

**Estates at Windermere Homeowners Association
Board Meeting October 25, 2005
Stoneybrook West Golf Club**

APPROVED MINUTES

OPEN FORUM: Questions were posed by attendees regarding the proposed budget and other Association matters.

DISASTER PREPAREDNESS PRESENTATION: cancelled due to the Ms. Sandor's vehicle problems.

QUORUM ESTABLISHED:

- Present: Ragini Patel, Joe Relich, Todd Rule, Kathy Sheppard and Dan Zanini
- Absent: None

Meeting convened at 7:15p by Relich. Proof of Notice verified by posting at the Exit Gate of the Association and a mailing to each owner of record on October 11, 2005.

APPROVAL OF MINUTES: A motion to approve the September Meeting Minutes with the change indicated by Ms. Sheppard was made (Zanini/Sheppard) and carried.

TREASURER'S REPORT: Sheppard presented a written report (attached) for the record. The Board approved Ms. Sheppard's recommendation to add reserve funds (approx \$9000) to the expiring CD (approx \$11000) to bring the total to \$20000 for a 7-mo investment period.

LANDSCAPE COMMITTEE: Janis Zanini provided a written report (attached) for the record. Subsequently the Board directed:

- Ms. Rumely should advise PLM that the annuals should be red petunias.
- Ms. Rumely should investigate costs to have the stone surround at the gate repaired with the stones collected by Janis Zanini.

ARC REPORT: Ms. Sheppard presented a report for Mark Sheppard, Chair

- No application has been received to date for the paver installation on Coral Stone Court. A new door has been reported-Ms. Rumely is to follow up with a letter.
- There are some re-painting requests outstanding that will be approved.

MANAGER'S REPORT: Ms. Rumely summarized activities during September/October in a written report previously provided to the Board of Directors.

OLD BUSINESS:

- Sidewalk at 2405 RW – Ms. Rumely reported that after contacting the Better Business Bureau, Mack Barnes of Tri-County Concrete called and in negotiation agreed to refund \$400 for the two plates that were incorrectly installed. A check has been received and cleared through the bank. In light of this response, Ms. Rumely reported she did not ask Association counsel to send a demand letter to Tri-County Concrete. It was agreed to include this work in the Sidewalk/Curb project. Mr. Rule agreed to collate a list of damaged curbs and sidewalks that should be estimated for repair. Ms. Rumely should contact at least three vendors.
- Guard House-Blinds and Tinting – A motion was made (Rule/Sheppard) and carried to approve a proposal to pressure wash the guard house for \$164.
- Road and Storm Drainage report-follow-up: Mr. Zanini and Mr. Rule reported that the recommended debris removal has been completed.
- Gate re-painting for exit gate – vendor completed gate painting; awaiting approval to pay \$725

- Gate street signage – vendor proposed \$350 – BOD advised by email; awaiting approval
- Guard House Lighting-vendor is scheduled to meet with BOD representatives to discuss the work and the Board approved a maximum of \$500 for new guard house lights.
- Triathlon issues – Ms. Rumely reported that she had not received any irrigation reports for August and September to document any damages. She also reported that due to an accounting mistake, the invoices were paid without her approval. The Board directed that unless PLM can produce the missing reports, \$250 should be withheld from the regular monthly maintenance payment.
- Fence Rail damage – Ms. Rumely again reported that PLM has agreed to repair the fence damage caused by the mowers. Ms. Zanini reported finding additional damages.
- Web Site update-Mr. Rule reported a successful purchase of the domain “eawfl.org” for the new association web site for a 3-yr fee of \$74 and that as Web Site Manager holds the admin user id and password for updates. A motion was made (Sheppard/Relich) and carried to approve an invoice for reimbursement of the DH gift and domain subscription for \$224 to Mr. Rule.
- Ms. Rumely reported receipt of a written resignation from Danny Humphress due to the sale of his property. The Board invited Ms. Patel, previously appointed, to join the Board as a director. The Board confirmed Mr. Relich as President, Mr. Rule as Vice President/Secretary and Ms. Sheppard as Treasurer.
- Gate Turnover-Ms. Sheppard reported that Mark Sheppard has successfully completed the software installation and can update gate cards and assign codes as needed. She reported that there may be a few cards that need to be renewed and she will send a community email requesting homeowners to report any expired codes.
- Budget proposal changes – after discussion, the Board agreed to a 5% increase in the annual assessment – new rate will be \$350.39/qtr. The Board agreed that additional work is needed to individual line items and that will be done by the next Board meeting.

NEW BUSINESS:

- The invoice for Tobin Construction (\$75) was approved. A motion was made (Rule/Relich) and carried to approve additional street signage repainting up to \$150. The FDC invoice for \$574.50 was approved.
- Ms. Rumely presented a renewal contract with Leland Management; the Board decided to rebid the management services contract. Ms. Sheppard will be coordinating interviews with new management services companies.
- Ms. Rumely presented a retention agreement with Larsen & Associates for legal services for the Association. After some discussion, Mr. Relich signed the contract and Ms. Rumely will forward it to the attorney for execution. A motion was made (Zanini/Sheppard) and carried to accept the proposed retention agreement.
- As requested by Ms. Sheppard, Ms. Rumely presented a renewal contract with PLM for landscaping services at \$26400/yr. An addendum was also presented locking in the 2nd yr rate at \$27000. A motion was made (Sheppard/Relich) and carried to accept the PLM renewal contract and 2nd year lock in rate of \$27000. The Board directed Ms. Rumely to rebid the landscaping services contract with Whisper Wind and Quintana Brothers and present new quotes at the next meeting.

ADJOURNMENT: Motion (Relich/Zanini) was made and carried to adjourn the meeting at 10pm.

MINUTES: taken by Carol Rumely, Association Manager