

**Phoebe Park Association
Board of Directors Meeting
August 16, 2017
Osprey Club – 6:30pm**

Call to Order:

- The meeting was called to order at 6:34PM. The meeting was properly noted on the bulletin board and on the community website. Quorum was confirmed and Board members were introduced to audience.
- Property manager, Bonita Vandall was present and introduced.
- Carl and Steve Von Essel from Duval Landscaping were in attendance and noted there were still issues that need to be addressed i.e. trimming, weeding, fixing damage to yards but they were working to correct. Bonita is POC for landscape /irrigation issues and noted Vanguard can be reached 24/7 in emergency
- Affordable Roofing was in attendance and made detailed presentation regarding upcoming roofing project:
 - Homes will be “construction site” with dumpsters in driveways. Street/pool parking will be available for residents whose homes are being worked on.
 - Project to begin October 2017.
 - Schedule to be posted where Affordable will be working. Residents will receive advanced notice.
 - Residents will receive “What to Expect” notice.
 - New roofs will have 20 Years labor/materials/workmanship GAF Warranty backed by Good Housekeeping Seal.
 - Venting will be changed, peel & stick underlayment to be used and 6 sheets of plywood per unit will be included.
 - Solar tubes to be inspected and homeowner will be advised if they need to be replaced.
 - Satellite dishes will be removed by Affordable but to be reinstalled by homeowner at their own expense.
 - Driveways and yards to be swept with magnetic brooms.
 - Affordable advised homeowners there will be extreme levels of noise, dust and vibrations and they should consider removing anything of value from walls or shelves.

Reports:

- The President’s Report was given by Dawn Trattner. She thanked the Board and Committees for their continued dedication. This year’s goal is the Roofing Project. Asked again that all issues/concerns be forwarded to Bonita at Vanguard. Volunteers are always needed and appreciated even if only for an hour or two. Stressed cooperation will be needed with Roofing Project and that Wind Mitigation certificates will be given which should lower homeowner’s insurance. A special thank you was given to the members of the Roofing Committee for their hard work and many hours devoted to this project. Reminded owners that Landscape contract is a community contract, not an individual one.
- Secretary’s Report – The minutes from the April 10, 2017 and July 13, 2017 meetings were posted prior to this meeting on the community website and motion to approve was made. Seconded by Ron Haase. Motion approved.
- Treasurer’s Report was given by Todd Ziegler. Our Reserve balance is \$1,207,362 which will cover Roofing Project. Landscape and Irrigations budgets have been reached for the year while Streetlight is showing \$4,900 excess. There is only 1 homeowner over 90 days past due on assessments and 1 over 60 days with appropriate action being taken.
- Manager’s Report – Bonita Vandall reported on status of work orders and violations given. Draft of 2018 Budgets will be forwarded to Board in early September and Budget meeting will be October 18, 2017.
- Committee Reports;
 - Landscape Committee: Trimming issues were discussed and committee feels Duval should be more proactive rather than Homeowner having to contact Vanguard. Pond areas are CDD responsibility.
 - Roof Study Committee: Todd Ziegler reported roof color to change slightly but all other information was covered during Affordable’s presentation.

- Social & Welcoming Committee: Activities planned include Labor Day Picnic, Halloween Trick or Treating, Veteran's Breakfast and Christmas Open House.
- Street Parking Committee: Rules will not be enforced for homeowners having their buildings worked on during roofing project although it will be suggested that residents park on one side on the street to allow for vehicles to get through.

Unfinished Business:

- **Roofing Project:** Legal review was completed. Bonita to be POC for project and contracts will be signed..
- **Phoebe Park Website:** Redesign is completed.

New Business:

- **Gate Access System:** Two quotes received for replacement. Board requested additional quote as system is currently functioning.
- **Ponds:** Ponds are overgrown and should be treated. They are CDD responsibility. CDD was notified by previous board the Phoebe park pond was not to be maintained by CDD. Motion made by Ron Haase to have maintenance returned to CDD, seconded by Gary Winters. Motion approved. Bonita to notify CDD.

Adjournment:

- Comments from the homeowners included discussion on Identity Thief and parking during Roofing Project.
- Meeting was adjourned at 7:36PM. Motion to adjourn was approved by Gary Winters and seconded by Todd Ziegler.
- Next meeting will be as follows:
 - October 18, 2017 – Board Meeting

Respectfully Submitted,
Linda McPherson
Secretary