

**Phoebe Park Association
Board of Directors Meeting Minutes
July 15, 2008
Osprey Club**

Call to Order:

- 1 The Meeting was called to order at 6:33 p.m. Board Members in attendance were Howard Hanson, Adrian Montanaro, Gary Winters and Margaretta Delgado. (Joe Isabel was not in attendance.) Mary Collister from Communities of America, Inc. was also present. Several homeowners were in the audience.
- 2 Meeting was properly advertised with sign posted at Phoebe Park Gate on July 13, 2008 and on the website on July 15, 2008.
- 3 Minutes of February 19, 2008 and April 15th meetings were approved. A notation was added to each of the Minutes about the items being deferred for discussion at the next meeting scheduled for October 21, 2008. Deferred discussion from February 19th meeting is in regard to the Reserve Study and the homeowner's responsibility for the gutters, downspouts and garage exterior lighting; and from the April 15th meeting inspection and replacement of in-ground covers.
- 4 A special budgetary workshop where the Reserve Study versus dollars we have will be held prior to our October Budget Revision meeting. Meeting is being set up for September 23, 2008 at 6:30pm at the Osprey Club.

Reports:

COA Management Report – Mary reported the following:

- June 2008 financials were reviewed.
 - Mary confirmed that no monies would be received from Wren Wood. This issue is now a closed item and will no longer be addressed.
 - Gary discussed several items in the report detailing what was over vs. under budget. A breakdown of the Accounts Receivable was discussed. 13 homeowners are in arrears, 2 of the 13 homeowners owe approximately \$4,000, 1 owes approximately \$1,100 and 1 owes approximately \$600. The Board will continue to be aggressive following the law and established guidelines in order to avoid moving arrears into bad debt or uncollectable items. (Motion was approved by H. Hanson and seconded by A. Montanaro.)
 - Mary provided the Board with the latest Accounts Receivable details. The report noted one payment received by Attorney Tankel which is to be disbursed as well as the action taken in June for three other homeowners. A homeowner's concern about non-payment of fees was addressed and clarified by Mary.
 - Mary wanted to know if the prior discussions about interest income have now been addressed and taken care of by COA.
- Adrian requested Mary to move approximately \$50,000 from the operating account to the money market account.

- Adrian wanted to thank Complete Landcare for the great job done on Phoebe Nest plantings. The irrigation of the plantings was absorbed by one of our mini-grants which assisted in the total cost of this project to be under budget.
- Mary informed us that the retaining wall on Phoebepark Avenue needs cleaning. A board member has volunteered that when they maintain their driveway and sidewalk that they will also clean the retaining wall too.
- COA has received 69 out of 118 proof of insurance from the homeowners.
- Mary asked the board to approve a change in payment of the electricity bills. They will now be done by autopay rather than by check every month.
- At a previous walk-thru, it was noted that the plantings at the front gate might need replacement. Mary would like to defer this as the plants are looking better than before.
- Adrian asked Mary to investigate with Complete Landcare to recommendation of putting new plants along the pool fence. There are gaps where pool chairs are placed against the fence and the plantings could minimize this.
- Mary asked that our next newsletter include a reminder that pool swimmers are to wear bathing suits only in order to avoid the damage of the water filters. People that wear t-shirts and other cotton apparel can create a strain on the pool filters.

New Business:

- Pool Care Quotes were received and discussed by Adrian. Adrian asked Mary to notify DNF that we will no longer be using their services. Based on the three quotes we received, we will be using Commercial Pool Services and M/Mayer Janitorial Service. The switching will result in cost savings of approximately \$2,875 per year. (Motion to approve by H. Hanson and seconded by G. Winters.)
- Mary of Communities of America discussed their college scholarship of \$250 for children and/or grandchildren living within Phoebe Park. Qualifications are that the recipient of this scholarship must be a property owner and the child/grandchild lives or is the legal responsibility of the Phoebe Park homeowner. Mary has an application for those who are interested in applying for the \$250.
- The fence extension was approved, completed and paid for. Amount was \$495.
- In order to solve the drain problem at 15763 Phoebepark Avenue, a French drain modification is being suggested. This will incur an expense of \$225. The Board has opted to go ahead with the expense to be included in the financials under the irrigation account. (Motion approved by G. Winters and seconded by H. Hanson.)
- The architectural request for a Dogwood tree has been denied. The Dogwood tree is not on the approved listing. Homeowner is to remove the tree when feasible.
- Adrian addressed the feasibility of using solar heating for Phoebe Park pool. One of our homeowners, Chuck Metzger will be the person gathering the information on the practicality, costs, etc. The results of his findings will be available before our October budget meeting.
- Approximately 35 persons attended the July neighborhood pool party. Those in attendance inform us it was a success. One thing for consideration for the next pool party is to change the time from 1-5pm to 4-8pm.

- A team of homeowners are considering refurbishing of mailboxes. In addition the front gate would be painted too. Further study into the feasibility of this will be done by H. Hanson and A. Montanaro.

Unfinished Business:

- Mary received the updated Rules and Regulations. New homeowners will receive the updated Rules and Regulations in their Welcome Package.
- Adrian confirmed that the walk through punch list was completed. Adrian is pleased with Becky and Shane's speedy response to the punch list.
- The 2009 Neighborhood Mini-Grant for \$1,500 has been applied for. Items that will be purchased with grant money was detailed by A. Montanaro.
- Lisa Strange of Florida Friendly Landscape gave her presentation on the education of homeowners on landscaping practices based on nine principles. The presentation was informative. The Board asked Mary to set up a meeting with Lisa in August in order for Lisa to evaluate Phoebe Park's landscaping. Lisa has asked us to ensure that Complete Landscaping turn on the irrigation in one zone in order for Lisa to perform her evaluation. She will take pictures, do a walk-thru and issue a report with her findings and/or recommendations.
- Shane of Complete Landcare attended the meeting to discuss further the irrigation and other issues:
 - The quote of \$12,000 was discussed at length. Shane confirmed that the \$12,000 quote was just a general amount. It was finally noted that grounding rods should be placed within the Phoebe Park development which might resolve the problem.
 - The priority of have in-ground covers replaced.
 - Shane apologized for the most recent pond mowing where the grass cuttings went into the pond. He as assured us this won't happen again. He was present when Lisa presented her nine principles and agreed with the ninth principle to "protect the waterfront".
 - Shane will investigate the brown grass issue at 15704 Phoebepark Avenue.
 - Complete Landscape will provide a quote to spray around the pool area, pavers, etc.
 - Shane will investigate the malfunctioning irrigation system at 5831 Phoebe Nest.
 - Shane mentioned that they will initiate a new plan of asking COA to receive all landscaping concerns from the homeowners. COA will then contact Shane and a card will be left on the front door indicating that Complete Landcare has taken care of the issue.

Adjournment:

- Open session for comments
 - A homeowner requested that the pool gate lock be realigned or fixed because it is hard to open the gate with the key.
- The meeting adjourned at 8:33pm. (Motion was approved by H. Hanson and seconded by G. Winters.)

Respectfully Submitted,

Margaretta Delgado
Secretary