



790 Christina Drive | St. Augustine, FL 32086 | 904-797-6441
www.staugshores.net

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ANNUAL MEETING PACKET
MAY 3, 2024**

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**NOTICE TO ASSOCIATION MEMBERS OF
ANNUAL MEETING OF BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN that an annual meeting of the Board of Directors of St. Augustine Shores Service Corporation will be held at the following date, time, and place:

Place of Meeting: Riverview Club
790 Christina Drive
St. Augustine, FL 32086

Date of Meeting: May 3, 2024

Time of Meeting: 10:00AM EST

AGENDA

The order of business for the annual meeting of the Board of Directors shall be:

1. Call to Order
2. Pledge
3. Moment of Silence
4. Roll Call
5. Proof of Notice of Meeting
6. Presidents Report
7. Treasurer's Report
8. Member Remarks
9. Adjournment

Mary Jenson

Mary Jenson
HOA Board President

Date: 3/26/24



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**NOTICE TO ASSOCIATION MEMBERS OF
MEETING OF BOARD OF DIRECTORS**

NOTICE IS HEREBY GIVEN that a meeting of the Board of Directors of St. Augustine Shores Service Corporation will be held at the following date, time, and place:

Place of Meeting: Riverview Club
790 Christina Drive
St. Augustine, FL 32086

Date of Meeting: May 3, 2024

Time of Meeting: Immediately Following the Adjournment of the Annual Meeting

AGENDA

The order of business for the meeting of the Board of Directors shall be:

1. Call to Order
2. Roll Call
3. Election of Officers
4. Adjournment

Mary Jenson

Mary Jenson
HOA Board President

Date: 3/26/24



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PRESIDENT'S LETTER

Dear Homeowner(s),

The past year in the Shores has certainly been one for the history books! We have made incredible progress in so many areas of the Shores community including:

- Installation of a new roof on the Riverview Club main building, the pool bath house and the pool pump house. We are proud to now have a leak-free roof for our community clubhouse.
- Restoration and renovation of the Riverview Clubhouse following mold remediation. The renovations included a new heating, ventilation, and air conditioning (HVAC) system, new flooring, replaced and raised ceilings, updated electrical work and decorative and functional lighting. We expanded the windows on the east side of the building to transform the Riverview Club into a club with an actual river view! We replaced the doors from the ballroom to the pool deck with expansive picture windows overlooking the swimming pool and intercoastal, which corrected the water intrusion issue. We now have both a beautiful and healthy clubhouse that our homeowners can enjoy and a highly desirable rental facility. This rental income is critical to enabling and maintaining the relatively low monthly HOA fees that our members expect. Featuring a grand ballroom, a mini ballroom, a resource room, a conference room, and a full-service HOA office, the Riverview Club is now the crown jewel of the Shores community and a St. Augustine special occasion destination.
- Repaired the results of years of deferred maintenance on the swimming pool at Riverview Club to ensure a safe and clean pool for all members.
- Restructured the HOA office with new technology, software, telephone system, credit card processing system, and reorganized the workflow to improve service to our members.
- Improved communication to our members with a user friendly website, a monthly newsletter, and monthly HOA Board meetings, all of which provide useful information for homeowners.
- Repaired a non-functioning building alarm system, fire protection system, and camera monitoring system.
- Coordinated efforts to bring residents with specific skills and talents together to volunteer within the community and address priority improvements on topics such as grounds, governing documents, amenities, activities and financial processes, to name a few.



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(continued from pg. 4)

I want to thank all the residents who significantly helped us in getting an incredible amount of work done in a short period of time. I'd also like to thank everyone for their patience while this work was in progress.

As a community and a Board we have accomplished so much and we still have more to do. We are thrilled to have passed a budget for 2024-2025 that accurately reflects changes in our income and expenses. The next (12) months will be a time to reset, realign and restart.

We will be focusing our attention on addressing drainage issues, improving the RV/Boat compound, and continuing to improve our amenities and services for our members. As a community, we will be inconvenienced at times with the widening of Shores Blvd, but the result will better accommodate the growth and development in our community. Help us with welcoming our new neighbors in Sabal Estates who are beginning to explore our beautiful community. This development is scheduled to become part of the Master Association in the fall of 2024.

The Shores is a wonderful place to live and I'm filled with both gratitude for what has happened in the last year and optimism for what lies ahead. I hope that you enjoy the improvements in our neighborhood and have a happy and healthy year.

