

**Phoebe Park Association
Board of Directors Meeting
September 23, 2015
Osprey Club – 6:30pm**

Call to Order:

The Meeting was called to order at 6:30 p.m. All of the board members were in attendance. Several homeowners were in the audience. Jamie Bryan of Vanguard was at the meeting. Since this was the first time Jamie attended our HOA meeting as our Property Manager, she provided a summary of her overall 8 year work experience. Representatives of Phoebe Park Landscape and Social Committees were also present. Meeting was properly advertised on our Phoebe Park message board and on the website prior to Wednesday's meeting.

The Minutes from the prior meeting was approved (motion by Ziegler and seconded by Ormsby).

Reports:

Landscape Committee Report – Ellen provided a summary of what has transpired since the last HOA meeting. She also provided the Board with some updates on Schatz Landscape design. A request to spend \$150.00 to rejuvenate the front garden has been requested and agreed to. The motion was approved by Winters and seconded by Ziegler.

President's Report – Dawn provided her report on landscaping, unfinished business as well as new business and communication between Vanguard and the HOA that transpired since the last meeting.

Social Committee announces Karaoke Evening – Friday, October 2, 2015 at the Phoebe Pool from 7-10 pm all Phoebe Park homeowners are welcome to our Karaoke party. A flyer was distributed to homeowners and noted on the message board. In addition the plan for October 31st was discussed where Phoebe Park homeowners can meet at the Pool area to consolidate candy to be distributed to the trick or treat visitors to the neighborhood. We are encouraged to wear a costume and join in the fun so the visitors don't have to knock on everyone's door.

Treasurer – Todd provided his report on the monthly operating budget expense and income. To date we are \$8,000+ better than projected. Bad debt is less than \$1,000. The Reserve amounts are greater than budgeted. We have a surplus of \$31,000 which is not part of the Reserves that Todd would like to increase to \$48,380 – an equivalent of one month's operating budget. A motion to approve the recommendations was presented by Ziegler and seconded by Winters.

Committee Reports – There was nothing to report from the Fine or ARC Committees.

Manager's Report – Jamie provided her report about the financials, the Aging Report and irrigation repairs. She also provided quotes for the pending road depression and restrapping of the pool furniture.

Financials:

During the discussion of the financials by Todd, a motion to approve the write-off of \$10.00 or less in order to avoid additional administrative duties. A motion to approve the \$10.00 or less write-offs was presented by Winters and seconded by Ziegler.

Unfinished Business:

Landscape Concerns -- Irrigation problems were discussed again. The general consensus was that our landscaping company mows, blows but any of the other miscellaneous items they are required to do, they have dropped the ball. Jamie will be meeting with them once again to reiterate our irrigation issues.

Attorney Update – Nothing to report.

Spillway/ fountain repairs – The Board also wanted to thank Todd Ziegle and recognize him for a job well done to repair the fountain. The leak has been eliminated. The quote for restrapping the furniture was discussed. It was agreed that replacing the chairs and lounges might be a better choice. We have the money in Reserves to replace furniture. Also some furniture has been missing and needs to be replaced.

Trespass Document for HCSO – Was updated and submitted to the HCSO.

Feral Cats and Raccoons – We recognize that we are getting back to a serious raccoon problem. Trapping will have to begin once again.

New Owner Documents and Notification – Jaime brought to the meeting what Jan had sent out to new homeowners. Vanguard is aware of a new homeowner when they receive from the Title Company an Estoppels – transition for sale. When they review the Warranty Deed, the “Welcome Letter” is sent out to the homeowner. It was noted that the Board is not notified or copied on the “Welcome Letter”. Perhaps the Board should be notified in order to welcome the homeowners to the neighborhood. There is an issue on trying to get a procedure to follow when new renters or leases transpire. It is still recognized that parking by renters or tenants only remains to be a problem.

Front Gate Property – Jaime has been asked to speak with Holly/Valley Crest because our entrance looks bad. It really needs to have a good trimming and replacement of flowers.

New Business:

Amount Property Manager can Approve -- It was clarified that Jaime can approve invoices up to \$100 and that the Board Treasurer can approve invoices from \$100 to \$500.

Road Depression – Quotes for the repairs was presented by Jaime. Requested one additional quote. Pending road depression would include both the front exit gate depression as well as the larger one on Phoebe Nest.

Reserve Study – Todd requested approval for \$2,700 be allocated to a Reserve Study. This was seconded by Ormsby.

Adjournment:

Meeting was adjourned at 7:25pm by Winters and seconded by Ziegle.

Due to a conflict in schedules between several people, the next meeting is scheduled for November 5, 2015 at 6:30 p.m. at Phoebe Pool. At this meeting the Budget for the upcoming year will be discussed.

Audience Discussion:

Additional complaints about previous notification to the landscaping company on issues still have not been addressed.

Clarification that the old mulch will be removed prior to the new mulch being added.

Respectfully Submitted,
Margaretta Delgado
Secretary

DRAFT