

**GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING MARCH 24, 2014**  
**LOCATION: FAITH PRESBYTERIAN CHURCH**

**APPROVED**

**CALL TO ORDER:** The Board of Directors meeting was called to order by Janet Stockwell, President, at 4:00 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, Robert Zinn, and Steve Levine were present in person. Bill Tidmore was absent due to a traffic jam caused by an accident on I-75. Also present were Bridget Spence and Janet Feliciano from Casey Condominium Management (CCM).

Homeowners present were: Ray Stockwell - Villa 10, Edith Kaplan - Villa 104, Sandy Levine - Villa 46, Patricia Bouchard - Villa 29, Toni Greif - Villa 34, and Phyllis Woodroof - Villa 25.

**APPROVAL OF MINUTES:** Copies of the minutes of the Board of Directors regular meeting of February 24, 2014 were distributed. **A motion was made by Nancy Dillard to waive the reading of the minutes and to approve them as distributed. Peg Tam seconded the motion and all approved by voting aye.**

**MANAGEMENT REPORT:**

Janet Feliciano reported that there was one (1) pressure wash roof violation (second notice), one (1) landscape violation and 15 miscellaneous violations (eight of these involved repairing/painting garage doors) reported this last month.

Discussion brought up that Court 4N villas 44 & 48 also need their roofs pressure washed.

Omar Mejia and Janet Feliciano will be on property weekly assisting with landscape and compliance issues.

Nancy Dillard assisted in reporting about the newly required Home Owners Association Board Member Certification Form required by section 720.3033(1)(a), Florida Statutes of Chapter 720 Florida Statutes or signed affidavit required by all board members to submit within 90 days of becoming a board member. The signed affidavit certifies that the board member has read the Association's declaration of covenants, articles of incorporation, bylaws, and current written policies and will work to uphold such documents and policies to the best of their ability and that they will faithfully discharge their fiduciary responsibilities to the association's members. In lieu of such written certification, the newly elected or appointed director may submit a certificate of having satisfactorily completed the educational curriculum administered by a division-approved education provider within 1 year before or 90 days after the date of election or appointment. Nancy Dillard and Peg Tams have submitted Board Education Certificates of Completion. Janet Stockwell and Steve Levine have submitted signed affidavits certifying that the board member has read the Association's declaration of covenants, articles of incorporation, bylaws, and current written policies and will work to uphold such documents and policies to the best of their ability and that they will faithfully discharge their fiduciary responsibilities to the association's members.

**PRESIDENT'S REPORT:**

**Rick Randall made a motion to approve membership of the Landscape Committee: Bob Lewis, Edie Kaplan, Randy Orde, Gloria Lowe and Deborah Kelch. Peg Tams seconded the motion and all approved by voting aye with one opposing vote by Steve Levine.**

Bridget Spence gave a 2013 Paint Project property damage and wood repair update. George McGonagill negotiated with the vendor on damage claims. One damage claim has not yet been resolved. George has also asked the vendor to reduce the square footage cost for wood repair, but has not received a reply. Once resolved, letters will go out to owners and the Association will be reimbursed.

#### 2014 Paint Project:

We will build on the lessons learned from the 2013 paint project. One cluster in particular had a previous bad paint job that resulted in water being trapped under the paint and required extensive pressure washing prior to painting. It is expected that there may be other clusters that will need similar repair over the next five years of the painting cycle. Because we involved Sherwin Williams this year, we now have a paint job that is guaranteed for seven years on the clusters completed in 2013. We will continue to do this over the next five years so that the work that is completed is guaranteed.

It was brought to our attention that Article VII of our Declaration of Covenants and Restrictions requires the Association to “pressure wash roofs, walls, and driveways and shall paint all exterior surfaces of homes on a cyclical basis as determined by the Board...” We need to add the pressure washing of driveways into the letter drafted by the attorney that will go to all homeowners whose villas will be painted.

The letter also states that we will inspect the wood fascia, which is an added cost to the Association. Homeowners will have thirty days after inspection to complete the repair or the Association will repair and charge the homeowner. Our contract should specify to the carpentry team to only take out old lengths and put in new lengths by plank rather than piecemeal portions.

