

Phoebe Park Association
Board of Directors Meeting Minutes
April 20, 2010
Osprey Club

Call to Order:

- 1 The Meeting was called to order at 6:30 p.m. Board Members in attendance were Adrian Montanaro, Howard Hanson, Joe Isabel, and Gary Winters. Margaretta Delgado was absent with prior notification. Several homeowners were in the audience. Brenda Annett of Communities of America (COA) was present.
- 2 Meeting was properly advertised on our Phoebe Park message board and on the website prior to Tuesday's meeting.
- 3 Minutes of the January 19, 2010 were approved as written. Motion by H. Hanson and seconded by G. Winters.

Reports:

COA Management Report – Brenda reported the following:

- January – March 2010 financials to date were reviewed. Expenses for the first quarter are well within budget with utility expenses back in line. Motion to approve financials by H. Hanson and seconded by G. Winters.
- Accounts Receivable – There are three homes in bank foreclosure, technically pre-foreclosure. H. Hanson requested COA to check on one that he believes should also be listed as an HOA foreclosure. Several have been removed from the Aged Owner Balance; specifically the home that was taken over by the HOA and the one previously discussed where the title company did not collect outstanding HOA funds at closing. Those funds and some of the other outstanding balances have been collected. Motion by H. Hanson and seconded by G. Winters to accept the financials. Additional motion by J. Isabel, seconded by H. Hanson to write off four balances of less than \$2.00 and contact to resolve two accounts with credit balances.
- During the February walk-through, there were a large number of homes with unacceptable driveways, sidewalks, and finials. During the March walk-through the vast majority of these have been cleaned up. One address was mentioned that had cleaned their driveway, but neglected to clean the sidewalk. COA will follow up with additional contact.
- One homeowner on Phobenest Drive contacted COA indicating they have no living plantings on the side of their home. The landscaping committee will investigate and COA will contact the homeowner to determine their specific needs.
- COA to contact Complete Landcare again regarding the large number of weeds through the turf in the community.

New Business:

- **Hurricane & Safety Workshop** update—Workshop is schedule for May 15, 2010 from 10am –noon. Scheduled speakers include Hillsborough County Sheriff, Aquatic Systems, Hillsborough County Emergency Management, Fire & Rescue, an insurance representative, and others. An on-site demonstration will take place at the Ferrigno residence to show participants items like electrical shutoff, water shutoff, HVAC maintenance and GFCI control. Flyers were distributed at the meeting and will be distributed to homes this week.
- A quote was received for a **filter system for the reclaimed water** used for irrigation. This will remove some of the particulate that clogs the mister heads. If we purchase the system, Complete Landcare will install and maintain at their expense. Motion to purchase made by H. Hanson, seconded by J. Isabel.
- J. Isabel asked that the board develop a policy which would allow the board president and treasurer to approve some expenses without waiting for a Board meeting. COA to draft an official policy. H. Hanson moved and J. Isabel seconded the motion allowing the **President and Treasurer to approve expenses of \$500** or less.
- Three quotes were received for **power washing of pool area pavers and the overhang** of that building. It was determined that cleaning of table and chairs was omitted from the quotes. COA will ask the preferred bidder, Excel, to quote the additional work. Moved by H. Hanson to approve Excel not to exceed \$500, seconded by G. Winters.
- **Painting specifications**—COA to initiate discussions with Protective Coating Systems and/or others to provide paint specs for the villa repainting. A special meeting may need to be scheduled to discuss this issue and approve appropriate expenses.
- **Reserve Study Refresher**—Motion by H. Hanson, seconded by G. Winters to have COA to contact Reserve Advisors, Inc. to do an update to our reserve study.
- **Roof Inspection**—as previously discussed, an inspection is desired to sample an appropriate number of roofs to determine the current condition, expected life, and recommend any intermediate steps we can take to extend the life. A. Montanaro to contact a Phoebe Park homeowner who had indicated some contacts for such an inspection. Another homeowner suggested that Reserve Advisors may also have a contact.
- **Gate code**—there have been multiple discussions about changing the resident code for the main entry gate. Motion by H. Hanson, seconded by J. Isabel, to change the gate code effective June 1 with letters going to all owners and renters of record approximately May 1. Once letters have been sent out, an appropriate reminder will be put on the message board close to the effective date.

- **Insurance Underwriting**—COA has received communication from our insurance underwriters with two recommendations:
 - a) Warning notice on gate regarding inherent dangers. Howard will seek such signs as are used at other gated communities.
 - b) Several places where sidewalks are uneven need to be corrected. Brenda to get quotes for repairs. Depending on the contractor, may include repair of the small depression in the asphalt near the exit gate.

Unfinished Business:

- Mini-grant award—covered earlier with hurricane/safety workshop. Mini-grant which was originally declined was awarded for just over \$1100. Canopy and utility tables were purchased and the workshop will be funded.

Adjournment:

- The meeting adjourned at 7:27 p.m. Motion by H. Hanson and seconded by G. Winters.
- Next meeting scheduled for July 20, 2010 at 6:30 pm at the Aquatic Club.

Respectfully Submitted,
Joanne Montanaro

Approved 7/20/10