

**Phoebe Park Association
Board of Directors Meeting Minutes
July 21, 2009
Phoebepark Pool**

Call to Order:

- 1 The Meeting was called to order at 6:30 p.m. Board Members in attendance were Howard Hanson, Adrian Montanaro, Gary Winters and Margaretta Delgado. Chuck Metzger, Chairman of the Architectural Committee was present. Brenda Annett from Communities of America, Inc. was also present. Several homeowners were in the audience. Board Member Joe Isabel was not present.
- 2 Meeting was properly advertised with a sign posted at Phoebe Park gate Saturday at 6:30 and on the website prior to Tuesday's meeting.
- 3 Minutes of the April 21, 2009 meeting approved by H. Hanson and seconded by G. Winters.
- 4 Communities of America Brenda Annett, who is Mary Collister's replacement, introduced herself to the Board and homeowners in attendance. She provided her extension (x201) where she could be reached at COA. A copy of the packet that was provided to Board Members today will be mailed to Joe Isabel.

Reports:

COA Management Report – Brenda reported the following:

- June 2009 financials for the month and year end were reviewed.
 - Brenda provided the Board members with the packet pertaining to the Meeting containing the Minutes from April's meeting, bid from American Access, documentation pertaining to Truly Nolen, resident communication, automatic bill pay options, aged owner balances and the Financial Statements for June 2009.
 - Proposal for American Access Controls, Inc. was discussed. The Board was inquiring about obtaining a new cover plate for the gate entry panel. It was noted that this is a \$524.34 expense we may not want to pursue. The Board asked Brenda to get at least two other bids to us and that we would make a decision in September at our next meeting.
 - Brenda discussed the options available to homeowners in which to make their HOA payments. The Board asked Brenda to make the form available to us to include in the next mailing to homeowners and/or publish the information in our Newsletter. The Board also asked that the form be scanned and sent to us via email so we could include it on our website.
 - Accounts Receivable – There are now three bank foreclosures and one HOA foreclosure. Adrian asked Brenda to provide 15 day notice to the one homeowner that has not made an attempt to pay her HOA that are in arrears. The offer is for her to make a minimum payment of \$10 per

month. Howard Hansen made a motion to accept this proposal and Gary seconded the motion.

- Brenda acknowledged that Truly Nolen did not spray the pool cabana for oleander caterpillars as requested due to a conflict in their schedule. However, she assured us that they would do so during the week.
- Gary presented the financials.
- Adrian asked Brenda to ensure that the Investment Letter that was written for PhoebePark be added to our book.
- Gate entry issue was discussed including homeowners who said that the gate was not working when the problem was the remote control and not the gate. The remote control batteries probably need replacement. For homeowners that need a remote, the cost is \$35 to be obtained from COA. Brenda was going to see if the remotes were at COA. If not, perhaps FishHawk Resident Services have remotes that could be purchased by the homeowner.
- The homeowner that had their exterior professionally landscaped was discussed. Chuck noted at least 12 covenants that were not followed by this homeowner. Brenda confirmed that the homeowner did not ask for approval from Architectural Committee. The Board has an exclusive right to discuss this further with the homeowner. Chuck will draft a notice to be given to Adrian. Once it has been reviewed it will be forwarded to Brenda where a letter from COA will be sent to the homeowner.
- Gary asked Brenda to review the contract with Complete with reference to their commitment to upkeep landscaping maintenance e.g. dead shrubs in place for several months. What is the minimum upkeep related to tree shaping and trimming? Adrian stressed the enforcement of the rules especially if they are part of the contract that we have with Complete.

Old Business:

- Adrian confirmed that the pool restroom floors were resealed and repainted; the baseboards were re-glued.
- The pool fountain leak was repaired and the interior was resealed.
- The loose pavers at the skimmers and at the gate were repaired.
- The restroom signs were replaced.
- It was determined that the quote we received on replacement of the variegated schefflera, put on hold at last quarter's meeting is not going to be voted on. The rainy days we have had since our last meeting has caused the plantings to revive and grow back.
- The oak tree de-mossing has been a success.
- Chuck confirmed that the valve work and sprinkler issues are being addressed. Chuck also said that a complete walk-thru would be done on Wednesday, July 22, 2009 and he would send the Board and COA a copy of his notes.
- The Mini-Grant was provided to Brenda for submission. Mini-Grant requested a community sign, three folding tables, and funds to present a Safety Seminar.
- Chuck discussed all of the landscaping issues.
 - He met with Complete one month ago and discussed personnel changes

specifically Eli Torres formerly employee from Raymow. He is confident that he has a good rapport with Eli and will be able to work on getting resolution to our current landscaping/irrigation issues.

- Clock B – Phoebe park was redone. The same is being done now to Phoebe nest. The schedule was provided for both streets and once the programming has been done, the schedule will be put on the website. (Tuesday/Thursday/Saturday – Phoebe park; Monday/Wednesday/Friday – Phoebe nest)
- Rain sensors are broken and should be changed to wireless. In the meantime, Chuck volunteered to follow-up with Complete, Davidson and the clock company to obtain the book with instructions. He needs the Model Name and Number so that he could study the Manual and fix it. He would need to borrow a ladder to get to it and replace. Adrian made a motion to approve with Gary and Howard made a motion to second and third that decision.
- A walk-thru to pinpoint dead grass will be provided by Villa number. Complete to re-sod dead grass more than 1 complete square foot. This information will be provided to Brenda prior to the next Walk-Thru scheduled for the following week.

New Business:

- Audit – revised Audit will be reissued. The previous one will be given to Brenda who will forward it on to Adrian.
- We discussed the quotes on the re-keying of the pool. The first quote was for \$900 from Brandon Lock and involves the re-keying of the pool gate and bathroom doors, making enough keys for each resident and COA mailing a key to each resident. The second quote was for \$1,874 where a special key will be made. The specialty of this key is that it cannot be duplicated. This provides an extra level of security. We also discussed a piggy-back of the touchpad concept similar to what we have now with Guardian at the other pools. It was also suggested that if we make a change in the accessing of the pool that the funds paid for the change will come from a special assessment to the homeowners.
- Speeders in the neighborhood are a problem. There are more children in the development. Brenda will purchase a sign that will be mounted on the entry gate. Adrian and/or Howard will mount the sign on the entry gate.
- Sandhill painting is ongoing. We would like to benchmark the painting at Sandhill by setting up a meeting with their painting committee members on the pricing, inspection, overseeing of the project, etc. Brenda will discuss this with Sandhill and get back to us when it will be convenient for some of the Board members to go over to Sandhill and inspect the painting. It was noted that they price of Sandhill painting included a good sealer to prevent sun damage. We want to know if the total price included cleaning, sealing and repair.

Adjournment:

- The meeting adjourned at 7:43pm. (Motion was approved by H. Hanson and seconded by G. Winters)
- Next meeting scheduled for September 22, 2009 at 6:30pm at Phoebe Park Pool. M. Delgado made a request to see if this meeting which is a Budget Meeting could be held at Osprey Club instead of Phoebe Park Pool.

Respectfully Submitted,

Margaretta Delgado
Secretary