

Approved
GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC
BOARD OF DIRECTORS MEETING FEBRUARY 23, 2015
LOCATION: FAITH PRESBYTERIAN CHURCH

CALL TO ORDER: Ron Allbee, President, called The Board of Directors meeting to order at 4:00p.m. The following Board members were in attendance:

Ron Allbee, Peg Tams, Judy Johnston, Rick Pereria, Rick Randall, Susan Hopkins, and William Tidmore were present in person. Also present were Bridget Spence and Janet Feliciano from Casey Condominium Management (CCM).

Homeowners present were: Patricia Richmond – Villa126, Bob Littlefield – Villa 17, Toni Greif – Villa 34, Edie Kaplan – Villa 104, Janet and Ray Stockwell – Villa 10, Roger Wolf – Villa 90, Bill Byers– Villa 46, and Gloria and Dick Lowe – Villa 168.

APPROVAL OF MINUTES: Copies of the minutes of the Board of Directors regular meeting of the January 26, 2015 regular board meeting and February 7th, 2015 Organizational Board meeting were distributed. **A motion was made by Peg Tams to waive the reading of the minutes and approve the minutes. Rick Pereira seconded the motion and all approved by voting Aye.**

MANAGEMENT REPORT:

Janet Feliciano reported that the back landscaping lights at the Prudence entrance have been installed with new fixtures and LED lighting.

The East side monument sign is still not lamping. United Electric has been requested to provide a quote for directional boring under the front entrance to repair wire and lay conduit for future issues.

Light pole #5 continues to work intermittently. The Manor tried multiple solutions for this light as it is an intermittent problem. Fixing the problem will entail underground directional boring of which an estimate has been requested from United Electric. This is time consuming and expensive and will be presented to the new board for discussion and approval.

A new stop sign has been installed at the entrance to the Glen Oaks Ridge exit at Prudence.

Advanced Drain and Hydro jetted the storm drain issues along Court 2 North and fabricated a stronger grate at the top of the weir and has installed a new fiberglass (DOT UV rated) baffle. At this time there is a question regarding the height of the baffle and Advanced Drainage will meet Casey Management on Friday at 11 am to review and discuss the depth.

Janet Feliciano and temporarily Ray Stockwell will manage the current concrete spreadsheet to delegate the order in which work is to be performed. SWS will be performing most of the work on property and will identify which concrete repairs need to be outsourced as the jobs are in process.

Most street light poles are working in the Manor and Casey works diligently to be fiscally responsible in our approach to each light pole if reported out.

Since January 15th, 2015 (3) three requests for compliance letters were sent out.

Respectfully submitted – Janet Feliciano

PRESIDENT'S REPORT:

Ron Allbee moved to adopt Robert's Rules of Order and was seconded by William Tidmore. All approved by voting Aye.

Casey Management has provided a quote for boring for #5 light as well as the Prudence Entrance by United Electric proposal enclosed.

Glen Oaks and its maintenance were well taken care of when Aldo served as the maintenance man. Since that time, it has been difficult to find a maintenance person. Recently, Casey hired a former contractor from Chicago who has experience in everything from cement work to carpentry. The Board has budgeted 3 hours per day/5 days per week at \$17.00 per hour. Allbee proposed we increase the proposed budget by \$8840 to allow 5 hours per day/5 days per week. Eight (8) hours of the increased time is already budgeted for sidewalk repairs, which Mr. Johnston is capable of completing. This was tabled until the source of the money could be identified. My understanding is that we want the new employee to be on the job longer before we make a decision to increase his hours.

Training: New board members are reminded that they are to receive training and certification within 90 days of their election to the board. Janet Feliciano has forwarded each of the new board members information on the training.

Finally, Board members give their time to assist the Homeowner's Assn in maintaining the beauty and integrity of the property.

VICE PRESIDENT'S REPORT:

Traffic Survey – The committee put together draft survey:

The Committee requests Board approval to send the survey in the newsletter along with a self addressed stamped return envelope for a cost of \$133.00 in materials and postage.

Peg Tams moved to enclose the traffic survey in the May newsletter for a cost of less than \$200.00 and Susan Hopkins seconded the motion. All approved by voting Aye.

For those residents that are not here during the return time frame the survey could be placed online as well.

Peg Tams presented a recap of the meeting on 2/11/15 with Urban Design Studio representative

Present at the meeting were board members and residents from Glen Oaks Ridge, Glen Oaks Gardens, Glen Oaks Manor, Glen Oaks Estates, the Glen and Fairway Oaks.