Sincerely,

Mary Jenson

Mary Jenson
HOA Board President



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MANAGEMENT LETTER

Dear Resident(s),

Wow! What a year it has been! I am so grateful to have spent the past (10) months as your Community Association Manager. Under my management, we've accomplished so much as a community. Here's the top twenty (20) accomplishments this year:

1. Completed major swimming pool repairs due to deferred maintenance.
2. Completed mold remediation and renovations at clubhouse.
3. Repaired the outdated access control system at the pier, pool, RV/Boat compound, and tennis courts.
4. Repaired and added onto the existing camera surveillance system at Riverview Club to accommodate additional cameras which will provide greater exposure to areas frequently targeted by vandalism.
5. Repaired the club bathroom faucets so every sink now works with both hot and cold water.
6. Replaced the internet modem, wireless access points, and service plan to combat an ineffective and intermittent internet service at the clubhouse.
7. Replaced the outdated and non-functioning fire alarm system and burglar system.
8. Replaced the office telephone system so all (5) office employees have their own phone line.
9. Ensured the successful completion of the annual audit as required.
10. Ensured the successful completion of the 5-year reserve study by Dreux Isaac & Associates.
11. Implemented the recovery process and procedures of aged accounts receivables (unpaid HOA dues) by outsourcing collections for faster recovery time.
12. Upgraded HOA Software for the first time in over 10 years to provide better functionality and efficiency in processing daily HOA requests from homeowners.
13. Implemented and designed a new monthly Community Newsletter.
14. Reinforced the Deed Restrictions and Governing Documents to maximize property value and maintain compliance within the community.
15. Regularly scheduled property inspections to address reported deed violations.
16. Increased revenue sources through the Riverview Club rentals program, office fees, and estoppel fees.
17. Repaired and replaced parking signage at the Riverview Club.
18. Repaired and replaced parking bollards at the baseball and tennis fields.
19. Ensured completion of tree trimming at Riverview Club and RV/Boat Compound.
20. Created a priority list of future landscaping projects to enhance the natural beauty of the neighborhood.

I look forward to another rewarding and successful year at the Shores HOA.

Sincerely,

Shanna Fredrickson

Shanna Fredrickson, CAM



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INSTRUCTIONS FOR RETURNING YOUR ATTENDANCE PROXY

The Proxy Form (GREEN FORM)

All property owners should be represented at the Annual Association Meeting each year, either in person or by completing and submitting a green proxy form.

While we strive to have all property owners in attendance, it is required by the Association By-Laws that a quorum of at least 15% of the Association Members (also known as property owners) are represented or there can be no Annual Meeting.

- **STEP 1: COMPLETE THE ENCLOSED GREEN PROXY FORM AND SEAL IN THE RETURN ENVELOPE** (*yes, please complete this even if you plan to attend in person*).
- **STEP 2: RETURN YOUR COMPLETED GREEN PROXY FORM AND ENVELOPE TO THE HOA OFFICE BY DROP OFF OR MAIL IN.**
- **STEP 3: ONLY FOR PROPERTY OWNERS WHO DO NOT PLAN TO ATTEND THE MEETING AND WISH TO HAVE A SUBSTITUTION OF PROXY** To assign your proxy to someone other than the Secretary of the Corporation complete the bottom portion of the green proxy form by printing the substitute's name in the space provided, and then sign and date the proxy form giving permission for someone else to represent you at the Annual Meeting.
- **PROXIES ARE DUE IN THE HOA OFFICE BY 4PM ON MAY 2nd, 2024.**



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AUDIT NOTICE

The Complete Audit Report done by our Independent Auditors is available per your written request at no charge. If you would like a copy of the report, our office can provide you an email copy or a hard copy. Please write us at:

St. Augustine Shores Service Corporation
790 Christina Drive
St. Augustine, FL 32086

This action has become necessary to reduce the cost of the printing and mailing of the annual packet. The Board of Directors feels it is very important and prudent to reduce costs when possible.