It was also suggested by an owner at the Annual Meeting that we move the painting from the summer months to the fall. It was thought that we might be getting a better contract deal in the summer, but after research it was found that the cost won't be any more in the Fall than the summer. Other discussion noted that summer was the rainy season and more people would be in residence in September than in the summer.

**Steve Levine made a motion to hire George McGonagill of Questar Construction to inspect the wood fascia at the villas in the 2014-2015 painting cycle (Clusters N, O, P, and Q) starting in June of 2014 and to begin the painting process in September 2014. Additionally, this motion includes a letter in writing to all villas in the clusters to be inspected stating they have thirty days to effect their own wood repairs with 2" x 8' cedar planks that are primed or the Association will do it for them and charge the homeowner for the wood/soffit repairs needed. Peg Tams seconded the motion and all approved by voting aye.**

The meeting time for the monthly Board of Directors meeting was brought up for discussion and it was determined to leave it the same time as currently being held. A suggestion was made to place a question in the Newsletter asking for a straw poll opinion.

Watchdog activity: This discussion was in response to the President's last Newsletter article which encouraged all residents to respect other people's property. Dale Moore submitted an article to the Resident's Corner of the last Newsletter and Randy Robinson sent in a letter questioning watchdog and violator accountability. The process for sending violation letters was discussed.

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

Peg Tams reported that all 2004-2014 motions are scanned and indexed. The earlier records are still to be done.

Peg Tams sent twenty out of twenty-two Street Captains emails and phoned the other two to ask if they still want to serve. Thirteen said "yes" and one said "no" so far. Terrace 2W needs a captain. She is still waiting to hear from eight current Street Captains.

**SECRETARY'S REPORT:** Directory should be ready to go to print very soon

**TREASURER'S REPORT:**

Bob Zinn reported that through the eleventh month of the budget (February 28, 2014) there is an operating cash balance of \$62,303, of which \$25,044 is in a money market account. The reserve account balance is \$412,887, of which \$235,621 is in a money market account. The Association is over budget in the amount of \$12,426 through the eleventh month of operating expenses and the annual budget comparisons are at 94.3%.

Bob Zinn checked the status of Stonegate Bank which acquired Florida Shores Bank where the Association has a money market account. Bob Zinn found that Stonegate currently has a three-star rating down from five stars with Florida Shores and we should keep an eye on these ratings.

Bob Zinn submitted his resignation as he has sold his villa to his daughter and while he will still reside here, he is no longer an owner and does not qualify to be a Board member.

**Nancy Dillard moved to accept Bob Zinn's resignation from the Board. Peg Tams seconded the motion and all approved by voting aye.**

**Nancy Dillard nominated Bill Byers to fill Bob Zinn's unexpired term as Board Treasurer. Peg Tams seconded the motion and all approved by voting aye.** Bill Byers took his place at the table.

Bridget Spence reported on the status of Aged Receivables:

- Villa 23 – Foreclosure hearing is scheduled for 15 April at 9:00 a.m.
- Villa 31 – Foreclosure hearing not yet scheduled
- Villa 192 – Owner filed bankruptcy
- Villa 130 – Foreclosure on reverse mortgage – bank took title. In process of collection effort for monthly assessment from Champion Mortgage.

**ARCHITECTURE COMMITTEE REPORT:**

No report at this time.

**LANDSCAPE COMMITTEE REPORT:**

Rick Randall discussed the removal of the slash pine tree on the west side of the lake. TruScapes did not request a permit from the city before taking the tree down. The City Arborist visited the property and confirmed that the tree was diseased. The Association is now required to plant two replacement slash pines. **Rick Randall made a motion to have TruScapes plant two Slash Pine Trees around the lake to replace the diseased Slash Pine. Steve Levine seconded the motion and all approved by voting aye.** Rick will bring a quote and map of planting sites to the next Board meeting.

Rick Randall met with Glen Reith of Black Tie to review the health of our trees. They all look good at the present time except for one previously reported Queen Palm at the North end of the lake, which will have to be removed sometime soon. Black Tie also ground the Slash Pine tree stump for free.