The Urban Design Studio has a 3 year contract with City of Sarasota to create a new 'form-based' zoning code. They are now beginning to work in our area and want feedback regarding how we would like to see this area develop to allow for things such as aging in place, decrease reliance on the automobile, designing streets to move cars in a way that works and makes the area walkable and safe; mixed-use shopping centers (mix of retail, housing, office space).

They will do a walk-through audit of Glen Oaks Manor in May. Prior to that they will send a postcard to each household, announcing the time and date and encourage wide participation.

Information on the CCNA (Coalition of City Neighborhood Associations) received from the association:

"CCNA's purpose is: to preserve, protect and enhance city residential neighborhoods and to address the needs of neighborhoods and stand in support of those needs."

About 30 neighborhood associations belong to the group. Glen Oaks Ridge, Glen Oaks Estates, and Fairway Oaks are all members.

The group meets the first Saturday of each month (except during the summer months) with a member from each association representing his/her neighborhood. The meeting allows neighborhoods to share information and concerns. At each meeting, a key presentation is made relating to the city/county. At the last meeting on February 7, the topic was "How Neighborhoods

Can Participate in County Programs," followed by a City Commission Candidate Forum (a great way to get to know who you want to represent you as City Commissioner from District 3). Almost always, city leaders (commissioners, city manager, heads of departments, etc.) are in attendance so that our government directly hears our concerns. . Many of our present commissioners have been involved in this organization at one time or another (Stan Zimmerman, Susan Chapman, Elaine Normile, and Suzanne Atwell). I think you can leave this part out. Annual dues for membership are approximately \$30."

(Peg Tams requested another member of the board volunteer to go to meetings - omit.) Rick Randall volunteered to attend the next meeting on March 7th and Peg Tams will serve as his alternate for the Urban Design Studio Representative and the CCNA's representative. Rick will make a recommendation at the next Board meeting as to whether Glen Oaks Manor should join the CCNA.

Peg Tams will send a Drop Box invite to all new Board Members to access the Archives.

SECRETARY'S REPORT: No report at this time.

TREASURER'S REPORT:

1.	January 31, 2015 Financials	
	Operations	\$ 80,275.98 (38 % in money market funds)
	Reserve	\$ 440,268.52 (100% in money market funds)
	Prior Yrs Fund Balance	\$ 66,208.92
2.	January Expenses	
	<u>Operations:</u>	
	Labor	1240.00
	Lawn Services	11,093.93
	Landscape Restoration	887.50
	Fence Repairs	00.00
	Security/Lighting	00.00
	Grounds Maint & Repairs	168.38
	Irrigation Repairs	3,589.11
	Tree Trim & Removal	00.00
	Lake Maintenance	104.00
	Backflow inspections	0.00
	Electric	516.66
	Water – Irrigation	19.20
	Management Fee	1,704.00
	Postage & Other	711.64
	Newsletter	460.59
	Legal Services	252.50
	Insurance – Property/Liability	532.70
	Bank Fees	12.00
	Transferred to Reserve	<u>16,500.33</u>
	<u>Reserve:</u>	
	Landscape Lighting (United Electric).	1,148.00

Peg Tams moved to adopt the 2015 budget as presented then withdrew her motion until after the maintenance discussion.

Discussion to add funds to the maintenance budget. Under INCOME add \$10,000.00 to a line item "Prior Years Surplus", under EXPENSES –Building Maintenance 5120 Labor – Association Employee add \$10,000.00.

Rick Pereira moved to amend the 2015 budget as proposed and Peg Tams seconded the motion. All approved by voting Aye.

Rick Pereira moved to accept the 2015 budget as amended and proposed and Peg Tams seconded the motion. All approved by voting Aye.

Judy Johnston moved to move the collection of advertising funds, invoicing and distribution of said funds to the Treasurers position and Rick Randall seconded the motion. All approved by voting Aye.

ARCHITECTURE COMMITTEE REPORT:

William Tidmore presented an Architectural Approval Form for Villas 50 and 61 for drainage issues. Villa 61 needs a drain catch basin to stop water from migrating. Villa 50 needs a drain catch basin to stop water from migrating into unit.

Bill Tidmore moved to allow the contractor to add a drain to villa 50 for an additional \$700.00 to the already approved expenditure for villa 61 and was seconded by Rick Randall. All approved by voting Aye.

This will be a Reserves infrastructure expense.