► Effective **July 1, 2024**, there will be an increase of \$.95 to the monthly Homeowner's Association dues. The new monthly HOA dues will be **\$32.75 per month.**

ST. AUGUSTINE SHORES SERVICE CORP.	24-25 TOTAL BUDGET	23-24 TOTAL BUDGET	% CHANGE FROM 23-24
REVENUE			
MAINTENANCE FEES	\$1,353,881	\$1,275,552	6.1%
LEASE INCOME-COMPOUND	12,620	12,516	0.8%
ACC PERMITS	4,000	1,520	163.2%
TRANSFER FEES	16,500	10,700	54.2%
ESTOPPEL FEES	82,500	21,400	285.5%
RIVERVIEW ACTIVITY FEES	0	43,824	-100.0%
POOL MEMBERSHIPS	72,800	78,323	-7.1%
RIVERVIEW RENTALS	100,000	53,000	88.7%
COMPOUND FEES	110,400	102,000	8.2%
OTHER INCOME	15,850	8,509	86.3%
TOTAL REVENUE \$	1,768,551	\$1,607,344	10.0%
EXPENSES			
PAYROLL	\$323,250	\$251,429	28.6%
PAYROLL TAXES	27,476	19,556	40.5%
WORKERS COMP INSURANCE	2,000	2,729	-26.7%
DISABILITY INSURANCE	2,200	1,799	22.3%
EMP MED/LIFE INSURANCE	46,500	43,608	6.6%
RETIREMENT COSTS	8,400	14,148	-40.6%
LIABILITY & PROP DAMAGE INSURANCE	40,312	41,392	-2.6%
LEGAL SERVICES	25,000	4,000	525.0%
ACCOUNTING SERVICES	35,000	77,582	-54.9%
OFFICE EXPENSE	42,100	27,672	52.1%
POSTAGE	10,001	10,050	-0.5%
ANNUAL MEETING EXPENSE	12,000	14,190	-15.4%
TRAINING	2,000	220	809.1%
SECURITY	5,000	5,196	-3.8%
CONTRACT LANDSCAPE SERVICE	372,000	370,654	0.4%
REPAIR AND MAINTENANCE	72,500	56,454	28.4%
TELECOMMUNICATIONS	5,000	4,268	17.2%
ELECTRICITY	195,000	181,156	7.6%
WATER	11,500	8,858	29.8%
PROPANE	2,500	3,200	-21.9%
TRASH SERVICE	33,600	32,472	3.5%
AUTO, GAS AND OIL	2,800	3,894	-28.1%
SUPPLIES	0	34,600	-100.0%
OUTSIDE SERVICES	53,000	92,835	-42.9%
MISC ADMINISTRATIVE EXPENSE	0	3,120	-100.0%
MISC RIVERVIEW EXPENSE	0	7,208	-100.0%
MISC COMMON GROUNDS EXPENSE	0	21,060	-100.0%
RIVERVIEW ACTIVITY CLUB EXPENSE	0	35,231	-100.0%
DUES AND LICENSES	5,350	3,815	40.2%
LAKE TREATMENT	32,000	37,680	-15.1%
TREE REMOVAL	50,000	50,000	0.0%
ANIMAL/PEST CONTROL	2,500	2,800	-10.7%
PLANTS, MATERIALS AND MULCH	51,500	28,590	80.1%
COMPOUND COST	4,000	5,750	-30.4%
POOL EXPENSES	73,000	0	100.0%
SERVICE CHARGES/CREDITS	4,000	0	100.0%
DEPRECIATION	49,176	49,176	0.0%
TOTAL OPERATING EXPENSES	\$1,600,665	\$1,546,392	3.5%
NON CASH EXPENSES	\$49,176	\$50,093	-1.8%
FIXED DEBT PAYMENTS	\$85,512	\$0	
CASH SURPLUS/(DEFICIT) \$	131,550	\$111,045	18.5%
RESERVE FUNDING	\$131,550	\$185,852	-29.2%
PROJECT RESERVE BUDGET			
PREVIOUS BALANCE	\$450,000		
2024-2025 RESERVE CONTRIBUTION	\$131,550		
NEW RESERVE BALANCE	\$581,550		



St. Augustine Shores is a Deed Restricted Community composed of 8 Units. Each Unit has its own set of Deed Restrictions but there is overall agreement on the content of the Restrictions as a whole. Below is a summary of the common points of the St. Augustine Shores Deed Restrictions which are designed to preserve the community as a desirable place to live.