Rick Randall met with the Glen Oaks Ridge Board Landscape Committee Chairman, and his stand-in to discuss a new 17th Street entrance gate that would serve all three sections of Glen Oaks (Manor, Ridge and Towers). The gate would be placed half-way down Prudence Drive between 17<sup>th</sup> Street and Glen Oaks Manor Drive. This was a preliminary meeting to see if we

were amenable to further exploration. The approximate cost is \$15K, to be split three ways. While the proposed placement of the gate would keep people from cutting through the Ridge and Towers from Circus Blvd to the light at 17<sup>th</sup> Street and Prudence Drive, we would still need to keep our back gate to prevent Ridge and Towers residents from cutting through our property to Beneva Road. This would require our residents to go through two gates. The Board consensus was no interest in a gate at this time.

Rick Randall met with the Glen Oaks Ridge Board Landscape Committee Chairman and his stand-in to discuss enhancing the landscaping on their side of Prudence. The land belongs to the Manor and we control the irrigation. They need our irrigation to keep their plants alive. Bill Byers stated that Glen Oaks Ridge should be advised that there are times when we can't get enough water/pressure from the City, so we cannot guarantee irrigation. The Board consensus on this matter is that their landscaping enhancement is fine as long as the installation uses drought-tolerant plants and they understand our control of irrigation is limited.

On a similar note, the Landscape Committee would like to see the landscaping spruced up in this area, to include: pruning the Holly trees into a cone shape, which is standard for these trees and planting a fire bush hedge along the white fence between the two properties for aesthetic reasons. This would probably require more irrigation for the hedge and added cost for pruning the trees.

Rick Randall proposed planting Jatrophas in the niches along 17th Street to match the look on Beneva. **Peg Tams made a motion to plant Jatrophas in the eleven niches along the 17<sup>th</sup> Street perimeter wall to match the look on the Beneva perimeter wall for a cost not to exceed \$2000.00. Steve Levine seconded the motion and all approved by voting aye.**

Rick Randall brought up for discussion planting more Tabebulas at various locations. The yellow ones have been well received. He will examine the budget and priorities for this year.

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

**Steve Levine made a motion to approve the separation of the white traffic information signs from the stop signs at all three corners at the Beneva entrance. Rick Randall seconded the motion and Peg Tams, Nancy Dillard and Bill Byers opposed. The motion did not pass.**

**Steve Levine made a motion to accept the quote by Anderson Concrete to cut the roots and level the sidewalk at Villa 37 for an approximate cost of \$1500.00. Nancy Dillard seconded the motion and all approved by voting aye.**

Steve Levine reported that Aldo Boldi needs to finish repairing the driveway pavers and installing the acorn finials on the mailbox posts. Also, he will instruct him to paint the yellow curbs by the Beneva entrance.

Street lights # 27 & #13 which were recently repaired were reported out again. Janet Feliciano will contact United Electric for follow up.

#### **OLD BUSINESS:**

The Reserve Study is in progress. Bill Byers discovered that the spreadsheet we use is our own creation and that the draft study is in a different format. This will require more time for analysis. **A motion was made by Nancy Dillard to give authority to Peg Tams and Bill Byers to follow up with the consultant for work on the Reserve Study. Steve Levine seconded the motion and all approved by voting aye.**

#### **NEW BUSINESS:**

Input is due to Edie by COB Wednesday, April 30, 2014 for the May-June Newsletter.

**OWNER COMMENTS:**

Pat Bouchard, Villa 39 – The #3 on the address numerals on her villa is broken off. Are leaves being raked? (Rick Randall said “yes this Friday”.) Her driveway grout is in bad shape and the corner paver is not level. Does 6N have a street captain? (Yes – Mike Tippery.)

Phyllis Woodroof, Villa 61 – Is having her gutters cleaned soon (the roofer is the gutter cleaner) and there is a shared roof which might be an issue.

Toni Greif, Villa 34 – Would like to install a propane tank for a stove. (Contact Steve Levine.)

Edie Kaplan, Villa 104 – Sign inside back gate is leaning on the bottlebrush tree. Villa 113 has an electrical cover issue which was sent to Aldo for inspection and repair. Suggestion: change the street in front of Villas 47 to 50 to one way coming in and put steel posts in one lane near villa 47 for traffic enforcement.

**NEXT MEETING DATE:** The next regular Board of Directors meeting will be April 28, 2014 at 4:00 p.m. at Faith Presbyterian Church.

**ADJOURNMENT:** Upon a motion made by Nancy Dillard and seconded by Steve Levine, the meeting was adjourned unanimously at 6:37 p.m.

Submitted by: Janet Feliciano, Association Manager