

**Phoebe Park Association
Board of Directors Meeting
October 19, 2010
Aquatic Center**

Call to Order:

- The Meeting was called to order at 6:30p.m. Board Members in attendance were Howard Hanson, Gary Winters, Joe Isabel and Margaretta Delgado. Adrian Montanaro was absent with prior notification. Several homeowners were in the audience. Rachel Welborn of Communities of America (COA) was present.
- Meeting was properly advertised on our Phoebe Park message board and on the website prior to Tuesday's meeting.
- Minutes for July and September meetings were approved by Gary Winters and seconded by Joe Isabel.
- Copies of approved Minutes will be uploaded onto Phoebe Park website. Rachel will be copied on email so she can maintain approved Minutes for her files.

Reports:

- **CCA Management Reports**—The Aged Owner Balances and the Violations Report were discussed. Several aged balances were discussed in detail. One of the comments made about the Violations Report was that there were quite a few homeowners on the list where the sidewalk and/or driveways needed cleaning of dirt/mildew. Gary made a good point about the statement “how to measure a clean driveway” is subjective in nature. One's viewpoint on how clean can be entirely different in the eyes of another individual. Also discussed was the homeowner that has oil stains on driveway and now on sidewalk next to their property. It was suggested that an attorney letter be sent – an expense of \$95. It was also mentioned that the certified letter for one of the properties in violation has been returned “Unable to Forward” be reviewed for accuracy of the address. The Board asked Rachel to check for an updated and/or deliverable address.
- **Roof Inspection Letters**—The Board agreed that in order to save an additional expense of mailing each homeowner a letter, that the Roof Study be listed on the website. When it is time to send notice of the increase in next year's assessment, the roof study can be mentioned and those homeowners who are interested in the results of the study can log onto the website. There were three homes specifically mentioned on the website. These homes can be made aware of the mention. Joe Isabel motioned to not send out a special letter and Gary seconded it.

Unfinished Business:

- **Progress Report on Upcoming Villa Painting and Scheduling Contractor Dates**—The Board is making affirmative dates within the next two to three weeks to move forward. Rachel has been asked to have available to the Board the selection of Vendors – between 7 to 8 and to get at least 5 bids. First date mentioned was Wednesday, November 10th subject to availability of everyone who needs to be involved in the process. Rachel has also been asked to make time after December 15th to open the bids. It was suggested

that a special Board Meeting be held on Friday, December 17th at the Phoebe Park pool to review the bids and make a selection. A meeting can then be held on Tuesday, January 11, 2011 to approve the painting start-up dates.

- **Recommendation to Homeowners for a Preventive Termite Barrier Application at the Soil Level Concurrent with Painting at Owner's Expense**--One matter that was discussed in conjunction with the painting of the villas was the treatment of termites simultaneously. This treatment would be at the soil level concurrent with the painting of the villa. The Board can make mention to recommend that the homeowner take advantage of treating their homes for termites when they are contacted about the painting of their villa. The cost could be anywhere between \$75 to \$200 dollars, would be at the homeowners expense and their responsibility to acquire exterminator.

There was a motion in favor of the affirming the dates and to recommend the termite treatment by Gary. Margaretta seconded the motion.

New Business:

- **Approval of 2011 Budget and Assessments**—It was recognized how dedicated Adrian, Gary and Mae were in preparing and finalizing the 2011 budget. The Budget was finalized with an increase of 2% keeping in mind that there are 4 units not paying and possibly 5 units soon. Approval to avoid any future date assessments was the basis of the 2% increase. The 2011 assessment is going to be \$185 – an increase of \$4 from the prior year's assessment. A vote was taken and there were 3 in favor of the increase. Joe Isabel voted nay and voiced that he was against any increase whatsoever. Based on the majority, Motion to proceed with next year's Budget was approved and seconded by Rachel.
- **Schedule Meetings for 2011**—The tentative schedule for next year's meetings are as follows:
 - January 18, 2011
 - March 8, 2011 – The Annual Meeting
 - April 19, 2011
 - July 19, 2011
 - September 20, 2011 – Budget for 2012 Meeting
 - October 18, 2011

Meeting schedule was approved by Margaretta and seconded by Gary.

Adjournment:

- The meeting adjourned at 7:28 p.m. Motion to adjourn was approved by Gary and seconded by Joe.

Respectfully Submitted,
Margaretta Delgado