St. Augustine Shores Deed Restrictions Overview and Summary

1. **Use Restrictions:** Each lot consists of a single-family dwelling for residential use only, 2 stories maximum, attached 1-2 car garage/carport. The condominiums are also designated for residential use only. Home-based businesses are permissible by exception per PUD Ordinance 79-73. Short term vacation rentals (e.g., VRBO, Airbnb) are considered commercial activity per St. Johns County Ordinance 2021-23 and are not permissible.
2. **Setback Restrictions:** This section defines distances from lot lines on which it is permissible to build.
3. **Residential Sites and Building Size Restrictions:** The Architectural Control Committee (ACC) must approve any added structures.
4. **Nuisance, Trash, etc.:**
 - a) No noxious or offensive trade shall be carried on upon any lot, nor shall anything be done thereon which may be or become an annoyance or nuisance to the neighborhood.
 - b) No trailer, basement, tent, shack, garage, barn or other outbuilding erected on any lot shall at any time be used as a residence, temporarily or permanently. No residence of a temporary character is permitted.
 - c) No signs of any kind are permitted except For Sale or For Rent signs of a specified size.
 - d) No animals, livestock, or poultry of any kind may be raised, bred, or kept. Dogs, cats, or other household pets are permitted, but may not be bred for commercial purposes, and must be maintained under control at all times. St. Johns County Ordinance 73-5, Section 7-17-1-B states, "Household pets are permitted accessory use in all residential districts provided the number of such pets over 10 weeks in age shall not exceed four unless an exception has been granted allowing a greater number."
 - e) No rubbish, trash, garbage, derelict vehicles or fixtures, or other waste may accumulate and may not be kept except in sanitary containers which must be maintained in clean and sanitary condition.
 - f) No tractors, trucks (including RVs), or trailers may be parked overnight on any streets, roads, or lots. Florida Statute 720.3045 states that trailers and RVs may be stored on an owner's property as long as the items are not visible from the front or from an adjacent property.
 - g) No lawn, fence, hedge, tree or landscaping feature on any lot shall be allowed to become obnoxious, overgrown or unsightly.
5. **Well Water:** Each lot may have one well for irrigation purposes.

6. **Fences:** No fences, walls, or hedges are permitted within the area between the rear of the house and the front street property line.
7. **Obstruction to Sight Lines:** Nothing can obstruct sight lines to roadways on corner lots, or sight lines from driveways.
8. **Easements:** Easements are perpetual for utility installation and maintenance, with distance limits specified.
9. **Drainage:** No changes in elevation which will interfere with drainage are permitted.
10. **Architectural Control Committee** (formerly known as the Architectural Design Committee): This section describes the role of the ACC regarding changes and additions to residential lots including pools, fences, porches, and outbuildings.
11. **Provisions for Fees for Maintenance and Upkeep:** This section states the requirement for payment of monthly HOA fees. As of January 2024, the fee is **\$31.80/month** and is **due on the first of the month**. The fee will be **\$32.75/month** as of July 1, 2024, for the 2024-2025 fiscal year. Also included are provisions for the collection of delinquent fees, including the imposition of liens, and the use of collected fees. 18% interest on late assessments will accrue from the date the fee is due. After 31 days, the account will be sent to collections. Each household is entitled to one vote in the affairs of the St. Augustine Shores Service Corporation.
12. **Additional Restrictions:** There are limits and conditions for modifying these deed restrictions.
13. **Definition of “Successors or Assigns”:** “Successors or assigns” are deemed to refer to the successors or assigns of legal or equitable interests of the Subdivider.
14. **Duration of Restrictions:** The Restrictions run with the land unless by a vote of 75% of current owners it is agreed to change them.
15. **Remedies for Violations:** The St. Augustine Shores Service Corporation has the right to compel compliance with these Restrictions. Failure to enforce these Restrictions is not a waiver of future enforcement of these restrictions.
16. **Severability:** Legal removal of any of these restrictions does not invalidate the remaining restrictions.

This overview of St. Augustine Shores Deed Restrictions points owners towards the relevant deed restriction for various issues. This summary does not replace the actual Deed Restrictions for each Unit. Please consult your Unit's restrictions for specific rules related to your property. To identify in which Unit your property is located, please look up your address on the St. Augustine Shores website (<https://staugshores.org>). Click on the About tab, then search for your address in the Unit Look-Up tab. You can then link to the full Deed Restrictions for your Unit by clicking on the Governing Documents tab. The Architectural Control Committee Manual which further defines the specifications of these Deed Restrictions may be found on this page as well.

It is the responsibility of every homeowner in St. Augustine Shores to be aware of and to comply with the Deed Restrictions for their Unit. By following these Deed Restrictions, we build a community based on fairness, consistency, and transparency. If you have any questions, please contact the St. Augustine Shores Service Corporation office at 904-797-6441.