

**Phoebe Park Association
Board of Directors Meeting
October 18, 2017
Aquatic Club – 6:30pm#**

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Call to Order:

- The meeting was called to order at 6:30PM. The meeting was properly noted on the bulletin board and on the community website. Quorum was confirmed and Board members, Dawn Trattner, Ron Haase, Todd Ziegler, Linda McPherson and Gary Winters were introduced to audience.
- Property manager, Bonita Vandall was present.
- Joshua McGarry from Aquatic Systems presented overview and status of pond maintenance in Phoebe Park. Discussed invasive weeds, algae management, flood control, pollution control and littoral shelf issues. Will present ideas and suggestions for Phoebe Park at next CDD meeting.
- Affordable Roofing was in attendance and presented project progress report:
 - Additional Work Order presented to address change in roof vents due to roof header board. 5 more vents per unit to be installed.
 - Dumpster pick-up was discussed and Affordable will contact hauler about dumpsters not being picked-upon Fridays.
 - Thanksgiving schedule was discussed due to parking issues for residents.
 - Affordable commended Bonita for her ease to work with and attention to project.

Reports:

- The President's Report was given by Dawn Trattner. She thanked the Board and Committees for their continued dedication. Bob Ormsby was approved for the Landscape Committee and Ross Lowry along with Gary Winters will serve on the Nominating Committee. Dawn asked again that all issues/concerns be forwarded to Bonita at Vanguard. Reminded community that volunteers are always needed even if only for an hour or two. Brief explanation of Fining Committee was given. Insurance coverage reminder to be mailed to homeowners. A special thank you was given to our pool maintenance company and Vanguard for their help with our Hurricane preparations.
- Secretary's Report – The minutes from the August 16,2017 meeting were posted prior to this meeting on the community website and motion to approve was made by Gary Winters. Seconded by Ron Haase. Motion approved.
- Treasurer's Report was given by Todd Ziegler. Our Reserve balance is \$1,125,852. Motion was made by Todd to automatically write-off any outstanding receivables under \$10. Ron Haase seconded and motion was approved. Year-to-date financials show we are exceeding budgeted amounts in a few areas but are under budget in others. Year-end figures should be close to actual budget. Circumstances surrounding large outstanding fine and changes made to state statues regarding ability to place liens were discussed.
- Manager's Report – Bonita Vandall reported on status of work orders and violations given. Driveway cleaning violations have been put on hold until after roofing project is completed. Annual Meeting is scheduled for March 7, 2018 pending Board approval.
- Committee Reports;
 - Landscape Committee: Tom Trattner representing committee discussed proceeding with the following:
 - Duvall proposal for pool area
 - Continuation of plan for upgrade of landscaping
 - Remediate erosion by oak trees
 - Support projects outside of contract
 - Working with Duvall until maintenance meets satisfactory level
 - Timeline was given of 3 to 4 weeks for Duvall to show improvement or Board will consider change to landscape company.

- Fine Committee: No report.
- ARC: 1 application approved – 1 pending
- Social & Welcoming Committee: No report.
- Nominating Committee: No report.
- Street Parking Committee: Members still needed for committee. No report due to roofing project.

Unfinished Business:

- **Gate Access System:** Gary Winters reviewed the 3 bids received and systems proposed i.e. ability to use existing transmitters, landline vs. mobile and surge protection necessity. Vanguard maintains data base for system. There is \$4,400 in reserves to cover cost of replacement. Board to review and discuss at next meeting.
- **Landscape - Sod:** Updated replacement list is needed from Duvall before approval can be given as there are duplications and omissions on current proposal.

New Business:

- **2018 Budget:** Todd Ziegler presented explanation of budget process and revisions as follows:
 - Reserve account is biggest portion of yearly budget
 - Improvement projects i.e. roofing, road resurfacing, painting have been rescheduled to provide largest inflation cost savings for community.
 - Operating expenses have been revised where needed.
 - Todd recommended a \$5 monthly increase of which \$3 will go into reserves. New monthly HOA assessment will be \$220.
 - Ron Haase made a motion to approve 2018 budget and Gary Winters seconded. Motion approved.
- **Sidewalk Repairs and Inspections:** Inspection & repairs to be schedule on walkways that are HOA's responsibility.
- **Drain Repair & Cleaning:** Vanguard to determine who is responsible for maintenance as drains are not working properly.

Adjournment:

- Comments from the homeowners included discussion on dog restrictions, storm drains, tenant awareness of rules and regulations concerning pets and parking.
- Meeting was adjourned at 8:10PM. Motion to adjourn was made by Linda McPherson and seconded by Ron Haase.
- Next meeting will be as follows:
 - January 31, 2018– Board Meeting
 - March 7, 2018 – Annual Meeting

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Respectfully Submitted,
Linda McPherson
Secretary