



5151 Jefferson Blvd.
Suite 103
Louisville, KY 40219

Phone: (502) 451-0485
Fax: (502) 451-8795

Email:
info@paragonky.com
www.paragonky.com

November 27, 2012

Re: 2013 Annual Recreation Association Fee

Dear [REDACTED]:

I am writing on behalf of the Landis Lakes Recreation Association. A copy of the 2013 Budget for the Association is on the back of this notice. Due to careful management by the Board we were able to stay in budget and still complete the repairs on the exterior, have the interior of the clubhouse repainted and the wood floors refinished! As a result the dues for 2013 will not be increased and will remain at \$275.00. This fee is due on or before January 1, 2013. On February 1, 2013, a late charge of \$25.00 will be assessed. **Payments not received by February 28, 2013 will be charged an additional \$25.00 late charge and will be sent to Small Claims Court for legal collection.** [REDACTED]

[REDACTED]. In addition, no one with an outstanding balance will be permitted to use the pool or clubhouse. Please ensure that your name and address are included on the check. Make your check (no cash, please) payable to the *Landis Lakes Recreation Association, Account #LLR-[REDACTED]* and mail to:

Landis Lakes Recreation Assoc
C/O Paragon Management Group
PO Box 531222
Atlanta GA 30353-1222

Your account number must be on the check in order for your payment to be processed. Payments returned due to improper submission will be subject to late fees and legal proceedings for collection. Payments must be posted to your account (not mailed/postmarked) on or before January 31st to avoid late fees. No late fees will be waived. All payments must be mailed as directed above. Payments delivered to the office of Paragon Management will not be considered received until they have been received and posted by the bank. Payments may also be made by e-check or credit card from our website at www.paragonky.com.

The guest pass option may be offered again for the 2013 pool season. Information regarding resident and guest passes will be distributed in the Spring. We appreciate the opportunity to serve your Association. If you have any questions, please contact our office at 451-0485 or via email to info@paragonky.com.

Sincerely,

Jeanette Pollett

Jeanette Pollett, CMCA, AMS
Association Manager

MEMBER OF
community
ASSOCIATIONS INSTITUTE

Landis Lakes Recreation Association

2013 Budget

	275
	2013
Income:	
Association Dues	89,650
Reimbursed Cleaning Expense	
Clubhouse Rental	2,000
Bank Fee	
Guest Pool Passes	1,400
Bad Debt Projection	-6,276
Total Income	<u>\$86,775</u>
Expenses:	
Operating:	
Utilities	
Water	4,500
LG&E	7,500
Firehydrants	
Street Lights	
Telephone	225
Utilities Total	<u>12,225</u>
Landscaping & Upkeep	
Mowing / Landscaping	3,000
Snow Removal	500
General Services	4,000
Landscaping Totals	<u>7,500</u>
Repairs	
General	4,500
Supplies	500
Pool Contract	35,183
Pool Repairs	6,000
Plumbing Repairs	
Electrical Repairs	500
Total General Repairs	<u>46,683</u>
Housekeeping	
Trash Collection	900
Pest Control	
Janitorial	3,200
Total Housekeeping	<u>4,100</u>
Contingency	<u>1,000</u>
Administrative	
Insurance - Commercial Pkg	4,956
Insurance D&O	0
Professional Management Fee	5,700
Audit Fees	
Attorney Fees	500
Copies & Postage	500
Misc. Office & Community Rel.	500
License & Permits	450
Administrative Totals	<u>12,606</u>
Taxes	
Federal	15
State	
Total Taxes	<u>15</u>
Total Expenses	<u>84,129</u>
Net Operating Income	2,646
Contribution to Reserves	2,646

Paragon Management Group, Inc.

5151 Jefferson Blvd #103
Louisville KY 40219
www.paragonky.com
Phone: (502) 451-0485
Fax: (502) 451-8795
Emergency: 866/869-2664
Email: info@paragonky.com

Association Manager:
Jeanette Pollett
jeanette@paragonky.com

Visit our updated website
for your community at
www.paragonky.com

We welcome any sugges-
tions regarding website con-
tent.

Important Contacts:

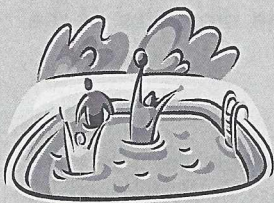
Middletown Fire Dept.
108 Urton Lane
Middletown, KY 40245
245-7555

Police Dept.—Eighth Dst.
200 Juneau Drive
Louisville, KY 40245
502/574-2258 Phone

Jerry Miller, Councilman
502.574.1119

Metro Call: 311
www.louisvilleky.gov/

Animal Control:
502/363-6609



Landis Lakes Recreation Assn.

Volume I

Winter 2012

ANNUAL DUES

It is that time of year again! The dues for the Landis Lakes Recreation Association for 2013 will remain at \$275.00. These are due on January 1, 2013. A late fee of \$25.00 will be charged to any accounts who payments have not posted to the bank on or before January 31, 2012. **PAYMENTS MUST BE POSTED TO THE BANK BY THIS DATE — NOT POSTMARKED!** Any accounts not paid by February 28, 2012 will be charged an additional \$25.00 and will be sent to an attorney for filing a claim in Small Claims Court. Owners are responsible for all costs of collection including attorney fees and court costs. This fee is only for the Landis Lakes Recreation Association. You will receive a separate bill from your community for your Homeowner Association fees.

