

**Phoebe Park Association
Board of Directors Meeting
January 31.2018
Osprey Club – 6:30pm#**

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Call to Order:

- The meeting was called to order at 6:31PM. 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 the audience.
- Property manager, Bonita Vandall was present.
- Carl and Tom (Irrigation Manager) from Duval Landscape addressed freeze damage in community. Will do turf application in February. Majority of sod issues have to do with shade and drainage issues. Drainage is major problem. Carl has call into Hillsborough County Extension Agent for recommendations for sod/shade/plants. Contacting tree company for root trimming recommendation to prevent further damage to sidewalks. Proposal submitted to fill triangle by mailbox with river rock leaving lip at edge to prevent stone from migrating and capping irrigation in area. Working with Landscape Committee and Board to formulate plan how to proceed as holly and crepe myrtle are overcoming sidewalks around many villas.

Reports:

- The President's Report was given by Dawn Trattner. She thanked the Board and Committees for their continued dedication. Silvia Forcino was approved for the Fining Committee – Motion made by Gary Winter, seconded by Linda McPherson. 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. Thanked Roofing Committee for job well done. Project completed ahead of schedule. Wind Mitigation certificates are available and if any resident has a problem with the certificate they should contact Bonita for assistance.
- Secretary's Report – The minutes from the October 18, 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. Ended calendar year with \$3,900 surplus despite overages on irrigation and electric. Balance in reserve account of \$337,158 but there is another \$44,000 for roofing project to be paid. Roofing project came in \$27,000 less than anticipated and bad debt as of January 31st is \$640.00
- Manager's Report – Bonita Vandall reported on status of work orders and violations given. Driveway cleaning violations have been placed on 60 day extension due to roofing project. Annual Meeting is scheduled for March 7, 2018 with notices to be mailed to all homeowners on February 19, 2018.
- Committee Reports;
 - Landscape Committee – Edine Csulik, Tom Trattner, Susan Melita, Carol Fagot, Laurie Gustum, Bob Ormsby:
 - Tom Trattner reported that Carl from Duval has been proactive working in community.
 - 2 Outstanding issues from last year – de-mulching and shrubbery at pool area. Will ask Carl to review proposals.
 - Outstanding work orders are related to sod issues and will be reviewed and addressed.
 - Proposal to put river rock in mailbox triangle area reviewed at Landscape meeting. Ron Haase made motion made to approve recommendation, Linda McPherson seconded. Motion carried.
 - Fine Committee – Rocco DeSanto, Silvia Forcino: No report
 - ARC – Les Albert, Howard Hanson, Adrian Montanaro:
 - Reinstallation of Satellite Dish on roof – Violation to go to Fining Committee if not settled. If there is damage to roof where antenna is installed it will be up to homeowner to pay for repair – warranty will not cover that area. Homeowner is responsible for any violation or damage incurred even if done by a tenant.

- Social & Welcoming Committee – Charlotte Albert, Barbara Ziegler, Ellen Chambliss, Janet Ormsby:
 - There will be 1 or 2 events at the pool this year. The remainder of the year will have more “Drinks On The Drive” type of activities.
- Nominating Committee - Ross Lowry, Gary Winters, Bob Garrett:
 - Committee seeking recommendations for someone to fill Secretary's position on Board. Requires only a few hours of time per quarter. Please contact committee if you or someone you know is interested.
- Street Parking Committee – Ron Haase, Gary Winters, Ross Lowry:
 - Parking on street still remains an issue with rules and regulations outlined in documents being ignored by a few residents. Board understands that visitors will sometimes park in street and will be lenient in that situation but the permanent street parking situation needs to be addressed for the safety of the community. Violations when issued must be sent to both homeowners and tenants if the violation is occurring on a rental property.
 - Use of towing company was discussed. Sign must be posted and state requirements must be met.
 - Discussion tabled until next meeting.

Unfinished Business:

- **Roofing Project:** Todd Ziegler reported that all property damage reported has been addressed. All homes except 2 stayed within the wood replacement guidelines and all comments concerning Affordable Roofing were positive.
- **Lights:** TECO billing to community is now current and turnover from Fish Hawk Ranch Association is completed.
- **Gate Access:** 3 previously submitted proposals were discussed. American Access received positive comments from other communities in Fish Hawk. Accurate Electronics was highest of bids received and negative comments were received about equipment installed. Metro Gate is a new supplier in the Fish Hawk area and we are unable to get any feed back from within the community. Will ask American Access to quote same model as Metro. Use of existing remotes is important as replacement units would be quite costly.
- **Sidewalk Repairs & Inspections:** Thorough inspection to be made. Excess funds from 2017 can be used to make repairs.
- **Power Washing of Common Areas:** Area by pool completed. Will get quote to clean area by woods.
- **Drain Repair & Cleaning:** Bonita to check on status and will contact handyman for quote.
- **Violations:** As previously discussed extensions were given for power washing of driveways and sidewalks during roofing project. The pillars at the end of the sidewalks should also be included as a violation if cleaning is needed. Dogs/Pets – Owners/tenants need to be reminded about pet regulations per our documents.

New Business:

- **Insurance Certificate:** Letter to be mailed with Annual Meeting notification outlining type of insurance each homeowner should carry and requesting proof of insurance as per our documents.
- **Street Sign:** Fish Hawk Ranch Association requested we pay to change the street sign outside our gate from black to green as they are doing throughout the community at a cost of \$200. After a brief discussion the Board agreed that the sign is not our responsibility and will not contribute the money to the project.
- **Vanguard:** Bonita announced that she has received a promotion (Vice-President) but will continue on as our manager. In order to accomplish this she will have a Certified Property Inspector conduct the inspections in Phoebe Park.

Adjournment:

- Board requested audience comments.

- Meeting was adjourned at 8:04PM. Motion to adjourn was made by Gary Winters, seconded by Todd Ziegler.
- Next meeting will be as follows:
 - March 7, 2018 – Annual Meeting

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Respectfully Submitted,
Linda McPherson
Secretary

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