
Utilities:		
Water - Units	\$13,767.14	\$14.16
Water - Clubhouse & Pool	\$1,039.88	\$1.07
Electricity	\$25,093.78	\$25.82
Fire Hydrants	\$1,455.30	\$1.50
Dumpster	\$1,740.00	\$1.79
Sewer Charge - Clubhouse	\$1,119.38	\$1.15
Total Utilities	\$44,215.49	\$45.49
Insurance	\$236,100.00	\$242.90
	\$236,100.00	
General & Administrative:		
Legal	\$1,400.00	\$1.44
Office Supplies	\$100.00	\$0.10
Postage/Copy expense	\$450.00	\$0.46
Bank Charges	\$90.00	\$0.09
Licenses & Taxes	\$400.00	\$0.41
Income Taxes	\$1,600.00	\$1.65
Clubhouse Internet	\$1,320.00	\$1.36
SBA Loan Payment	\$24,012.00	\$24.70
Miscellaneous	\$200.00	\$0.21
Total General & Administrative	\$29,572.00	\$30.42
Condominium Filing Fee	\$324.00	\$0.33
City of Orlando Grant	\$0.00	\$0.00
Operating Budget	\$443,151.49	\$455.92
Reserve Budget	\$101,221.74	\$104.14
Total Combined Budget Assessment	\$544,373.23	\$560.05

(over)

Dover GreenCondominium Assn. Inc.

Reserve Budget for the Year Beginning Jan. 1, 2026 and Ending Dec. 31, 2026

	Estimated Life	Years Until Needed	Estimated Future Cost	Estimated Balance Year End 2025	Amt Required to Fund	2026 Annual Provision	Total Per Line Per Month
Reserve for Capital Expenditures							
Roofs	2026	1	\$ 694,000.00	\$ 651,621.09	\$ 42,378.91	\$ 42,378.91	\$ 43.60
Paving, Sidewalks, sewers & drains	2033	7	\$ 170,000.00	\$ 121,154.31	\$ 48,845.69	\$ 6,977.96	\$ 7.18
Insurance Deductible			\$ 119,427.92				
Clubhouse Interior	2026	1	\$ 15,299.67	\$ 15,301.99	\$ (2.32)	\$ (2.32)	\$ (0.00)
Replumbing	2026	1	\$ 13,012.33	\$ 13,012.33	\$ -	\$ -	\$ -
Clubhouse A/C & W/H	2028	2	\$ 25,000.00	\$ 18,298.72	\$ 6,701.28	\$ 3,350.64	\$ 3.45
Well/ Pump	2026	1	\$ 4,811.00	\$ 4,808.08	\$ 2.92	\$ 2.92	\$ 0.00
Tennis Court Fence	2035	9	\$ 6,750.00	\$ 5,210.73	\$ 1,539.27	\$ 171.03	\$ 0.18
Tennis Court Lights	2038	12	\$ 10,000.00	\$ 5,184.00	\$ 4,816.00	\$ 401.33	\$ 0.41
Perimeter Fences	2034	8	\$ 45,000.00	\$ 31,416.34	\$ 13,583.66	\$ 1,697.96	\$ 1.75
Privacy Fences	2061	35	\$ 80,000.00	\$ 10,054.76	\$ 69,945.24	\$ 1,998.44	\$ 2.06
Siding	2087	61	\$ 646,108.00	\$ 20,509.20	\$ 625,598.80	\$ 10,255.72	\$ 10.55
Total Capital Expenditures			\$ 1,829,408.92	\$ 896,571.55	\$ 813,409.45	\$ 67,232.58	\$ 69.17
Reserve for Deferred Maintenance							
Reseal Streets	2028	2	\$ 25,000.00	\$ 19,381.68	\$ 5,618.32	\$ 2,809.16	\$ 2.89
Resurface Tennis Courts	2028	2	\$ 15,000.00	\$ 11,713.57	\$ 3,286.43	\$ 1,643.22	\$ 1.69
Pool Liner/Pump/Furniture	2028	2	\$ 40,000.00	\$ 34,207.89	\$ 5,792.11	\$ 2,896.06	\$ 2.98
Tree Trimming	2026	1	\$ 15,500.00	\$ 6,001.88	\$ 9,498.12	\$ 9,498.12	\$ 9.77
Termite Bond	2026	1	\$ 30,000.00	\$ 30,000.00	\$ -	\$ -	\$ -
Painting	2032	7	\$ 170,000.00	\$ 55,851.66	\$ 114,148.34	\$ 16,306.91	\$ 16.78
Pool Deck	2036	10	\$ 14,300.00	\$ 8,916.54	\$ 5,383.46	\$ 538.35	\$ 0.55
Manadatory Appraisal Required by the State	2027	1	\$ 4,901.72	\$ 4,604.36	\$ 297.36	\$ 297.36	\$ 0.31
Total Deferred Maintenance			\$ 314,701.72	\$ 170,677.58	\$ 144,024.14	\$ 33,989.16	\$ 34.97
Total combines reserve contribution for 2026						\$ 101,221.74	\$ 104.14
Total Operating Budget (see reverse)						\$ 443,151.49	\$ 455.92
Total Monthly Assessment (Rounded)						\$ 544,373.23	\$ 560.05

