

**Phoebe Park Association
Board of Directors Meeting
April 7, 2015
Phoebe Park Pool – 6:30pm**

Call to Order:

The Meeting was called to order at 6:25 p.m. All of the board members were in attendance with the exception of Todd Ziegler. Several homeowners were in the audience. Mike from our landscaping company was asked to be at the meeting on behalf of Jeff. Jan Nowakowski of Vanguard was present. Representatives of Phoebe Park Landscape Committee were also present.

Meeting was properly advertised on our Phoebe Park message board and on the website prior to Tuesday's meeting.

The Minutes from the January 14, 2015 and February 25, 2015 meetings approved (motion by Winters and seconded by Ormsby).

Reports:

Vanguard Management Reports – There were many items of note from the management report; copies were provided to the board members and briefly discussed.

Below are some of the board members' comments as follows:

- Confirmation as well as clarification of the Fining Committee formation and responsibility. The Board cannot assess a fine on behalf of the Fining Committee nor assess additional fees. The Board can waive a fee assessment made by the Committee. The Fining Committee is mediator between the homeowner and the Board Members.
- Introduction of new members of the Landscaping Committee and clarification of tasks undertaking on the beautification of Phoebe Park.
- Existing concerns with the landscaping needs of Phoebe Park were addressed. There are still spots of grass not thriving throughout the neighborhood. Also mentioned was the Bermuda Grass still evident and how difficult it is to get rid of it permanently. Kudos was given to the landscaping company on the median job. Majority of homeowners are happy with the median improvement and the addition of river rock.
- Landscaping Committee asked that the landscape walk thru be reinstated. A date and time for the walk thru will be communicated by contacting the Chairman, Ross. It was determined by those present at the meeting that the best day would be the third Wednesday at 2pm. Other Landscaping Committee members not present will be asked if they are available on the 3rd Wednesday of every month.
- It was noted that the front door style, make and model number has never been obtained and put on our website. The only information about the door on the website is about the screen door only.

Financials:

- Gary gave us an updated on the Treasurer's report since Todd was not in attendance. The budget is on track with the exception of irrigation repairs – the cost was \$176 more than what was budgeted.
- Accounts Receivable is in good order with just one property owing the bulk of what is due. Two homeowners have been assessed late fees and only one homeowner is one month behind in payment of the HOA dues.

- Reserve Study was discussed as to whether we need to have an update done for \$2,700 or to just have changes added to our original document without looking at the property – free of charge up to one year since our last update. We still have time to consider just making changes for free. Todd to be apprised of what is the best avenue to take for the Reserve Study update. This issue was tabled until such time as he can be part of the discussion.
- Last time the paperwork for allowing the Police Department access to our development to issue trespass notices was done in 2013. Dawn asked that the paperwork be updated for 2015 year.
- Jan was asked to call Mike the trapper to come onto the development and trap the feral cats that are making a home within the neighborhood.

Unfinished Business:

Update status of foreclosure property – Knox Levine is handling the escalation of a lien for one property. We should be receiving something from the attorney's office shortly

Attorney Update – Tankel will no longer handle our legal issues as we have now taken on Knox Levine as the replacement legal firm.

Violation concerns – Dawn brought to Jan's attention the concern about violations being generated in duplication. She was made aware of one homeowner, a renter, receiving 6 violation letters about the same issue. Jan will look into this matter and report her findings to the Board.

Pool fountain issue - The pool fountain will be shut down and a determination of what the next steps will be either replace and/or fix current fountain is up for discussion. Jan to obtain quotes from other pool vendors before we make a final decision.

Hillsborough County Mini Grant – Phoebe Park Revitalization day will take place on Saturday, April 11, 2015 from 10am until noon at the Phoebe Park pool. Notices have been sent out via email as well as advertising on the bulletin board. Mike confirmed that they will prepare the grassy area around the park bench addition will be complimentary.

Front door issue – The homeowner who purchased a front door that is not in code with the existing front doors was in the audience with her son. Several Board Members expressed the options the homeowner had in replacing the door. A precedent cannot be made to waive the existing make, model and serial number. If it is done for one homeowner, than other homeowners can pursue changing their front doors. It was emphasized to the homeowner to obtain compensation for the door from the rental agent that sold the house to her as they are legally responsible to notify the owner of all current rules and regulations that are to be followed in a deed restricted development.

New Business:

Procedures for residents regarding work orders – Concerns about the most effective method of communication to place a work order was discussed in detail. One of the primary complaints is that the homeowner reports their issue in a variety of ways never knowing if the issue has been resolved. Who places the work order and what is the process once a work order has been added to the website. Tom from the Landscaping Committee emphasized that there are no directives and some policies and procedures are in order. Work orders are prioritized by the issue as well as who is responsible for the issue being resolved. Dawn asked if there were any work orders that need action at this

time. Homeowner who attended the meeting discussed a work order that was addressed but not entirely taken care of. Jan addressed him directly about their next steps.

New owner documents – The Board discussed the new owner documentation that is provided to homeowners who are not the original resident/owner of the property. It is the responsibility of the rental company/rental agent to ensure that the current owner of a villa in Phoebe Park to be provided with the essentials such as the by-laws, key to the pool, gate entry remote and keys to the property. Homeowners are to be reminded that the Architecture Review Committee must be notified of any changes made by homeowners. Any changes are also taken to the FishHawk RAC as well.

Procedures for Board Members and Owners to Obtain Information From Vanguard and www.phoebeparkhoa.com – Jan provided the Board and homeowners in attendance the process to enter the Vanguard website and obtain a login id and password. The Board Members can enter into the website as a member of the board or as a homeowner.

Adjournment:

Next Conference is May 9th at the Sheraton. It will be the same format as done at the college – three workshops, lunch and awards ceremony.

Motion to adjourn by Winters, seconded by Ormsby at 8:03 p.m.

Next meeting is scheduled for June 17, 2015 at 6:30 p.m. at the Osprey Club.

Audience Discussion:

Audience discussion occurred during the Landscape Committee Presentation.

Audience discussion occurred during the New Owner documentation specifically about the door in violation of the existing front door model.

Audience discussion occurred about the operation of a motorcycle vehicle with no license for street operation within the development. Will keep an eye to make sure it is not occurring again.

Respectfully Submitted,
Margaretta Delgado
Secretary