

**Phoebe Park Association  
Board of Directors Meeting  
January 13, 2016  
FishHawk Osprey Club-6:30pm**

**Call to Order:**

The meeting was called to order at 6:30 p.m. All board members were in attendance with the exception of the board secretary, Margaretta Delgado. Resident Charlotte Albert agreed to take the minutes for the meeting. Jeff Scofield from Earthscapes as well as several homeowners were in the audience. Jamie Bryan and Patty Lane of the Vanguard Management Company were present also.

The meeting was properly advertised on our Phoebe Park message board and on the Phoebe Park HOA website prior to the meeting.

The Minutes from the prior meeting were approved with a motion from Ziegler and seconded by Winters.

Our property manager Jamie Bryan will begin a leave of absence beginning Jan 29th. Patty Lane and Burt Winfield will handle our community concerns until Jamie returns.

**Unfinished business:**

Jeff Scofield from Earthscapes discussed the irrigation system. Previous to tonight's meeting he met with Paula from the County Extension Service and Mike from our area reclaimed water facility. Phoebe Park residents were also present at that meeting. Tonight Jeff reported on several issues.

- a) The current irrigation system must be cleaned manually costing the crew time. Algae builds up at the filter and reduces the pressure in the line. He feels that the system should be replaced with an automatic cleaning system. The automatic system would self clean when it senses a reduction in pressure.
- b) In order to give better water coverage to the grass the 4 inch sprinkler heads should be replaced with 6 inch heads.
- c) With the recommendation of Paula his crew will increase the grass cutting height to 4 inches.
- d) He did not have the soil sample results with him but will send them to the board.
- e) Jeff commented that it is ok if grass grows over sprinkler heads; the heads are designed to push up through the grass and then retract.

Dawn Trattner will send an email to residents to alert them that grass will now be allowed to reach 4 inches.

Patty Lane and Burt Winfield will handle our community concerns until Jamie Bryan returns. Emails from the board and residents should continue to be sent to Jamie's address. Patty will pick up the messages.

The board received a quote for power washing the pool area.

Sandhill is replacing their villa roofs. The board of directors for Sandhill will share their information and experience concerning roof replacement.

**Financial report:**

Todd gave the financial report.

\$2720 surplus went to reserves. This surplus was available due to less debt for legal fees, bad debt, general maintenance and gate maintenance. The reserve account now has \$1,014,000 waiting for roofing, streets and paint projects. Two dwellings had a total debt of \$908.

**Manager's report:**

Jamie gave the manager's report.

We now have only 1 dwelling in debt.

The pool furniture was replaced.

The reserve study has been completed and is available online to the board members.

A request was made by Dawn Trattner to have 3 binders with paper copies of the reserve study.

The current schedule for painting will remain the same.

We should have a study completed on roof conditions. She suggested we get two quotes from roofing engineers.

The quote for pressure washing the pool area is \$275. A motion to approve this quote was made by Winters and seconded by Ziegler and passed.

A quote of \$676 was received to freshen parking lot paint. Jamie will get more details on the work that would be included in this quote.

A quote was received from Earthscapes to remove shrubs and trees. This quote includes-removal of 26 wax myrtles at \$125 each for a total of \$3250 and removal of 13 magnolias at \$125 each for a total of \$1625. The quote includes the removal of wax myrtles and magnolias and replacing them with sod. Jamie will confirm that this quote includes root removal. A motion to accept Earthscapes quote was made by Ormsby and seconded by Ziegler and passed.

Two work orders need approval. The first is to replace sod and the second to replace sod and plants. The total quote is \$1500. A motion to approve this work was made by Ziegler and seconded by Ormsby and passed.

Jan 27th is the next onsite inspection scheduled by Jamie.

Road depression work on Phoebe nest should begin next week and take 4-5 days to complete.

**Nominating committee:**

Gary gave the report.

The committee made contact with five people that are willing to run for office.

The newsletter and gate exit sign will announce that nominations are open for the next election of the Phoebe Park HOA board.

Jamie will send a letter to residents asking for interest in running for the board.

March 9th is the nominating meeting.

**Landscape committee:**

Ellen Chambliss gave the report.

Ellen stated that the committee is having communication problems with Schatz Landscaping. A letter will be sent with deadlines that must be met in order for the relationship to continue.

**Fine committee:**

Ellen Chambliss gave the report.

It was confirmed that letters will be sent to the tenant, owner and property manager concerning violations. There is a concern that 30 days to react to a violation is too long.

Adjustments to the violations rules were discussed. Violations of community signs, street parking and sidewalk parking will now be given 10 days to correct the issue. A motion to approve this change was made by Winters and seconded by Ormsby and passed.

**Social Committee:**

Charlotte Albert gave the report.

A list of community social events has been made. The list will be sent to residents via email and posted on our Facebook page. An announcement will be made as each event approaches.

**New Business:****Landscaping**

A quote for \$4100 to replace the irrigation filter has been submitted by Earthscapes. The board members will talk to members of the Sandhill HOA since they have already replaced the filter.

A quote for \$19,000 to replace 4 inch sprinkler heads with 6 inch heads has been submitted by Earthscapes. This is still under discussion by the board.

**Gate**

A lock has been installed on the gate access box.

**Schedule of future board meetings**

Jamie will return to work at the end of March 2016.

HOA board meetings for 2016 are scheduled for Mar 9, May 18, Aug 17 and Oct 19.

Meetings are held on Wednesday at the Osprey Club as there is no charge to have meetings on that day.

**Overdue accounts**

The board agreed to forgive overdue accounts of \$10 or less.

**Audience**

A request was made to post the reserve study on the Phoebe Park HOA website. A comment was made that Heron Park's landscaping looks good. Gary Winters commented that Heron Park pays more each month for landscaping and they replace plants as they die.

Meeting adjourned by Dawn Trattner.

Respectfully,  
Charlotte Albert

