

**GLEN OAKS MANOR HOMEOWNER'S ASSOCIATION, INC**  
**BOARD OF DIRECTORS MEETING OCTOBER 27, 2014**  
**LOCATION: FAITH PRESBYTERIAN CHURCH**

**APPROVED**

**CALL TO ORDER:** The Board of Directors meeting was called to order by Janet Stockwell, President, at 2:00 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, Nancy Dillard, Bill Byers, Rick Randall, and William Tidmore were present in person. Peg Tams and Steve Levine were excused. Also present were Bridget Spence and Janet Feliciano from Casey Condominium Management (CCM).

Homeowners present were: Michael Score – Villa 125, Francine Goldberg – Villa 166, Ronald Allbee – Villas 56 & 77, Roy Burns – Villa 140, Bob Littlefield – Villa 17, Dick and Gloria Lowe – Villa 168, Judy Johnston – Villa 112, Linda Cordisco – Villa 112, and Andy Saluga – Villa 120.

**APPROVAL OF MINUTES:** Copies of the minutes of the Board of Directors regular meeting of October 27, 2014 were distributed. **A motion was made by Nancy Dillard to waive the reading of the minutes and approve the minutes. Bill Byers seconded the motion and all approved by voting aye.**

**MANAGEMENT REPORT:**

Janet Feliciano reported since the last Board of Directors meeting: Casey Management personnel conducted regular inspections and responded to residents' requests, including the paint project, gazebo inspection, and storm clean-up.

A few letters were sent out to various villa owners requesting immediate attention to the need for a roof to be pressure washed, repair of pool areas, removal of plants growing out of fascia and trim, and screen repairs. One letter was sent to a unit owner to remove an old propane tank and refill the hole in the yard. Terry from Southwest Services will speak with the owner of Villa 113 personally.

We experienced three sidewalk slabs that became cracked due to FPL work on the property. FPL has taken responsibility for this damage and issued a work ticket to repair within ten (10) business days.

Terry from Southwest Services has been focusing on split rail fences, cleaning and repairing the southern perimeter walls, painting the drain curbs, etching the slippery sidewalks, and cleaning the rock features throughout the Manor. He has also started repainting the crosswalk on the east side of GOM Drive.

We purchased mailboxes, muriatic acid, a crow bar, hand lift, quick set, saw saw and various items Terry needs to perform his duties. Terry has a very healthy, pro-active attitude.

Street light #32B has been repaired. The repair of streetlight #5 is backlogged yet on record with United Electric to repair.

The Gazebo Inspection was completed by George McGonagill from Questar Construction (report distributed). Terry and I examined the rusted brackets and determined that they could not be fixed in-house. Janet called Duncan Docks and Davits (Seawall) and provided them with the Questar reports and photos. At this time, their Service Tech, Todd Wagner, is determining if an engineer is needed to direct the work. Todd verbally quoted \$400.00 as a starting figure for the engineer. From our conversation, they will need to lift the gazebos to install new saddle brackets or they might be able to strap the posts through an excavation process. Currently, the gazebos are structurally stable. **Bill Byers made a motion to reevaluate the condition of the gazebos in two years. Rick Randall seconded the motion and all approved by voting aye.**

**PRESIDENT’S REPORT:**

Janet Stockwell discussed the need to change the regular Board meeting dates for November and December due to the holidays. **Nancy Dillard made a motion to move the November Board meeting from the 24<sup>th</sup> to the 17<sup>th</sup> and the December Board meeting from the 22<sup>nd</sup> to the 15<sup>th</sup>. Bill Byers seconded the motion and all approved by voting aye.**

Janet Stockwell reminded the Board to please submit any and all agenda item material for Board review in advance of the Board meetings to provide an opportunity for review prior to the meeting. Items submitted to Janet Feliciano by the Wednesday before the Monday meeting will be distributed in the meeting packets.

Janet Stockwell discussed the possibility of increasing Terry’s hours to allow him to do additional work with the sidewalks which would be cheaper than paying a contractor. **Nancy Dillard made a motion to increase the maintenance hours up to an additional eight (8) hours a month. Rick Randall seconded the motion and all approved by voting aye.**

The attorney draft of an Amendment to the Declaration of Covenants and Restrictions regarding rental restrictions will be distributed for the next Board meeting for review.