LANDSCAPE COMMITTEE REPORT:

Rick Randall made a motion that the Landscape Committee be given permission/authorization to perform and authorize performance of all landscaping functions including the replacement of existing plants and refurbishment of existing plant beds. Any planting of additional trees or plants not currently existing on common ground must have Board approval before planting. All such functions shall be performed in accordance with both the governing documents as well as the Board Financial Guidelines. This authorization will expire annually at the time of the annual homeowners meeting and can be renewed by the newly elected Board. Judy Johnston seconded the motion and all approved by voting Aye.

Rick Randall moved to accept Truscapes quote for \$125.00 a month to fertilize common area beds up to 12 times a year for a total of \$1,500.00. Susan Hopkins seconded the motion.

After discussion Rick Randall moved to table this motion for further research and Susan Hopkins seconded the motion and all approved by voting Aye.

Rick Randall moved to accept Truscapes quote of \$527.00 for plantings at the Prudence Gate and was seconded by Rick Pereira. All approved by voting Aye.

Rick Randall moved to accept Truscapes quote of \$1,515.00 to install bougainvilleas and trim the Holly Trees on Prudence from the split rail fence to the lake. Rick Pereira seconded the motion and all approved by voting Aye.

Rick Randall moved to accept Truscapes quote to replace all the dead and dying plants from the last painting cycle for \$2,183.00 and was seconded by Rick Pereira. All approved by voting Aye.

MAINTENANCE COMMITTEE REPORT:

Susan Hopkins moved to accept the United Electric quote to directional bore new ¾" PVC from pole #5 to service breaker, replace conductors and disconnect for \$1,840.00 and directional bore new ¾" PVC from flood light on east side of Prudence entrance to the nearest existing flood and replace conductors for \$710.00 totaling \$2,550.00 and was seconded by Peg Tams. All approved by voting Aye.

Peg Tams moved to accept the quote to clear the three lake headwalls that were cited at the last onsite meeting for a cost of \$1,750.00 and was seconded by Rick Pereira. All approved by voting Aye.

Susan Hopkins requested a revisit to member information access to the GOM website .

OLD BUSINESS: None at this time.

NEW BUSINESS:

Rick Pereira moved to accept the following resolution as presented by President Ron Allbee and was seconded by Susan Hopkins. All approved by voting Aye.

RESOLUTION RELATING TO THE SERVICE OF GLEN OAKS MANOR BOARD MEMBERS DURING 2014

WHEREAS: Board Members elected to serve the Glen Oaks Manor Association give their time and efforts to implement the goals and objectives of the Association; and

WEREAS: Because of their willingness to give freely of their time and expertise the Association benefits in many ways; and

WHERAS: Often, non-board members are unaware of the sacrifices board members make in ensuring the Glen Oaks properties and financial affairs are maintained in an effective and cost efficient manner;

NOW THEREFORE BE IT RESOLVED: That on this 23^d Day of February, 2015 the Glen Oaks Board of Directors thanks those members who served as Directors and Officers during 2014; and be it further

RESOLVED: that a copy of this Resolution be forwarded to those residents who served on the Board in 2014.

Signed: Glen Oaks Manor 2015 Board of Directors

Committee Chairs will present their committees to the board at the next Board of Directors meeting.

OWNER COMMENTS:

Patricia Richmond 126 – Really concerned with the state of property and how it is being maintained. Neighbor has a boat in courtyard and the rules and regulations state the no "Items" in C area – villa 131

Ray Stockwell, Villa 10 – Rentals – we received a solicitation regarding "looking for investments" in your community. The Board reformed the Ad Hoc committee to reevaluate current rental policies and Rick Pereira, Judy Johnston and Susan Hopkins volunteered to be on this committee.

The Shutter guys came around and put an angle iron instead of a thumb screw which is used when you leave town and or during a hurricane. If a villa is painted and these screws will be painted over yet not the angle irons and they are obvious indication that no one is home as they

are not painted the same as the rest of the shutter. Casey will ask Marcia Wood if she can assist us in communicating with National Shutter about this matter.

All articles for the Newsletter are due to Edie Kaplan by next Wednesday.

NEXT MEETING DATE:

The next regular Board of Directors meeting will be Monday, March 23, 2015 at 4:00 p.m. at Faith Presbyterian Church in the Gym classroom 106.

ADJOURNMENT: Upon a motion made by Ron Allbee and seconded by Rick Pereira, the meeting was adjourned unanimously at 6:00 p.m.

Submitted by: Janet Feliciano, Association Manager