

**GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING SEPTEMBER 22, 2014**  
**LOCATION: FAITH PRESBYTERIAN CHURCH**

**APPROVED**

**CALL TO ORDER:** The Board of Directors meeting was called to order by Janet Stockwell, President, at 4:02 p.m. Nancy Dillard confirmed that proper notice had been posted and a quorum was established with the following Board members in attendance:

Janet Stockwell, Peg Tams, Nancy Dillard, Bill Byers, Steve Levine, Rick Randall and William Tidmore were present in person. Also present were Bridget Spence and Janet Feliciano from Casey Condominium Management (CCM).

Homeowners present were: Edith Kaplan – Villa 104, Sandy Levine – Villa 46, Ronald Allbee – Villas 56 & 77, Ed and Carole Kwiatkowski – Villa 91, Ray Stockwell – Villa 10, and Toni Greif – Villa 34.

**APPROVAL OF MINUTES:** Copies of the minutes of the Board of Directors regular meeting of August 25, 2014 and Special Meeting of September 8, 2014 were distributed. **A motion was made by Nancy Dillard to waive the reading of the minutes and approve the minutes. Steve Levine seconded the motion and all approved by voting aye.**

**MANAGEMENT REPORT:**

Janet Feliciano reported that inspections took place on August 19 and September 19, as well as her responding to various issues while on property.

A few letters were sent out to various villas requesting immediate attention to the disrepair of the pool screens and plants growing out of fascia and gutters. One letter was sent to a unit owner to remove an old propane tank and refill the hole left in the yard. One letter has been sent documenting bats that have been sighted and need to be removed from the soffit areas. This homeowner is aware and was sent a soft friendly notice for documentation purposes.

Casey has had reports of flattened tires for two weekends in a row on the same car that “wash me” was drawn in the dirt on the windshield. Janet Stockwell reported that an anonymous letter was left on a neighbor’s door to complain about the condition of their property and to call them unprintable names. These are cheap shots and have no place in our community. If you have something to say, say it face to face or at least sign your name. Cowards hide behind “anonymous”. All these events need to be called into the local police department and a report filed.

Janet Feliciano is still working on a clearer understanding of the impact of the previously received FPL letter of disservice of Mercury Vapor re-lamping service, She has not received any returned phone calls from FPL contacts, but expects to hear from Mike Bernard (FPL lighting engineer) soon.

Southwest Services has provided us with a temporary maintenance team member – Terry. He is working out very well at a cost of \$18.00 per hour complete for 15 man-hours a week. So far, he is on site 4-5 days a week and is averaging 17-18 hours at no additional cost to GOMHA. He is helping get caught up in the backlog of chores that have accumulated since Aldo’s departure.

Aldo Boldi has taken his time to help transition Terry into the job and Janet has stayed in communication every morning he is on property. Terry asks what needs to be done, requests supplies as needed, lets us know when we are low on inventory (for example, we need to purchase mailboxes), and has a very healthy, proactive go-to attitude.

In addition to daily chores, Terry has posted signs, repaired three split rail fences, and replaced or repaired five mailboxes. We are down to two mailboxes and our Maintenance Chair has authorized the purchase of additional mailboxes not to exceed \$500.00.

The three-year painting contract with Hein Brothers has been signed with a notation that the cut off for the second year is June 1<sup>st</sup>, 2015 and the cut off for the third year is June 1<sup>st</sup>, 2016.

Questar Construction proposed a quote of \$300.00 (\$100 per gazebo) to inspect and report on the structure of the three Gazebos. Bridget Spence offered her professional opinion that the starting point for a "structural engineering report" is \$1,500.00 just to visit the property. **Steve Levine moved to accept the bid for \$300 to have George McGonagill from Questar Construction give his opinion of the condition of the three Gazebos. Nancy Dillard seconded the motion and all approved by voting aye.** Once his report is made, the Board will determine whether a structural engineering inspection is required.

#### **PRESIDENT'S REPORT:**

Janet Stockwell initiated a discussion about a proposed Amendment to the Declaration of Covenants and Restrictions regarding rentals. Currently there are no rental restrictions except those imposed by the city which allow an owner to rent their unit for a minimum period of one month.

There are two ways rentals effect our property:

1. Property Insurance – will charge a surcharge if over 20% of the complex is rental property.
2. Mortgages – obtaining a traditional mortgage is restricted if documented rentals exceed 20-25%.

Any amendment limiting rentals would require approval by 75% of the entire membership of the Association. Additionally, rentals would have to be tracked, which would be time consuming.

The Board is interested in protecting property values and in keeping Glen Oaks Manor a resident-owned community. Several options were presented:

1. Restrict the percentage of rental units allowed in the community.
2. Limit the time after purchase for availability to start renting the unit.
3. Limit the minimum length of a lease and how many times a unit can be rented in a year.

**Peg Tams moved to ask the Association attorney to draft an amendment to present at the 2015 annual meeting to prohibit new villa owners from renting their units for the first 24 months of ownership. Bill Byers seconded the motion and all approved by voting aye.**

A sample amendment from the Grande Oaks community had positive wording that the Board would like to see included.

**VICE PRESIDENT'S REPORT:** Peg Tams reported that she took all the old documents from the safe deposit box and organized one copy of each into a document binder along with our current documents. The binder will be returned to the safe deposit box and extra copies of documents will stay with the President.

#### **SECRETARY'S REPORT:**

Toni Grief has agreed to Chair the Annual Garage Sale on Saturday, November 8 with the resident only sale on Friday, November 7. Rain dates are the following weekend.

**Nancy Dillard moved to allow PODS at Villa 92 for seven days. Bill Byers seconded the motion and all approved by voting aye.**

**TREASURER’S REPORT:**

Bill Byers discussed the August 31 Financials and Miscellaneous August Expenses. An Allowance for Bad Debt of \$14,843.00 was added to the Balance Sheet.

- 1. August 31, 2014 Financials
  - Operations \$ 66,643.37 (38 % in money market funds)
  - Reserve \$ 450,370.76 (52 % in money market funds)
  - Prior Yrs Fund Balance \$ 66,208.92

2. Misc. August Expenses

Operations:

|                        |             |
|------------------------|-------------|
| Labor                  | \$ 1,141.00 |
| Lawn Services'         | \$10,564.53 |
| Landscape Restoration  | \$ 450.00   |
| Security/Lighting      | \$ 411.25   |
| Grounds Main & Repairs | \$ 967.62   |
| Irrigation Repairs     | \$ 1,511.08 |
| Tree Trim & Removal    | \$ 455.00   |
| Lake Maintenance       | \$ 104.00   |
| Electric               | \$ 497.43   |
| Water – irrigation     | \$ 579.18   |
| Management Fee         | \$ 1,704.00 |
| Postage & Other        | \$ 1,152.23 |
| Legal Services         | \$ 470.46   |

Reserve:

|                  |           |
|------------------|-----------|
| Pump Repair      | \$ 423.59 |
| Painting expense | \$ 330.00 |

A light fixture adjustment was suggested to bring inventory and receivables in line for \$3946.27.

Action Item - Janet Feliciano will take inventory at the storage facility.

Action Item - When at storage taking inventory, Janet will sign up for the current insurance coverage offered by the new owners of the storage facility.

Peg Tams requested an explanation of the outstanding Accounts Receivable.

**ARCHITECTURE COMMITTEE REPORT:**

Front window shutter update: the prototype installed at Villa 19 will be replaced by a powder coated one and all shutters should be installed within 4 to 6 weeks.

The street sign project concept was distributed. The sign will be a little taller and the same length with reflective background. There will be three lines of information. Cast aluminum powder coated posts will be used.

William Tidmore presented an Architectural Approval Form for Villa 11 for approval to install a new utility fence. **William Tidmore made the motion to approve the request as presented. Bill Byers seconded the motion and all approved by voting aye.**

Nancy Dillard brought up that Glen Ridge's stop sign on the Northeast corner of Prudence and Glen Oaks Manor Drive was removed and the Board had discussed this in the Spring. Bridget Spence will ask them to replace it. This will facilitate vehicles exiting the back gate and making a left turn onto Prudence, as oncoming traffic will have to stop.

#### **LANDSCAPE COMMITTEE REPORT:**

Rick Randall reported that the owners of Villa 61 are asking for a drain to prevent rainwater from coming into their pool area. This was determined to be an Association issue as it is being caused by a berm on common ground. Rick will get pricing for installation of the drain for the next meeting.

Bill Tidmore added if you redo your pool area, the new code requires a screened 6" x 12" opening for drainage at the base of the wall in each corner. It was suggested to paint the screen bronze or the color of the wall.

Rick Randall reported that front window bed refurbishment relative to the painting cycle will cost \$937.00. This is based on an inspection with TruScapes. Micro Jets (funded from the irrigation reserve) will be installed on those clusters after the painting, as well.

Rick noted that palm tree trimming is budgeted annually. **Rick Randall moved to approve the Palm Tree Trimming contract with Black Tie for \$4461. Bill Tidmore seconded the motion and all approved by voting aye.**

**Rick Randall moved to approve the Tree Sculpture request at Villa 34. Bill Tidmore seconded the motion and all approved by voting aye.**

**Rick Randall moved to approve \$1,450.00 to fill in bare spots along the inside walls along Beneva and 17<sup>th</sup> Street. Steve Levine seconded the motion and all approved by voting aye.**

#### **MAINTENANCE COMMITTEE REPORT:**

Steve Levine reported that street lights #5 and #30 are out and #18 has an open outlet cover. He also noted that #32 has been constantly on and it is scheduled to be fixed on September 23.

Steve Levine reported that all driveways and sidewalks have been reinspected. It was also determined that the best time to refurbish driveways and sidewalks is in conjunction with the painting cycle. Clusters N, O, P and Q are being painted this cycle and require no major replacements. There are two driveways in other clusters that need repairs – Villas 62 and 57. A bid will be obtained for these. Sidewalks near Villas 158, 164, and 139 need replacement or repair and it will be determined if they can be done in-house.

Action Item – Some sidewalks are slippery and it was suggested to check on a product to apply to increase the non-slip coefficient.

**OLD BUSINESS: Peg Tams moved to appoint Burt Gloor as Chair of the Nominating Committee. Nancy Dillard seconded the motion and all approved by voting aye.**

**NEW BUSINESS: Nancy Dillard made a motion to accept the Questar Consulting Contract bid for \$5000 for the painting contract rather than on an hourly basis as it is a significant cost savings to the Association. Steve Levine seconded the motion and all approved by voting aye.**

#### **OWNER COMMENTS:**

Ray Stockwell, Villa 10 – suggested signs to announce the power washing. Janet Feliciano will have 4 signs made stating "Power washing in 48 hours. Do not park on Driveway".

**NEXT MEETING DATE:** The next regular Board of Directors meeting will be Monday, October 27, 2014 at 4:00 p.m. at Faith Presbyterian Church. Peg Tams will not be in attendance.

**ADJOURNMENT: Upon a motion made by Steve Levine and seconded by Nancy Dillard, the meeting was adjourned unanimously at 6:08 p.m.**

Submitted by: Janet Feliciano, Association Manager