ANNUAL BUDGET

A copy of the 2013 Budget is printed on the back of the fee notice being sent with this mailing. Payment instructions are included in the notice.

DELINQUENT ACCOUNT UPDATE

For all the Association members who have been upholding your legal obligation to pay the Association's Annual Dues, the Board of Directors and Paragon would like to assure you that legal measures are being taken to collect any and all delinquencies.

We have made great strides in collecting the past due balances. As of this date only 9 accounts remain past due out of our 326 member association. Only 7 of those accounts owe more than one year. Of those nine, four are on payment plans, one is in bankruptcy, two have court dates pending in Small Claims Court, one has been unable to be located for service by the Jefferson County Sheriff's Office and one is being sent to Small Claims Court. Due to limited funding the cases are being sent to Small Claims Court in groups of five and more are added as those cases are resolved.

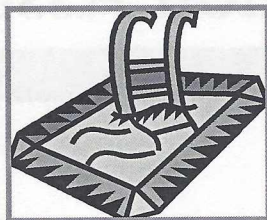
Due to the great success in using Small Claims Court that process will be continued in 2013, again with cases being sent in five at a time until resolved. The first cases (determined by largest amount owed) will be sent on March 1, 2013.

We strongly suggest anyone owing the Association money contact Paragon immediately to arrange payment. Payment plans may be negotiated.

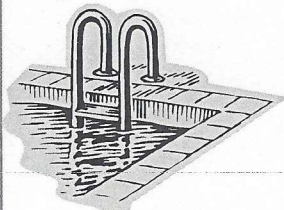
CLUBHOUSE IMPROVEMENTS

Due to careful management and the use of many volunteers, a number of improvements were made at the Clubhouse/Pool this year:

- Repaired Wading Pool — Plastered Floor/Walls
- Repaired Wrought iron Fence — 7 Posts/Damaged Fence (Vandalism to fencing)
- Replaced Fabric on Pool Chairs — 7 pool/lawn chairs
- Replaced Shutters — 14
- Painted Columns/Eaves/Front Door
- Replaced Main Pool Motor
- Painted Clubhouse — Interior Walls/Ceiling
- Refurbished Hardwood Flooring

**Websites for****Local Events/Activities**

- derbyfestival.org/
- www.actorstheatre.org
Phone: (502) 584-1205
- www.comedycaravan.com
Phone: (502) 459-0022
- www.improvlouisville.com
Phone: (502) 581-1332
- www.louisvilleglassworks.com
Phone: (502) 584-4510
- Louisville.edu/uoftoday/
- www.louisvillezoo.org
Phone: (502) 459-2181
- www.louisvilleescience.org
Phone: (502) 561-6100
- www.louisvilleky.gov/
MetroFest/Calendar/
default.htm
- www.louisvilleky.gov/
MetroParks/recreation/
summercamps.htm
- www.louisvilleky.gov/
MetroParks/recreation/
summerpools.htm
- www.louisvilleky.gov/
MetroParks/recreation/
metroarts.htm
- www.louisvilleky.gov/
MetroParks/recreation/
athletics/
- http://dp.msdlouky.org/
DPI/Metroplex/Louisville/

**Clubhouse Improvements Continued:**

Repaired Wooden Fence — Dumpster Area
 Replaced Broken Window
 Installed Restroom Rubber Mats
 Installed Carpet — Utility Room
 Removed Trees — (2) — Area Sodded
 Repaired Outside Water Spigot
 Power Washed Patio/Retaining Wall/Pool Deck Steps
 Sealed Aggregate — Front Porch and Rear Patio
 Applied Fill Dirt/Seeded Area Behind Pool House
 Purchased 2 Flower Pots — Front Porch
 Repaired Gate Lock — Main Pool Entrance

PROJECTED CAPITAL/MAJOR EXPENSE PROJECTS WITHIN 3 YEARS

Repair Main Pool — Plaster Floor/Walls	56,624.00
Repair Concrete — Pool Area	Unknown
Install Siding — Upper Level Pool House	750.00
Install Irrigation System	9,675.00
Resurface Parking Lot	Unknown
Install Acid Feeder	300.00
Replace Sand/Gravel Filter	Unknown
Install CAT 2000 — Wading/Main Pool	2,400.00
Picnic Tables — 2	Unknown

With the new improvements to the Clubhouse it is more important than ever that members using the facility take great care not to cause any damage. The following items will result in a full forfeit of the security/damage deposit:

- Rental is only for the date of the event. The clubhouse may not be entered prior to or after that date for any reason. The facility must be cleaned immediately after the event.
- Nothing (this includes tape, staples, command hooks, etc.) may be attached to any wall, light fixture, ceiling fan, molding, in the facility. All decorations must be completely free-standing from any walls, furniture or fixtures.
- All other rules as stated in the Rental Form must also be followed for the deposit to be refunded.

OTHER TOPICS**SUMMER POOL PASSES**

Information on pool passes will be distributed in the Spring prior to the pool opening. It is expected that the same system will be used as last year including the guest pool passes. We had problems this year with members who refused to produce identification when requested by the lifeguards. Any member who harasses or abuses the lifeguards for following the directives of the Board is subject to having their pool privilege revoked.

VOLUNTEERS

The most successful way to reduce costs is having community volunteers to assist with needed projects. If you are interested in volunteering please notify Paragon via email with information regarding your volunteer interest and availability.