(over)

DOVER GREEN CONDOMINIUM ASSOCIATION, INC.
ANNUAL MEMBERS' MEETING
November 5, 2025

Proxy

I/We, the undersigned, who is (are) the record owner(s) of Unit _____ of Dover Green Condominium, hereby appoint(s):

- () _____
Check One Write in the name of the person you authorize to vote your proxy
() The Secretary of the Association

as my/our proxy, with full powers of substitution, for and in the name, place and stead of the undersigned, to appear, represent and cast a vote on behalf of the undersigned at the Annual Members' Meeting of DOVER GREEN CONDOMINIUM ASSOCIATION, INC., to be held at 7:30 p.m. on Wednesday, November 5, 2025 at the Dover Green Clubhouse, 5353 Skelly Square, Orlando, FL, and any adjournment thereof. This proxy shall be a general proxy unless the Limited Proxy portion below is filled in.

Limited Proxy

I/We, the undersigned hereby instruct my/our proxy holder named above to cast my/our vote at the Annual Members' Meeting referred to above as follows:

That all unexpended regular and deferred maintenance fees for 2025, be applied to the 2026 budget.

_____ Yes _____ No

That the reserve budget be: (Check one)

- _____ Funded fully per the reserve budget presented
_____ Less than fully funded for the year 2026
_____ Not funded for the year 2026

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.

Owner _____
(Signature)

Owner _____
(Signature)

Dover Green



CONDOMINIUM ASSN., INC. 5353 Skelly Square / Orlando, FL 32812 / [REDACTED]

WEBSITE INFORMATION

We are in the process of setting up the website required by the State.

The website address is: dovergreencondo.com

In order to access the private section(s) of the website you need to provide us your email address. Once the website is fully functional, we will email an invite for you to be able to access all information.

Please return this form with the email addresses you want to be able to access the private section(s).

Name(s): _____

Street Address: _____

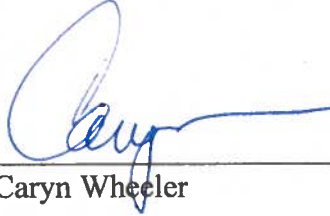
Email address(es): _____

Dover Green Condominium Association, Inc.

**AFFIDAVIT OF MAILING
TO UNIT OWNERS OF
SECOND NOTICE OF ANNUAL MEETING
NOVEMBER 5, 2025**

STATE OF FLORIDA
COUNTY OF ORANGE

Before me, personally appeared CARYN WHEELER who deposes and says that copies of the Second Notice of Annual Owners' Meeting and Election of Directors of DOVER GREEN CONDOMINIUM ASSOCIATION, INC., scheduled for Wednesday, November 5, 2025 at 7:30 pm, AT THE DOVER GREEN CLUBHOUSE, 5353 SKELLY SQUARE, ORLANDO, FL 32812, were mailed by U.S. MAIL in accordance with Article 3, Section 3.3 of the By-Laws of Dover Green Condominium. The notices were mailed on October 22, 2025 to each unit owner at the address last furnished to the Association, as such address appears in the records of the Association.



Caryn Wheeler

The foregoing instrument was acknowledged before me this 22nd day of October, 2025 by CARYN WHEELER, of DOVER GREEN CONDOMINIUM ASSOCIATION, INC., a Florida not for profit corporation, on behalf of said corporation. She is personally known to me and did not take an oath.



Notary Public, State of Florida at Large
My commission expires:

