LUX MANAGEMENT
SERVICES

Lux Management Services
Management Report
November 2025

Eastside at Aventura Condominium Association, Inc

MONTH: November & December 2025

PREPARED BY: Community Association Manager

PROPERTY VISITS: Every Thursday 1 time per week,

BOARD LIAISON MEETINGS:

2025 BOARD OF DIRECTORS	**TERM**	
Roman Ferster, President	1	Annual Meeting
Fabio Acosta , Vice President	1	Annual Meeting
Lisbeth J. Assy, Treasurer	1	Annual Meeting
Gediminas Vercas, Secretary	1	Annual Meeting
Dmitriy Skorozhenko, Director	1	Annual Meeting

Annual Meeting: The next Annual Meeting for Eastside at Aventura is to be held in November 2026. Board member terms are 1 year.

Property Overview: There are 39 units within the building. The association has a three-floor parking garage. All residents are assigned two parking spaces. The association has a pool in the rears of the property. There is an activities room with a kitchen setup in the rear of the property by the pool area along with a small gym that is also located in the rear of the property. The association has one sauna room, one shower room and two restrooms in the gym area for the residents. The pool along with the sauna is heated. The community has a total of parking spaces. The community does not have any parking or monitoring software that monitors the parking spaces. The main office is located on the first floor of the property. The main pool pump room is located inside the activities / kitchen room that is located by the pool area.

Invoices: All vendors must email invoice@luxmgmtservices.com a copy of the invoice in PDF. All vendors paid $600 in a calendar year must provide an annual W9 and a Certificate of Insurance (COI) naming the association and the executed agreement for services on file. The invoice takes 3-business days to code into the system from the time of posting. The manager verifies the GL code is correct and then the invoice is approved by two signers (President & Treasurer) the invoices are posted for payment on Monday, Wednesday and Friday at 2:30pm. Vendors are paid via check or auto debit.

FIRE EXTINGUSER RENEWALS:

LAST INSURANCE APPRAISAL REPORT: 03.01.2022 by TCE&I

ANNUAL FIRE INSPECTION: American Fire Sprinkler Services

ASSOCIATION COUNSEL: Fernando J. Portuondo, P.A.

ASSOCIATION PLUMBER: As needed

TENTING CERTIFICATE: N/A

INSURANCE TERM(S): 03.13.2025 – 03.13.2026

INSURANCE AGENT: Nicole Gonzalez

BUDGET MEETING:

BTR TERMS:

POOL PERMIT: 13-60-0884

POOL KEY & FEE: FOB System utilized

YEAR OF RE-ROOF: Roof was resealed in March 31 - 2025

YEAR OF PAINTING: June 2018

YEAR OF GUTTER INSTALLATION: N/A

REAR FENCE INSTALLATION: N/A

TOTAL # OF PARKING SPACES: Total of 84 Parking Spaces, 78 assigned to residents, 4 GUEST parking & 1 Handicap Space located at the main entrance

LAST TREE TRIMMING:

BUILDING ENGINEER: N/A

CERTIFIED PUBLIC ACCOUNTANT (CPA): Gerstel, Rosen and Goldberg, PA

LAST TAXES ON FILE:

CONTRACT SERVICES: All agreements are saved in the association drive and available in the association portal.

TYPE	CONTRACTOR	EXPIRATION DATE
Management Services	Lux Mgmt Services	
Pool Services	Elite Pool & Spa Srv.	
Pest Services	Orkin	
Lake Maintenance	N/A	
Janitorial Services	Conducted by Aroldo	
Parking Monitor	N/A	
Roof Maintenance Agreement		
Towing Services	N/A	
Sauna Maintenance Agreement	Steam & Sauna Experts	
Lawn Service	Green Grass Lawn Serv.	
Tree Trimming Service	Green Grass Lawn Serv.	
Irrigation Agreement		
Legal Engagement	Fernando J. Portuondo	
Online Voting Platform	N/A	
CPA Engagement	Gerstal, Rosen & Goldberg	

INSURANCE:

policy info

How do owners obtain COI?

SECTION 1: FINANCIALS

This section provides a financial snapshot of the association's current standing. It includes the latest bank account balances across all operating and reserve accounts, as well as the total balance from the aging report, reflecting outstanding owner assessments and delinquencies. This data helps the board monitor cash flow, assess financial health, and track collections. The financials are submitted on the 20th of each month and uploaded via homeowner portal.

Bank Balances: The association previously banked with Banco Popular. The accounts have been switched over to South State Banking. There are four active accounts.

- South State Operating - $43,497.38
- South State Reserves - $0
- South State Security Deposits – $0
- South State Special Assessment - $0

Delinquency Report: (insert image)

Collection Agency: Axela Technologies, there is no fee incurred by association. Any units with over $1,000 balance will be sent to collections. There is a $400 fee that is incurred by the delinquent unit owner.

Property Address & total amount of collections and with who.

Budget Overview: The community manager is responsible for reviewing monthly financials and ensuring they properly track the budget expenses and if there is a variance in any GL provide an explanation. The Board Treasurer is responsible for reviewing the detailed GL report quarterly and requesting reclassifications, if applicable.

SECTION 3: SALES & RENTALS

This section will be used to report sales and leases that occur during the prior period. Currently, management is working on implementing the application and approval process. Board clarification is needed regarding the application and orientation process.

# of rentals:

Property Address	Type (Rental/Sale)	Status
3000 NE 188th St.	Rental Unit 710	Active
3000 NE 188th St.	Rental Unit 401	Active
3000 NE 188 St.	Rental Unit 506	No active lease

Work Flow:

Applicants apply through Tenant Evaluation and application instructions are saved in the homeowner portal. When the applicant completes the application it will be sent to the manager for review. The manager will email the Board the application report via the Work Order system as the file is too large to email. The manager will send a second email requesting from the Board the formal vote before scheduling the orientation. Two board approvals are needed to approve an application (rental or sale)

- Orientation meetings, completed by the board, are required for new owners, tenants, and occupants over 18.

Lease Renewal:

The homeowner must complete the Lease Renewal Form with the tenant and provide a criminal background check along with a valid driver license. The Docusign is sent to the Manager for review of balance or compliance. Then (2) Board members (Roman & Lisbeth) will review and sign and a copy of the form is sent to the entire Board. 60-days notice is required by the homeowner.

Non-renewal:

Letters for non-renewals are issued to the homeowner and the association restricts parking in the community.

SECTION 4: WORK ORDERS:

This section outlines current work orders for the community. Work orders are created to track and address various matters including maintenance issues, homeowner concerns, ongoing projects, and compliance-related matters. Full details for each work order, including status and notes, can be found in the owner portal under the Board Overview section.

OPEN: 9
CLOSED: 7

Plumbing:

NCH Plumbing has repaired the backflow in order to perform the sprinkler test. NCH plumbing will be onsite on 12.11.2025 to perform a visit to units 305,405,505,605,707, and 708 due to unit 305 getting backwash from underneath the master bedroom toilet.

NCH Plumbing will be inspecting the roof plumbing stacks to provide a proposal to clean the lines. Per Aroldo the stacks have never been cleaned, and the building was built in 2007. Cleaning the stacks will help clean out any debris within the breather stack.

Irrigation:
Management is in the process of getting bids from irrigation contractors for system repairs and upgrades. These bids can be used for current work or to add into the budget as preparations are made for 2026.

Pest Control:
No Issues have been noted to date.

Cameras:
Frank Baez from Baez Modern Tech was contacted to meet with the Board of Directors. They completed a walk-through of the property. The association is looking to upgrade the camera system and have better access to the system. Baez Modern Tech has been requested to provide a detailed proposal.

Parking:
Parking is a big issue within the property. Residents do not abide by association rules and regulations. Several walk throughs of the parking garage have been conducted, and several issues have been observed. Vehicles improperly parking in parking spaces. Residents are using the handicap parking area at the main entrance without proper handicap decal being visible. Will be meeting Jessica with Lot Monitoring Systems on 12.11.2025. A walk through will be conducted of the parking areas in order to get proposal for the monitoring of the parking area and GUEST parking.

Land Scaping:
The association is currently using Green Grass Lawn Services. The association requested that the management company seek new proposals for the landscaping services. Reached out To Valentin with New Landscaping. Valentin met with Lisbeth and conducted a walk through of the property. Valentin will be submitting proposal for landscaping services.

Handicap Lift in Pool Area

Contacted Access Lift for the repair of the pool handicap lift. Spoke with representative that stated that they were back logged. As soon as a technician became available they would contact the manager to schedule a date inspect the lift.

Fire Sprinklers & Standpipes:

Annual inspections of the standpipes and sprinkler system were conducted on November 26, 2025. The inspections were completed by American Fire Sprinkler Services LLC. Next inspection must be conducted in November of 2026

Recreation Areas:

The recreation areas are maintained by the maintenance employee. The association has a kitchen area. The kitchen area will be newly renovated. The floors will be changed out along with the the kitchen cabinetry. Two lounge chairs were removed from the pool area. Maintenance was informed by a board member that they were damaged. The damaged lounge chairs were removed.

Saunas:

Suanas are fully operational.

Budget:

TreeTrimming:

The Board of Directors has requested a proposal to trim back the trees / palm trees in the pool area. Residents are complaining that they do not get enough sunlight. Valentin with New Landscaping was contacted in order to get proposal to trim back the trees and palms. I will meet with Valentin on 12.11.2025 to inspect the area where the tree trimming will take place.

Engineer Report: N/A

Maintenance:

1. Cleaning of the common areas is completed by Aroldo on a daily basis.
2. Aroldo found several small openings that were located in parking garage and were causing water intrusion in the gym area. The small openings in the garage were sealed with a sealer as well as the ceiling in the gym area.
3. The garage exit gate broke a spring hinge. The exit gate was inoperative for several days. Fantasy gate was contacted in order to make the repairs to the gate. The exit gate was repaired and was left in proper working order.

4.

Homeowner Concerns:

Property Wish List

Projects Completed or in Progress:

- The beautification of the pool decking and repairs to the main pump room. Project will begin shortly was all approvals have been attained.
- The beautification of the main entrance area of the property. Remove all of the old rocks and some hedges and plants in order to beautify the entrance. Working on getting several proposals for the project.
- Inserting a new parking space by the main entrance by removing the foliage on West side of entrance.

Upcoming Projects:

- Beautification of Pool area
- Beautification of the main entrance
- Repair of the handicap lift
- New access control system