

**Phoebe Park Association
Board of Directors Meeting Minutes
October 20, 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, Joe Isabel, Adrian Montanaro, Gary Winters and Margaretta Delgado. Several homeowners were in the audience. Brenda Annett of Communities of America (COA) was present. Also present were guests from Complete Landcare including Eddie Evans.
- 2 Meeting was properly advertised with a sign posted at Phoebe Park gate on Sunday October 18, 2009 at 2:30pm and on the website prior to Tuesday's meeting.
- 3 Minutes of the July 21st Meeting and the September 22nd Budget Workshop were approved by Gary Winters approved and Howard Hanson seconded it.

Reports:

COA Management Report – Brenda reported the following:

- September 2009 financials for the month and year end were reviewed.
 - Brenda provided each Board Member with a packet containing the October 20th Agenda, Draft Minutes of the July 21st meeting as well as the September 22nd Budget Workshop and the September 30th Financials.
 - During the first week of November, we will receive notification if the Mini Grant we applied for was granted.
 - A change in the vendors that will be servicing the pool and cabana has been made effective November 1st. At our prior meeting the Board had chosen Royal Maids to clean the cabana area, however, they have retracted their bid. Brenda has informed us of another cleaning company called Excel. She will research them and check if they are reputable. Their prices are \$240 twice a week or \$360 three times a week.
 - Accounts Receivable – Arrears were paid in full for one of the Homeowners. Joe Isabel inquired about the other properties in arrears. We were reminded of Florida law that states after twelve months any assessments in arrears after 18 months or 1% of the mortgage requires to be written off. This action will require us to review our bad debt expense and to remind Mae to review what arrears pending from 2008 will have to be a write-off. In addition, the bad debt expense will have to be monitored because there will be more write-offs coming.

Special Guest:

- Eddie Evans from Complete Landcare provided us with an explanation of their walk-thru and their commitment to provide Brenda and Chuck with a copy of their notes.

- They discussed the week's events of issues that had to be resolved e.g. 15706 Phoebe park was taken care of.
- They discussed the sod replacement timeline and confirmed that it would be at no additional charge. Their sod replacement would begin late next week and will send an email to confirm the exact date.
- Irrigation repairs that were approved on Monday October 26, 2009 will be done.
- They are committed to mentor, monitor and inspect what is being done at Phoebe Park. They will start to communicate more effectively and the homeowners will notice a difference. Complete wants to do a better job so that Chuck does not have to do so much. The communication process will outline inspections that pinpoint the defects, a timeline to correct the defect with corrective action and how they addressed it. Preventive measures will alleviate the issues we currently have.
- Sod replacement at the places where the hogs did damage has been monitored. It was noted that the sod is under stress due to current temperature fluctuation. When the temperature gets to a certain degree, blades of grass will begin to grow and the brown grass will be gone.
- Mulch replacement will begin in November where a two inch coating will be done where needed. They have asked us to review the implementation next year of the "no float mulch" especially in areas that are prime areas of runoff. One of the solutions discussed to alleviate mulch runoff is to remove the current drains by either burying them or moving them from their current locations. Our neighboring Villas – Sand Hill have had their drains moved.
- Adrian discussed the tree in front of 15730 where the bark is beginning to split and fall off the tree. Complete suggested an expert take a look at the tree and said that an Arborist should be contacted to do a consultation.

New Business:

- The 2010 Budget was finalized and reviewed. The approved assessment for next year is an additional \$5 to each homeowner resulting in a monthly total of \$181. Joe Isabel reminded us that a comment about no increase to the assessment for a two year period was made at last year's Board Meeting. It was noted but due to the current economic situation, we do not have any other alternative but to make the \$5 increase in line with the Reserve Study. Howard Hanson approved the financials and Joe Isabel seconded it.
- Adrian signed off on the Budget for next year. Brenda will have Mae put it in the format presented to us at the Budget Workshop Meeting. This format will be given back to us for signoff by Adrian and Gary.
- Mulch replacement (**see above under Special Guest**).

Unfinished Business:

- Howard wanted confirmation on the amount the Reserve Study says should be applied towards future improvements. The Study says \$109,000 and the good news is that we are currently at \$111,000. A new Reserve Study will be requested in early 2010.
- Irrigation Quotes (**see above under Special Guest**).

- Brenda provided us with the bids on the Gateway Entry Panel. Three quotes were provided and Howard Hanson recommended that we go with American Access at \$527.34. Gary Winters approved it and Adrian Montanaro seconded it.
- We discussed the outrageous pricing of the accounting expense for the Audit. COA is being asked to find us another accountant. Annett mentioned that the By-laws could be changed with respect to the issuing of an Audit every year. The By-laws would require three-quarters of the HOA to vote on it. Annett has been asked to look at other accounting firms that would be cheaper and provide us with their quotes.
- If we do not receive a funding on the Mini Grant we applied for, Adrian would like us order the Board we need for the front of the community. It was approved to spend up to \$1,200 on the Board and its accessories. Howard Hanson approved the purchase and it was seconded by Joe Isabel.
- Dates for next year's meetings are below as follows:

January 19, 2010	Board Meeting
March 2, 2010	Annual Meeting
April 20, 2010	Board Meeting
July 20, 2010	Board Meeting
September 21, 2010	Budget Workshop Meeting
October 19, 2010	Board Meeting

- Howard will see about booking some or all of the meetings at the Osprey Club. **(Subsequent to the meeting, all meetings for next year were booked at the Osprey Club.)**

Adjournment:

- Two homeowners mentioned issues that they would like to be addressed. One issue was about the wall edging on Phoebenest requiring maintenance and the other issue pertained to the drainage at 15711 Phoebepark Avenue. The issues were discussed and will be addressed by members of the Board and/or Complete Landcare.
- The meeting adjourned at 7:23pm. (Motion was approved by H. Hanson and seconded by G. Winters)
- Next meeting scheduled for January 19, 2010 at 6:30pm at the Osprey Club.

Respectfully Submitted,

Margaretta Delgado
Secretary