Janet Stockwell reported on the Annual Meeting preparation and timeline. Information will be distributed for the next Board meeting for review.

**VICE PRESIDENT’S REPORT:** No report at this time.

**SECRETARY’S REPORT:**

Nancy Dillard distributed draft changes to the Architectural Standards and the Landscape Standards. These submissions are for review and discussion at the next BOD meeting in preparation for presentation at the Annual Meeting.

The Annual Garage Sale will take place November 9<sup>th</sup> from 7:30 a.m. to 12 p.m. with the Residents Only sale on November 8<sup>th</sup> from 3 to 6 p.m. So far, 23 villa owners have signed up.

Newsletter articles are due to Edie by close of business on Wednesday, October 29.

**TREASURER’S REPORT:**

- 1. September 30, 2014 Financials
 

Operations	\$ 57,544.74	(44 % in money market funds)
Reserve	\$ 469,134.87	(100% in money market funds)
Prior Yrs Fund Balance	\$ 66,208.92	
  
- 2. September Expenses
 

<u>Operations:</u>		
Labor	75.40	
Lawn Services	10,564.53	
Landscape Restoration	600.00	
Fence Repairs	100.00	
Security/Lighting	380.00	
Grounds Maint & Repairs	904.12	
Irrigation Repairs	3,810.66	
Tree Trim & Removal	6,073.00	
Electric	475.77	
Water – Irrigation	703.53	
Management Fee	1,704.00	
Postage & Other	307.00	
Newsletter	845.28	
Legal Services	192.50	
Insurance – Property/Liability	532.70	
Bank Fees	5.50	
Transferred to Reserve	16,500.33	

<u>Reserve:</u>	
Storm Drain Def. Maintenance	575.00
Painting Expenses	510.00
Irrigation Def. Maintenance	275.00

Aged receivables were discussed with Casey Management providing updates.

Bill Byers will send out a proposed 2015-16 budget document for input by various Board members and Casey Management staff. This will be discussed at the next Board meeting.

**ARCHITECTURE COMMITTEE REPORT:**

Front window shutter update: Installation will begin the middle of November. There were delays with the City in the permitting process. Also, after measuring all the windows, the size variation was greater than anticipated, so each shutter has been custom-made to fit the window.

William Tidmore presented the street sign project update. A street sign concept was distributed and favorably received. The sign will be larger than the current sign with all information on one sign in three lines. There will be dark brown trim and a cream reflective background. The sign will be double sided. Suggestions from the discussion included a larger center font and a small arrowhead indicating the direction of the address numbers. The new post will be aluminum with center sign placement at the top and room to attach a stop sign on the same post. The signpost will have a tube housing for a cement anchoring.

William Tidmore presented an Architectural Approval Form for Villa 34 for approval to install a new utility fence. The fence request is within the guidelines established in the Architectural Standards. **William Tidmore made the motion to approve the request for a new utility fence at Villa 34, as presented. Nancy Dillard seconded the motion and all approved by voting aye.**

**LANDSCAPE COMMITTEE REPORT:**

Rick Randall discussed the need for new top soil and sod at Villas 190 and 191. **Rick Randall moved to approve the bid by TruScapes of \$825.00 for new top soil and Bitter Blue sod at Villas 190 and 191. Bill Byers seconded the motion and all approved by voting aye.**

Rick Randall discussed a bid for \$824.00 to install a drain at Villa 61 to alleviate drainage issues caused by a berm on common ground. The question was raised regarding the possibility of removing the berm that's causing the problem. This item will be reviewed with the Architecture Committee and discussed at the November meeting.

Rick Randall discussed an Application for Planting Landscape on Common Ground submitted by the owner of Villa 34. The proposed butterfly garden plants were not among those approved in the Landscape Standards. It was noted that the types of plants are limited so that the contracted landscape company has fewer varieties of plants to maintain. Casey Management will send a response letter referencing the Landscape Standards.

Rick Randall discussed the vines growing at Villa 84. He will personally take them out.

