

**Phoebe Park Association  
Board of Directors Meeting Minutes  
April 21, 2009  
Osprey Club**

**Call to Order:**

- 1 The Meeting was called to order at 6:30 p.m. Board Members in attendance were Howard Hanson, Joe Isabel, Adrian Montanaro, Gary Winters and Margaretta Delgado. Mary Collister from Communities of America, Inc. was also present. Several homeowners were in the audience.
- 2 Meeting was properly advertised with a sign posted at Phoebe Park gate Sunday morning and on the website prior to Tuesday's meeting.
- 3 Minutes of the January 20, 2009 meeting discussed with reference to the treatment of the big oak tree on Phoebe Park Avenue with copper sulfate. The Board weighed the advantages and disadvantages of using copper sulfate and after careful consideration opted to use an alternative method. Motion by H. Hanson to approve the Minutes was seconded by G. Winters.

**Reports:**

COA Management Report – Mary reported the following:

- December 2008 financials for the month and year end were reviewed.
  - Mary provided the Board members with copies of printed material related to the meeting in a booklet format. This format was received well and will be used in future meetings to present printed documents pertaining to the Meeting. The booklet contained the Minutes from January's meeting, investment strategy, attorney letter with reference to liens/foreclosures, bids for repairs and replacements related landscaping and pool area, Fishhawk CDD property, request to waive fees, Grime Busters request, Account Receivable details and Financial Statements as of March 31, 2009.
  - It was noted by Joe Isabel that the attorney letter with accompanying financials presented financials that were inaccurate. It was suggested that Mae Gordon of COA review the financials presented by the attorney to ensure that they are accurate and reissued to the attorney.
  - Accounts Receivable – Discussed further about the homeowner in arrears accepting the 12-month payment plan. Currently the homeowner has opted for the automatic payment from the Bank. What must be considered now is how to collect the monies owed for late fees.
  - It was recommended that another walk-thru be scheduled. This is in response to not knowing if Complete has done the valve work that was paid for. Howard did see the digging around the area where the valves were being placed. The walk-thru will confirm the placing of all three

valves.

- The Bid of \$395 for variegated schefflera put on hold.
- The Board agrees that we should go ahead with replacement of junipers in the front that are dying/dead. Howard approved the motion and it was seconded by Gary.
- Howard motioned to approve the payment of \$53.50 for purchase of the signs for the restrooms. Gary seconded the motion.
- It has been noted that the pavers around the fountain area in two areas must be replaced. The fountain has been turned off to prevent leakage. Coordination with repair and water refill is required.
- It was acknowledged that in four to five years, the pool will have to be replaced. Howard approved the go ahead to reseal the pavers and it was seconded by Gary.
- Adrian signature was required for the go ahead of the foreclosure proceedings.
- Gary presented the financials. We have exceeded our budget for the month by \$2,172, however, year-to-date, we are under budget by \$5,444. H.
- We have changed vendors for pool cleaning. The way DNF's billing is done it presents in the financials that they were more expensive than what was budgeted for.

### **New Business:**

- Website notification needed to show that the Budget Workshop will be on September 22, 2009 instead of September 21, 2009.
- Communities of America is becoming a paperless office. Their suggestions for our files is to scan the files onto their server. A CD which will be offsite will be updated quarterly. The paper documentation currently in the office would be shredded. Howard made a motion to go ahead with the shredding which will incur a one-time fee and keeping our documentation on a CD. This is acceptable just as long as our financials are not included.
- The Board was presented with the second request to waive a homeowner's late fee of \$145. We will not waive the fee nor forgive any fees presented to us for consideration. Adrian made the motion to agree to this and it was seconded by Howard. A letter will be sent to the homeowner to inform her of the Board's decision. Margaretta suggested that we ask the homeowner to increase the monthly payments to include the monies for late fees over a 12 month period e.g. increase monthly payments by \$10.
- This subject matter was not on the Agenda but a homeowner suffered damage by boars. The homeowner contracted for a trapper to capture the boars. Payment was made by the Homeowner and we have asked for the receipt in order that we may reimburse the homeowner the \$100 cost. Adrian approved this request and Howard seconded the motion. For the areas not owned by Phoebe park, the CDD should take of the damage done by the boars.
- The Investment Strategy update was discussed and introduced to the Board and homeowners at this meeting. Mae of COA assisted with the strategy. A resolution will be attached to the Minutes. This is the preferred manner so that when a new

Board is elected, the Resolutions can be turned over which lists the Investment Strategy undertaken. Howard motioned to accept the resolution and Joe Isabel seconded it. The Investment Strategy Agreement was signed by the President.

- A homeowner presented the topic of power washing by a company called Grime Busters. It was recommended that the Board not promote them, however, the homeowner can promote this company through other avenues such as the OWLS.
- Mini-grant time again. Joe Isabel suggested that we use the monies from the grant for a big sign, tables and folding chairs. Mini-grant deadline is July 24<sup>th</sup>.

**Unfinished Business:**

- Chuck Metzger is interested in heading up the Architectural/Landscaping Committee. It will be co-chaired by Howard Hanson. Joe Isabel approved the motion and it was seconded by Howard.

**Adjournment:**

- The meeting adjourned at 7:00pm. (Motion was approved by H. Hanson and seconded by M. Delgado)
- Next meeting scheduled for July 21, 2009 at 6:30pm at Phoebe Park Pool.

Respectfully Submitted,

Margaretta Delgado  
Secretary