

**GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC  
BOARD OF DIRECTORS MEETING – DECEMBER 16, 2013  
LOCATION: FAITH PRESBYTERIAN CHURCH**

**APPROVED**

**CALL TO ORDER:** The Board of Directors meeting was called to order by Sandy Kennedy, Vice 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:

Nancy Dillard, Robert Zinn, Steve Levine, Sandy Kennedy and Bill Tidmore were present in person. Janet Stockwell was excused from this meeting due to travel. Also present were Bridget Spence and Janet Feliciano from Casey Condominium Management (CCM).

Homeowners present were: Ray Stockwell - Villa 10, Edie Kaplan - Villa 104, Peg Tams - Villa 35, Sandy Levine - Villa 46, Bob Littlefield - Villa 17, Burt Gloor - Villa 153, Phyllis Woodroof - Villa 25, and Bill Byers - Villa 6.

**APPROVAL OF MINUTES:** Copies of the minutes of the Board of Directors regular meeting of November 18, 2013 were distributed. **A motion was made by Nancy Dillard to waive the reading of the minutes and to approve them with minor corrections. Bob Zinn seconded the motion and all approved by voting aye.**

**MANAGEMENT REPORT:**

Bridget Spence reported that there were 11 parking violations reported this last month. Three owners received multiple letters to correct the issues. Three owners are parking in violation on a continual basis. The owner of Villa 43 has received a temporary permit for construction work. Seven owners received letters regarding their utility fence. Two owners have corrected the problem, three are in the process and another has received a second notice.

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

Bridget presented bids for the painting of roof vents, stack pipes, solar piping and the Beneva Wall. After reviewing the recommendation from George McGonagill, **Steve Levine made a motion to approve the wall painting with Artistry Painting pending confirmation of the type of paint recommended and a provision that plant protection would be taken into consideration. Nancy Dillard seconded the motion and all approved by voting aye.**

**PRESIDENT'S REPORT:** No report at this time.

**VICE PRESIDENT'S REPORT:** Sandy Kennedy reported that the room rental will remain the same for the year ahead.

Sandy Kennedy reported that she is planning on having a Street Captains' meeting.

The idea of having a social gathering one hour prior to the Annual Meeting was discussed. **Nancy Dillard made a motion to approve up to \$300 to provide coffee and rolls for the annual meeting. Bob Zinn seconded the motion and all approved by voting aye.**

**SECRETARY'S REPORT:** No report at this time.

**TREASURER'S REPORT:** Bob Zinn reported that through the seventh month of the budget (October 31, 2013) there is an operating cash balance of \$58,210, of which \$25,019 is in a

money market account. The reserve account balance is \$420,168, of which \$235,273 is in a money market account. The association is over budget in the amount of \$18,217 through the seventh month of operating expenses. However, the net operating loss is \$14,375 with the reimbursements of Newsletter advertising and other miscellaneous income.

**ARCHITECTURE COMMITTEE REPORT:** William Tidmore reported that Phyllis Woodroof has been added to the committee.

William Tidmore presented the Rules and Regulations package for review to the board of directors. After reviewing all changes, **Steve Levine made a motion to approve the Rules and Regulations as presented with minor modifications. Bob Zinn seconded the motion and all approved by voting aye.**

The machined levers for the mechanical louver systems have been approved after extensive usage of the prototypes. At the recommendation of the committee, **Bill Tidmore made a motion to approve a budget of \$11,000 to purchase a supply of levers that will be available for homeowners to purchase (in the same manner as our exterior lights). Steve Levine seconded the motion and all approved by voting aye.**

Steve Levine extended a thank you to the committee on behalf of the Board of Directors. William Tidmore introduced his committee: James Gibbs, Susan Hopkins, Marcia Wood, Peg Tams, Phyllis Woodroof and Burt Gloor.

**LANDSCAPE COMMITTEE REPORT:** Bridget Spence reported that Black Tie completed the tree trimming under budget and with no complaints from owners. Black Tie Tree Service continues to do an outstanding job. Bridget reminded all that this is the dormant season and grass will be browning and leaves falling. Also, TruScapes only cuts every other week in the winter. All fertilization has been completed and no grass issues will be addressed until the Spring.

**MAINTENANCE COMMITTEE REPORT:** Steve Levine reported that we are currently waiting on the boring crew to come out and do the underground wiring. Going forward as new lights go out, FPL will be called first to service the light bulbs and inspect as this is part of the contract for service that is provided by FPL.

Steve Levine reported that an additional bid was received for the repair of the back gate. Main Gate provided a bid of \$1399 and Gate Doctor provided a bid of \$1032. **Steve Levine made a motion to approve the bid by Gate Doctor upon confirmation that it includes the installation of a new arm. Nancy Dillard seconded the motion and all approved by voting aye.**

Steve Levine reported that Aldo is approaching the end of the driveway paver project. He has installed 525 linear feet of pavers since September. This was completed as independent contract work.

**Bob Zinn made a motion to increase Aldo's hourly wage by 4% as of January 2014. Nancy Dillard seconded the motion and all approved by voting aye. Steve Levine made a motion to approve holiday bonuses for Aldo Boldi (one week's pay) and Bridget Spence (\$500) as has been done in the past. Bob Zinn seconded the motion and all approved by voting aye.**

#### **OLD BUSINESS:**

The Reserve Study has been ordered and a site visit is anticipated in the next six weeks.

The Rules Regarding Inspection and Copying of Association Records that Bridget presented at November's meeting were discussed. The Association attorney has recommended their adoption. **Steve Levine made a motion to adopt the Rules Regarding Inspection and**

**Copying of Association Records. Nancy Dillard seconded the motion and all approved by voting aye.**

**NEW BUSINESS:**

Newsletter input is due to Edie Kaplan by close of business Wednesday, December 18.

**Nancy Dillard made a motion to approve a purchase of up to \$100 for holiday lights. Sandy Kennedy seconded the motion and all approved by voting aye.**

**OWNER COMMENTS:**

Edie Kaplan, Villa 104 - Reminded the board that in the past Black Tie Tree Service has offered to deliver free mulch for the planting beds. This is something the Board will review after the painting of the wall.

**NEXT MEETING DATE:** The next meeting of the Board of Directors will be December 30, 2013 at Casey Condominium Management conference room and will be a Budget Workshop. The next regular Board of Directors meeting will be January 27, 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 5:45 p.m.

Submitted by: Bridget Spence, Association Manager