Rick Randall reported a discussion he had with a tree contractor who recommended against stump grinding at villas 127, 146, and 158.

Rick Randall reported that an oak tree on common ground had grown into the sewer line and completely blocked a toilet at Villa 90.

Rick Randall questioned whether the tree behind the split rail fence at Villa 77 was planted by the Association. It was determined that it probably was. The owner may desire to remove it, but will have to get approval from the City arborist if she does.

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

Janet Feliciano reported that our maintenance employee had to borrow a ladder to complete assigned duties. There was discussion about aluminum versus fiberglass ladders and it was determined that more research needed to be done on the exact ladder to purchase. **Nancy Dillard made a motion to authorize up to \$350.00 for the purchase of a ladder. Bill Byers seconded the motion and all approved by voting aye.**

Ray Stockwell reported that Court 1N in front of Villa 165 has significant root damage that poses a tripping hazard at the mailbox and needs immediate attention. He presented a bid for cutting the tree roots and repairing the asphalt with Asphalt Repair Services. **Nancy Dillard made a motion to accept the bid of \$800.00 from Asphalt Repair Services to repair the Court 1N area in front of Villa 165. Rick Randall seconded the motion and all approved by voting aye.** These funds are a reserve item for street maintenance.

Ray Stockwell presented recommendations and bids for driveway replacement at Villas 57 and 62, driveway repairs at Villas 148 and 154, and sidewalk slab replacements at Villas 14, 32, 121, 174, and 179. **Nancy Dillard made a motion to accept the bid by James Miller Enterprises for \$6830.00 for driveway replacement at Villas 57 and 62, driveway repairs at Villas 148 and 154, and sidewalk slab replacements at Villas 14, 32, 121, 174, and 179. Rick Randall seconded the motion and all approved by voting aye.**

Ray Stockwell presented recommendations for driveway paver replacements. He discussed the pros and cons of thin and thick pavers and the cost of strips and skins of pavers. **Nancy Dillard made a motion to purchase the thick paver and buy a skid of 540 pieces for \$900.00 from Ruck Brick. Rick Randall seconded the motion and all approved by voting aye.**

Ray Stockwell will work with Terry from Southwest Services on other sidewalk/driveway repairs that are within his scope of work. Any additional labor will be coded separately to the respective reserve account.

The owner of Villa 56, Ron Allbee, brought up a courtyard drainage issue caused by tree roots that resulted in water backing up into his pool area. He thought this might be an Association issue and asked for partial reimbursement of the cost to resolve the issue. It was determined that courtyard drainage is an owner expense.

**OLD BUSINESS:** None at this time.

#### **NEW BUSINESS:**

The question was raised to the Landscape Chairman as to whether fertilizer and pesticide schedules could be posted in advance. This is not possible as these applications are dependent on the weather.

Newsletter inputs are due by Wednesday October 29, 2014.

#### **OWNER COMMENTS:**

Michael Score, Villa 125 – Are Board members attending the City meeting this afternoon regarding the Harvest Church building request and does the Board have a position on the issue? Janet Stockwell and Nancy Dillard are attending the meeting. The Board does not have a unified position, but individuals in the community do and should be there to express them.

Fran Goldberg, Villa 166 – Since Harvest bought the property, the recreation vehicle that had been moved is back on the property directly in front of her villa.

Bob Littlefield, Villa 17 – He had a phone call asking about a Glen Oaks LLC and whether the Association owned property as an LLC. The Association does not own any property. There is only one villa that is owned by a similarly-named entity: Villa 29 is owned by 3922 Glen Oaks LLC.

Gloria Lowe, Villa 168 – Asked about the missing stop sign at Prudence and Glen Oaks Manor Road. The Board asked Glen Oaks Ridge to replace it and their maintenance person is working on it.

**NEXT MEETING DATE:** The next regular Board of Directors meeting will be Monday, November 17, 2014 at 4:00 p.m. at Faith Presbyterian Church.

**ADJOURNMENT:** Upon a motion made by Bill Byers and seconded by Nancy Dillard, the meeting was adjourned unanimously at 4:17 p.m.

Submitted by: Janet Feliciano, Association Manager